



Reserving Public Facilities Online

By **KARLEE KEYSER** April 2016

Have you ever wanted to make a special meal for friends or an event, only to remember that you don't have an oven at home? What about a secret desire to see what it's like to be in a band? Maybe you just want to have a meeting place away from home, where you can talk or do activities with people in your social circle? Hiroshima City public facilities may be the answer! I recently learned about the Hiroshima Public Facilities Reservation System, which makes it easy for regular citizens to reserve and/or check the availability of public facilities – online! Here's a list of facilities included in this system:

Online Reservations & Availability Check	Online Availability Check Only
Community Centers (<i>kouminkan</i>) Hiroshima City Youth Center Yui Port (Gender Equality Center) GOJINSHA Wendy Hito-Machi Plaza	Ward Sports Centers & Yuki Gymnasium JMS Aster Plaza & Ward Cultural Centers Youthtopia (Working Youth Home) <i>...and more!</i>

The one thing to remember: You can't start reserving facilities on a whim. Though you don't need to log in just to see different facilities' availability, you *do* need to log in if you actually plan to reserve them online. This means that you need an account number and a password, which you can receive by following Step 1, below. Do all this and you can enjoy making convenient, online reservations of city facilities!

Reservation Process	
Step 1	Register for an Account First, fill out and submit a hardcopy application form to your local ward office's help desk (<i>madoguchi</i> , <small>まどぐち</small> 窓口), from whom you'll receive your account number and password. (Skip this step if you are only interested in checking facility availability.)
Step 2	Check Facility Availability Second, check facility availability by accessing the Public Facilities Reservation System website (https://yoyaku.e-harp.jp/hiroshima) and clicking <small>あ</small> <small>し</small> <small>せ</small> <small>つ</small> <small>け</small> <small>ん</small> <small>さ</small> <small>く</small> 空き施設検索. From here, you can enter search criteria such as facility name, geographic area, type of activity (e.g. sports and cultural activities), date, and time.
Step 3	Submit Your Reservation Third, submit a reservation request to a facility. Depending on the facility and your desired reservation date, the facility's calendar may indicate that reservations are by phone only (☎), or can be made over the internet (🌐). Note that internet reservations are subject to the approval of each respective facility.
Step 4	Submit Necessary Forms/Fees (When Applicable) Lastly, fill out any forms or fees specific to your reserved facility (please ask your desired facility about this step).