



CO-WORKING SPACE  
TAKE A NAP

# Co-working Space TAKE A NAP

~ Information Guide ~

# What is “Co-working Space” ?

## About Co-working

Co-working space is a new style of work, a "shared workspace" for sole proprietors, entrepreneurs, and employees who are allowed to telecommute and work in an environment where they are not restricted by location.

## When will you use the service?



Use as a **study room**.  
There are individual desks and monitors, so everyone can focus on their work.



**Private room** are available to people who only need to have a meeting on the web when they are not at home.



**Gathering with friends for short periods of time.**  
Most people use it for working while having a **brief meeting**.

### Others

- Use to study for certification exams, college exams, etc.
- Use it as a (private) space instead.
- Having difficulties to concentrate when staying at home.
- When you need someone to watch you. (otherwise you cannot focus on work etc.)
- Take a break. (Change your mood) etc.

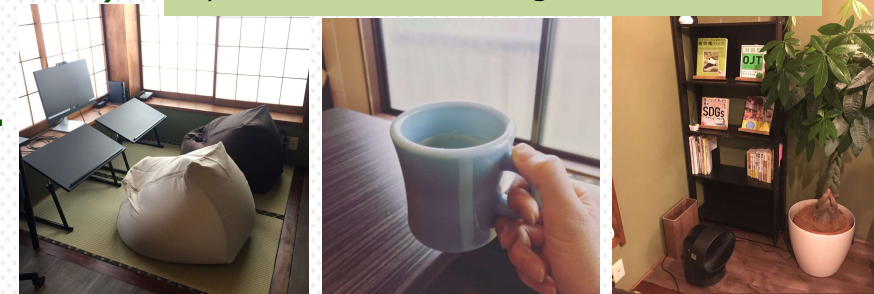


# What is “TAKE A NAP” ?

## About TAKE A NAP

- This is a co-working (shared) space with a monthly membership.
- Non-members can use the space during drop-in business hours.
- ✓ Co-working space 10 seats
- ✓ Café space 4-6 seats(food & beverages can be brought in)
- ✓ 1 Meeting booth (for 1 or 2 persons)
- ✓ Free Wi-Fi, power strips, monitors, etc. are available.
- ✓ Members can use the space "without reception\*" & "at any time\*".

To keep you focused, this coworking space also has a seating and break area.



> Membership: Weekdays/Weekends 7am ~ 10pm

> Drop-in: Weekdays/Weekends 10am ~ 8pm

- Monthly membership registration is required for use without reception.
- Available hours above are for full-time members. Special time-limited plans are also available.
- Payment of membership fee is by credit card (VISA and Master).
- Discount for the disabled: 10% discount upon presentation of a disability certificate (not applicable to all).
- Closed during year-end, New Year's and national holidays.



# What is “Drop-in” ?

## About Drop-in (Trial Use Date)

- “Pay Hourly” or “pay-as-you-go” is available.
- Available for work and study purposes.
  - Members can use the space for members in the same way as members.
  - Business hours: 10am ~ 8pm. (Held irregularly)
  - Please check the business calendar at the counter or on our website or SNS for the dates of the event.
  - Fees are as follows(include tax):

**~Up to 1 hour: 550 yen; ~2 hours: 990 yen;  
Over 2 hours: 1,480 yen  
(until the end of drop-in business hours)**

\*Payments are accepted in cash/paypay/LinePay/ItabashiPay.

**\*One drink for use up to 1-hour, free drink for use over 1 hour**



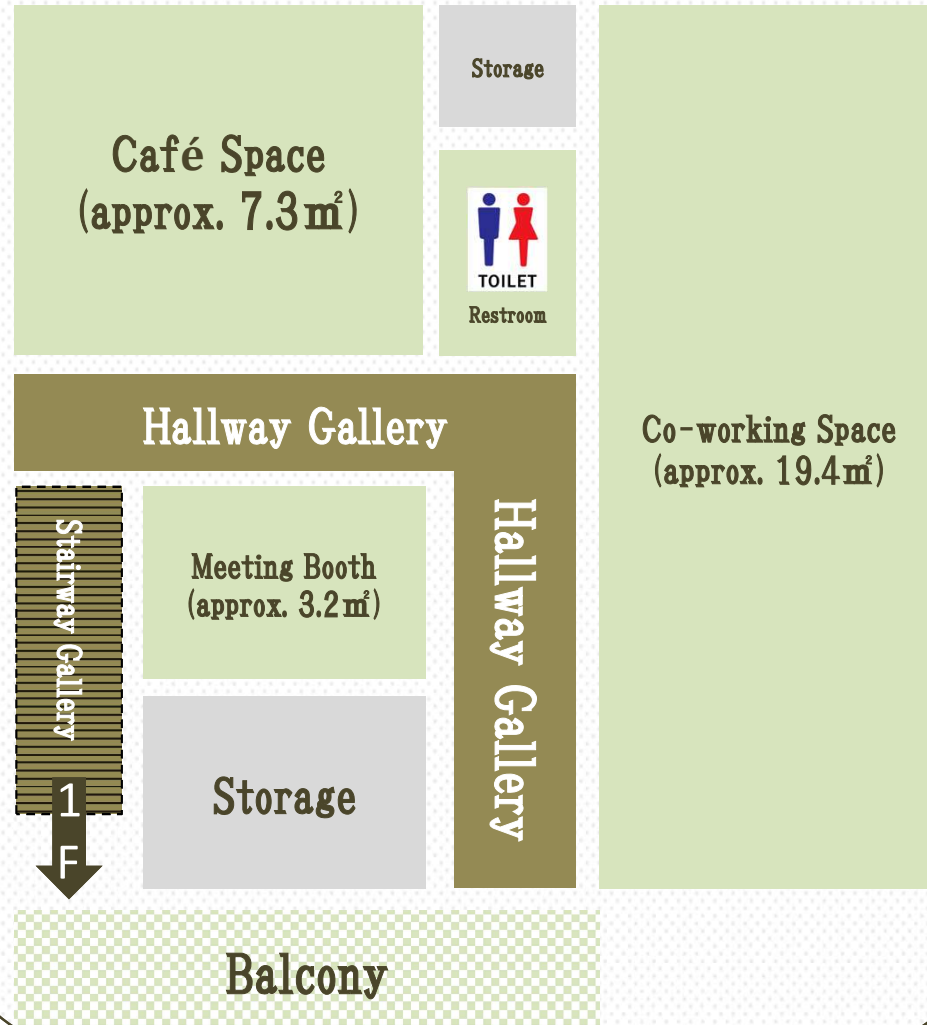
# Floor Map

## 1F Reception

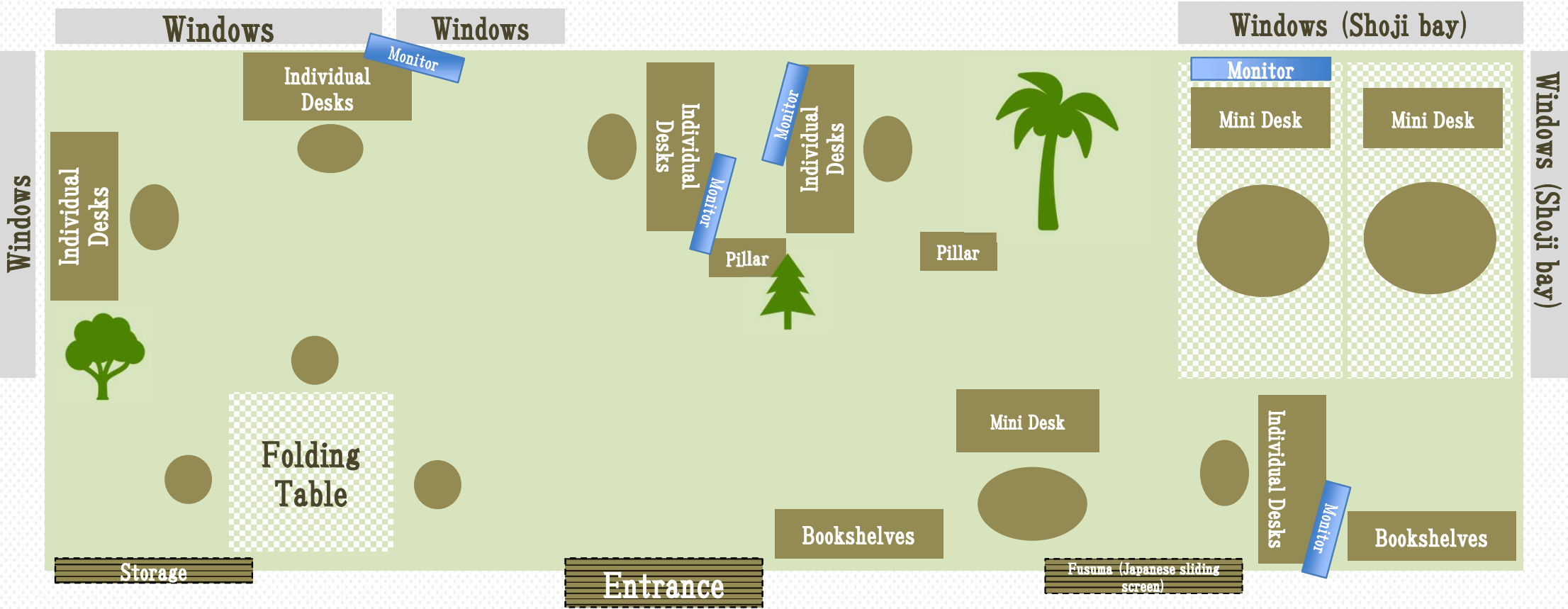
After registering on the 1st floor, please take the stairs to the 2nd floor.



## 2F Co-working Space



# Co-working Space (2F)



# About Co-working Space

Individual Desks - 5 seats



Tatami - 2 seats



Sofa - 1 seat

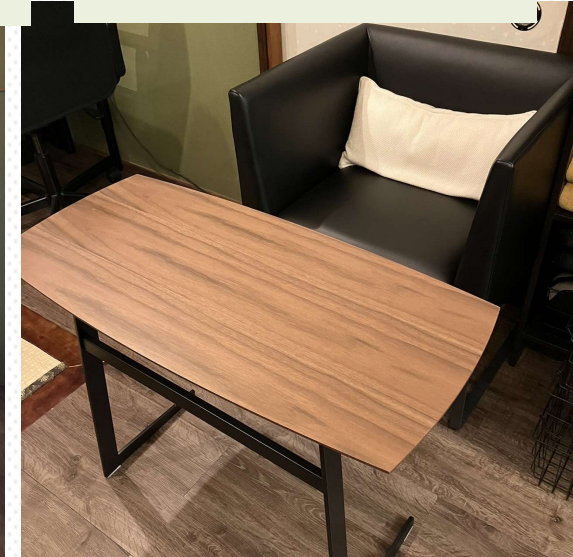


Table - 2 seats



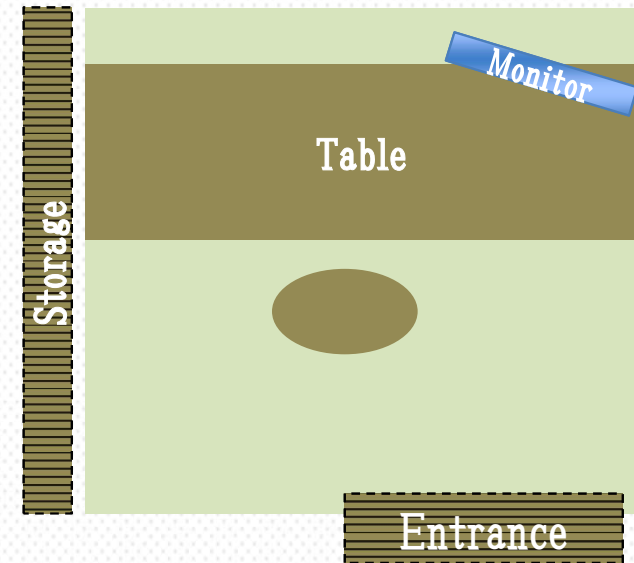
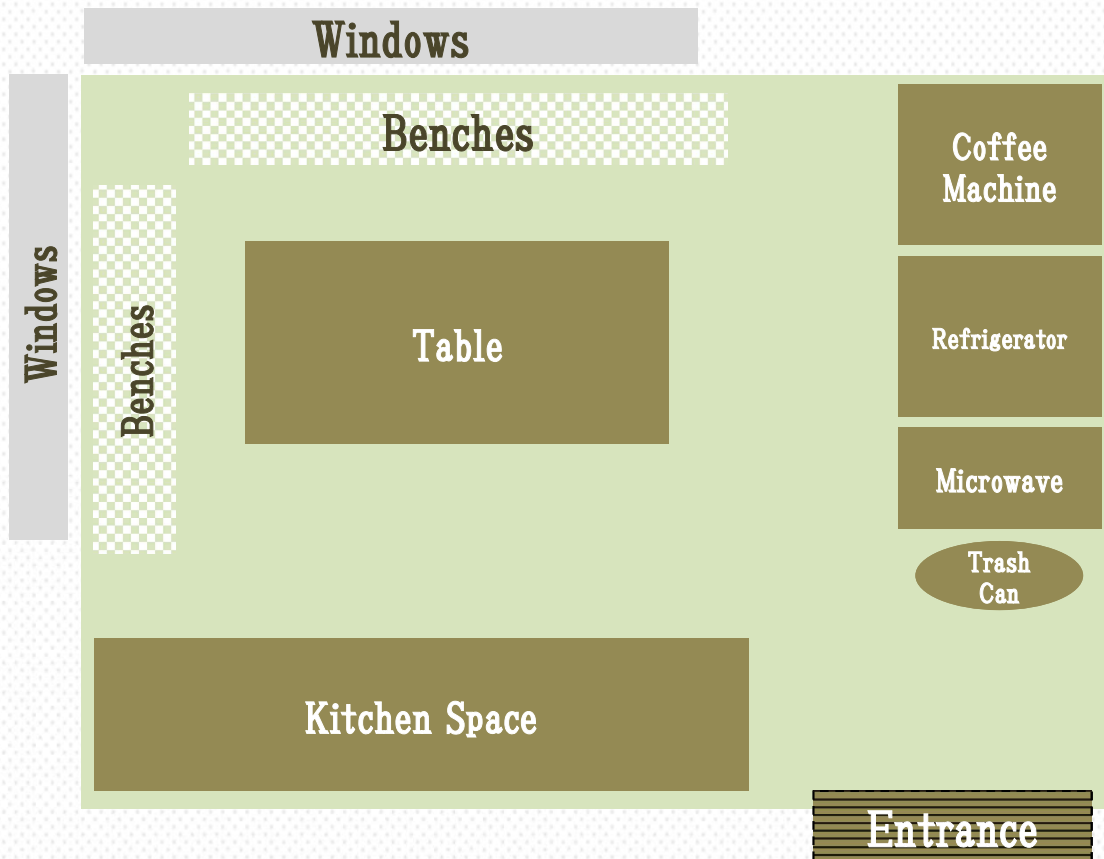
## Spec.

- Free rental of simple writing materials & stationery
- High-speed Wi-Fi & power supply
- Knee pads, cushions, luggage baskets, etc.
- 5 monitors
- Magazines & books (free to read inside only)

**\*Beverages & food are not allowed (drinks with lids are allowed).**



# Café Space & Meeting Booths (2F)





# Café Space

## Benches & Table



**Kitchen is available.**  
**(\*reservation required)**

## Coffee Machine, Microwave, etc.



- Capacity for **4 ~ 6 persons** with auxiliary chairs.
- **Others - Electric kettle, refrigerator, etc. available.**
- Refrigerators are also available but will be cleaned at the end of the day.
- The space may not be available for private parties, meetings, etc.
- \* No reservation is required for normal use such as eating or drinking.
- \* **Reservations are required for events, meetings, etc. using the kitchen.**

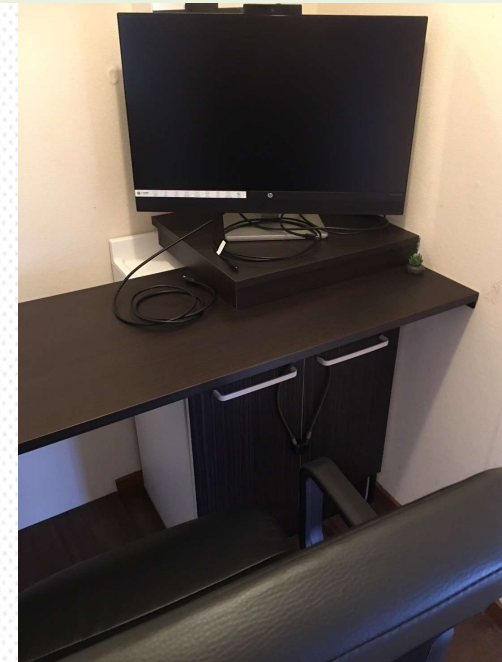


# Meeting Booth

## Table & Chair



## Monitor (with Web Camera)



- **Reservations are required.**
- Please note that the use is limited to **1 hour per person.**
- This room may not be available for private parties, inspections, etc.
- **\*No food or drink is allowed.**  
**(drinks with lids are permitted)**

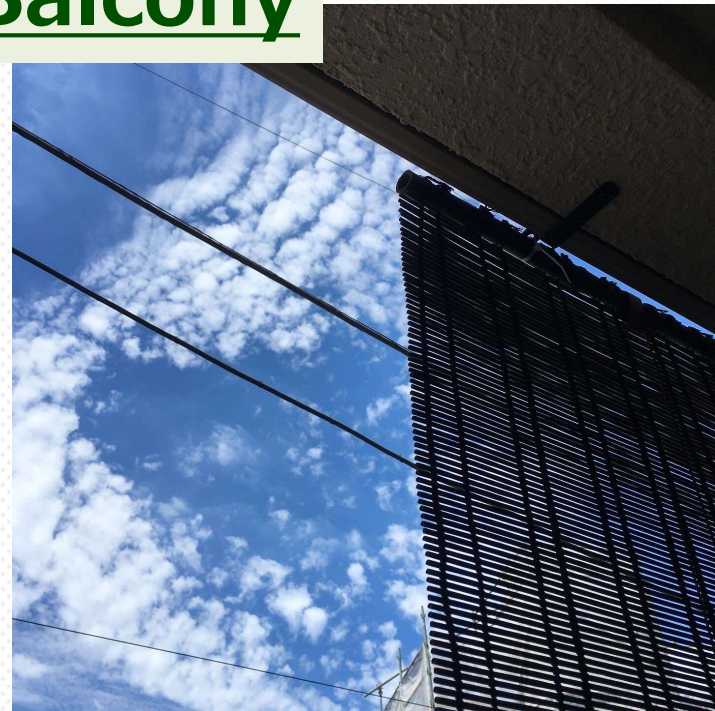


# Restroom / Balcony

## Restroom



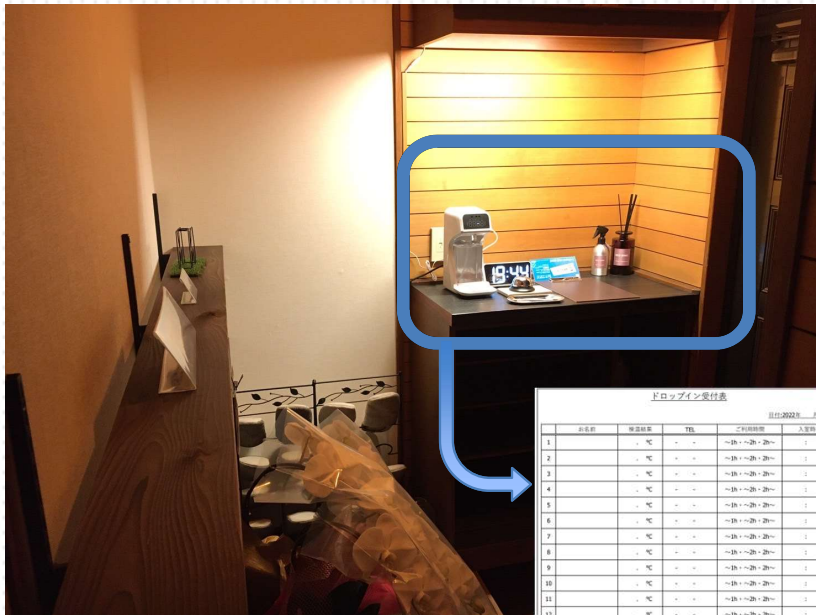
## Balcony



- Restrooms are for both men and women.
- Work on the balcony is prohibited.  
**Only available for rest.**



# Drop-in & Reception Info



ドロッピン受付表

日付: 2022年 月 日

| 順番 | 申込日 | 申込時間 | TEL | ご利用時間       | 入室時間 |
|----|-----|------|-----|-------------|------|
| 1  |     |      |     | ～1h・～2h・2h～ |      |
| 2  |     |      |     | ～1h・～2h・2h～ |      |
| 3  |     |      |     | ～1h・～2h・2h～ |      |
| 4  |     |      |     | ～1h・～2h・2h～ |      |
| 5  |     |      |     | ～1h・～2h・2h～ |      |
| 6  |     |      |     | ～1h・～2h・2h～ |      |
| 7  |     |      |     | ～1h・～2h・2h～ |      |
| 8  |     |      |     | ～1h・～2h・2h～ |      |
| 9  |     |      |     | ～1h・～2h・2h～ |      |
| 10 |     |      |     | ～1h・～2h・2h～ |      |
| 11 |     |      |     | ～1h・～2h・2h～ |      |
| 12 |     |      |     | ～1h・～2h・2h～ |      |
| 13 |     |      |     | ～1h・～2h・2h～ |      |
| 14 |     |      |     | ～1h・～2h・2h～ |      |
| 15 |     |      |     | ～1h・～2h・2h～ |      |
| 16 |     |      |     | ～1h・～2h・2h～ |      |
| 17 |     |      |     | ～1h・～2h・2h～ |      |
| 18 |     |      |     | ～1h・～2h・2h～ |      |
| 19 |     |      |     | ～1h・～2h・2h～ |      |
| 20 |     |      |     | ～1h・～2h・2h～ |      |
| 21 |     |      |     | ～1h・～2h・2h～ |      |
| 22 |     |      |     | ～1h・～2h・2h～ |      |
| 23 |     |      |     | ～1h・～2h・2h～ |      |
| 24 |     |      |     | ～1h・～2h・2h～ |      |
| 25 |     |      |     | ～1h・～2h・2h～ |      |

※必ずご利用の日の前日までにお申し込みください。

|   | Name | Temperature | TEL | Hours of Use | Entry Time |
|---|------|-------------|-----|--------------|------------|
| 1 |      | . °C        | - - | ～1h・～2h・2h～  | :          |
| 2 |      | °C          | - - | ～1h・～2h・2h～  | .          |

- Temperature & disinfection are required.
- After filling in your date, name, contact information, and estimated time of use, **please ring the doorbell.**
- Payments are accepted by **paypay**, **LinePay**, **ItabashiPay**, and **cash** only.
- **Fees must be paid in advance.**
- If you have paid in advance and your scheduled time has expired, you may extend your stay by paying the difference.



# Bicycle Parking Space Info



- Please notify us at the reception desk if you park your bicycle.
- We kindly ask for your cooperation for walking to the co-working space as much as possible.



# Monthly Membership Info

## <Monthly Membership Plan>

| Membership Category | Fee(per month) | Use of Period | Use of Date         |
|---------------------|----------------|---------------|---------------------|
| Full-time           | ¥14,800        | 7am ~ 10pm    | Weekdays + Weekends |
| Daytime             | ¥11,000        | 7am ~ 8pm     | Weekdays Only       |
| Night               | ¥5,500         | 4pm ~ 10pm    | Weekdays Only       |
| Weekend             | ¥ 6,600        | 7am ~ 10pm    | Weekends Only       |

## Free entry and leave during the contracted hours!

- Please visit or use the drop-in service before applying.
- Registration is required using the dedicated application or your IC card with Felica function as an entrance pass (initial registration is free of charge).
- **Monthly payment can only be paid by credit card (VISA or Master).**
- Application is subject to screening.
- Discount for the disabled: 10% discount upon presentation of a disability certificate (not applicable to some facilities).
- Closed on national holidays (year-end & New Year's holidays).
- Use beyond contracted hours: 880 yen/hour
- Registration fee of 11,000 yen will be charged for lost admission IC card and application re-registration.
- All prices shown include tax.
- All seats are free-address.
- Please note that the program will be closed as soon as the number of participants reaches the limit.



# Flow of Member Registration

## ① Trial Use



Please visit or drop-in during business hours.

Available  
from the day  
of purchase

## ② Contact for Membership Application



Please feel free to contact us at the reception desk or by e-mail or phone if you are interested in our services.

## ③ Issuance of Entrance Card & Membership Registration Procedure (about 30 minutes)

- Sign the Terms of Use/Membership Agreement \*Please bring your ID card
- Registration for payment of membership fee (credit card)
- Entrance card (IC card or app) registration and explanation of facilities  
\*Please bring your smart phone or IC card with Felica function (Suica, PASMO, etc., free registration).

### ★ Member Benefits ★

- ✓ Members-only days / hours, priority use for private reservations
- ✓ Free coffee and drinks, discounts for other events, etc.



# Private Charter Plans Info

This plan is for those who wish to use TAKE A NAP for events, workshops, seminars, conferences, etc.

Exhibitions, galleries, and other events are also possible.

## < Space Charter Use Plan >

| Plan Category              | Fee(per hour) | Usage period |
|----------------------------|---------------|--------------|
| Café Space                 | ¥ 3,300       | 2hr~         |
| Co-working Space           | ¥ 6,600       | 2hr~         |
| Entire TAKE A NAP Facility | ¥ 8,800       | 2hr~         |

- Meeting booths are also available for the Entire TAKE A NAP Facility plan.
- Drinks not included.
- Reservations are required. For details, please contact us through our website.





# Gallery Plus Info

## About Gallery Plus

This is a service that assists gallery users with online sales for in-store exhibitions and sales events.

- TAKE A NAP will display your own artworks and other items.
- We will provide a special web page where artwork and items can be sold.

Customers will be able to make online purchases and payments during and after the exhibition. The web page can be used for one month after the gallery is closed (continued use can be discussed).

### <Fee>

|                              |               |
|------------------------------|---------------|
| Exhibition gallery space use | ¥ 3,300~/day  |
| Gallery Plus                 | ¥6,600~/event |



# HP & SNS Info

About notification of “ Drop-in Information” & “Special Offers”, please refer to following URL.

★ Official Website: <https://takeanap.jp/>

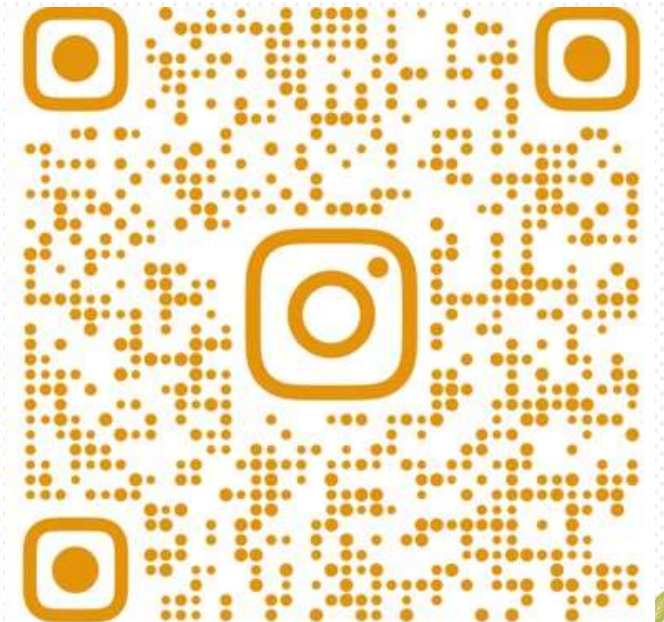
Official HP



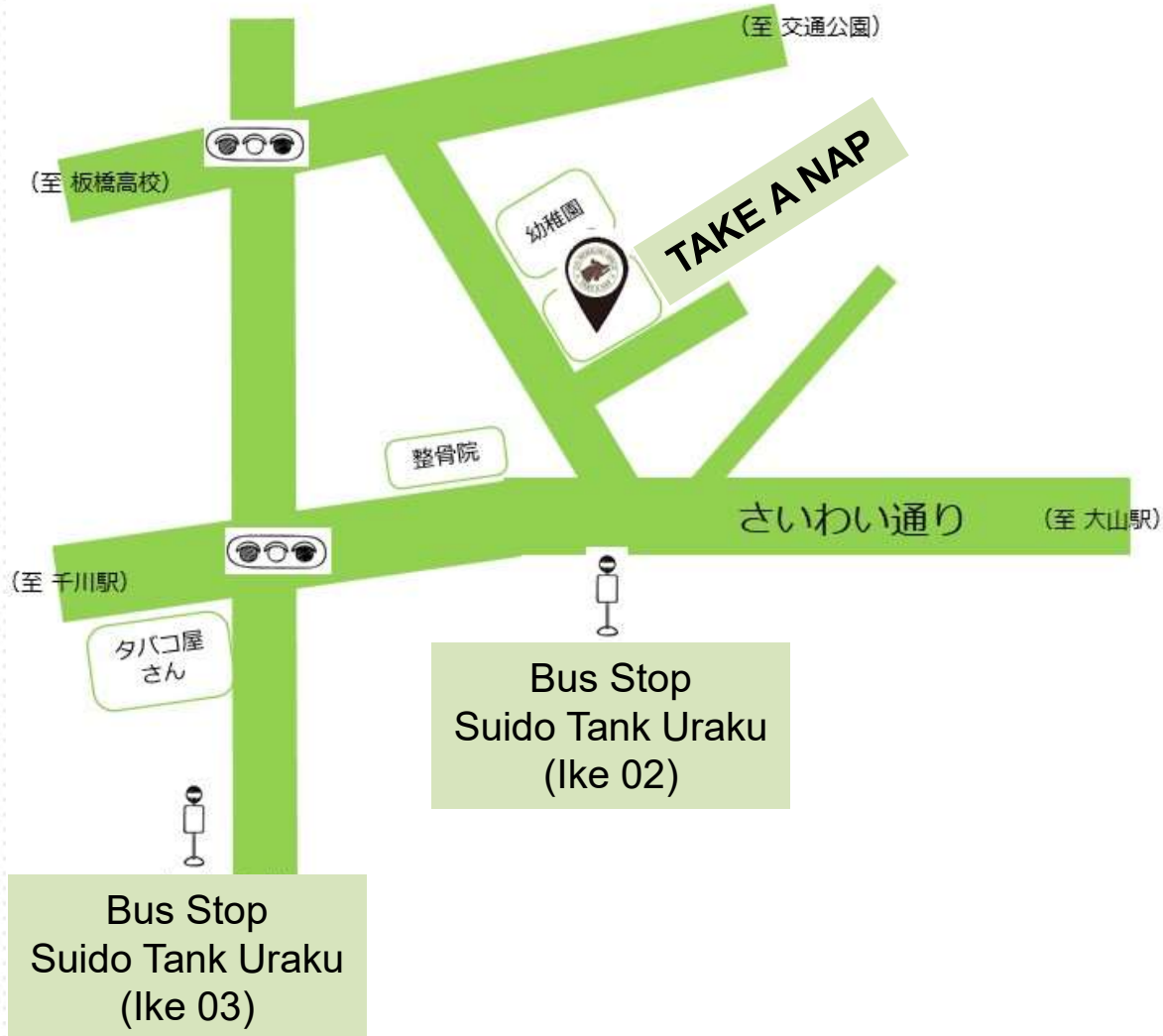
Twitter



Instagram



# Access Map



## <Address>

〒173-0034 Tokyo, Itabashi City,  
Saiwaicho, 66-4 HacksGarden201

## <How to Access>

- 10 minutes on foot from Senkawa Station on the Tokyo Metro Yurakucho Line
- 15 minutes on foot from Oyama Station on the Tobu Tojo Line
- 1 minute walk from Kokusai Kogyo Bus "Suido Tank Uraku" stop from Ikebukuro Station West Exit.  
\*Please use "Ike 02" or "Ike 03" buses.

## <Parking Area>

Space for 2 bicycles only.

\*We ask for your cooperation in walking to TAKE A NAP.





\*November 2022  
\*Contents might be subject to change without notice.