

**YOKOTA TOURS  
POLICIES**

You must be 18 or older to sign up for a Yokota Tour. All participants 17 years and under must be accompanied by a parent or legal guardian to go on Yokota Tours. Please read the tour descriptions in this brochure thoroughly. Participants are encouraged to eat a good breakfast prior to departing on all morning tours; you may also bring your own food on the tours. Rest stops are made on all tours lasting over two hours. (The food at the rest stops is primarily Japanese and currency used is yen.) At all stops, we encourage passengers to return to the same seat taken at the beginning of the tour, and always return to the bus at the time directed by the tour guide. Buses for all Yokota Tours depart near building 2000. Please arrive at least 15 minutes prior to departure time as buses leave promptly, rain or shine.

Full payment for the cost of the tour is due at the time of reservation and must be made in person. All payments must be made in cash, check or charge (VISA, MASTERCARD or CLUB CARD); yen will not be accepted.

Smoking and consumption of alcoholic beverages are prohibited on the tour bus. Personal coolers are acceptable but must be stored in the luggage compartment beneath the bus. Listening to media players is allowed only with the use of headphones. Parents must ensure their children are well behaved and do not disturb other passengers.

The Yokota ITT staff strive to ensure the most enjoyable trip possible. We will make every reasonable effort to accommodate groups when requested. However, due to seating and ticket availability, this may not always be possible.

The Yokota ITT Office is not responsible for the loss of personal items (baggage, equipment, etc.) left on the bus. The Yokota ITT Office is not responsible for any accidents due to personal negligence or misconduct on the tour.

All trip schedules can change due to traffic and/or other extenuating circumstances.

Prices and schedules are subject to change without notice.

**YOKOTA TOUR WAIT-LIST POLICY**

If the tour is full, you can put your name on a waiting list. If there are any cancellations, we will try to contact you three times via phone. After receiving the phone call, you will have 24 hours to come by the Yokota ITT Office to sign up. After the 24 hour period is over, we will move on to the next person on the list.

**INCLEMENT WEATHER**

All tour cancellations due to inclement weather will be determined by 4 p.m. the day before the scheduled tour. Customers will be notified by 6 p.m. that night. In the event a cancellation is necessary, charge refunds will be made the following day and cash refunds will be available after five business days. Customer receipts will be needed to pay out refunds.

**YOKOTA TOURS REFUND POLICY**

• **One-Day Tours**  
Refund will be provided for cancellations made four or more business days prior to tour date. Any cancellations made after four business days will not be entitled to a refund.

• **Overnight Tours**  
The cancellation policy will be notated on the tour book for each tour.

• **Military Obligations**  
In the case of a TDY, TAD, exercise or recall, written documentation (TDY orders or letter from squadron commander/first sergeant) must be presented prior to departure for a full refund.

*In the event that Yokota ITT has already purchased the admission ticket, you will have to pay for the admission ticket cost regardless of the reason for cancellation.*

*You must have your receipt at the time the refund is requested. No refund 30 days after the event date.*

Note: For regular tours, customers are permitted to purchase up to 10 tickets per person. For special tours, customers are permitted up to five tickets per person. Group seating is not guaranteed on tours.

**POLICY FOR CONDUCT AND ALCOHOLIC BEVERAGES ON FSS TOUR BUSES**

These guidelines will be followed for the safety and comfort of all passengers traveling aboard 374 FSS sponsored tours to include: Yokota Tours; Outdoor Recreation trips; New Sanno/Narita shuttles and all Private Organizations that contract transportation through 374 FSS Vehicle Operations. The following provisions will be followed by all customers electing to travel on a 374 FSS bus: Alcoholic beverages are prohibited in the seating and aisle area of the bus. All coolers, bags or backpacks containing alcoholic beverages must be stored within the bus luggage compartment located below and separated from the seating compartment.

A customer found in the seating area with alcoholic beverages will be directed by a 374 FSS escort to immediately move the beverages to the luggage compartment. Customers refusing to comply with the no-alcohol policy while en route will be released at the next convenient train station or location. The customer is responsible in securing their own transportation back to Fussa/Yokota.

Customers found intoxicated when boarding a 374 FSS bus for return travel to Fussa/Yokota will be refused admittance on the bus. They will be directed to the closest train station or location. Again, it is the responsibility of the intoxicated person to find another means of travel.

Persons not permitted to travel with 374 FSS due to the above circumstances shall forfeit their ability to receive a refund for incurred expenses for bus travel and event fees.

Individuals will be referred to the 374th Mission Support Group Commander for non-compliance with the above requirements. Incidents will be handled under UCMJ or YCAP as appropriate.



YOKOTA ITT  
227-7083/227-7084

**HOURS OF OPERATION**

MON-FRI • 10 A.M.-6 P.M.  
SAT • 10 A.M.-3 P.M.  
SUN & HOL • CLOSED



YOKOTAFSS.COM

**SIGN-UPS  
START:**

**SAT • 3 NOV  
10 A.M. - 3 P.M.**

**DECEMBER**

SUN	MON	TUE	WED	THU	FRI	SAT
						1 <b>JAN TOUR SALES</b> TOKYO COMIC CON ILLUMINATION AT PLEASURE FOREST
2 YOKOSUKA SHOPPING	3 CHICHIBU NIGHT FEST	4	5	6	7	8 HAKKEUJIMA SENGEN SHRINE, OSHINO & JAPANESE VILLAGE
9 CUP NOODLE & YOKOHAMA MALL	10	11	12	13	14	15 KAMAKURA ASHIKAGA ILLUMINATION & SANJO PREMIUM OUTLET
16 SKYTREE & BRUNCH AT THE NEW SANNO	17	18	19	20	21	22 TOKYO WATERFRONT & ASAKUSA EDO OPEN-AIR MUSEUM & LALAPORT
23 THE NUTCRACKER	24 ODAIBA	25 DISNEYLAND	26	27	28	29
30	31					

**SIGN-UPS START: 3 NOV**

**SAPPORO SNOW FESTIVAL TOURS**  
SUN-TUE • 3-5 FEB  
SUN-TUE • 10-12 FEB



**YOKOTA ITT TOURS CUSTOMER PARKING**

TO CHIL'S HUGHES  
E CLUB  
TO ODR GEORGE  
BLDG. 2000

Please park your POVs in the parking spaces near the side of building 2000. ITT customers, please do NOT park your POVs in the E Club parking lot.

**YOKOTA TOURS BUS PICKUP LOCATION**

