Other useful sites
Japan: The Official Guide
http://www.jnto.go.jp/eng/arrange/transportation/index.html
East Japan Railway Company http://www.jreast.co.jp/e/index.html
Rail Map http://www.jrpass.com/map
Time Table and Route Search http://www.hyperdia.com/en/

Access to Okuma Auditorium (Waseda University) from Sunroute Hotel

Using public bus will be convenient (180 Japanese Yen). It starts from Takadanobaba Station and Okuma Auditorium will be the final stop.
There is another public bus line going from Shinjuku Station to Waseda University.