

Personal Retreat Guidelines
Drong Ngur Jangchubling, Florida
April 2014

Overview:

Drupon Thinley Nyingpo Rinpoche has requested that the center be available to those wishing to conduct a personal retreat. To streamline this process, we are incorporating these forms as part of the application to stay at the center. *Your application must be fully completed before it is reviewed.* All information is kept confidential. Additionally, please answer the questions concerning your retreat in Personal Retreat Form and sign the Personal Retreat Payment Form. You will need to complete all three forms as part of your application.

Instructions:

Complete this document by signing at the bottom. Mail all three documents, Personal Retreat Form, Personal Retreat Payment Form, and Personal Retreat Guidelines Form to our mailing address: 12733 Oakwood Drive Hudson FL 34669

Please review the following guidelines and policies in place at Drong Ngur Jangchubling (DNJ). To complete this form, please sign and date at the bottom of the page. Signing this form means that you have read, understood and agree to abide by each policy listed.

1. No smoking or tobacco use is permitted at DNJ at any time.
2. No alcohol use is permitted at DNJ at any time (with the exception of ritual feasts and shrine offerings).
3. No pets are permitted in the shrine room (excludes service dogs or other service animals) nor are they permitted to be left in a vehicle on the premises. There are no pet care facilities at DNJ.
4. While guests are welcome to visit the center, no other persons may be invited to stay overnight without prior approval of DNJ.
5. No weapons may be brought onto the property. No weapons may be brought into the shrine room.

6. While on retreat, we ask all guests to observe the Five Precepts:
 1. to abstain from causing harm and taking life (both human and non-human)
 2. to abstain from taking what is not given
 3. to abstain from sexual activity
 4. to abstain from wrong speech: telling lies, deceiving others, manipulating others, using hurtful words
 5. to abstain from using intoxicating drinks and drugs, which lead to carelessness

7. There are no child care facilities available at DNJ. If a child is brought to the center for a personal retreat, they must be under the **direct** supervision of a **parent** or **legal guardian** at all times. Children may not be unattended at any time.

8. No loud music, television, or other electronic devices may be brought to or used at the center for entertainment purposes. Devices such as e-books or laptops used for Dharma study are permissible. There is no WIFI at DNJ for guests' use. We request that your cell phone be turned off or turned to silent at all times.

9. You must arrange all travel to and from the center on your own. There is no shuttle service from the center to the airport or bus station.

10. All rooms have two twin beds and are separated by gender. During your retreat, it is possible that someone may share a room with you, especially if a large event is occurring. You may also choose to sleep in the shrine room instead of a bed.

11. There is a full kitchen at the center for your use. You will need to purchase and transport your groceries and cook all meals on your own. You may also arrange meal deliveries to DNJ on your own. The price of the retreat does not include meals.

12. We ask our retreatants to keep the center neat and clean during your stay. There are laundry facilities on site for your use. DNJ will provide all cleaning materials needed for the upkeep of the center.

13. Please care for the shrine room during your visit by offering fresh water bowls daily and removing any older flower or food offerings. If you need instructions on these practices, please let us know.

14. Food and uncovered drinks are prohibited in the shrine room. Drinks must be covered, lidded, or capped.

15. Photography, video recordings, and audio records are prohibited during teaching events, public practice, and all empowerments.

16. Please do not modify the shrine room in any way. Do not *add* or *remove* any sacred items (such as statues, thangkas, or ritual implements) from the shrine unless you have the permission of Drupon Rinpoche.

Contact Information

1. If there is an emergency or the police are needed, please dial 911 and call Ralph Testa at 727- 809-0867 to inform DNJ board members & officers of the situation.

2. If you need assistance with a building issue (i.e. no electricity, no A/C, no water) please call Ralph Testa at 727- 809-0867.

Opening and Closing Procedures

1. Before the first day of your retreat, you will need to let us know when you will arrive. Someone will be at the center to meet you and unlock the shrine room. If you have never been to our center before, please let us know and we will provide a tour of the property.

2. You will have keys for entry to the shrine room and outside gate during your stay. When your retreat is done, please lock the door and leave the keys inside on the kitchen counter or drop in the wooden donation box.

Signature and date