

# **House rules for guests in the house "Grüner Baum" of the Ekayana gGmbH**

## **Preamble**

The concern of Ekayana gGmbH is to carry out long-term retreats. For this purpose Ekayana gGmbH provides accommodation. In general, living in the Green Tree is exclusively for the purpose of a long term retreat on the part of the resident. There are no hotel-like services offered in the retreat house, residents and guests manage their own household. These retreats are always limited in time (as agreed with the manager). The Ekayana Retreat House is therefore not an apartment building for permanent / unlimited living. Practice in the retreat is only possible if this form of living together is conducive to the personal development of the resident.

In addition, an orderly and safe living together of several people in a retreat house is only possible if everyone shows consideration and observes certain rules, which ensure the peace of the house, the spiritual orientation, the protection of the building as well as security and order. Therefore, all residents and guests are obliged to observe the following rules (see §305 BGB). If these rules are not observed, extraordinary notice of termination can be given after two warnings:

## **I. Consideration and living together**

Each resident and guest must respect the needs of others and the rules of the community according to the following rules:

### **Arrival and departure, preparations**

Agreed dates/times for arrival and departure will be kept. The return trip will be organized in advance. Clothes, medication, toiletries and special food needed for the planned period must be procured before the retreat. During the retreat there is no possibility for personal shopping. Doctor's visits and similar provisions have to be made before the retreat, so that during the retreat no foreseeable doctor's visits or the like are necessary. It is recommended to clarify all important things in the social environment (family, friends etc.) in advance (see Communication and Accessibility).

### **Practice and rest periods**

The night's rest from 10 p.m. to 5 a.m. must be observed. During these periods, sounds such as conversations, rituals, music and instruments are to be reduced to room volume. The practice hours are: 5 am to 8 am - 9 am to 12 am - 2 pm to 5 pm - 7 pm to 10 pm.

During these times the practical needs of all residents must be respected. In order to avoid disturbances, everyone stays in a room or in nature at these times. The common rooms are available to everyone during break times. Additionally, there is a daily group practice at 5 pm.

### **Cooperation and living together**

Everyone agrees with the spirit of the spiritual orientation of the house, participates constructively in community life and makes it easier for other residents and guests to find their way into meditation practice. Everyone participates in the common lunch and general classes, as well as in joint meetings and group gatherings. All accept the existing agreements of the retreat group living here. All are co-responsible for any work in the house (cooperation of guests for up to two hours a day), the activities of the Ekayana Institute and for the living together and the atmosphere in the house. The tasks will be distributed by the guest service and are to be followed.

### **Visits and vacations**

During a retreat only residents and retreat guests are allowed to stay in the house. Vacations can only be taken during a retreat in agreement with the teachers.

### **Communication and Accessibility**

The contact to the outside world takes place during the retreat by mail and letter. During the retreat the use of internet and cell phones is to be avoided. In urgent cases and by arrangement, the equipment can be used in the office.

Relatives and other important persons can leave messages for residents and guests via the house telephone and answering machine. This is listened to daily. telephone number: +49 7653 21 70 469

## **II. Spiritual Community**

### **Joint orientation**

All are aware of the spiritual orientation of the Ekayana Retreat House and promote it through their presence. Details can be found in the mission statement on the website.

### **Practice hours**

The practice hours are for meditative retreats and should be used accordingly. The organization of these times is left to the individual (in agreement with the first managing director). Always respect and protect the practice needs of the other cohabitants. Everyone participates in the daily group practice and other practices on special occasions.

## **III. security**

### **Keeping escape routes clear**

Everyone must ensure that the stairwell, corridors and building entrances can fulfill their function as escape routes. It is permitted to leave shoes in the hallway in front of the apartment door. The parking of e.g. furniture or clothes drying racks in the staircase or corridors is prohibited for fire protection reasons.

### **Fire, smoking and storage of dangerous objects**

Smoking and lighting fires (candles etc.) is prohibited in the entire house, including the private rooms. Flammable substances and objects may not be stored anywhere in the house. No electrical appliances may be used in the rooms (water boiler, hotplates, fan heaters and other appliances with heat and/or fire load).

## **IV. cleanliness and order**

Your own room, bathroom, the staircase, cellar, attic, as well as the generally accessible common rooms (including meditation room) and the garden are to be cleaned and kept in order according to the job distribution in the appropriate cleaning cycle. When moving out, the rented room, bathroom and windows must be in perfect condition. Damages must be reported immediately.

**ATTENTION! Many rooms have wall heating! Do not drive nails into the walls! In case of damage, the persons responsible are liable.**

Contact the residents of the house and the office at any time with questions and concerns. The entire stay as well as the use is at your own risk.