

RETREAT DO'S AND DON'TS

Let these not be mistaken as rigid rules and regulations; these codes of conduct are necessary

'self-regulation' so that a sacred atmosphere is maintained at the retreat for the comfort and quiet enjoyment of the guests. They are necessary for the proper management of the retreat. These guidelines also serve to create a conducive environment for spiritual inner development. These rules encourage self-discipline for practicing spiritual SADHANA (Spiritual Practice) and promote an atmosphere of mutual respect, tolerance and unity of purpose.

❖ PERIOD OF STAY

All guest allowed for 3 days stay. Further extension is subject to room availability and approval from the management.

❖ GUEST ROOM & KEYS

Room keys must be retained at management office if guest has to leave the retreat during the stay. Guest may continue occupy the same room if leaving not more than 3 days. Guest has to vacate the room if leave more than 3 days.

❖ CHARGES

All charges have to be paid in advance at the time of the confirmation of booking.

****The charge for the use of the rooms or facilities, which is collected, is just a donation/token to help in the maintenance and upkeep of the premises.*

❖ VANDALISM, DAMAGES & LOSS

Guests are responsible to replace all vandalism, damages or loss to the fittings or furniture during their stay.

❖ MINOR & CHILDREN

Guest with minor is responsible for the supervision of that minor throughout the stay. Children below 12 are not allowed to stay at retreat and should be kept under strict supervision at all times by parents within the retreat compound.

❖ SIGNING OF CONSENT

All guests required signing a written consent, which can obtain from management office to stay at retreat.

❖ CHECKOUT TIME

Latest checkout time is 1:00pm.

❖ MALE – FEMALE RELATIONS

Kindly restrain expression of affection such as hugging or kissing in public. Men are not allowed in the ladies dormitory and vice versa.

❖ DRESS CODE

Shorts, sleeveless shirts, low cut shirt, tight jeans, or other revealing clothing are not allowed.

****All guests, both men and women are required to dress modestly. Indian kurta pajama or long and loose fitting shirt, which hangs down to the knees and trousers, is encouraged.*

❖ **DUTY TO KEEP ROOM TIDY**

Guests are responsible to keep the room clean and tidy at all times. Hanging laundry on the railing/balcony is prohibited.

❖ **MEALS**

Timing for serving breakfast, lunch, afternoon tea and dinner are to be followed to avoid missing out on meals.

****Our traditional serving etiquette is that the left hand is generally used for personal hygiene, and so we avoid using the left hand when interacting with others. It is consider rude to offer anything or serve food, etc., with the left hand.*

❖ **FOOTWEAR & EDIBLES @ VISHWA DARSHAN MULTI PURPOSE HALL**

Footwear & edibles are not allowed inside the Vishwa Darshan Multi Purpose Hall in order to maintain the cleanliness and sacredness of the hall.

❖ **NO LITTERING**

Littering is prohibited at the retreat.

❖ **NON-VEGETARIAN FOOD & INTOXICANTS**

Smoking, drinking intoxicants, using drugs, eating non-vegetarian foods is strictly prohibited.

❖ **OBSERVE MINIMUM WASTAGE**

Do not throw or waste food, as it is a gift from the Divine. Be discreet and mindful in the use of electricity and water, switch off the lights, and close the tap when not in use and avoid wastage in whatever form.

❖ **PHOTOGRAPHY / VIDEO RECORDING ETC.**

Photography, Audio, Video recordings are only permitted during Satsangs and Celebrations with the permission of the management.

❖ **NO LIABILITY FOR LOSS OF PERSONAL BELONGING**

The management will not responsible for any loss of visitors/guests personal belongings.

❖ **RETREAT ACTIVITIES / SELFLESS SERVICES**

All guests/visitors are welcome to join the daily activities in the retreat.

****Guests/visitors are encouraged to contribute 2 hours daily to selfless services such as gardening, computer work, general cleaning, kitchen work etc., as may be assigned to them.*

❖ **RETREAT IS NOT A GUEST HOUSE**

The retreat should not be looked upon as a hotel or guesthouse.

❖ **SELF DISCIPLINE**

Guests and visitors are required to observe and adhere to self-discipline, polite etiquette and the rules of the retreat. Playing radios or music loudly is strictly prohibited. Unnecessary chatting or gossiping is discouraged.

❖ **SILENCE**

Silence is appreciated at the retreat from 10:00pm to 6:00am; Light off by 10:00pm.

❖ **SPEAK SOFTLY & LOVINGLY**

Speak lovingly and softly, respect the elders, and love the young ones.

❖ **TRAVEL / TRANSPORT ARRANGEMENT**

Assistant of Transportation arrangement to and from the Retreat will be provided subject to adequate NOTICE of at least one day in advance.

❖ **UNAUTHORIZED PERSON**

Unauthorized person is not allowed to be invited, entertained or stays in the allocated accommodation or retreat.

❖ **USE OF MOBILE ETC.**

Be discreet in the use of mobiles and other gadgets, so as to minimize the distractions to others.

****Use of mobiles or other gadgets in the Vishwa Darshan Multi Purpose Hall is not encouraged except if they are necessary for the conduct of the activity in the hall.*

❖ **HARASSMENT POLICY**

Specifically, no harassment, proposals or innuendos with a sexual connotation will be tolerated during any programme or activity organised by the retreat or other spiritual NGOs.

****Guests and students participating in such programmes and activities are accordingly made aware of this policy and invited to apply it in their personal behaviour during their stay. Any guest or student who thinks he/she may be the victim of unsolicited advances or any other form of sexual harassment is asked to notify a senior or course supervisor immediately in order for corrective action to be undertaken without delay. Complaints made to the person in charge of the retreat will be treated confidentially and the alleged violator or any third party will not be advised of the complainant's identity without the latter's consent.*

❖ **FOREIGNERS**

Your stay in the retreat must be within the time limit of your Visa and passport validity. You should not indulge in any activity, which is not in line with your stay-permit/visa.

❖ **MANAGEMENT'S RIGHT**

The management reserves the right to dismiss any person from the Retreat.

****Professional misconduct, sexual misbehavior, violent behavior, disrespect to the course coordinators/facilitators, teachers, Universal Home Retreat Management, taking drugs or alcohol, disregard to the silence rule, etc.*

The Management reserved the right to discharge any guest from the allocated accommodation at any time with whatever reason, with immediate effect.

Management reserves the right to revise and modify the Rules and Regulations periodically it as deems fit

ALL ARE ONE