

法航精舍禪修訪客指引

Fa Hong Monastery Visitor Guidelines

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行為守則 Code Of Conduct

法航精舍為佛教寺院，使用者需要遵守以下規則：

1. 持守五戒：不殺生，包括動物及昆蟲；不於禪修中心行淫；不吸煙、飲酒、或吸食任何毒品。
2. 尊重並遵守老師的指引；尊重佛教場所儀式儀軌。
3. 保持修習止語。需要幫助時，請與法工聯絡。
4. 禪營參加者需要在開營時上繳手機與禪營統籌員及關掉其他電子用品，期間專心禪修。在緊急情況下可向統籌員取回手機，用畢繼續上交代存。
5. 依時間表作息，體諒他人，及保持禪修中心整齊清潔。
6. 穿著簡單、莊重及舒適的衣服，請勿穿著緊身、透視或暴露的衣服。請不化妝，噴香水，或者佩戴珠寶首飾。
7. 如有感覺不舒服或需要幫助，請立即通知工作人員。
8. 禪營期間禪修者應在通知法工的情況下離開中心。
9. 每個禪修者每天會做一小時打掃、清潔的工作禪，這是禪修的一部分。因此，目的並不是急於完成工作，而是在工作時禪修。
10. 法航精舍並無公共保險。請莫擅自使用廚房，用電工具等。

法航是十方道場非營利慈善中心，有賴大家的護持。請愛惜資源，做一位負責任的使用者！

Given its purpose as a place for spiritual practice, Meditators visiting Fa Hong should adhere to the following guidelines:

1. Observe the Five Precepts: refrain from killing living beings (including animals and insects), practice celibacy in the monastery, and refrain from smoking and taking alcohol or narcotic drugs.
2. Respect and follow the instructions given by the teacher.
3. Observe Noble Silence at all times. Speak to the staff quietly for assistance when necessary.
4. To ensure dedicated practice during the retreat period, participants are to surrender their mobile phones to the Co-Ordinator on arrival and turn off all electronic devices. Phone calls are allowed only for emergency.
5. Follow the daily timetable, be considerate and keep the retreat premises clean and tidy.
6. Wear simple, modest, and comfortable clothing. Tight, transparent, revealing clothing should not be worn. Do not wear make-up, perfume or jewellery.
7. If you feel sick or need help, please let the staff know immediately.
8. Meditators should inform staff in advance if they need to leave at any time during the retreat.
9. A one-hour daily house keeping/cleaning work meditation will be assigned to each meditator. This is part of the retreat routine. Therefore, the purpose is not finish the job in a rush, but instead simply to do the job mindfully.
10. Fa Hong is not covered by third party insurance - please do not use kitchen or electrical appliances without authorisation.

Fa Hong is a non-profit charitable centre open to people for practice, we rely on your care and support. Please make good use of resources and be a responsible Meditator!

禪堂守則 In The Meditation Hall

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| <ul style="list-style-type: none">• 請準時到達禪堂參加集體坐禪、開示以及討論。• 坐禪時必須面對佛像，勿將你的腳對着佛像及僧侶。• 除了在開示時討論或發問，請不要在禪堂談話，避免發出聲音或引起任何騷動，影響到其他禪修者。• 在禪堂內輕步行走，不要太靠近靜坐中的禪修者。• 坐禪時段，請勿在禪堂內行禪。• 請勿調整風扇的速度、自行點燈、燃燭或熏香。在處理門窗時要保持安靜。• 如有不適，禪修者可在後面坐椅子；如有昏沉，亦可選擇站立的禪修。• 請勿在禪堂內活動筋骨，有限的肢體活動僅限於各人的房間內或戶外。• 在坐禪時，請不要隨意進出禪堂。• 在禪堂內請勿穿着會發出雜音的衣物（如尼龍製成或塑料的），或帶塑膠袋入禪堂。請勿將會發出嗶嗶聲的手錶及行動電話帶到禪堂，可以用無聲手錶。• 請勿將食物及飲料帶入禪堂。• 晚上最後一位離開禪堂的禪修者，請關掉所有的燈及風扇。• 在離開當天或禪營結束時，關掉所有燈、風扇、窗和露台門，將所有墊子和地墊放回原位并用塑料布蓋好，打掃乾淨禪堂。 | <ul style="list-style-type: none">• Please be punctual for group meditation sittings, as well as Dharma discourse and discussion sessions.• Face the altar during sitting meditation, do not point your feet toward the altar or monks/nuns.• Avoid talking except during the Dharma talk and discussion. Avoid making noise or causing disturbance to other meditators.• Please move quietly in the hall, and avoid walking too close to sitting meditators.• During sitting meditation, no walking meditation is allowed in the hall. Do not adjust ceiling fan speed, turn on lights, light candles or incense. Be quiet and gentle when handling windows and doors.• If you feel unwell or uncomfortable, meditators can take a seat at the back. You can also do standing meditation to cope with sleepiness.• Do not do stretching exercises in the hall. You can choose a suitable area in the dormitory room or outdoors for suitable exercises.• During group sitting meditation, refrain from going in and out of the hall.• Avoid wearing noise provoking clothing (such as nylon or plastic) and bringing plastic bags into the hall. Do not use vibrating watches or mobile phone alarms - only silent watches are allowed.• No food or drinks are allowed in the hall.• If you are the last one leaving the hall at night, please turn off the lights and fans.• On the day you leave or at end the of the retreat, turn off the lights and fans, close the windows and the balcony door. Put all cushions and mats back in their place and cover them with plastic sheets. Sweep the floor. |
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宿舍守則 For Dormitory Occupants

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| <ul style="list-style-type: none">• 隨時保持正念與覺知，在集體空間中尊重並耐心地對待他人的需要。時刻保持覺知。• 清晨 5:00 之前及晚上 10:00 以後，請勿開燈。如果晚上必須起床，請使用手電筒。• 把噪音降到最低，例如：開門、關門時；把東西放在桌子上時；使用水桶、水龍頭時等，避免干擾其他禪修者。• 請勿與其他禪修者交談並保持止語，必要時請留字條。• 保持房間的整齊及地板的乾淨。電燈、風扇不使用時，請全部關閉。最後一位離開宿舍者，請關閉所有電燈、風扇。• 提前離營的禪修者，請在前一天通知營長。參閱「離營要務清單」當日因應做好清理，為將到來的營友做準備，同時預算打掃的時間，離開前將自己使用過的地方還原整齊清潔。• 有關以上隨時與營長配合，並在離營時協助還原房間的清潔和放回床上用物。 | <ul style="list-style-type: none">• Be mindful and considerate at all times. Be respectful to and patient with others whilst sharing the space and amenities. Remain mindful at all times.• Keep lights off before 5AM and after 10PM. If you have to get up at night, use a flashlight.• Keep the noise level to a bare minimum when you open/close doors, flush toilets, wash, shower, put or get things, etc., in order to avoid disturbing others.• Avoid chattering, and observe Noble Silence at all times. Write a note if necessary.• Keep the place clean and tidy. Turn off the lights and fans when they are not in use. If you are the last one leaving, turn off the lights and fans.• For Meditators leaving before end of the retreat, inform your Dorm Leader a day in advance. Read “Checklist for Leaving Fa Hong” and arrange as required on the day. Reserve time to clean and tidy up your area in order to make it ready for newcomers.• Co-operate with the Dorm Leader on all of the above points. Assist in restoring the room back to a clean state and put the bedding back in storage at the end of the retreat. |
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浴廁守則 Using The Washrooms

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| <ul style="list-style-type: none">• 隨時保持正念與覺知。• 請輕輕地開關水龍頭及門窗，不要太用力發出巨響。• 保持洗臉槽及馬桶衛生，使用後作適當處理。• 保持浴間衛生，請將掉下的毛髮撿起並丟入垃圾桶中以免造成水管阻塞。• 不要丟棄任何東西到洗臉槽或馬桶裏。使用後的廁紙和衛生用品丟入垃圾桶中，以免造成馬桶阻塞。• 電燈、熱水器不使用時請關閉。 | <ul style="list-style-type: none">• Be mindful and maintain mindfulness at all times.• Handle water taps, windows and doors gently and avoid making loud noises.• Keep the wash basin and toilet tidy, and clean appropriately after use.• Keep the shower area clean and tidy after use, clear dirt or hair and place in the trash bin in order to avoid drain blockages.• Do not throw items into the wash basin or toilet. Throw toilet paper and sanitary napkins into the trash bin in order to avoid septic system problems.• Switch off the lights and water heaters when not in use. |
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用餐守則 At the Dining Hall

- 法航按時間表每日提供素食早餐、午餐及晚間輕食。除了特別健康原因，禪修者不應食用任何外來食品或葷食。
- 到早餐及午餐時間會有打鐘聲，禪修者請排隊取食。
- 進食前省思：進食不是為了取悅自己，不是為了享受及美貌。是為了維持四大組成的身體，讓它有精力地繼續修學佛法，不令舊患新病生起，身體安康。願供養食物，資源的施主及服務禪營的法工們身體健康快樂，早日證得殊勝的智慧。
- 在進食時，請止語，隨時保持正念與覺知。
- 只取所需要的食物份量，勿留下剩菜。
- 用完餐及飲料後，請清洗並擦乾自己的食具，放回置物處。
- 禪修者不可自己煮食。精舍內只准素食，惟可食蛋及奶類食物。我們會儘量安排健康、營養均衡的菜單，配合靜坐修行。若有學員因健康不佳而須特別飲食關照的，應在報名時時通知我們。
- Vegetarian meals including breakfast, lunch and refreshment will be provided according to the daily schedule. Except for special health reasons, meditators should not take meat or food brought from outside.
- When the bell is rung for meals, Meditators can proceed in order to the Dining Hall for meals.
- Before taking the food, reflect wisely as follows: I use this food not for fun or pleasure, not for beautification, but for the maintenance and nourishment of this body, for keeping it healthy, for helping with the Spiritual Life. May the donors of this food and resources, and the volunteers supporting our practice be happy and healthy, may they attain the highest wisdom with ease and joy!
- During meals, maintain Noble Silence and mindfulness.
- Only take as much as you need or can eat, and try to avoid leftovers.
- At the end of each meal or taking a drink, clean and dry your own utensils and put them back in their place.
- Meditators are not allowed to cook. Only vegetarian food is allowed in the monastery, eggs and dairy products are accepted. We try our best to offer a healthy, nutritious and balanced diet for meditation practice. For those who need special dietary care due to poor health, please specify at the time of registration.

離營 / 离开法航要務清單 Checklist At The End Of The Retreat / Leaving FH

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| <ul style="list-style-type: none">• 關閉所有窗戶並鎖上所有門，有需要時請開啟抽濕機。• 確保所有電力開關和水龍頭都關閉。• 還原使用過的物件，包括大小毛毯、枕頭和棉被、床單/枕頭套/被套等須洗淨晾乾、疊好並放回箱子、衣櫃處存。• 清潔臥室和廁所。• 將所有剩餘的食物、飲料和水果放入冰箱，乾糧放櫥櫃或自行帶走。• 清潔廚房及清洗並擦乾用過的器皿、碗、盤子和杯子，放回原處。關燈、風扇、鎖上廚房門。• 收拾用過的椅子和桌子並放回原處。• 離開時帶上所有的個人物品並確實沒有留下任何物品。帶走垃圾並在沿途垃圾桶放下。 | <ul style="list-style-type: none">• Close all windows and lock all the doors, and turn on the dehumidifier if necessary.• Make sure all electrical switches and water taps are turned off.• Restore items you have used including; blankets, duvets, pillows, washable bedding (washed and dried) folded and placed back in storage boxes or cabinets.• Clean the bedroom and toilet.• Place food, drinks and fruits into the refrigerator, and dry food in the cabinets, or take home accordingly.• Clean the kitchen, clean and dry used utensils, bowls, plates, cups and put back in storage. Turn off the lights and fans, close the door and lock it.• Place the chairs and tables back after use.• Upon leaving, take all your personal belongings and double check that you have not left anything behind. Take the garbage for disposal in the public collection bins on your way down. |
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Version History

Date	Who	Updates
1/4/2018	KL	v1.0 All track changes accepted. Baselined first version for printing and distribution to website.