***The ins and outs of scheduling an event at Dharma Gate***

*Q. Who is eligible to schedule an event at Dharma Gate?* A. Currently only members of either Three Treasures or Mindfulness Community of Puget Sound are eligible to schedule events at Dharma Gate?

*Q. If I am a member and I want to schedule a sangha related event at Dharma Gate such as a dharma discussion or a practice committee meeting what are the steps to reserve the space?*

A. Follow the steps below:

1) Please first go to the Mindfulness Community of Puget Sound Website.

2) Go to the tab “about us” and hover over it. This will produce a drop down menu.

3) Click on the tab entitled Our Facility – Dharma Gate. This will open a page describing the facility and some information on generally the kind of activities we have decided are appropriate for the space. It also has the calendar of events for both MCPS and TTS Sangha Communities that are currently scheduled.

4) Look to find a time that is unscheduled that meets the needs of your activity and then call The persons responsible for maintaining the calendar whose names are posted there.

5) Please plan ahead for success!

6) Write the event onto the paper calendar in the kitchen of Dharma Gate

*Q. What if someone I know wants to rent Dharma Gate for a business venture, workshop or other activity not sponsored by MCPS or TTS?*

A. Let them know that only sangha Members are eligible to rent Dharma Gate for such activities at this time. There are some people/organizations who have long term relationships with our community who are still renting the space as an exception.

*Q. What If I am a member and I wish to rent the space for a non-sangha related or sponsored event?*

A. Follow the steps above to determine if the dates you wish are available and the usage needs fits our general policy (see below) and then contact Cristina Mullen or John Flynn whose contact information can be found on the website under the Our Facility tab.

***Guidelines for Dharma Gate Use*** *Dharma Gate is a small sacred space, and therefore outside use is considered for activities with a meditative and/or personal growth focus, or for the ceremonial portion of a wedding or memorial service. The facility can accommodate a maximum of 50 people in the zendo, and priority is given to events involving sangha members or their families and close friends. While stretching or gentle body movement activities may be allowed, vigorous social dancing is not, due to structural issues. Food preparation and service is welcome but we ask that it be vegetarian and that no alcohol be served.*

Thank you! I hope this is helpful..

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