

## Hours of Operation and Security Policy for the Zen Center of Los Angeles

The security and safety of Zen Center members is a top priority. To this end the Zen Center will be open to non-residential members during the following days and hours:

Monday, Tuesday, Wednesday, Friday: 5:15 a.m. to 9:30 p.m. (Note: sometimes the security person does the last check of grounds/buildings a bit earlier on these days.)

Thursday: 5:15 to 10 p.m. (The Day Manager will close and lock the gate at 10 p.m. after allowing members to leave the Center.)

Saturday and Sunday: 5:15 a.m. to 5:30 p.m.

Security persons please note: If you do the final security check earlier than the posted closing hours, be sure that you have noted and spoken to any non-residential/non-guest member that may still be on the premises using the library or sitting in the Zendo. They should be reminded to turn off lights, heat, etc. and be sure that doors and gates are closed and locked. They must be off of the Zen Center's grounds by the listed closing time.

Other times when the Center is closed or during barebones months: The Security Steward will appoint people to be in charge of closing the gate at the appropriate times during these periods. The gate needs to be open during the day even when the Center is closed to allow for mail delivery. The Security Steward will ensure that this happens by appointing people for this task.

Note: Only members or people accompanied by members are allowed to sit during open sitting periods.

### Zen Center Keys

Zen Center sangha keys are to be held only by residents and other authorized staff, guests and members. **Anyone else holding a sangha key should turn it into the business office.** This will help to ensure that no unauthorized person is on the grounds of the Zen Center or in its buildings when the Center is closed. A logout/login for keys will be kept in the office and any staff member who logs out a key will be responsible for logging the key back in when the member is finished with it.

### Dharma and Buddha Hall Hours

Dharma Hall: 8 a.m. to 9:30 p.m. (Mon. through Fri.) and 8 a.m. to 5:30 p.m. (Weekends)

Buddha Hall: 5 a.m. to 9:30 p.m. (Mon. through Fri.) and 5 a.m. to 5:30 p.m. (Weekends)

### Library Use

The library may be used up until 9:30 p.m. on week days or 5:30 p.m. on weekends by any Zen Center members. For non-residential members, a key to the Dharma Hall may be obtained from the Business Office Wednesday through Friday from 9 a.m. to 5 p.m. The library may also be used on weekends by non-residential members by asking a resident, staff, or steward (e.g. Yudo, Gessho, Luminous-Heart, Reiju, Burt, Myoho, Dharma-Joy, Muso, Kaizen, Ando, Senshin, Koan) to open the Dharma Hall for access to the library. Anyone wishing to use the library on Monday or Tuesday will need to make arrangements during office hours to check out the Dharma-Hall key and then return it to the office again during business hours.

### Bookstore Hours

Wednesday through Friday: 9 a.m.-12 p.m. and 1:30 p.m-5 p.m.

Thursday evening until 9:30 p.m.

Saturday and Sunday: 11 a.m.-1 p.m. (Sometimes varies dependent on program schedule.)

Note: The Bookstore is closed when the Center is closed.

### Exceptions

Exceptions can be made to these hours for non-residential members who need access to the Zen Center to perform samu, chiden, tenzo or other authorized tasks. An exception will also be made if a program runs late.

In addition, the Zendo will be open to resident-members and sesshin participants who wish to practice zazen late into the night. All members of the Zen Center will receive the code to the lock of the Zendo. Because of this, the security door on the 2nd floor of the Zendo will be locked for the safety of guests. Security persons should check the door to be sure that it is locked.