



Welcome to Heart Chan East Regional Retreat Center (ERRC)

ERRC Mandatory Morning Schedule

6:00am – 7:00am Morning Meditation

Instructions/orientation to sitting meditation will be provided upon arrival.

7:00am – 8:00am Morning Exercise

Instructions in Qigong and/or Tai Chi will be provided.

Work Practice During the day as agreed

Perform work tasks listed on the maintenance/chore list. Or you may request/volunteer for work according to your skills and talents.

Other Important Information

1. ERRC **DOES NOT** provide any meal services. All villas are equipped with a full kitchen for you to prepare your own meals.
2. The rest of the day is your own free time to enjoy the natural beauty of the mountains, try our classes, or practice by yourself. One-to-one teaching would often be available upon request.
3. Upon check out:
 - (1) Please perform a light cleaning of your room, including kitchen, bedroom, bathroom, and other common area(s).
 - (2) Take out garbage and turn off all lights, fans, AC/Heat.
 - (3) Place any used bed sheets and towels in the laundry area.

ERRC is equipped with free WIFI service. No password is required.

*All the schedule and information are subject to change without prior notice.



ERRC Policies

1. Daily check-in is between 3:00pm-6:00pm and check-out is at 11:00am.
2. Please be considerate of other guests. No loud noises are allowed on the premises. Normal lights off is at 10:00pm.
3. Disposable items such as trash bags, paper towels, etc. are placed in your lodgments for your use during your stay. We do not charge a fee to cover the cost of these items so please be conservative.
4. One set of towels per guest is provided. Washers and dryers are available in each villa for your use. You are welcome to bring and use your own towels and bed sheets during your stay.
5. Grills are located at poolside for your use. NO grills are allowed on porches.
6. Children must be accompanied by a responsible adult at all times on ERRC property.
7. No pets are allowed on ERRC property. Service animals only.
8. No smoking is allowed on ERRC property.
9. No weapons are allowed on ERRC property without prior approval.
10. No alcohol or non-prescription drugs are allowed on ERRC property.
11. Pool hours are 11:00am to 9:00pm. Pool is not open during scheduled meditation or quiet time.
12. No lifeguard is on duty in the pool area. Guests are responsible for their own safety and swim at their own risk. Children must be accompanied by a responsible adult at all times around the pool area.
13. Pool towels are required. Bathing suits, towels or other items shall not be hung from balcony rails. They may be hung on porch chairs for drying.
14. Garbage cans are located in stairwells of the main lodge.
15. Doors and windows must be closed when A.C. or heater is on.
16. Management reserves the right to enter the lodgments at any time.
17. Management is not responsible for any personal injury or loss of personal property.

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Suggested Donation

Condo – 2-3 bedrooms, 3 full bathrooms condos are ideal for a big family, 2 couples, or a group of up to 10 people

Suggested donation: \$ 180/night per condo

Townhouse – 3 bedrooms, 2 bathrooms townhouses work well for a group of up to 11 people

Suggested donation: \$50/night for the upstairs individual bed

Suggested donation: \$30/night for the downstairs bunk bed

The bunk bed in townhouse is free for teacher training

All the classes provided by ERRC such as meditation, taiji, qigong, calligraphy etc. are on individual donation basis, flower arranging class charge is based on the cost, library and teahouse are free access.

We happily accept any donations as you feel are appropriate. ERRC manager maintains a list of donation items if you prefer to offer donation items rather than money.

How to make the donation?

1. Donate by credit card or Paypal, go to www.heartchan.org
2. Write a check to **Heart Chan**