**Kagyu Sukha Chöling**

**GUIDELINES FOR RETREATS AT BUCKHORN SPRINGS**

During the retreat, a Retreat Liaison will be available for any questions or requests you may have. Please attend all meditation and teaching sessions, and notify the Retreat Liaison by note if you will be unable to attend a session or need to leave the retreat for any reason.

Prior to the retreat, **please direct any questions or concerns you may have to the KSC Retreat** **Coordinator,** Cindy Boersma: 443-875-7700 or retreats@kscashland.org. ***Kindly do not contact*** ***Buckhorn Springs.***

**Check In**

• Check in for the retreat is from 4:30 pm to 6:00 pm.

• Orientation for all participants begins at 6:30 pm in the Dodecagon.

• Directions to Buckhorn Springs are at the end of these guidelines.

**Safety**

* If there is an emergency, call 911 and then notify Bruce or Leslie Sargent (our BuckhornSprings hosts), the Retreat Liaison, and the lamas. A phone is available in the Lodge office,and the Sargents’ home phone number is posted there.
* Be mindful of poison oak and ticks while hiking. Also, there can be rattlesnakes and otherwildlife, particularly during the summer months. Mostly they are very shy; please walk withcare.
* Bring a flashlight at night, especially for walking across the bridge to the Dodecagon.
* The bridge, stairs, decks, and steps to the Lodge are wooden and can be slippery, especially ifraining or frosty. The trails between buildings are not paved and can be steep and slippery.
* Please walk with care.
* **If you need to be reached in an emergency during the retreat, the number at Buckhorn****Springs is 541-488-2200. A message will be conveyed to you as quickly as possible.**

**Buckhorn Springs Retreat Center**

Buckhorn Springs is an historic, rustic lodge and organic farm tucked into its own valley in the corner of the rugged Cascade-Siskiyou National Monument; feel free to visit their website at [http://buckhornsprings.org](http://buckhornsprings.org/). Our hosts, Leslie and Bruce Sargent and their family, have been stewards of this precious land for 25 years. The lamas have been offering retreats at Buckhorn Springs since 2000.

* Accommodations: The Buckhorn Springs lodge rooms and cabins are primarily doubleoccupancy, with two beds and a private bathroom. Double occupancy may be more than twoin limited cases and may share a bathroom in some cases. Some single rooms do not include aprivate bath. Many people snore. If you are a light sleeper, please bring ear plugs or considerregistering for a single room. We ask participants to take the accommodations assigned tothem and practice with whatever situation they find themselves in.
* Cell phone service is extremely limited at Buckhorn, and there is no wireless network access.The phone in the Buckhorn office is available for local calls only. To foster the true spirit of your retreat, we encourage you to leave behind your personal technology devices and limit phone use to urgent matters.

To respect the Buckhorn Springs staff, please direct all questions and concerns that ariseduring the retreat to the Retreat Liaison.

Please close doors thoroughly. Several doors don't close easily, and some cabin doors willdrift open if not closed firmly.

Some rooms are equipped with portable heaters: please use the low setting, and do not turnon both switches at once.

There are trail maps located in the office. Ask the Retreat Liaison or experienced retreatantsabout the trails. Sturdy shoes will allow you to enjoy the trails.

Please park in the lower parking lot after you have unloaded your bags.

Please give a wide berth to fire-tenders.

Please remove your shoes before entering all of the buildings. You may wish to bring a pair ofslippers or slip-on house shoes.

In the summer, you can open your windows at night and close them during the day to keepyour room cool.

It is customary at the end of the retreat for KSC to present a card of thanks to the BuckhornSprings staff who care for our needs so that we may devote our whole selves to practice. Thestaff will receive a gratuity from KSC. This gratuity was included in your retreat fee.

Common areas for all to share and enjoy:

 o Lodge living room and porches

 o Dining room and the adjacent bathroom

 o Bath house next to cabin 5 containing toilets and showers

 o Yard, paths, road to gate, woods, meadow, and trails

Please respect the private areas:

 o Bedrooms and bathrooms of other retreatants

 o Unoccupied bedrooms and bathrooms

 o Kitchen

 o Barn and homes above the Toft House

**Sanctuary (Located in the Dodecagon)**

To support your practice, plan to arrive *before* meditation and teaching sessions begin.

Leave your shoes in the entry, and leave two coat hooks available as well as space for thelamas’ shoes.

Some choose to pause for a moment as they enter the sanctuary; they might acknowledgethe shrine with a slight bow or with hands together. Please do what is comfortable for you.

Some will stand when the lamas enter and leave; please do what is comfortable for you.

You are invited to sit on a floor cushion or in a chair. If you have special needs, please let usknow.

Except during teachings and discussion, respect quiet in the sanctuary. This supports

individuals who are using the space for private practice and quiet contemplation and study.

Please keep texts and practice materials off the wooden floor; walk around instead of

stepping over them.

Refrain from extending feet toward the shrine or lamas.

Only water is permitted in the Dodecagon; please use care.

During the teachings feel free to use the bathrooms as needed.

You are welcome to approach the shrine during breaks to view the sacred objects. There youwill see displayed representations of the historical Buddha and KSC’s lineage teachers,meditational deities, and offerings.

**Silence and Practice**

Periods of silence: To foster an atmosphere of contemplation, retreatants will practice

periods of silence. During these periods there will be no communication among retreatants, except for emergencies. If there are concerns that arise at any time, you may talk to the Retreat Liaison.

Personal practice: There will be periods dedicated to your personal practice. Plan to do

indoor personal practice quietly or silently, even if you are alone in a room. Please plan to do any audible practice outdoors and beyond others’ hearing.

**Meals**

Buckhorn Springs prepares three healthful, delicious family-style vegetarian meals each day. The original menus are thoughtfully prepared to utilize complementary proteins combining grains and legumes, with dairy products and eggs. Buckhorn Springs organic produce and other locally grown organic produce are used whenever possible.

* If you have dietary needs, food preferences or mild food sensitivities that differ from this diet,you are welcome to bring any supplemental food you require to maintain a healthful dietduring the retreat. A small refrigerator is available in the dining room for your supplementalfood storage.
* Please indicate on your registration form any *serious medical needs* in your diet. ***Every effort******will be made to accommodate food sensitivities that could lead to a medical emergency****.* Ifthe kitchen cannot accommodate a serious food allergy, the retreat coordinator will notifyyou in advance to discuss other options.
* If you are vegan (no dairy or eggs) and/or follow a gluten-free diet, please indicate this onyour registration form. When necessary vegan and gluten-free alternatives will be providedat meals or alternative arrangements will be discussed with the retreat coordinator prior tothe retreat.
* For those who indicate vegan or gluten-free diets or a serious food allergy on their
* registration, separate dishes generally will be prepared. These dishes will be simple,
* unseasoned legumes, vegetables and grains. If the kitchen will follow a different practice for a particular retreat, the retreat coordinator will notify you to discussion alternative
* arrangements in the week prior to the retreat.
* When separate dishes are prepared to accommodate these diets, these dishes will be set
* aside at a separate table in the dining room, labeled, and an announcement will be made at the start of the meal. Since under these circumstances portions and ingredients are adjusted accordingly for the entire meal, please leave such dishes for those who need them and take your meal from any special dishes that have been prepared at your request.
* Please label and reuse your mugs and water glasses to decrease water usage.
* If you have questions or concerns about meals prior to the retreat, please contact the retreatcoordinator.
* If you have questions or concerns about meals during the retreat, please discuss them withthe retreat liaison. Please do not address questions or concerns about the meals to the
* Buckhorn Springs staff.

**Work Exchange**

The Sargent family provides work exchange opportunities in exchange for discounted accommodations for retreat participants. Work Exchange recipients work assisting the Buckhorn staff in exchange for a discount for double occupancy. They share a cabin with nearby shower and toilet, bring their own towels, and clean their cabins and change their linens before departure. Work Exchange schedules must be arranged with the Retreat Coordinator prior to the retreat. Work will be completed before and/or after the retreat and tasks will depend on Buckhorn’s needs and an individual’s interests/skills. Participants may apply for Work Exchange more than once per calendar year.

**Packing for your retreat**

For your comfort, we recommend that you bring the following items:

Materials and books for your personal practice

Zafus, zabutons, and chairs are provided; please bring an extra cushion, and shawl or lap blanket

if you wish

Comfortable, loose, layered clothing

Flashlight or headlamp

Alarm clock and wrist watch (due to signal strength, cell phones cannot be relied on as time

pieces)

Slippers or slip-on house shoes to wear inside

Walking shoes or hiking boots

Rain jacket

Earplugs, if you’re a light sleeper

Kattag (prayer scarf) for the closing ceremony (scarves will be available for purchase for $5)

Water bottle and/or a covered travel mug

Dana offering for teachings (the cost of the retreat covers only meals and lodging and goes

directly to Buckhorn Springs, not to KSC or the lamas for the teachings).