

Subject: Sanctum Room Use

Purpose: To Establish Rules for Use and Management of the Sanctum Room in the Senior Dollar Clubhouse

The Interfaith Council of Rossmoor has volunteered to be responsible for managing the Sanctum in the interest of honoring differences, cultivating understanding, and serving the human spirit among all residents. The following policies are developed to encourage harmony in using the Sanctum for its intended purposes as a spiritual resource.

### **Use Description**

The room in the Senior Dollar Clubhouse henceforth designated as the sanctum, a sacred/holy place – a private room/study, may be used by any Rossmoor resident(s), club(s), or organization(s) which seek a serene and tranquil environment in which to read, meditate, pray or converse with others, conduct small meetings or provide counseling; focused on matters of the spirit and soul.

### **Leave Things as Found**

Users should observe the room layout as posted on the bulletin board. Any rearranged furnishings or other items should be returned to their position as shown when users depart.

Users must remove all personal belongings when they depart. Extra chairs or equipment brought into the room must be returned to the original location elsewhere in Dollar Clubhouse.

### **Use of Books and Periodicals**

Users should refer to the book borrowing procedure posted on the side table. Users are to complete a checkout card for each borrowed book. Periodicals should remain in the Sanctum unless otherwise stated.

### **Room Use Schedule and Privacy**

The Sanctum will be open during the hours that the Dollar Clubhouse is open – generally seven days a week between the hours 10:00am to 10:00pm, except on Christmas Day. When privacy is needed, the door may be closed and a notice (available on the side table) placed in the clip hanging on the door to alert other potential users. Users should remove the notice and leave the door open when finished.

## **Reservations**

The room may not be reserved but is available on a first come, first served basis.

During early weekday afternoons, the Council will endeavor to provide trained lay spiritual support volunteers serving as empathetic listeners, with confidential referrals being made to specialists, including clergy and professionals at Rossmoor Counseling Services, as appropriate.

## **Feedback**

Please let the Interfaith Council know how it is doing through the suggestion box.

Authority: Rule

2/24/11