Chung Tai Zen Center of Sunnyvale

750 East Arques Avenue, Sunnyvale, California

BUILDING USAGE

Chung Tai Zen Center of Sunnyvale is a religious nonprofit corporation that teaches Zen meditation and Buddhism to increase one's understanding of life's problems thereby gaining true wisdom, inner bliss, and peace of mind. It offers classes on meditation and Buddhism, meditation retreats, workshops, and Zen services in both English and Chinese. All the classes and activities are open to the public and are free of charge. The Center is supported solely by private donations.

Types of Use	Days of Operation	Hours of Operation	Frequency	Anticipated Attendance	Comments
General Operations	Tuesday – Sunday (Closed Monday)	10 am – 10 pm	Year-round. Exception: closed for occasional resident monk retreats.	3 to 5 monks and 2 to 5 volunteer staff. Daily visitors may vary from 5 -10.	Provide teachings and services on Zen meditation & Buddhism. Coordinate the administrative and financial affairs of 5 Chung Tai Zen Centers in the U.S.
Meditation & Buddhism Classes	Tuesday – Saturday	10 am – 12 noon or 7:30pm – 9:30 pm	3 to 8 weekly classes each week, depending on demand.	20 to 40 attendees per class, one class at a time. 1st hr: Zen Hall 2nd hr: Lecture Hall	These are 2-hour weekly classes on meditation and Buddhism. Each series runs for 12 weeks. They are offered three times a year.
Meditation Retreats	Sunday	9 am – 12 noon or 9 am – 5 pm	1st Sunday of the month.	30-40 attendees. Zen Hall	Silent sitting and walking meditation sessions.
Buddhism Workshops	Sunday	9 am – 12 noon or 9 am – 5pm	3 to 4 times a year.	20-40 attendees. Lecture Hall	Practical workshops on how to apply Zen in daily living, such as reducing stress, managing anger, mindful living; or in-depth study of Buddhism topics.
Sunday Zen Services	Sunday	Monthly service: 10 am – 12 noon Regular service: 10 am – 11:15 am	Monthly service: Once per month. Regular Service: on Sundays*.	Regular: 15-25 attendees. Monthly: 70-100 attendees. Annual Buddha Birthday service: 100-150 attendees. Zen Hall	* Regular services are held on Sundays when there is no monthly service or meditation retreat.
Library Resource	Tuesday – Sunday	10 am – 6 pm	When Zen center is open.	Daily visitors may vary from 0 to 10. Library	The library will house a collection of scriptures and publications on Buddhism and related history and culture. Open to the public and scholars.
Vegetarian Lunch *(in tandem with class or service)*	Tuesday – Saturday	12 noon – 1:00 pm	2 to 3 times a week	Usually 5-15 people stay for lunch after morning classes.	In addition, meals are prepared daily for the resident monks and volunteer staff.
	Sunday	12 noon – 1:30 pm	2 times a month	25-30 people after a retreat & 30-60 people after the monthly Zen Service.	
Resident Monks	Monday-Sunday	Full-time	Year-round.	3 to 5 ordained monks.	Include Abbot; Vice Abbot; Zen Service Director; Buddhism teacher; and Programs Director.

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