

## Zen Center Space Programming (1-17-17)

As a sangha, we worked together to create an extensive list of spaces and functions that we feel are necessary components of the future Des Moines Zen Center. We recognized the need for things as common as a parking lot and restrooms, as well as more specialized spaces unique to a Zen Center. Additionally, we recognized qualities and characteristics that could make the Zen Center more than just a collection of rooms. We used words and phrases like welcoming, simple, the feeling of nature, inviting, natural lighting, and sustainable to give a sense of how the Zen Center should feel. As we move forward toward a future Zen Center, we should not only satisfy the practical, spatial requirements, but keep in mind the subtle qualities that can make a place special.

This document is an effort to further describe and define the spaces from our list. A template, as explained below, was used to help organize our thoughts on each space, and to help ensure a constant perspective from space to space. This document can help us as to recognize the important and not so important aspects of each space when the time comes to plan the new Zen Center. Some items from the list of spaces may not have their own heading, but they may be included in the description of another space. For example, working appliances are included in the “Kitchen” space information. The original list of spaces should still be referenced once the future Zen Center begins to take shape. Nothing about this document is written in stone. It is just a tool.

### Programming Template

**Space** (Name and priority level from the Zen Programming Workshop list.)

- **Description:** Description of the space and use.
- **Capacity:** Description of size or capacity requirements of a space.
- **Loud or Quiet:** Should this space located in a loud or quiet area? (or N/A)
- **Formal or Informal:** Does this space serve religious purposes, or is it a utility space?
- **Public or Private:** How and when is a space accessed?
- **Equipment Needs:** What equipment will be associated with this space?
- **Storage Needs:** Will storage be associated with this space?
- **Affinities & Adjacencies:** Preferred relationships to other spaces or functions (near or far).
- **Other:** Information that doesn't fit into another category.

## Outdoor Spaces

### 1. Parking Lot (Critical)

- **Description:** Large, paved, safe, well lit, ADA accessible off-street parking lot allowed to be used by the Zen Center
- **Capacity:** 30 Cars
- **Loud or Quiet:** N/A
- **Formal or Informal:** N/A
- **Public or Private:** Public
- **Equipment Needs:** Snow removal if owned.
- **Storage Needs:** N/A
- **Affinities & Adjacencies:** Near the entrance.
- **Other:** Bicycle Rack, place for overflow parking predetermined and communicated

### 2. Outdoor Gathering Space (Extra)

- **Description:** An outdoor space for fellowship, discussions, etc.
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Quiet
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat public
- **Equipment Needs:** Outdoor seating
- **Storage Needs:** N/A
- **Affinities & Adjacencies:** Near gardens, tea house, playground, & outdoor Bonsho. Separated from parking if possible.
- **Other:** Opportunity for landscaping, consider accommodating weddings (could be a beautiful place to rent out, help with income)

### 3. Outdoor Bonsho (Extra)

- **Description:** Outdoor bell to be rung during service.
- **Capacity:** 1
- **Loud or Quiet:** N/A
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat private
- **Equipment Needs:** Bell & stand
- **Storage Needs:** N/A
- **Affinities & Adjacencies:** Located in a place so bell can be heard from Zendo / Buddha Hall
- **Other:** - walkable, circular path for walking meditation

#### 4. Zen Garden / Rock Garden / Flower Garden (Extra)

- **Description:** Traditional outdoor Japanese Zen Garden / Rock Garden / Flower Garden
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat quiet
- **Formal or Informal:** Informal
- **Public or Private:** TBD
- **Equipment Needs:** Gardening tool and supplies
- **Storage Needs:** Storage for tools and supplies
- **Affinities & Adjacencies:** Contains Bonsho / near Teahouse
- **Other:**

#### 5. Inviting Entrance (Required)

- **Description:** Welcoming public entrance / exterior to the Zen Center.
- **Capacity:** N/A
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** outdoor sign with name that clear communicates the public is welcome, signage should be very visible and reach large numbers of people, list hours
- **Storage Needs:** N/A
- **Affinities & Adjacencies:** Easily visible from other public areas.
- **Other:** - secure, feels safe, well-lit

## Indoor Non-Practice Spaces

### 6. Reception Area / Entry / Antechamber (Critical)

- **Description:** Welcoming public entrance to the Zen Center. People wait here before sit.
- **Capacity:** TBD
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Seating, shoe rack / shelves, booklet for tips for new comers, info board for newcomers
- **Storage Needs:** Sufficient coat closet and/or rack
- **Affinities & Adjacencies:** May contain: information board, etiquette board. Near office, bookstore, gift shop, coffee shop, & restrooms.
- **Other:** Existing entry area = 280 square feet

### 7. Office (Extra)

- **Description:** Dedicated office area for administrative functions
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Desk, computer, chair, file cabinet, telephone, printer, internet/WiFi
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Possibly near entry / waiting area
- **Other:** Existing office = 100 square feet

### 8. Bookstore / Gift Shop (Extra)

- **Description:** Place to sell books, apparel, or miscellaneous items
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Shelves, table, ability to inventory or keep a log
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near office, coffee shop, entry / waiting area.
- **Other:** -

### 9. Restrooms (Critical)

- **Description:** Restrooms
- **Capacity:** More than 2
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Cleaning equipment & supplies
- **Storage Needs:** Storage for cleaning equipment & supplies
- **Affinities & Adjacencies:** Near entry / waiting area. May contain shower.
- **Other:** Possibly soundproof (existing restrooms = 18 square feet each)

### 10. Cleaning Storage / Janitorial Closet (Required)

- **Description:** Storage space dedicated to cleaning equipment & supplies, with service sink.
- **Capacity:** 1
- **Loud or Quiet:** N/A
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat Private
- **Equipment Needs:** Cleaning equipment
- **Storage Needs:** Room is for storage
- **Affinities & Adjacencies:** Near restroom
- **Other:** -

### 11. Library (Required)

- **Description:** Place to store and access reference books
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Quiet
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat public
- **Equipment Needs:** Bookshelves, seating (formal and informal including couch, desk, chair, table)
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** TBD
- **Other:** Information that doesn't fit into another category.

## 12. Kitchen / Food Prep (Critical)

- **Description:** Kitchen large enough to prepare food for a large group. Space can be used for fellowship.
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat loud
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat public
- **Equipment Needs:** Modern commercial equipment, lots of consistent hot water
- **Storage Needs:** Pantry, Dish storage, cleaning supplies.
- **Affinities & Adjacencies:** Near Dining space & community room.
- **Other:** Existing kitchen = 232 square feet

## 13. Dining Space (Required)

- **Description:** Dedicated eating space (~~oryoki~~).
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat private
- **Equipment Needs:** Table & chairs
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near kitchen
- **Other:** -

## 14. Community Room / Gathering Space (Critical)

- **Description:** Fellowship space for a large group
- **Capacity:** 50
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Seating, tables & chairs
- **Storage Needs:** Chair & table storage
- **Affinities & Adjacencies:** Near kitchen, storage, restrooms
- **Other:** -

#### **15. Flex Space / Multipurpose Room (Required)**

- **Description:** Room that can be reconfigured for different uses. ( Meeting Space / Classroom / Workshop)
- **Capacity:** TBD
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Tables & Chairs, whiteboard, television, projector
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near kitchen, storage, restrooms
- **Other:** Hardwood floors

#### **16. School-age Children's Room (Extra)**

- **Description:** Space / Classroom for children
- **Capacity:** TBD
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat private
- **Equipment Needs:** Small child size tables & Chairs, classroom equipment
- **Storage Needs:** Cabinets for supplies
- **Affinities & Adjacencies:** Near restrooms
- **Other:** -

#### **17. Daycare / Nursery / Kids Space (Required)**

- **Description:** Space for care of small children during sitting periods and other events.
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Quiet
- **Formal or Informal:** Informal
- **Public or Private:** Private
- **Equipment Needs:** Cribs, toys, little tables & Chairs, changing table, supplies, lavatory, toilet
- **Storage Needs:** Supply storage, toy storage
- **Affinities & Adjacencies:** Away from public areas
- **Other:** -

### **18. General Storage Space (Extra)**

- **Description:** General storage for unspecified items
- **Capacity:** TBD
- **Loud or Quiet:** N/A
- **Formal or Informal:** N/A
- **Public or Private:** N/A
- **Equipment Needs:** N/A
- **Storage Needs:** Space is used for storage
- **Affinities & Adjacencies:** Located anywhere
- **Other:** Storage could be dispersed in different areas

### **19. Space for Private Conversation (Required)**

- **Description:** A place where people can speak privately without interruption
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat quiet, cozy
- **Formal or Informal:** Informal
- **Public or Private:** Private
- **Equipment Needs:** Seating, cushions; also seats with table
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Located near other gathering space
- **Other :** -



## Spaces Related to Practice

### 20. Changing Room (Required)

- **Description:** Space for changing into and out of robes. Not the restroom
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Private
- **Equipment Needs:** Seating, dresser, wardrobe
- **Storage Needs:** Place to keep street clothes.
- **Affinities & Adjacencies:** TBD
- **Other:** -

### 21. Idaten Altar (Critical)

- **Description:** Traditional altar, swift runner, vigilance in taking care of Zen Center
- **Capacity:** 1
- **Loud or Quiet:** N/A
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat public
- **Equipment Needs:** The altar is the equipment
- **Storage Needs:** incense and other supplies
- **Affinities & Adjacencies:** Can be placed in another space. Often near entrance.
- **Other:** -

### 22. Bonsho (Critical) Suggestion to rename to Den?

- **Description:** Indoor bonsho / bell
- **Capacity:** 1
- **Loud or Quiet:** Loud
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat private
- **Equipment Needs:** The bonsho itself, mallet, rocks
- **Storage Needs:** N/A
- **Affinities & Adjacencies:** TBD
- **Other:** area to count stones, put striker

### **23. Remembrance / Ancestors Room (Required)**

- **Description:** Space for displaying / remembering significant figures in Zen Center history
- **Capacity:** TBD
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Private
- **Equipment Needs:** TBD
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near Zendo & Buddha Hall
- **Other:** -

### **24. Dokusan Room (Critical)**

- **Description:** Room for dokusan / private meeting with monk
- **Capacity:** 2
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Private
- **Equipment Needs:** TBD
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near Zendo & Buddha Hall
- **Other:** Possibly combine with private meeting room.

### **25. Zendo (Critical)**

- **Description:** Space used for sitting Zazen, entrance opposite altar
- **Capacity:** 50
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat private
- **Equipment Needs:** Altar, Zafus & Zaubtan, adequate and comfortable chairs
- **Storage Needs:** Zafu & Zabutan Storage, audio equipment
- **Affinities & Adjacencies:** Near Buddha Hall & Remembrance Room. Away from loud / public areas.
- **Other:** Natural light preferred, hardwood floors (existing zendo = 660 square feet)

## 26. Buddha Hall (Critical)

- **Description:** Space for service and dharma talks
- **Capacity:** 50
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat private
- **Equipment Needs:** Altar, Zafus & Zabutan, Sound System
- **Storage Needs:** Zafu & Zabutan Storage
- **Affinities & Adjacencies:** Near Zendo & Remembrance Room. Away from loud / public areas
- **Other:** Natural light preferred, hardwood floors

## 27. Zafu & Zabutan Storage (Extra)

- **Description:** Space to store zafus and zabutans
- **Capacity:** 50 - 100
- **Loud or Quiet:** N/A
- **Formal or Informal:** N/A
- **Public or Private:** N/A
- **Equipment Needs:** N/A
- **Storage Needs:** Space is dedicated to storage
- **Affinities & Adjacencies:** Near Zendo & Buddha Hall
- **Other:** -

## Spaces Considered Not Necessary

### 28. Theater (Not Necessary)

- **Description:** Space for watching movies
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Projector or TV, DVD player, audio system, seating
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near other gathering spaces.
- **Other:** -

### 29. Tea room (Not Necessary)

- **Description:** Room dedicated to tea ceremony.
- **Capacity:** TBD
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Formal
- **Public or Private:** Somewhat private
- **Equipment Needs:** TBD
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** TBD
- **Other:** -

### 30. Laundry (Not Necessary)

- **Description:** Place to wash clothes, towels, tablecloths, etc.
- **Capacity:** TBD
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat Public
- **Equipment Needs:** Washing machine, dryer, ironing board, iron, sink
- **Storage Needs:** Cabinets for detergent, etc.
- **Affinities & Adjacencies:** Away from Zendo & Buddha Hall
- **Other:** -

### 31. Coffee Shop (Not Necessary)

- **Description:** Place for people to get beverages and socialize or read.
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat loud
- **Formal or Informal:** Informal
- **Public or Private:** Public
- **Equipment Needs:** Coffee maker, microwave, hot water dispenser
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near Bookstore, gift shop, entry / waiting, possibly near kitchen.
- **Other:** -

### 32. Shower (Not Necessary)

- **Description:** Shower
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Loud
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat Public
- **Equipment Needs:** TBD
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Near Restrooms, Cleaning Storage
- **Other:** -

### 33. Playground (Not Necessary)

- **Description:** Safe outdoor playground area for children, possibly a fenced-in area
- **Capacity:** TBD
- **Loud or Quiet:** Loud
- **Formal or Informal:** Informal
- **Public or Private:** Somewhat public
- **Equipment Needs:** Playground equipment, fence, safe play surface, toys, seating
- **Storage Needs:** Ball / toy storage if needed
- **Affinities & Adjacencies:** Separated (barrier) from street / parking lot
- **Other:** -

#### **34. Tea House (Not Necessary)**

- **Description:** Outdoor teahouse to serve as a “front porch”
- **Capacity:** TBD
- **Loud or Quiet:** Somewhat Quiet
- **Formal or Informal:** Somewhat informal (potential for tea ceremony)
- **Public or Private:** Public
- **Equipment Needs:** TBD
- **Storage Needs:** Storage for equipment associated with teahouse
- **Affinities & Adjacencies:** Visible to public
- **Other:** -

#### **35. Visitor’s Quarters / Dormitory / Retreat Space (Not Necessary)**

- **Description:** Sleeping area for visitors
- **Capacity:** TBD
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Informal
- **Public or Private:** Private
- **Equipment Needs:** Bed, Dresser
- **Storage Needs:** Clothing storage
- **Affinities & Adjacencies:** Away from public areas
- **Other:** -

#### **36. Caretaker’s Residence (Not Necessary)**

- **Description:** Apartment for caretaker
- **Capacity:** 2
- **Loud or Quiet:** Quiet
- **Formal or Informal:** Informal
- **Public or Private:** Private
- **Equipment Needs:** TBD
- **Storage Needs:** TBD
- **Affinities & Adjacencies:** Away from public areas
- **Other:** -