



**PD Mission House  
Guidelines for Use**

## **1. INTRODUCTION: WELCOME TO THE HUB**

Welcome to the Purpose Discovery Hub. We are delighted to open our doors to you. Our facility is fully furnished, complete with a comfortable sitting room and bed rooms, and a fully equipped kitchen. It is designed to be a sanctuary for personal and group retreats, sleepovers, and moments of quiet reflection and seeking God as group or individual person. To ensure a smooth, fair, and pleasant experience for everyone, we have established the following procedures and guidelines for the use of our space. We kindly ask all users to read this document carefully and adhere to the arrangements outlined below.

## **2. BOOKING AND RESERVATION PROCEDURE**

All stays at the Purpose Discovery Hub must be scheduled in advance.

### **Step 1: Initial Contact**

- To inquire about availability or to make a booking, please contact our administration office. It is advisable to book as early as possible to secure your desired dates.

### **Step 2: Provide Details**

- During your inquiry, please provide the following information:
  - Full Name and Contact Information
  - Whether you are booking as an individual, a group, or a leader.
  - The total number of people who will be using the space.
  - Your desired arrival and departure dates.
  - The purpose of your stay (e.g., personal retreat, team meeting, etc.).

### **Step 3: Confirmation**

- Your booking is only considered confirmed once you have received an official confirmation from Administration office.
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#### Administrators Contacts:

- Name: *Simon Mathew*
- Phone: +255 752 680 123
- Email: [coo@purposediscovery.net](mailto:coo@purposediscovery.net)

### 3. CONTRIBUTION FOR HUB UPKEEP & SUSTAINABILITY

To ensure the Purpose Discovery Hub can continue to serve its purpose as a welcoming and well-maintained space for all, we rely on the contributions of those who use it. These contributions are essential for covering the Hub's operational costs, including utilities, cleaning, and general maintenance, thereby sustaining this facility for the ministry.

We have established a standard contribution guide to ensure fairness and sustainability.

- Daily Rate (without accommodation): TSH 5,000 per person
- Overnight Rate (includes accommodation): TSH 10,000 per person

**Please Note:** This contribution covers your accommodation only. All contributions should be settled as per the arrangement made with the administrator during the booking process.

#### PAYMENT DETAILS



LIPA NAMBA: 368 165 77  
NAME: PURPOSE DISCOVERY



LIPA NAMBA: 156 013 17  
NAME: PURPOSE DISCOVERY

### 4. MEAL ARRANGEMENTS

Accommodation costs do not include meals. However, we offer two options for your convenience:

- Catered Meals:
    - If you wish for meals to be provided by us, you must arrange this separately with Simon Mathew ahead of your stay. He will discuss menu options and pricing with you. This will be an additional cost.
  - Self-Catering:
    - Guests are welcome to use our fully furnished kitchen to prepare their own meals. Guests who choose this option are expected to bring their own food supplies and clean up after themselves.
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## 5. HUB RULES AND REGULATIONS

To ensure the Hub remains a blessed and well-maintained space for all visitors, we require all guests to adhere to the following regulations:

1. **Responsibility for Property:** Guests are fully responsible for the items and furniture in the house. In the event of any breakage, damage, or shortage of property, the individual or group responsible will be required to repair or replace the item at their own expense. Please report any issues to the administrator immediately.
2. **Cleanliness:** Please treat the Hub as you would your own home. All users are expected to maintain cleanliness in all rooms, including the kitchen and bathrooms. The space should be left in the same clean and tidy condition it was found in.
3. **Noise and Conduct:** This is a place of fellowship and reflection. Please be considerate of our neighbors and other guests. Avoid loud music and excessive noise, especially in the evenings and early mornings.
4. **Security:** Always ensure that the main door and windows are locked when you are away from the house and before you go to sleep at night. Purpose Discovery is not liable for the loss of any personal belongings.
5. **Use of Kitchen:** When self-catering, please clean all dishes, utensils, and surfaces immediately after use. Do not leave food out, and dispose of all waste in the designated bins.
6. **Check-out:** Please adhere to the check-out time agreed upon during your booking to allow us to prepare for the next guests. Ensure all personal belongings have been removed.

Thank you for your cooperation in preserving the spirit and condition of the Purpose Discovery Hub. We pray your time here is restorative and blessed.

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