1. Welcome

Congratulations on being selected for a residency or fellowship at the Oak Spring Garden Foundation (OSGF)!

Our residency and fellowship programs are open call opportunities, and are an important way that we can engage with practitioners from around the world. These programs are highly competitive, and applications are carefully vetted by our staff, alumni, and external panels of established professionals working in relevant areas. Your award recognizes the remarkable promise and merit your work demonstrates, and we intend to provide you time and space to work independently on your creative projects in a supportive environment.

The Oak Spring Garden Foundation was established as a private operating foundation in 2016, and we are only able to give grants to individuals, rather than groups or organizations. In our current form, we focus on hosting most of our programs on-site. Our mission is to perpetuate and share the gifts of Rachel (“Bunny”) Lambert Mellon, including her residence, landscape, garden, farm and the Oak Spring Garden Library. OSGF is dedicated to inspiring and facilitating scholarship and public dialogue on the history and future of plants, including the culture of gardens and landscapes and the importance of plants for human well-being.

OSGF’s residency and fellowship programs were first piloted in 2018. The programs have expanded annualy ever since, and we hope to build a lasting relationship with our alumni. After your stay at Oak Spring, you will be eligible to apply for our Alumni Residency, and you will be able to subscribe to our alumni newsletter, The Perennial Post, in which we share open calls for opportunities on site, news about other alumni, and other OSGF happenings.

Please reference this handbook to learn about Oak Spring’s current policies and programs in 2021. We are continually updating our facilities and programs to best suite participant’s needs, so please know that this information is subject to change. Don't hesitate to reach out to our staff about any questions or needs that are not addressed here. Oak Spring is a special place to work, explore, and grow. We trust our residents, fellows, and staff to contribute to a supportive and respectful community on site.

Please make yourself at home and enjoy your stay at Oak Spring!
2. OSGF Staff

Prior to OSGF, our site was the private residence of Rachel ‘Bunny’ Mellon and Paul Mellon. Many members of our staff were hired by the Mellon family and have been working on this property for decades, which contributes to a powerful, and palpable, legacy on-site. We feel lucky to have a diverse staff, which includes legacy staff who grew up in the surrounding areas, as well as a number of newer staff who moved to the region more recently. Our staff are very welcoming, and are always happy to wave and say “hi” to residents around site! We encourage residents to be friendly to our staff, but also respect their time, as they are usually working on a variety of projects to expand the programs OSGF offers, and ensure our current programs run smoothly. We hope that residents will be interested to learn about our institutional history and current projects, but our primary concern is to create the conditions in which residents can work independently on their own exceptional projects that we believe can contribute to a deeper understanding of the natural world and humankind's place in it.

Staff hours: Monday – Friday, 8:00am – 4:00pm
Staff offices: 1776 Loughborough Ln. Upperville, VA 20184

OSGF employees over 60 individuals, including a dedicated maintenance and facilities team, arborist and conservation landscape team, gardeners, farmers, and administrators. For a more complete list of OSGF staff, feel free to take a look at our website. Generally speaking, your will probably interact the most with the following names and faces:

- Peter Crane, President
- Danielle Eady, Head of Residency and Fellowship Programs
- Saskia Poulos, Chef and Organic Farm Assistant
- Christine Harris, Farm Manager of the Biocultural Conservation Farm
- Ronnie Caison, Head of Hospitality
- Tony Willis, Head Librarian
- Kathy Olimpi, Assistant to the President
- Emily Ellis, Social Media Associate
- Stephanie Murdaugh, Staff Accountant
3. Security Team

Sam Liscomb heads our 24/7 armed Security Team and the Security Hut is located on the Little Oak Spring side of our estate. Our Security team primarily protects the rare and valuable collections that are kept on-site. We welcome and encourage residents to notify Security if they are locked out of their accommodations, hear an odd noise, or have any reason at all to feel concerned on-site. Residents might also find it useful to keep the Security phone number, *(540)592-7110*, saved in their cell phone during their stay. Due to the vast nature of our site, and because our site is not open to the public, the Security Team conduct routine drives around site, and they ensure that our site and residents are safe.

The Security Team is given the names and headshots of all residents before they arrive on site, but don’t be shy! Feel free to stop and say hello to Security when you see them around site, especially when you are walking, driving, or biking onto the Little Oak Spring side of our estate.

4. Statement on Equity, Diversity, and Inclusion

As a relatively new organization we are still learning to grapple with the implications of colonization and the corresponding violence that our landscape has borne witness to. We aspire to be a place where all people feel safe, comfortable, and supported as they explore human’s relationship to the natural world.

Residents are selected regardless of race, ethnicity, age, sexual orientation, religion, marital status, creed, abilities/disabilities, or socio-economic status. We understand, however, that residents require different degrees and types of support, and our staff are here to help provide this. We encourage honest feedback from residents that will contribute to the experience of current and future residents, as well as the long-term objectives of the program. If you have any concerns or have special requests, please be in touch with the Head of Residency and Fellowship Programs.

5. Code of Conduct

Respect and kindness are of the utmost value to our staff and we hold our residents, fellows, and other short-term visitors to this same standard. Residents live on-site in shared housing, and in close proximity to a few short-term, and long-term employees. These employees will be your neighbors when you are on-site, and are generally very eager and happy to get-to know our residents. They will be sure to respect your privacy and space, and we ask that you do the same. We also value the neighbors who live on the surrounding property, and we ask that you do not wander onto the property of others.

Most residents have the privacy of their own bedroom and bathroom, but they will share a living space and kitchen with at least one other resident. This requires that residents be especially considerate to one another. Good communication and respect is vital for residents who are housed together. We highly encourage residents, especially residents who are housed together, and who have interpersonal issues to speak with one another, and attempt to resolve issues or differences. If you are unable to come to an agreement, or feel violated or mistreated in any way, please contact the Head of Residency and Fellowship Programs for assistance. In the unprecedented event that residents are unable to resolve their issues, and we feel that a resident is threatening the experience of others, residents will be asked to leave. Residents asked to leave early will not be compensated, or receive any of the remaining funds associated with their award.
6. Arrivals and Departures

Please arrange to arrive between 1:00pm – 4:00pm on the first day of the program. Residents will arrive at the security hut on the Little Oak Spring side of our estate. You will be met by a security guard, and a program liaison who will escort you to your accommodations.

7. Driving Directions

Oak Spring is located only 1.5 hours from Washington, D.C., but the estate is nestled in a remote part of northern Virginia, with no access to public transportation.

**Getting to Oak Spring by plane:** The easiest way to get to Oak Spring is to fly into Dulles International Airport (IAD). Dulles is a 40-minute drive from Oak Spring, and it is possible to get a taxi, Uber or Lyft service out to the property. If you would like to rent a vehicle for the duration of your stay, rentals are best handled at Dulles airport or rental agencies in and around Washington, D.C. If you prefer to book a taxi beforehand, you can contact Skyhawk Limousines at 703 266 8018.

**Getting to Oak Spring by car:** If you have a GPS, input our address - 1776 Loughborough Lane, Upperville, VA 20184. This will bring you to our entrance, which is marked with a stone sign. Stop at the Security Hut and introduce yourself. The guards will have your information and will direct or escort you to your meeting place. Some guests have reported losing cell/GPS service on us near our estate, so it is helpful to also have the directions below.

**Driving Directions from Dulles Airport:** Take Route 28 south until it hits Route 50 - then take a right (heading west). Keeping going on Route 50 - first through the DC/Virginia suburbs, then through three roundabouts, then through the village of Aldie, and on to Middleburg. From Middleburg continue along Route 50 - a further 5.9 miles - until you come to the left turn onto Route 623 (Rokeby Road). If you get to Upperville, you’ve gone too far. From the Route 50 - 623/Rokeby junction drive about 1.7 miles. You will soon see a stone sign with “Oak Spring Garden Foundation” on it.

**Driving Directions from the DC Area:** If you are coming from DC on I-66, take Exit 28 onto US-17 toward Marshall/Warrenton, then turn right onto US-17 toward Marshall. Continue for about a mile, through Marshall and the traffic signal, and continue straight onto Rectortown Road. After 7 miles on Rectortown Rd, you’ll turn right onto Route 623/Rokeby Rd. It is another 2 miles before turning right onto Loughborough Lane. Be aware that coming from this direction, you will pass another white guard Hut with a sign outside that says “Oak Spring”. This is NOT the entrance for you to take. Keep going up the hill on 623/Rokeby until you get to Loughborough Lane.

**Driving directions from Richmond, or south:** Coming from Richmond, you can take either I-95 North directly to US-17 toward Marshall/Warrenton OR you can take I-95 North to I-66. Once on US-17, follow the “Driving Directions from the DC Area” above.
8. Meals

One dinner and a few breakfast items, including tea and instant coffee, will be stocked in your accommodations. A grocery trip will be arranged for you, and your cohort if applicable, during your first few days on-site. There is no need to arrive on-site with your groceries, unless you have specific dietary needs. The two nearest grocery stores are Food Lion in Marshall, VA and Safeway in Middleburg, VA, both of which are about a 15-minute drive away. The weekly grocery trips will usually be to one of these two stores. Residents who prefer to buy local goods or shop at the farmers markets may wish to bring a car, or talk to the Head of Residency and Fellowship Programs about reserving a car. On Wednesdays during the growing season, May – November residents will receive a CSA (Community Supported Agriculture) half-share from our Biocultural Conservation Farm. The half share will include five different vegetables, herbs, and when available, fruit.

Any other meals that we intend to provide will be communicated to residents about one-month before they arrive on-site, so that they can budget for groceries during their stay.

9. Transportation

We do not require residents to bring a car, but due to our rural location, we find that many residents prefer to bring or rent one. Residents who wish to explore our local area and community, or residents who wish to use the library extensively might prefer to bring a car, because the library is located about 1.5 miles from most residency accommodations. Residents will be provided a bike to help navigate our large site, and we encourage residents to explore the extensive walking trails around site.

An OSGF vehicle will be available for residents with a driver’s license to reserve for short-distance, necessary grocery and supply runs only. The vehicle will only be available during staff hours, 8:00am - 4:00pm, Monday - Friday, and it must be booked online by completing a form that the Head of Residency and Fellowship Programs will email to you. Requests to use the vehicle on weekends should be submitted by email by 12:00pm on the Friday prior to the weekend. Residents should return the vehicle with the tank at least half-full, and we highly encourage residents to carpool whenever possible. The vehicle is not available for long-distance trips, including trips to DC, overnight trips, sightseeing, or other social trips. Residents who wish to have the option to reserve the vehicle should complete a Driver Release Liability Form, and submit a photo scan of their driver’s license to the Head of Residency and Fellowship Programs.

10. Visitor and Guest Policy

We strive to create a productive and dedicated environment for residents and fellows to research, explore, experiment, and engage with other program participants. We do not allow overnight guests or visitors, as this can distract from a cohesive experience for other residents on-site. Day visits should be requested via email to programs@osgf.org at least 48 hours in advance and all guests should be escorted by a resident at all times. Guests will not be able to tour the library or main residence. Residents wishing to spend the night with friends and family must arrange accommodations off-site. Because we seek to develop a sense of community among participants in most of our programs, we ask that residents keep off-site visits to a minimum.
11. Shipping, Mailing, and Printing

Outgoing mail can be placed inside the mailbox on the left at the end of Mill Reef Road. Mail should be placed inside the mailbox, and leaned against the right side then be sure to raise the flag on the mailbox. Mail is usually picked up every few days by our mailman, Willie. Incoming mail will be received at our Loughborough Offices and brought over to the mailboxes in the garage at Nora Mellon.

For items that are necessary for your work, but difficult/heavy to carry, we recommend shipping them prior to your residency. FedEx, USPS and Amazon all deliver and pick-up at Oak Spring. Please mail all materials to: “Your name,” Oak Spring Garden Foundation, 1776 Loughborough Ln., Upperville, VA 20184.

We encourage residents to complete any printing before they arrive. For necessary or unexpected items that need to be printed, there is a black and white printer available during staff hours only.

12. Accommodations

Residents stay in former tenant homes that were originally built in the mid-twentieth century, and that have been renovated recently. Each house has its own unique layout, but similar features. Each home has at least two-bedrooms with central cooling and heating. Most houses have one bedroom and bathroom upstairs, and one bedroom and bathroom downstairs. At least two residents will reside in each home. Each room has a full or queen-sized bed, a dresser, a desk with a desk chair, and a lounge chair. All rooms include an overhead light or several lamps.

Bed linens and towels will be provided for each bedroom, and residents are responsible for washing their linens and towels in the washing and drying machines that are located in every house. If linens or towels are ruined, residents may be asked to compensate for replacements.

Each house has a living room that includes several chairs and/or a couch, and a separate dining area with a table and chairs. The kitchen is fully equipped (including refrigerator, oven, electric stove, microwave, pots, pans, dishes, cookware, teapot, coffee maker, and utensils).

Our homes are historic buildings that our on-site Maintenance Team works hard to keep comfortable and in good repair. Please be considerate and avoid any unnecessary wear and tear on the houses. Some simple rules we ask include: please use coasters for hot or cold beverages, keep wet materials away from wood surfaces, turn off lights when you are not home, keep the shower curtains inside the shower or bath, and keep windows closed when there is a chance of rain. Thank you for being respectful of all the facilities made available to you!
13. Studios for Visual Artists

Visual artists will be provided a studio space in close proximity to their accommodations. Our studios are refurbished garages or farm buildings with heating and cooling, white walls, overhead lights, and track lights. At this point in time, we do not have any medium specific equipment, such as a printing presses, table saws, kilns, etc. available to residents. The studios do not have sprung floors, and are not soundproofed.

Artists will be provided several tables and stools, and 2 art carts. Residents can request specific equipment, such as easels, and we will try to meet these needs. Artists are welcome to hang their work directly on the wall, but they should be sure to bring extra nails or pins if they anticipate hanging a large numbers of work. Each studio has a small tool box that includes a hammer, scissors and a few nails. Unfortunately, there is no wifi in the studio spaces.

14. Cleaning

Our houses are cleaned between each residency session by our in-house Hospitality Team. Basic cleaning supplies will be stocked in each house, and residents can submit requests for supply replenishments to programs@osgf.org. Please note that cleaning supply replacements will only be facilitated during staff hours 8:00am - 4:00pm, Monday - Friday. Please keep in mind that while we are happy to supply basic cleaning supplies, we try to keep waste to a minimum, and we appreciate our residents refraining from excessive use of supplies. In addition to brooms, wash clothes and other cleaning instruments, houses are stocked with:

- Dishwasher pods
- Laundry detergent
- Disinfecting wipes
- Toilet paper
- Paper towels
- Trash bags

15. What to Bring

- Art supplies (for artists)
- Jump/flash drive, extension cords, batteries, books and anything else essential to your research or practice
- Computer, printer, peripherals, cords
- Essential or anticipated medicines
- Casual clothing that can be worn in layers; Upperville experiences all four seasons. Summers can be as warm as 100°F Fahrenheit and winters can be as cool as 20°F Fahrenheit
- Hats, gloves, scarve etc.
- Waterproof shoes
- Binoculars (if you have them, we do have a few on-site that residents may check out)
- Sunscreen
- Bug spray
- Slippers or house shoes
16. Internet and Cellphone Reception

Due to our rural location, we have limited bandwidth in resident houses, and there is no wifi in artist studios. Cellphone reception can be spotty, which is why accommodations come furnished with a landline phone. Please check your devices when you arrive at Oak Spring to ensure you are not unintentionally downloading files (ex. iPhones often automatically download photos to the Cloud drive). To ensure that the wifi is not overloaded and is shared equally among housemates and other guests please refrain from downloading large files. The following activities are prohibited:

- Sending or posting discriminatory, harassing, or threatening messages or images via any electronic media.
- Downloading, copying or pirating software and electronic files that are copyrighted or without authorization.
- Sending or receiving any material that harasses, victimizes, degrades, or intimidates an individual or group of individuals on the basis of religion, race, ethnicity, sexual orientation, gender, age, disability, or other difference.
- Residents who require wifi are able to use wifi in the Silo of the Loughborough Barn, where staff offices are located, or staff can direct residents to the Apple House or Basket House where they can access more reliable wifi when the facilities are not in use.

17. Trash and Recycling

As far as possible, we are committed to managing our site in a sustainable and environmentally conscious manner and we continually strive to improve. You can help by recycling appropriate materials whenever possible by following the instructions below. Please use the following guidelines to identify the public drop off locations nearest to you. We recycle the following:

- Glass: all glass items are accepted. Please rinse and remove all metal and plastic rings or lids.
- Plastic and Aluminum: Please rinse out tins and containers, and remove all lids and caps. Plastics #3-7 are, unfortunately, not recyclable.
- Mixed Paper: All paper items are accepted. Staples are fine. Please place single layer food cardboard boxes in this recycling bin: ie pasta boxes, cereal boxes, paper towel rolls.
- Corrugated Cardboard: Please flatten and place all dry double-layered cardboard boxes. This includes shipping boxes, but food boxes, including oily pizza boxes, should not be recycled.
- Batteries: Batteries can be dropped at the Main Loughborough Silo for collection.

Trash pick up locations:

Bank House trash in located in the garage.
The Clare Cottage, and studios in the Quadrangle trash pick up is located in the Hay Drier Barn, in the Rokeby Quadrangle.
The London House trash in located in the garage on the far right, directly across from the house. The Paris House uses this trash as well.
18. Compost

As part of our sustainability efforts, we encourage residents to compost food scraps. A compost bin is provided in each house, but we do not use or supply compost bin bags. We ask that you place all waste directly into the compost bin, and rinse out the bin whenever you empty it. We appreciate you following these regulations to protect the vitality of our soil. If you have any questions about composting, feel free to reach out to our Farm Manager, Christine Harris, for more information.

What to compost:
- Veggies
- Fruit
- Egg shells
- Coffee grinds
- Loose tea (not bagged)
- Citrus fruit rinds

What not to compost:
- Meat
- Seafood
- Dairy
- Bread
- Cooking oil

Compost can be dropped off in the pile labeled “BCCF Green Waste Only” at the end of Mill Reef Road, across from the red barn.

19. Medical Emergency Information

In the case of a medical emergency, call 911. After you call 911, please call the Security Team to alert them to the situation. The Security Team will also be able to help direct first-responders. The address for each house is laminated and placed next to the landline phone.

In a medical emergency situation that does not require an ambulance, and if you are unable to drive yourself to a medical facility, call the program liaison immediately. The nearest hospital and 24/7 hospital and emergency room is:

StoneSprings Hospital Center and Emergency Room
Address: 24440 Stone Springs Blvd., Dulles, VA 20166
Phone: (571)349-4000
Distance to: 30 minutes

A first aid kit is supplied in each house, and it is generally stored above the refrigerator, on in the kitchen pantry. Residents with severe allergies, and who carry an Epi-pen should enter this information in the Pre-Arrival Questionnaire that they are sent before their stay on-site. The nearest medical facilities are the following:

Local Pharmacies

**Walgreens Store**
Nearest 24-hour Pharmacy
Address: 276 W. Lee Highway, Warrenton, VA 20186
Phone: (540)347-5917
Distance to: 40 minutes

**CVS Pharmacy**
24-hour pharmacy
Address: 510 Blackwell Road, Warrenton, VA, 20186
Phone: (540)347-1621
Distance to: 40 minutes

**Safeway Pharmacy**
Pharmacy in grocery store
Address: 12 W Washington Street, Middleburg, VA 20117
Phone: (540)687-6401
Distance to: 15 minutes
Hours: M-F 8AM – 8PM, Sat 8AM – 6PM, Sun 10AM – 4PM
### Nearest Urgent Care Facilities

**Virginia Medical Center & Urgent Care**  
Address: 200 N Maple Ave., Purcellville, VA 20132  
Phone: (540)338-0032  
Distance to: 30 minutes  
Hours: Tuesday – Friday, 8:30AM – 6:00PM; Saturday, 10:00AM – 3:00PM; Sunday, 10:00AM – 4:00PM

**MedExpress Urgent Care**  
Address: 207 Gateway Dr., Winchester, VA 22603  
Phone: (540)535-1029  
Distance to: 35 minutes  
Hours: Daily 8:00AM – 8:00PM

### Allergies

If you have a known allergy, we recommend that you carry your own prescribed EPI pen and wear a medical ID tag. If you do not have your own EPI pen, the Upperville Fire and Rescue is staffed 24/7 and carry EPI pens. The Medical Basket in the Blue kitchen contains non-emergency allergy medicine. Given our rural location, we recommend that visitors bring all essential allergy medication with them.

**Upperville Volunteer Fire**  
Company 9167 John Mosby Highway  
P.O. Box 237 Upperville, VA 20185  
Non-emergency: 540 592 3371

### 20. Check Out

Before your departure, please complete the following:
- Throw out any perishables.
- Take out trash, recycling, and compost.
- Load dirty dishes in the dishwasher and start the dishwasher.
- Strip the bed sheets and leave them with the towels on the bed.
- Sweep your studio and take out the trash.
- Leave the house keys hanging on the hook, and studio keys on the kitchen table.
- Complete the Final Exit Survey that the Head of Residency and Fellowship Programs will send to you via email.

### 21. Awards

OSGF residency and fellowships are all funded programs, and we intend for the funds associated with each program to cover the majority, if not all, of the expenses associated with attending a residency. We believe in the value of a residency experience, and we hope that granting residents monetary funds will allow them to be fully dedicated to their projects while at OSGF. Awardees are executed as an individual grant, contract or partnership agreement, honorarium, or travel and supplies reimbursement. Travel and supply reimbursements will require that awardees keep and submit all receipts within one-month of their residency program, and they must complete a reimbursement form that they will receive before they arrive at OSGF.

Awardees will be notified of the type of funding they will receive when they receive their initial offer letter, and residents must complete all of the corresponding forms to receive their award. In most cases, residents and fellows are responsible for the travel to and from site, Dulles International Airport, or Union State, all supplies they will need on site, and for the majority of their meals on-site.