Pre-Arrival Information

Welcome to the Oak Spring Garden Foundation

The Oak Spring Garden Foundation is located in the countryside, not far from the small village of Upperville, Virginia, on the former estate and primary residence of Mr. and Mrs. Paul Mellon. The estate currently comprises more than 700 acres of pasture and woodland with excellent views of the Bull Run and Blue Ridge Mountains. To learn more about our landscape, garden, farm, library and mission, please explore our website at www.osgf.org. Each guest room has a “Welcome Binder” filled with maps, internet instructions and other helpful information to ensure a pleasant stay.

Classroom Facilities

The primary hub of most Short Courses is the Apple House. Unless told otherwise, participants are able to store belongings, including bags, etc. in the Apple House and the building is always unlocked. The Apple House is equipped with:

- Unrestricted wifi
- Bathrooms
- Mini kitchenette stocked with coffee, tea, water and snacks

For Paper Making Only:
The primary hub of this course is the Rokeby Quadrangle Classroom. Unless told otherwise, participants are able to store belongings, including bags, etc. in the Classroom and the building is always unlocked. The Quadrangle Classroom is equipped with:

- Fair wifi
- Bathrooms
- Refrigerator
- Coffee, tea, water and snacks

Apple House Classroom Facility

Copyright: Mary Ford Parker
Accommodations

Our accommodations are comfortable facilities that have either been refurbished or maintained to the best of our abilities. Please note that due to ongoing maintenance and hospitality needs, we are unable to accommodate specific room requests.

Each guest room has:
- A double bed or two single beds
- An ensuite bathroom with a shower, sink and toilet
- Unrestricted wifi
- Central heating and cooling

We provide
- All bedding, towels and linens
- Hairdryer
- Travel sizes of the following: shampoo, conditioner, body wash, body lotion, makeup remover towelette (1), hand sanitizer, razor, comb, toothbrush, toothpaste, mouth wash

Upon your arrival you will receive a key to your room with a small flashlight. At the end of your stay, we ask that you leave your key in the key depository you picked it up from, either in the Sea Hero Lobby or in the Main Residence Brick Foyer.

Example of Guest Accommodations (Broodmare Barn)
Meals

- **For Week Long Courses:** We provide three meals a day beginning with dinner on the first day of the course concluding with breakfast on the last day of the course.
- **For Mini-Hybrid Courses:** We provide all meals beginning with dinner on the first day of the course concluding with lunch on the last day of the course.
- Some meals may be provided by off-site caterers while others are prepared by our staff featuring delicious produce that is grown onsite at our Biocultural Conservation Farm. We strive to provide all of our guests with fresh, organic and locally sourced food.
- Our chef will do his best to accommodate people with specific dietary restrictions whenever possible however his primary goal is to provide an enjoyable, communal meal. Our staff will be in touch with you if we have questions about your dietary restrictions. We will only be able to accommodate dietary restrictions and needs described in your pre arrival survey.
- Please refer to the course schedule for specific meal times and locations.
- Water and a simple selection of snacks including nuts, chips and cookies are available in the Apple House, the Broodmare Barn Kitchenette and the Guest House Kitchenette. If you have any specific snack preferences, we ask that you bring them with you.
What to bring:

- Toiletries such as your preferred toothpaste, shampoo and conditioner as well as any anticipated or unanticipated medications (i.e. sunscreen, bug repellent, benadryl, tylenol, etc.).
- Comfortable shoes appropriate for standing, walking and being on your feet. Please keep in mind that our rural site and gardens primarily include gravel or cobble-stoned walkways and grass paths that require sensible footwear. If possible, we highly recommend waterproof shoes.
- Casual, comfortable weather appropriate clothing that can be layered. No matter the season it would be wise to pack a raincoat and a hat. Our guest accommodations are approximately a 0.5 mile walk from the dining spaces.
- 1-2 business casual outfits for dinner offsite and/or in the Mellon Residence.
- A reusable water bottle.
- A study notebook, pen and pencils, and/or laptop to take notes on.
Important Reminders

- You are welcome to explore the grounds at Oak Spring including any of the trails provided in the Welcome Binder found in your accommodations. However, we are a working facility thus precluding guests from entering buildings unless advanced permission is obtained or an appointment is scheduled. The only exception is the formal glass house next to the formal garden.

- Photography is prohibited inside the Main Residence and in some areas of the Library. Please adhere to the recommendations of the staff guide accompanying your visit in both of these spaces and in general, all buildings across the Foundation. Guests are welcome and encouraged to take photos outdoors and tag Oak Spring on social media.

- Unless accompanied by staff or with special permission, no course participants should be in the Main House or Library facilities alone. Additionally, all guests should be out of the Formal Garden by 9:00pm. As you exit, please ensure the wooden doors are closed behind you.

- There is no cleaning service during your stay so please plan to hang all towels and maintain your room for the duration of your stay. If you need any additional towels or travel sized items, please email praise.hall@osgf.org.

- In a few rooms, please be aware that some light switches turn on electricity while others turn on the lights. If you flip a switch and no lights turn on, most likely the electricity is turning on or off. Please keep this in mind when you are charging any phones or laptops.

- Please save our 24/7 armed Security Team’s phone number (540-592-7110) in your cell phone. Security is the primary point of contact in case of any emergency large or small. This may include hearing an odd noise, being lost, being locked out of your room, and/or requiring medical attention. Security can also be contacted with maintenance issues requiring immediate attention such as heating and cooling issues, large leaks, etc.

- At the end of your stay please return your keys to the key bin where they were first received; Sea Hero Lobby guests staying in the Broodmare Barn or the Brick Foyer for guests staying in the Main Residence, Guest House, Garden Apartments, or Guest Cottage.
Key Contacts:

In addition to your Instructor, please reach out to the following staff as needed:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Ext</th>
<th>Note</th>
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<tbody>
<tr>
<td><strong>Programs Team</strong></td>
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<tr>
<td>Danielle Eady</td>
<td>Program Director</td>
<td>201</td>
<td>The Programs Team serves as the primary liaison for the Instructor participants.</td>
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<tr>
<td>danielle=osgf.org</td>
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<tr>
<td>Praise Hall</td>
<td>Program Manager</td>
<td>158</td>
<td>For your Short Course, your primary contact is Praise Hall. Please contact Praise concerning any logistical information, updates or questions you have leading up to the course or any important items that might arise throughout the week.</td>
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<tr>
<td>praise.hall=osgf.org</td>
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<td>OR 158 or 612-295-4901</td>
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<tr>
<td>Alexandra Hartz</td>
<td>Events and Programs Coordinator</td>
<td>158</td>
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<tr>
<td><strong>Biodiversity Conservation Team</strong></td>
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<tr>
<td>Charlotte Lorick</td>
<td>Head of Biodiversity Conservation</td>
<td>304</td>
<td>The Head of Biodiversity Conservation may serve a primary coordinator for the Instructor and will facilitate the execution of the sponsored program(s).</td>
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<tr>
<td>charlotte.lorick=osgf.org</td>
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<td><strong>Garden Team</strong></td>
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<tr>
<td>Allissa Montgomery</td>
<td>Head Gardener</td>
<td>327</td>
<td>The Head Gardener may serve as a primary coordinator for the Instructor and will facilitate the execution of the sponsored program(s).</td>
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<td>allissa=osgf.org</td>
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<tr>
<td><strong>24/7 Security</strong></td>
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<tr>
<td>Billy Hitt</td>
<td>Head of Security</td>
<td>101</td>
<td>In case of an emergency or any incident that might happen after normal business hours, please contact security.</td>
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<tr>
<td>billy=osgf.org</td>
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<tr>
<td>Guard House</td>
<td>Security</td>
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<td>security=osgf.org</td>
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<td>540-592-7110</td>
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