



2024 RESIDENT AND FELLOW HANDBOOK

OAK SPRING GARDEN FOUNDATION
UPPERVILLE, VA

OVERVIEW



The Oak Spring Garden Foundation (OSGF) was established as a private operating foundation in 2016. 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. We aim to focus on hosting most of our programs on-site so participants can directly access the variety of resources that were uniquely cultivated by Bunny Mellon.

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 competitive and applications are carefully vetted by our staff, alumni, and external panels of established professionals working in relevant areas. We look forward to welcoming you into our community of kind, dedicated employees and short-term visitors. At OSGF, conversations, meals, and a shared love for plants, landscapes, and gardens unite us.

OSGF’s residency and fellowship programs were first piloted in 2018. The programs have expanded annually ever since, and we hope to build a lasting relationship with our alumni. After a residency at Oak Spring, alumni are eligible to apply for our annual Alumni Residency.

Please reference this handbook to learn about OSGF’s Residency and Fellowship Programs current policies. We are continually updating our facilities and programs to best suit participant’s needs, so please know that this information is subject to change. Do not 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 together!

2. RESIDENCY AND FELLOWSHIP STAFF



Danielle Eady
Director of Art and
Residential Programs



James Adelman
Residency and Fellowship
Coordinator



Jason Neve
Chef and
Head of Food Services

Staff Hours: Monday - Friday, 8:00am - 4:00pm. **Phone #:** (540) 592-3159
Address: Loughborough Office (staff offices) - 1776 Loughborough Ln., Upperville, VA 20184

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. We feel lucky to have a diverse staff, which includes experienced 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! 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 maintain our facilities for our programs. We hope that you will be interested to learn about our institutional history and current projects, but our primary concern is to create the conditions in which you can work independently on your exceptional projects that we believe can contribute to a deeper understanding of the natural world and humankind’s place in it. To learn about our other staff, [please visit our website](#). Danielle and James are happy to introduce you to anyone you would like to connect with!

3. SECURITY AND SAFETY

Sam Liscomb (pictured right) heads our 24/7 armed Security Team. The Security Hut is located on the Little Oak Spring (LOS) side of our estate. Our Security team primarily protects the rare and valuable collections that are housed in the Library.

Due to the vast nature of our grounds, and because we are not open to the public, the Security Team conducts routine drives around the property to ensure that our site and residents are safe. They are available to assist with non-emergency, medical or emergency situations. The phone number for the Security Hut is **(540) 592-7110**.

The Security Team is given the names and headshots of all residents before they arrive in order to familiarize themselves with the each upcoming cohort. We encourage residents to say hi to Security when they see them around site!



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 at a place where all people feel safe, comfortable, and supported as they explore humankind's relationship with the natural world. Please be in touch with staff to learn about local partnerships and ongoing work with organizations to understand the stories of enslaved African Americans and Native Americans in this region of Virginia.

Residents are selected regardless of race, ethnicity, age, sexual expression/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 do their best 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 Danielle.

5. RESIDENT EXPECTATIONS



Residents are selected based on their work's alignment with the OSGF mission, and as such, we hope that you will find synergies with the other residents and program participants whom you will meet while here. There is no expectation that you produce a set amount of work during your stay, and we welcome you to use your unstructured time for inspiration, restoration and joy as need be. We do, however, expect you to contribute to the kind, inclusive, and compassionate atmosphere that we strive to uphold here at Oak Spring.

Everyone who lodges at OSGF is expected to follow common courtesies and act responsibly. OSGF does not tolerate harassment or discrimination of any kind. If you believe that you are being harassed, bullied or discriminated against or that you have witnessed this kind of behavior in others, please report it to the Director of Art and Residential Programs, and we will strive to make prompt and effective corrective action. OSGF reserves the right to ask any resident who disturbs fellow staff, guests and program participants, or does not abide by the following code of conduct outlined below to leave immediately.

1. Respect housemates, staff, and other program participants. Harassment will not be tolerated;
2. Respect our neighbors' privacy and space;
3. Removal or destruction of OSGF property, including plant materials, without permission is prohibited;
4. Please respect the land by staying on roads and trails;
5. The use of illegal drugs and the misuse of alcohol is prohibited at Oak Spring;
6. Firearms are only permitted for the Security Team and registered hunters during hunting season on OSGF property;
7. Smoking is only permitted in designated outdoor areas. Smoking indoors is strictly prohibited;
8. No pets are allowed on-site



5. ACCOMMODATIONS



Residents stay in former tenant homes that were originally built in the mid-twentieth century and have been recently renovated. Though each house has its own unique layout, all houses include:

- Washer and drier
- Pots, pans, plates, cups, coffee maker and French press, and utensils (you should have everything you need to cook!)
- Bed-linens and towels
- Cleaning supplies, dish and laundry detergent, toilet paper, and paper towels. If you run out of these items, please let Jules know.

Please note that the biggest limitation in the accommodations and studios is the **very limited and inconsistent wifi**. Be advised to update your computer and phone, and download large files *before* you arrive.

6. ARRIVALS AND DEPARTURES

Please plan to arrive between 10:00am – 4:00pm on the first day of the program. You will arrive at the security hut on the Little Oak Spring side of our estate and will be met by a security guard and a program liaison who will escort you to your accommodations.



Flying into Dulles International Airport: Please be sure to book a flight that will land by 2:00pm, which will ensure that you arrive at OSGF by 4:00pm.

If you fly into Ronald Regan International Airport, you will need to arrange your own transportation to take you to Dulles International Airport where OSGF staff will arrange a ride for you. OSGF **does not** offer rides from Ronald Regan International Airport.

Arriving at Union Station in Washington DC: Please be sure to book a train that will arrive by 1:00pm, which will ensure that you arrive at OSGF by 4:00pm.

Arriving by Car: If you plan to drive to OSGF, please keep in touch with OSGF staff to let them know if your arrival time changes. We have found that residents who are able to bring a car find that it not only greatly helps them to navigate our large, rural site, but it also comes in handy at the end of the residency as you pack newly created works. There is abundant parking available directly next to the accommodations, visual artist studio spaces and most other buildings.

Departure Information: Please plan to depart between 7:00am - 5:00pm on the last day of the program. Be sure to book a flight or train that departs after 10:00am.

7. ACCESSIBILITY AND TRANSPORTATION



Each of our houses include stairs leading up to the house and stairs to the second floor of the house. The washing and drying machines are located downstairs in the basement. Residents without a vehicle should anticipate walking or biking 0.75 miles to their studio space (for visual artists), and to the communal dining space. The Library is located about 1.5 miles from the resident accommodations, and visitors who wish to access the Library will generally need to walk or bike across hilly terrain (or let an OSGF staff person know if they need a ride). Unfortunately, our site and accommodations are not ADA accessible.

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 might especially prefer to have access to a car. All residents will have access to a bicycle, and most of our residents find that the bicycle greatly helps them navigate our site. Our bikes are maintained in-between residencies, and residents will be responsible for checking the tires for air. We ask that you always wear a helmet while biking. The bikes are great to use around the property though we discourage residents from biking into town; the public roads do not have bike-able shoulders.

One weekly grocery/supply run will be provided and will be driven by an OSGF staff member. There is no public transportation available in our rural location, and it is extremely difficult, if not impossible, to schedule an Uber or Lyft ride once you arrive at OSGF.



8. MEALS AND PRODUCE



One dinner, a few breakfast items, and fresh, seasonal produce from our farm will be stocked in your accommodations when you arrive. A grocery trip will be arranged for you, and your cohort (if applicable), during your first few days here. There is no need to arrive with groceries, unless you have specific dietary needs or want to have certain hard-to-find items on hand. The two nearest grocery stores are *Food Lion* in Marshall and *Safeway* in Middleburg, 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.

On Wednesdays during the growing season, May – October, residents will have the option to receive a CSA (Community Supported Agriculture) half-share from our Biocultural Conservation Farm (BCCF). This will generally include about five different vegetables, herbs, and fruit (when available).

Meals are an important way that residents connect with one another, with OSGF staff, and with other program participants who are pursuing a variety of projects that relate to the OSGF mission. Dinners during our Interdisciplinary Residencies are generally Monday, Tuesday, & Wednesday at 6:00pm. Please be sure to arrive hungry, and on time for meals! We do ask that residents take turns signing up to help with dinner set-up and clean-up.

9. GUEST AND VISITOR POLICY



We strive to create a productive and friendly environment for residents and fellows to research, explore, 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 a week in advance and will be based on staff availability. Tours will only take place during staff hours, Monday - Friday, 8:00am - 4:00pm. All guests should be escorted by a resident at all times. Guests will not be able to tour inside 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 visitors to a minimum.



10. STUDIOS FOR VISUAL ARTISTS



Visual artists will be provided a studio space no more than 0.75 miles from 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 printing presses, looms, table saws, kilns, etc. available to residents. Most studios have cement floors and we do not have a studio with sprung floors. Studios are not soundproofed; noise travels easily between the studios. Please be respectful by wearing headphones when listening to music or podcasts, and refrain from making phone calls in the studio space.



Artists will be provided several tables, stools and two art carts. You can request specific equipment, such as easels, and we will try to meet those 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, our wifi does not reach the studio spaces.

11. WHAT TO BRING



- Art supplies (for artists)
- Jump/flash drive, extension cords, batteries, books and anything else essential to your research or practice
- Laptop, peripherals, cords, etc.
- Essential, anticipated or unanticipated medicines
- Casual clothing that can be worn in layers; Upperville experiences all four seasons. Summers can be as warm as 100° F and winters can be as cool as 20° F
- Hat, gloves, scarf etc.
- Clothes and shoes that can get dirty, if you plan to volunteer at the farm or garden.
- Waterproof shoes or boots, or ones that can get muddy day-to-day
- Binoculars (if you have them, we do have a few on-site that residents may check out)
- Sunscreen and bug spray
- A water-bottle and to-go coffee mug
- Slippers or house shoes
- Headphones, especially for visual artists who like to listen to music in the studio
- Backpack, especially for those interested in traveling by bicycle around the site
- Headlamp if you have one; it gets very dark at night



Thank you for reviewing this information! Above all, we want to ensure you have a productive and joyful stay at Oak Spring. We hope this information helps you prepare and accomplish this. If you think anything is not covered here, please reach out to Danielle and James at programs@osgf.org.