

AndersonRanch
arts center

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Artists-in-Residence Program Fall 2021 Handbook

THE PURPOSE OF THE ANDERSON RANCH ARTISTS-IN-RESIDENCE PROGRAM

The Anderson Ranch Artist-in-Residence Program is designed to encourage the creative, intellectual and personal growth of emerging and established visual artists. It is a program of individual pursuit among a community of artistic peers. It is expected that artists have the sufficient skills and experience to work independently in their studio area. The residency is designed to allow artists to take risks and pursue new projects and ideas, free from everyday pressures.

It is expected that each resident at Anderson Ranch use this gift of time and space to actively pursue artistic research through rigorous studio practice.

HEALTH AND SAFETY

Anderson Ranch has updated our policies and procedures and established a COVID-19 Business Safety Plan with added layers of precaution that prioritizes the health and safety of our staff, residents, and guests while continuing to provide the Anderson Ranch experience that our community knows and enjoys.

Your health and safety is Anderson Ranch's top priority. Anderson Ranch is closely following guidance released by the Centers for Disease Control and Prevention (CDC), Colorado Department of Public Health and Environment's (CDPHE), the Pitkin County Health Department and the Occupational Safety and Health Administration (OSHA). Students should be prepared for state and local public health orders to be extended, amended, or changed as needed at any time to protect public health, which may impact operations at Anderson Ranch. As restrictions lift, Anderson Ranch reserves the right to implement our own community guidelines.

For more information on local and state COVID-19 response and regulations, please visit these links:

[Centers for Disease Control and Prevention \(CDC\)](#)

[Colorado Department of Public Health and Environment's \(CDPHE\)](#)

[Pitkin County COVID-19 Response and Recovery](#)

For the most up-to-date guidelines, please visit andersonranch.org.

Getting Tested

Options for testing can be found here: <https://www.rfvcovidtest.com>

The closest locations to Anderson Ranch are the Aspen Airport and Downtown Aspen locations

Stay Connected | Local Public Health (COVID-19) and Emergency Information and Alerts

Visitors to Pitkin County Community can receive emergency alerts:

Text pitkinalert to 888777 if visiting for a short time

- To receive Local Public Health (COVID-19) and Emergency Information and Alerts
- Text STOP to 888777 at any time to be removed from system

Sign up for Customized Alerts at www.pitkinalert.org

- Sign up for Emergency, Community, Public Health, Traffic and Weather Alerts
- Sign up to receive Alerts via text, phone call or email for specific locations within our Valley

Follow PitkinAlert on Facebook and Twitter.

- All public alerts are posted on Facebook @PitkinAlert and Twitter @AlertPitkin

RESIDENT REQUIREMENTS

All residents must complete the 2021 [Program Participant Pre-arrival Form](#) by September 21.

As part of the form, residents are required to present certification that they have received the complete COVID-19 vaccine no later than September 20 (i.e. 2 weeks have passed after the 2nd Pfizer or Moderna dose, or the Johnson & Johnson

single-dose vaccine). Individuals seeking an exemption from this requirement for medical or religious reasons should complete a request for accommodation form from guestservices@andersonranch.org and return it by September 10.

Additionally, all residents are strongly encouraged to:

1. Have health insurance. Residents are responsible for all medical costs incurred during their time at Anderson Ranch.
2. Get a flu shot.

WHAT SAFETY PRECAUTIONS WILL BE IN PLACE THIS FALL?

- Social distancing in all studios
- Increased cleaning and sanitization
- Increased fresh air flow, ventilation and purification including HEPA / MERV air purifiers (99.97% effectiveness against 0.3 micron particles)
- Daily wellness monitoring for staff, residents and guests
- CPR trained staff are available, and the campus is equipped with AED - Automatic External Defibrillators

PRE-ARRIVAL EXPECTATIONS

We want our community to thrive and ask residents to arrive healthy, enjoy all we have to offer, and follow best health practices while here.

Per the Pitkin County Health Department, any person who is not a local resident that travels to or visits Pitkin County must be free of any symptoms consistent with COVID-19 before arrival. Residents experiencing symptoms consistent with COVID-19 should stay home and notify their primary contact at the Ranch.

CDC guidance suggests testing can improve traveler safety. You may feel well and not have any symptoms while traveling, but you can still spread COVID-19 to others, including to other family, friends, and the community. CDC recommends getting tested 1-3 days before your trip and to reduce non-essential activities for a full 7 days after your travel.

WHILE AT THE RANCH

The active participation of all adult students is required to help ensure, as best possible, their health and safety as well as that of Anderson Ranch employees and other campus guests:

Mask Policy: As of August 5th, 2021, Anderson Ranch Arts Center will require that all individuals ages 2 and older, regardless of vaccination status, wear a mask in indoor public spaces to minimize risk and maximize protection from COVID-19, including the highly infectious Delta variant. The Ranch will also continue to perform a rigorous cleaning and sanitizing schedule, as well as provide advanced air purification in buildings, offer health screenings on campus and testing where appropriate. Click here to learn more about [CDC Mask Guidance](#).

A Healthy Residency Starts with You! The following are best practices and science-based solutions to help prevent COVID-19 spread within our community:

- Get Vaccinated- Vaccinations are providing excellent protection against COVID-19 and are available to people ages 12 and up. Once vaccinated, you no longer have to quarantine if exposed.
- Socialize Smart- Without informal gathering mandates from Public Health, we have to decide what feels safe for us as individuals. Here are specific examples:
 - Outside is always better than inside - Avoid crowds when possible
 - When in doubt, mask up
 - RSVP no if sick
- Stay Home if Sick- If we've learned one thing in the past year, it's to not expose others if you feel sick. Follow the three easy steps:
 - Be alert for symptoms.

- Do not go to the studios or communal spaces if sick or experiencing any of the following: headache, sore throat, fever, cough, recent inability to taste or smell, shortness of breath, body aches, diarrhea, fatigue, chills, vomiting and/or abdominal pain.
- Get tested
- Diligently wash your hands and use hand sanitizer frequently throughout the day.
- Clean commonly touched surfaces in your areas throughout the day as well as a thorough cleaning of your work station at the end of each day.

Wellness Checks: Residents should self-assess daily for your own potential COVID-19 symptoms (fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, or diarrhea) and stay in your residence on campus if you don't feel well. Touchless thermometers are available in each studio.

CONFIRMED CASES

If someone on campus tests positive for COVID-19, Anderson Ranch will move quickly to notify public health authorities, contain and sterilize possibly contaminated areas, and communicate with everyone on campus. The local health department would lead contact tracing efforts. Anyone who tests positive during their stay at Anderson Ranch must isolate themselves in their residence until they are cleared by a medical professional to resume public life.

STAFF CONTACT

If at any time during your stay on Anderson Ranch's campus, you feel you may be sick or have any reason to suspect that there is a health and safety issue on campus that needs urgent attention, or have questions about Anderson Ranch's COVID-19 safety guidelines or emergency procedures, please contact Liz Ferrill, Artistic Director of Painting, Drawing & Printmaking; Chair, Artists-in-Residence Program: lferrill@andersonranch.org, 970-924-5076 (office), 970-779-5867 (cell)

LIVING AT THE RANCH

Meals

- The Cafe dining room is open Monday through Friday from 8:00 AM to 7:30 PM. The Cafe building is closed on the weekends.
- Out of extra precaution and in an effort to keep all staff and residents safe during the current pandemic, communal cooking facilities are not available. Social distancing and safety protocols will be in place.
- **Breakfast:** Self serve continental breakfast items such as single portion cereals, oats, bars, fruit, yogurts, juices, milk, coffee and tea, and other rotating items will be available in the Cafe from 8:00 - 10:00AM.
- **Lunch:** A selection of sandwiches, salads, and entrees will be available for lunch in the Cafe from 12:00 - 1:30pm.
- **Dinner:** We will serve dinner for residents together in the Cafe from 6-6:30 PM Monday through Friday. For the best experience, residents should arrive promptly at 6 PM.
- **Coffee and Tea:** Coffee, tea, and iced tea will be available in the Cafe throughout the day, Monday through Friday.
- Other beverages are available for purchase at a discount, such as beer, wine, and soda.
- **Other Meals:** All other meals and food items are the resident's responsibility, this includes but is not limited to weekend meals.
- **Allergies and Dietary Restrictions:** Anderson Ranch takes food allergies very seriously. If you have specific dietary needs or allergies, please notify Anderson Ranch in advance of confirming your participation in the program. While our culinary team will do our best to accommodate you, we cannot guarantee special accommodations for particular food preferences, dietary restrictions or food allergies. Please be advised that the Ranch Café menu items may contain allergens such as milk (dairy), eggs, fish, shellfish, tree nuts (almonds, walnuts, pecans, etc.), peanuts, wheat (gluten) and soybeans and there is always a risk of contamination or cross-contact.
- **House Account:** All food and beverage items in the Cafe need to be accounted for via house account charge or credit card/cash purchase. Most food and beverage items are included in the resident meal plan with the exception of alcoholic and specialty beverages, which are self-pay at a discounted rate.

Residents will be provided a four digit Artists-in-Residence "House Account" number. The House Account should be used for the resident's food and beverage items only and cannot not be used for any other individuals.

When dining in the Cafe, residents should order at the cashier station and let them know they will be paying via a house account or self pay. After placing an order, the cashier will ask for the "House Account" Number in order to appropriately account for the meals.

Housing

Accommodations:

- Residents will be staying in the Wylly dorm. Each resident will be provided a private room, most rooms will have a shared bath.
- Housing will be available during the dates of the residency only. Early arrivals and late departures are not permitted.
- Dorm rooms are furnished with one twin bed with bedding, sets of towels, a bistro table and chairs, mini fridge, microwave and small coffee pot.
- No furnishings or linens shall be removed from the lodging accommodations. Furnishings must stay in the dorm rooms and apartments.

Cleaning:

- Rooms will be professionally cleaned and sanitized according to CDC recommendations prior to arrival.
- The Ranch will provide individual cleaning supplies, hand sanitizer and disinfectant wipes to all residents. Residents will be expected to keep their rooms tidy and clean and are responsible for cleaning commonly touched surfaces in their private spaces frequently.
- **Trash and Recycling:** Residents are responsible for dorm up-keep and removal of trash. Residents are expected to take out their trash frequently in order to keep their rooms tidy. Trash bags should be removed from the rooms and placed in the bear proof trash bins outside of the dorm. Recycling should be broken down and placed in the appropriate receptacle outside the dorm. Any items that do not fit in the bin needs to be taken to the dumpster located behind the Painting building.
- **Dirty Dishware:** Please bring any dishes used in the dorm to the Cafe for cleaning on a daily basis. Residents cannot keep dirty dishes in their rooms because it will attract pests and wildlife.
- No food waste should be disposed of down the sink drain in the dorm.
- There are washers and dryers in the dormitory. **Please make sure to clean out the dryer lint trap after each use as it is a major fire hazard.**
- Please remove snowy/muddy shoes and ski equipment before entering the dorm.
- Residents are required to leave accommodations in the same condition as when they arrived.
- There is a mandatory mid-term housing walk through and a final room inspection.

Guidelines:

- Guests are not permitted in Ranch housing for visits or overnight stays.
- Residents are expected to adhere to all business safety signage posted in housing units.
- No alterations, painting or changes can be made to the rooms and nothing can be hung on the walls.
- The Ranch has limited, designated storage for recreational equipment. No bikes are allowed to be stored inside the dorm.
- Studio art making is not allowed in the dorm rooms.
- Please be considerate of our neighbors by keeping noise to a minimum after 7pm (Snowmass Village Noise Ordinance). Please respect Ranch quiet hours (8:00pm until 8:00am).
- In compliance with Snowmass Village's no smoking ordinance, smoking is not permitted in any Ranch building or on Ranch property.
- Illegal activities are prohibited anywhere on the premises.
- There is a \$75 fee to replace a lost key.

Maintenance and Emergencies:

- In case of a fire or sounding of alarm: Evacuate the building immediately through the nearest exit. Please make note of all exits when moving into the building. If there are any emergencies, call 911 immediately.
- Carbon monoxide and fire alarms are installed for your safety. Please do not remove the batteries.
- Keep bathroom doors shut when taking showers. The steam activates the fire alarm.

- Anderson Ranch is not responsible for lost or stolen items from studios, dorm rooms, or other storage or communal areas.

Important Maintenance and Emergencies Contact Information

- In case of an emergency, call 911
- The Ranch's main number is (970) 923-3181
- For maintenance issues during work hours please contact Nicolette Bonagura, Operations Assistant, nbonagura@andersonranch.org, or Guest Services, guestservices@andersonranch.org
- For after hours emergencies please contact Andrea Wallace, Vice President of Artistic Affairs, 970-456-9390 (cell)

Communal Spaces - Dorm Lounge and Ranch Library

The library is located behind the administration building and is available 24 hours a day, 7 days a week for residents' use. A key can be checked out from the office for Library use after regular Ranch business hours. There is also a key for the library in the Dorm lounge. When using the Dorm Lounge and Library, please socialize responsibly and follow COVID-19 protocols.

Trained Service Animals & Pets

Artists-in-Residence may not bring pets to the Ranch. Anderson Ranch Arts Center is compliant with ADA standards regarding trained service animals for people with disabilities. No dogs or pets other than Ranch pets and Trained Service Animals (as defined by the ADA) are allowed on the Ranch campus. Upon receipt of this handbook, notification must be given to the administration office for accompanying trained service animals specifically relating to what task it performs. Service animals must be supervised, on leash, under control at all times, cleaned up after by their handler and may be asked to stay out of the café and meeting hall if disruptive. Handlers are solely responsible for their animals. For further information please visit https://www.ada.gov/regs2010/service_animal_ga.html

Climate & Altitude

The Ranch is located at an elevation of 8,200 feet. Some people experience high altitude (or mountain) sickness (shortness of breath, headaches, dizziness, lack of energy, difficulty sleeping, nausea, vomiting, loss of appetite and other symptoms) for the first 72 hours of arrival. Be sure to stay hydrated. It is advised that residents are particularly vigilant regarding hydration upon arrival.

What to Bring

For your room: Some find it comfortable to have a small humidifier. A flashlight, water bottle and travel mug are also helpful. Don't forget any prescriptions that you may need like an Epi pen or inhaler.

What to wear: You will need winter weather outerwear, first layers and clothing like sweaters, a hat, scarf, warm gloves and waterproof winter boots. Fitness, recreation apparel, ski gear and a swimsuit are useful as well. You may need safety gear such as respirators, eye protection, boots and shop work clothes. Aspen has great thrift stores where additional work clothes may be found.

While the Ranch provides many necessities, Aspen and its surrounding communities have a high cost of living. Be sure to have the funds necessary for travel to and from the Ranch.

Getting Here

Air Travel: Pitkin County Airport (ASE) is closest. Eagle County Airport (EGE), is about 1-1/2 hours from Anderson Ranch. Denver Airport is about 4 hours away. There is van service from the Denver airport available through Colorado Mountain Express (800) 523-6363 or (970) 926-9800 or on-line at www.cmex.com but it may be cheaper to rent a car for the day. Ranch staff will be available for airport pickups in Aspen only.

Driving: Anderson Ranch is located in Snowmass Village just outside of Aspen. The Ranch is at 8,200 feet in elevation. From October to April, winter driving conditions exist with possible snow and ice. It is recommended (and sometimes required by the city of Snowmass Village) that your vehicle have adequate snow tires and chains. Driving in the mountains can sometimes be a strain on vehicles not accustomed to the altitude. Repairs and maintenance can be expensive in the Aspen area. If you plan to drive, be sure your vehicle is in good working condition. **No** vehicle maintenance or repairs are allowed at the Ranch, including oil changes. It is recommended that your car be serviced before driving to the Ranch.

Ground Transportation: All major rental car agencies are available at the Pitkin County Airport in Aspen.

Colorado Mountain Express: (800) 525-6363 coloradomountainexpress.com

High Mountain Taxi: (970) 925-8294, hmtaxi.com

RFTA regional bus: (970) 925-8484, rfta.com

Snowmass Village Shuttle Info: (970) 923-2543 (8:00am – 5:00pm), (970) 923-3500 (5:00pm – 8:00am) Dial-A-Ride/Late Night Service: (970) 923-3030, ADA Accessible (970) 923-2543

Bus and Train: Greyhound Bus Service and Amtrak Train both have stations in Glenwood Springs, CO, which is 41 miles from Anderson Ranch. Once in Glenwood Springs, residents can take RFTA, the Roaring Fork Valley regional bus service to Anderson Ranch.

Driving from points East and Denver: Take Interstate 70 West approximately 160 miles to Glenwood Springs (Exit 116) onto Highway 82. Follow the signs to Aspen through Glenwood Springs; continue on Highway 82 past the towns of Carbondale and Basalt; follow Highway 82 approximately 14 miles past the Basalt stoplight. Signs will indicate Snowmass Village at mile marker 35.5 - turn right onto Brush Creek Road at that stop light - and follow Brush Creek Road approximately four miles; turn left on Owl Creek Road; and take the first left, just before the Firehouse, which leads to our parking lot.

Residents should use public transportation outside of airport arrivals and departures or a taxi service to get from the airport to the Ranch. The Ranch does not provide a vehicle service for additional travel.

Parking: Parking is by permit only. Vehicles will be towed without proper identification. Residents are issued Anderson Ranch parking permits. The Ranch has limited parking. Residents may park their vehicles in the main lot along the fence, adjacent to the Children's Workshop building.

There is no parking in the driveways or fire lanes on the Ranch.

STUDIO GUIDELINES AND EQUIPMENT

General Studio Guidelines:

- Interdisciplinary studio use is authorized by advance appointment only, 1 - 4 PM, Monday - Thursday.
- We allow a limited number of residents to use the facilities to allow for social distancing and eliminate shared tools.
- Residents are permitted to use their home studios 24/7.

Studio coordinators monitor the use of all equipment. Every project must be approved by the Studio Coordinator (for example, editions and projects involving staff time).

Residents are responsible for their own studio up-keep and general department housekeeping including individual trash disposal.

Please make a note of all furnishings, etc. in your studio as you arrive to be sure, upon your departure, your studio is left as you found it. You will be responsible for repairing walls, floors, ceilings and any damaged equipment prior to the end of your residency, including painting walls and floors if necessary. Any modification of your studio space is subject to the Artistic Director and Studio Coordinator's approval.

Please do not touch the thermostats. The Ranch has radiant heat, which takes hours to change. If you have an issue with the temperature of your studio please talk to your Studio Coordinator or Facilities Manager. The last person out of a studio/building in the evening is asked to turn off the lights and close all doors and windows.

Alcohol and smoking of any kind are not permitted in any studio at any time. Do **not** operate any power tools or sharp objects under the influence of alcohol or other drugs. Studio Coordinators reserve the right to refuse equipment and studio use if residents are in violation of department procedures and present safety issues for themselves or others around them. Anderson Ranch has a zero tolerance policy for underage drinking and consumption of marijuana.

Violation of these policies will result in residency termination.

Within the facility of each department, residents share an open studio space. Upon arrival, residents are assigned a studio

space. ONLY assigned studios are open 24 hours a day, 7 days a week for residents' use. Machinery, printing presses, digital equipment and power tools can be operated between the hours of 7am – 10pm and **only** with another person present.

The use of headphones is required while listening to music in the studio spaces. There is no headphone use allowed when around or using machines. Residents are responsible for their own studio up-keep and general department housekeeping, including individual trash disposal. Studio spaces are assigned based on resident artist proposals, applications and studio availability. Assigned studio spaces cannot be switched or exchanged. Please be sure to contact your Studio Coordinator for more detailed studio information.

Residents are required to return studio spaces, tools and all checked-out equipment to their original condition at the close of the residency. Residents will be charged for damage to tools or equipment.

Staff Support: Each discipline has an Artistic Director and a Studio Coordinator, all of whom are practicing artists who are working on their own projects alongside residents. They are available to consult with residents regarding work throughout the residency. Residents are expected to have the skills necessary to work independently when using the equipment in their respective departments. Studio Coordinators have scheduled hours Monday - Thursday from 1 – 4pm, to offer assistance in the use of equipment and consult with residents on their work. We highly encourage residents to have an in-depth conversation with their Studio Coordinator before their arrival about the scope and size of their project.

Studio Coordinators will train and orient residents to Anderson Ranch shop protocol and equipment use.

Residents are allowed to use a studio, tool or piece of equipment that is not in their assigned department to further an art making project; however, they must follow each department's specific guidelines and attend a studio specific orientation before using the equipment. Residents may only utilize another department's equipment during the scheduled studio coordinator's hours of Monday – Thursday, 1 – 4pm by appointment.

All residents must be checked out for proficiency on all equipment they intend to use. Please see the guidelines below for a more detailed description of each specific studio department.

Ceramics Studio: The ceramic studio is equipped with the following items:

Electric kilns:

- 6 – 1027 Skutt electric computer kilns, 22"x 22" x 24"h
- 1 – KS818 Skutt electric computer kiln, 16"x 16" x 22"h
- 2 – 1227 Skutt electric computer kiln, 28"x 28" x 24"h
- 2 – Small Skutt electric test kilns, 14"x 14" x 9"h
- 1 - Bailey Thermo Electric front loader kiln – 24 x 24 x 36"h

Gas kilns:

- Bailey downdraft Car Kiln 48" long x 28" wide x 55/50"h (arch highest and lowest)
- Bailey downdraft kiln "Rubrix" – 28"x 28" x 40/36"h (arch highest and lowest)
- Bailey downdraft kiln "small" – 24 x 24 x 36/32"h (arch highest and lowest)
- Large downdraft reduction kiln – 48 x 24" x 54/50"h (arch highest and lowest)

Atmospheric kilns:

- Soda kiln (large cross draft) 36" x 24"x 44"h
- V8 - Small cross draft hybrid kiln: gas, wood, soda, salt kiln, 24 x 24 x 40"h
- Train wood kiln – 2 stacks of 24" x 24" x 40"h
- 3 chamber Noborigama wood kiln-

Equipment

- 20 – worktables
- 25 – Soldner electric wheels
- 1 – Treadle kick wheel
- 1 – Lockerbie electric/kick wheel
- 1 – Bailey extruder
- 3 – Randall electric/kick wheels

- 2 – Brent extruders, 4" round
- 3 – Northstar extruders, 3.5"x3.5"
- 1 – Mudtools Pneumatic extruder
- 1 - Soldner clay mixer,
- 3 – Digital scales
- 12 – Rolling pins
- 30 – Shimpo Banding wheels
- 1 – Large spray booth and spray guns
- 1 – Bailey de-airing pug mill & mixer
- 2 – Northstar slab roller 24'x30'
- 1 – Ball Mill
- 1- Hydraulic lift table 2000# - 24 x 36"

All kiln use must be reviewed in advance with the Studio Coordinator. All residents must work with the Studio Coordinator in ceramics to schedule firings and equipment use. Kilns, torches, burners, and combustion processes may only be used in designated areas. They present an extreme fire hazard in the Ranch's old wooden structures. **No** hot wax, paraffin or encaustic materials may be used in the studios without the prior approval of the Artistic Director. Each ceramic resident will have approximately 400 square feet of open studio space.

If you have questions or need more specific information about the facilities or materials, please contact the Ceramics Studio Coordinator Louise Deroualle, lderoualle@andersonranch.org.

Digital Fabrication Lab: The Fab Lab studio is equipped with the following items:

- (1) Next Engine 3d Scanner
- (1) Sense 3d Handheld Scanner
- (1) Vinyl cutter, Roland Camm-1 Pro-48"
- (6) Prusa MK3S FDM 3D Printers
- (4) Formlabs SLA 3D Printer
- (5) 3D Potterbot Clay 3D Printers
- (1) Enduring Images Decal Printer
- (1) Tabletop UV Printer
- (1) Epilog Laser Cutter 40watt 24"x18"
- (1) Epilog Laser Cutter 120watt 48"x28" with rotary attachment
- (2) Formech 508DT Vacuum Formers
- (1) TechnoCNC HDII Tabletop Router with 4th axis rotary attachment
- (1) TechnoCNC Titan Series Router with 4th axis rotary attachment
- (1) Epson Printer/Scanner
- (10) Mac and PC Desktop Computers
- (3) iPad Pro
- (2) Oculus Rift S VR Headsets
- Software: Rhino 7, Fusion 360, Trnio 3D scanning app, Qlone 3D scanning app, Cura/Prusa Slicer (3D printing slicers) Adobe Creative Cloud.

This lab is monitored by Leah Aegerter, FabLab Coordinator. Use of this equipment must be reviewed and approved by your Studio Coordinator before a project can begin. Ranch staff is not responsible for tutoring on equipment or producing resident projects. Residents must have basic software knowledge to use equipment. Fab Lab is open M-Th 1:00-4:00pm. No Food or Beverages in the lab. If you have questions or need more specific information about the facilities or materials, please contact the FabLab Coordinator Leah Aegerter, laegerter@andersonranch.org.

Sculpture Studio: The sculpture studio's inventory includes metal fabrication tools, woodworking power tools and hand tools. Sculpture residents are encouraged to bring favorite tools they frequently use in their home studios; the Ranch has a wide selection of tools available. Bronze and aluminum casting is a seasonal activity which is only available during the summer workshop program or upon special request. Residents in the sculpture department must first go through an equipment orientation and be checked out on all tools. Power tools can only be used between the hours of 7am - 7pm.

- TIG, MIG and stick/arc welders
- Plasma cutters, handheld & CNC
- 90amp stationary spot welder
- Compressed air system
- Gas forge
- Oxygen/acetylene torches
- Sandblasting cabinet
- Pneumatic die grinders
- Electric angle grinders, sanders & jigsaws • Cordless drills
- Table saw, "SawStop" model
- Chop saws for steel & wood
- Wazer waterjet machine
- PM 3 axis manual metal mill
- PM 12" cold metal saw
- 3 Rhino Fixture Carts

Wood Studio: Residents in the Wood Studio are provided with bench space in an open, shared studio. The shop is equipped with:

- 3- 10" "Saw Stop" table saws
- 12" & 8" jointers
- 18" & 14" planers
- Griggio mortiser
- Multi-router
- Router table
- Radial arm saw
- Chopsaw
- 2- drill press
- Spindle sander
- Pneumatic sleeve sander
- 24" drum sander
- 14", 18" band saws (4) • 20" disc sander
- 36" edge sander
- 3 Scroll saws
- 4 lathes
- Vacuum press system
- A wide range of handtools and clamps
- Bench grinders and sharpening station

There is a spray booth on the premises and spraying is allowed with approval from your Studio Coordinator. Finishing and sanding must take place in designated areas. No hot wax, paraffin, encaustic materials, toxic resins, fiberglass or bondo may be used without the prior approval of the Artistic Director and Studio Coordinator.

Residents are encouraged to bring materials and personal hand and power tools such as lumber, glue, finishing supplies, paint brushes, drill bits, router bits, carving burrs, grinding pads, sandpaper, hardware and other expendables that are not provided. Lumber can be purchased at the Ranch. Stocked is a selection of domestic hardwoods (cherry, maple, walnut, mahogany, poplar, white oak and more in dimensions ranging from 5/4-1 6/4, depending on species and availability) and a range of sheet goods. Residents may prefer to bring their own wood; however, wood storage is limited.

Everyone must go through a safety orientation before using power tools and equipment in the wood studios. Machinery and power tools can only be used when there is another person in the shop and during the hours of 7am – 10pm. Tools may not be loaned out.

The shop will be open for use by non-wood residents Monday – Thursday from 1pm - 4pm. Machinery and equipment available for use at that time will be determined on a case-by-case basis, depending on individual projects and experience.

If you have questions or need more specific information about the facilities or materials, please contact the Sculpture Studio Coordinator Zakriya Rabani, zrabani@andersonranch.org

Photography & New Media Studios: Each Photography and New Media Resident workstation is equipped with a 21.5" Mac computer with a Retina Display and an Epson 3880 printer (prints up to 17" wide). Adobe Creative Cloud is installed on the computers and residents are responsible for purchasing licenses for any other software they would like to install and use on the Anderson Ranch Computer, including Microsoft Office.

Photo Residents also have access to the following equipment:

- Epson Perfection V750 & V850 flatbed scanner (for Medium and Large format transparency)
- Epson P9900 & Epson P9000 (Large format inkjet printers, up to 44" wide) *Large format printers are **only** operated by the Studio Coordinator during studio hours, Monday through Thursday, 1:00 to 4:00pm.
- Digital and Slide projectors
- Black and White wet darkroom equipt with enlargers and developing equipment - residents will be responsible for darkroom consumables and chemical deposit fees

Paper:

Inkjet paper papers can be purchased from the Photography Department by the sheet or by linear inch for rolls. Brand, type and price are listed in the studio. Residents can also purchase their own paper and have it shipped to the ranch.

Ink:

Ink is purchased from the Photography and New Media Department. Printing on alternative materials such as metal, plastic, and fabric can be done only with the assistance of the Studio Coordinator. Only inkjet paper can be used in the large format printers.

Interdisciplinary Access:

The community studio is available between the hours of 1 - 4 pm for non-photo resident use **by appointment only**. This interdisciplinary space has 2 - 21.5" Macs with Adobe Creative Cloud software installed and connected to Epson P800 Inkjet printers, flatbed scanners and laser printers. It is a public, shared studio space. The use of headphones is required for ALL audio playback. Residents will work with the Studio Coordinator to make prints. Please email the coordinator to make an appointment.

HouseKeeping:

- Food is **NOT** permitted in the digital studio, beverage vessels must have a lid
- **No** thumb tacks or push pins in the walls of the Photo/New Media building (covered in magnetic primer)

If you have questions or need more specific information about the facilities or materials, please contact the Photography and New Media Studio Coordinator, Esther Nooner, enooner@andersonranch.org.

Painting Studio: Residents are provided with spacious open studios. Each space is roughly 300 square feet with three 8' x 16' walls and one open side. The following equipment is available:

- Easels
- Work tables
- Stools
- Glass-topped palette carts on wheels • Chop saw
- Drawing boards
- Spray bottles
- Rulers, glues, and tape
- Staple guns
- Butcher paper

- Tracing paper
- Cordless drills
- Hand tools: hammers, screwdrivers, handsaws, pliers, and clamps

In order to provide a low-odor environment in the studio, painting residents are limited to using linseed oil as a medium and odorless mineral spirits (gamsol) as a solvent. Painting residents are prohibited from using high fume mediums indoors including but not limited to the following: synthetic resin, tolluline, aerosol paints and fixatives, and turpentine.

- **No** adhesives, epoxies, rubber cement, spray paints, plaster, or glues are permitted on the walls.
- **No** hot wax, paraffin or encaustic materials may be used in the studios.

Printmaking Studio: Printmaking residents are provided with a fully equipped print studio environment. This includes:

- French Tool etching press, 36" x 60" bed size
- Charles Brand etching press, 24x46" bed size
- Table-top Takach etching press, 24x48" bed size
- Motor driven Takach lithography press, 40x68" bed size
- Felt blankets, tympan, and scraper bars for presses
- Washout booth with power washer
- Brayers (various sizes)

Rollers (24.5" length, 11" diameter/ 18.5" length, 4.5" diameter/ 16.5" length, 4.5" diameter)

- Tear bars
- Cutting mats
- Light tables
- Worktables
- Stools
- Chop saw
- Drawing boards
- Spray bottles
- Rulers, glues, and tapes
- Staple guns
- Butcher paper
- Tracing paper
- Cordless drills
- Hand tools: hammers, screwdrivers, handsaws, pliers, clamps
- Newsprint (limited supply of 500 sheets, 24x36")
- Gloves (limited supply)
- Rags (limited supply)
- Plate oils
- Solvents (Gamsol)
- Denatured alcohol
- Vegetable oil
- Vinegar
- Vacuum frame and exposure unit,
- Dedicated ferric acid area

Printmaking Residents will be provided with studio space adjacent to the painters upstairs in the Wylly Painting Building. They will share both the Sistie Fischer studio and Patton Printshop downstairs with Anderson Ranch Editions. The Patton Printshop is a professional publishing studio and Ranch publishing activities will have press and equipment priorities. Use of the Patton Print Shop is allowed only under the supervision of the Studio Coordinator.

Shop fees for consumables such as ink will be charged according to individual usage. Though the printmaking studios are well equipped, residents are encouraged to bring or ship personal tools such as

brushes, blades, printmaking tools and any other tool they feel is key to the success of their residency. Residents are encouraged to order paper, plates, inks and all other printing matrices that they need for their projects.

If you have questions or need more specific information about the facilities or materials, please contact the Painting and Printmaking Studio Coordinator, Paul Peefe, pkeefe@andersonranch.org.

All outdoor installation work on the Ranch and/or in the local environment will require the proper authorization and property owner approvals. The Ranch does **not** permit any permanent indoor or outdoor installations. All work must be removed from Anderson Ranch at the end of the residency.

Fire Regulations: The Wildcat Fire Marshall (Town of Snowmass Village) may visit your studio randomly to conduct fire safety inspections. Keep trash picked up and your area fire extinguisher off the floor and on its designated hook. **No** sleeping in any studio.

ART SUPPLIES AND RESOURCES

Supplies: Each resident is responsible for **ALL** of their own supplies such as paint, ink, canvas, wood, clay, glaze, metal, glue, screws, nails, hardware, paper, kiln firings, etc. Many of these supplies are available through the Ranch's Art Works store. (See "Art Supplies and Resources")

Each resident will be supplied with materials for general shop use like cleaning supplies, rags, lightbulbs etc. Project supplies, for example; sand paper, ink, paper, clay and firing are not included. For specific information on cost of equipment use and supplies available in the studios please check with the Studio Coordinators.

Correct, accurate and current credit card information is required before any departmental charges can be made. **No** exceptions.

Artworks Art Store at Anderson Ranch: Residents may submit artwork to the Ranch store for sale. Work can be submitted to the front office and is subject to approval. You will receive a 60% commission on any work sold in the store or gallery. Any unsold items in the store will be returned to the artist at the end of residency term. This is a very general overview of supplies available in our store at the Ranch:

- Pottery Tools and Kits
- Brushes: Bamboo, mop, synthetic, bristle
- Palette knives
- Paper: Arches, Fabriano, BFK, hot/cold press, Mylar, newsprint, watercolor, glassine, acetate, Strathmore drawing pads and sketch books in various sizes
- Digital fine art papers
- Paint: Holbein gouache, oil and watercolor, Golden acrylic paint and mediums, gesso
- Chamois cloths
- Canvas: boards, pre stretched/primed, raw, stretcher bars, roll canvas gesso/raw
- Drawing: vine/compressed charcoal, graphite/color/charcoal pencils
- India ink, walnut ink
- Push-pins, scissors, rulers, sharpeners, erasers
- Oil pastels, Conte crayons
- Tape, adhesives, fixative
- Paper palettes, plastic palettes

Supplies in the store are offered at discounted prices when possible to keep costs low.

Other resources: Some studios have expendables on hand that you can purchase (clay in ceramics, paper in photo, wood in furniture, steel in sculpture, etc.) these materials will be added to your bill. Studio Coordinators can offer assistance in finding or sourcing materials. Although it may be easier to purchase materials online, there are some good local resources. Prices tend to get cheaper as you move farther "down valley" (Glenwood Springs is 1 hr away on Hwy 82.).

Emergency/Medical/Wellbeing:

Aspen Valley Hospital (970) 925-1220; 0401 Castle Creek Rd Aspen
Aspen Hope Center 24 hour confidential hotline (970) 925-5858

After Hours Urgent Care Clinic (970) 544-1250; 234 E. Cody Ln Basalt, CO 81621

Aspen Medical Care (970) 920-0104;

101 Founders Place Suite 109

AspenMindsprings Health (970)920-5555

Dr. Mike Check (970) 922-0784 Snowmass Village Mall Suite 23 Snowmass Village,

Pharmacy:

City Market, Aspen, 970-925-2590

Basalt Clinic Pharmacy, Basalt, 970-927-3833 City Market, El Jebel, 970-963-3360

Lumber / Hardware:

Pro-Build Lumber Yard, Airport Business Center, 970-925- 4262

Valley Lumber Yard, Basalt Business Center, 970-927-3146 Lowes, Glenwood Springs, 970-384-3940

Ace Hardware, Aspen, 970-925-3031

Miner's Building, Aspen, 970-925-5550

Art/Office Supplies/Copiers:

Carl's Pharmacy, Aspen, 970-925-3273

Sandy's Office Supply, Aspen, 970-925-1620 Basalt Art & Office, Basalt, 970-927-4705

Office Depot, Glenwood Springs, 970-947-4014 Continental Clay

Shipping & Supplies:

FEDEX, Aspen Airport Business Center, 970-544-5050

Millennium Pack & Ship, Aspen, 970-920-2204

Electronics:

Radio Shack, Aspen, 970-925-5550

Groceries:

Clarks Market, Snowmass Village Center City Market, Aspen, 970-925-2590

City Market, El Jebel, 970-963-3360

Whole Foods, El Jebel,

Misc:

Walmart, Glenwood Springs, 970-945-5336 Target, Glenwood Springs, 970-945-8006 Elmer's Glass, Glenwood Springs, 970-945-5037

Aspen Thrift Store, Aspen

PROGRAM GUIDELINES

Program Calendar: A calendar with specific dates for orientation, meetings, studio tours and events will be distributed separately. Please check this calendar for pending events and meetings and plan to participate.

Residency Term: Residents are not allowed to arrive at Anderson Ranch before or stay past the residency term that is stated on the contract. The Ranch cannot store any personal property beyond that date. Please make appropriate arrangements. Resident awardees who can't commit to the full term of the residency should not accept.

Visiting Critics: Resident artists can sign up for studio visits with visiting critics. Studio visits usually run 45 minutes.

Credit Cards: Upon arrival, all residents are required to remit a current credit card number which will be kept securely on file with accounting and used against any unpaid studio fees and materials. Credit Card numbers will be collected during orientation.

All mid-term bills and invoices must be paid on time. **No** additional charges are allowed after mid-term until bills are paid.

Conduct/Termination: Anderson Ranch seeks to create an atmosphere and environment, which is a supportive community and encourages individual artistic exploration. **Anderson Ranch Arts Center has a zero tolerance policy. Therefore, we reserve the right to terminate the residency of any individual at any time who we believe, in our exclusive opinion, threatens the residency experience for themselves or others.**

This cause for termination can include but is not limited to a lack of participation, violation of COVID-19 protocols, disrespect for shop rules/guidelines, housing violations or a lack of general involvement in the residency.

Everyone in residence must create an atmosphere that is not disruptive and respects individual and community privacy.

Ranch Community Hours: Residents may be required to help for 1 hour per week with duties that include grounds, buildings, and café cleanup. This does not include routine general department work and housekeeping.

Youth programs: During both the Fall and Spring residencies Anderson Ranch offers art programs for children and teens. Youth programs are year round and include campus tours, studio visits, studio art making activities, and an after school art program. Artists-in-Residence will be informed about specific dates and times of these programs by studio coordinators.

ANDERSON RANCH ARTS CENTER GENERAL INFORMATION

Office Hours: The front office staff is available for assistance from 9:00 am - 5:00 pm, Monday - Friday.

Shipping and mail:

Shipping artwork can be expensive. Please anticipate and plan ahead for the shipping of your artwork.

There is no door-to-door postal courier in Snowmass Village. Mail must be sent to the post office box and Anderson Ranch Arts Center staff retrieve them Monday, Wednesday and Friday.

Mail use **United States Postal Service** (no heavy boxes, crates, or cartons). **Packages** use **UPS, FedEx** or other freight courier:

(Your Name]

c/o Anderson Ranch Arts Center/Resident Program

5263 Owl Creek Road #5598

Snowmass Village, CO 81615-5598

- Packages and mail will be delivered to residents in their studios every 1-2 days. Residents are not permitted in any of the staff areas of the administration offices. For large packages and any questions please visit the Welcome Desk.
- Outgoing mail can be dropped off at the Welcome Desk. If necessary, we can meter and post charges to the resident's account.

UPS: UPS makes deliveries at the Ranch Monday - Friday between 9:30 am and 4:00 pm. We have a scale and carry some packing supplies in the store.

FedEx: FedEx picks must be scheduled. They make deliveries to the Ranch Monday - Friday between 9:30 am and 4:00 pm.

Xeroxing/Faxing: Please use Main Street Printing or Sandy's Office supply in Aspen for copying jobs. Documents can be faxed at the welcome desk. Faxes are limited to 5 pages at a time. Prices are available at the welcome desk. These prices are subject to change.

Telephone: Cell phone reception is good in Snowmass Village. AT&T, Verizon, and T-Mobile are carriers commonly used in

the area. There is no access to phone lines in the studios or dorm rooms.

Internet: The Ranch campus is outfitted with WiFi - the password is workshops. There are computers available for use by all residents in the Library and Dorm lounge. It is internet-ready and the library computer is equipped with a printer.

Banks: The closest ATMs are located at the Snowmass Village Center at Alpine Bank across the street from the Center. National banks include Wells/Fargo and US Bank in Aspen. Alpine Bank is the local bank, 970-923-3600.

Giving Back to the Ranch: We encourage volunteerism at the Ranch and in the local community. Residents can volunteer to assist in a variety of outreach activities such as community talks or children's activities, which can be discussed upon arrival. The Ranch is a 501(c)3 non-profit organization that relies heavily upon artwork and monetary donations to sustain all of its programs. It costs approximately \$6,000 per artist per month to provide housing, food, studio and staffing. If you believe you can assist in those expenses, please let someone on the staff know. Although there is absolutely no expectation that residents contribute, the Ranch is always grateful for contributions of artwork by residents, which can be sold at one of our auctions or in the art store to help defray the cost of future residencies.

Residents will write a letter about their experience to the individual or organization who has underwritten all or part of their residency.

Anderson Ranch Staff: All Ranch staff are responsible for safety, well-being and compliance with guidelines. Ranch staff monitor and report infractions. Anderson Ranch is a non-profit organization that provides artistic programming throughout the year. In addition to our artistic staff there is a full-time staff dedicated to developing the Ranch's fund-raising efforts and programming:

Studio Staff

Andrea Wallace, Vice President of Artistic Affairs; Artistic Director of Photography & New Media; Chair of The Center
970-924-5044, awallace@andersonranch.org

Elizabeth Ferrill, Artistic Director of Painting, Drawing & Printmaking; Chair, Artists-in-Residence Program; Chair Critical Dialog
970-924-5076, lferrill@andersonranch.org

Brian Shure, Master Printer; Director of Anderson Ranch Editions
970-924-5075, bshure@andersonranch.org

Louise Deroualle, Studio Coordinator of Ceramics
970-924-5050, lderoualle@andersonranch.org

Leah Aegerter, Digital Fabrication Studio Coordinator
970-924-5086, laegerter@andersonranch.org

Esther Nooner, Studio Coordinator Photo & New Media
970-924-5046, enooner@andersonranch.org

Paul Keefe, Studio Coordinator Painting, Drawing & Printmaking
970-924-5081, pkeefe@andersonranch.org

Zakriya Rabani, Studio Coordinator Sculpture
970-924-5077, zrabani@andersonranch.org

Key Administrative Staff:

Peter Waanders, President and Chief Executive Officer
pwaanders@andersonranch.org

Ashley Today, Vice President, Operations and Business Units
970-924-5051, atoday@andersonranch.org

Meriwether McClorey, Artistic Programs Manager
970-924-5098, mmcclorey@andersonranch.org

Nicolette Bonagura, Operations Assistant
970-924-5073, nbonagura@andersonranch.org

CHILD PROTECTION POLICY Anderson Ranch Arts Center believes that children are entitled to the highest level of protection

from all harms. Because children are sometimes not able to recognize or articulate harms they may be facing, it is incumbent upon all adult community members to be vigilant in ensuring that no harms are allowed to enter or exist in our community. This policy applies to all Anderson Ranch community members (students, paid and volunteer staff, parents, non staff volunteers, vendors, visitors, etc.). It is intended to protect all students or child visitors who are a part of our community. Any action, behavior, or comment that endangers the safety or welfare of a child or exposes a child to any acts or materials of a mature nature is strictly prohibited on school premises or at any school-sponsored activity. Adults who are paid or are volunteer staff members, contracted service providers, and regular non-staff volunteers may, at the discretion of Anderson Ranch, be asked to complete background screening as identified below.

Requirements

- **Paid Staff:** Paid staff members may complete all requirements of Colorado State law for criminal background checks, fingerprinting, and sex offender registry checks. Additionally, these persons shall complete background-screening forms and provide employment and/or community references.
- **Volunteer Staff:** All volunteer staff members will complete national background check requirements and complete background screening forms.
- **Non-Staff Volunteers:** All persons who volunteer on a regular basis on school premises at least 20 hours per week during school hours, or who regularly volunteer in the classroom for special subject teaching, will complete background screening.
- **Contracted Service Providers:** Persons who provide regular contracted services on school premises at least twice per week when students are present (*such as cleaning crews*), will have criminal background checks completed under the terms of the service contract between their employer and Anderson Ranch.
- **Parents:** Parents who do not fall into any of the above categories are not required to submit criminal background check information to the school. Any parent who volunteers, on a regular basis, in a classroom where his or her child is not assigned, shall be checked in State and local sex offender registries.

Anderson Ranch Arts Center will make telephone, mail, or in-person contact with all persons or employers listed as references on background screening forms.

How to Report Violations: Any child or adult may report potential violations of this policy. Reports, verbal or written, should be made to the Executive Director for investigation. If the Executive Director is an involved party, reports should be made to the President of the Board of Trustees.

All reports should be made within 48 hours of the incident. If a clearly criminal act has occurred, law enforcement authorities should be immediately contacted also.

Investigations: All persons contacted are expected to fully cooperate in any complaint investigation as a condition of continued employment, enrollment, or volunteer service. All complaints will be investigated in a timely fashion. The investigation will be completed in a manner that attempts to maintain discretion and confidentiality. Only those persons who have a need to know, for the purposes of carrying out a thorough investigation, will be provided the identities of the persons involved and the details of the allegations.

Zero Tolerance and Discipline: All acts identified or complained of as violations of this policy will be fully and impartially investigated. In no instance will substantiated policy violations go unpunished. When merited, appropriate disciplinary action will be taken against policy violators. Such discipline may include employee probation, suspension, or dismissal, volunteer removal, or contract termination. A written record of any proven violation will be placed in the offender's personnel file. Any acts involving suspected criminal conduct will be referred to local law enforcement authorities or Child Protective Services. While a criminal investigation is pending, the Executive Director or Board President has full authority to suspend an employee or volunteer.

Any person whose background check or sex offender registry check indicates an incompatibility or ineligibility for working around children, will be terminated or asked to discontinue volunteer service.

NON-HARASSMENT POLICY

Introduction: Anderson Ranch Arts Center is committed to providing a safe and supportive environment where learning can flourish and all feel welcome. Members of the community are expected to treat each other with respect. Faculty and staff are expected to teach and demonstrate by example that all members of the community are entitled to respect as human beings. Harassment of one community member by another community member is a violation of policy.

Anderson Ranch Arts Center will diligently monitor both the environment and anyone coming on to the premises to ensure that inappropriate acts do not occur. When there is a concern or complaint about a behavior or incident, we will immediately investigate the matter and take affirmative remedial action. It is important that everyone understands what behaviors are unacceptable in our community. Anderson Ranch Arts Center prohibits any conduct by one community member that harasses, intimidates, or demeans another community member.

Prohibited Acts **Harassment** or **Intimidation:** any intentional written, verbal or physical acts including, but not limited to, those shown to be motivated by any characteristic such as race, age, religion, national origin, marital status, gender, sexual orientation, gender identity, veteran status or disability.

Sexual Harassment: unwelcome sexual advances, requests for sexual favors, sexually motivated physical contact, or other verbal or physical contact or communication of a sexual nature between two or more individuals. Sexual harassment may include, but is not limited to, the following:

- Leering at someone else's body
- Making comments, gestures, or jokes of a sexual nature
- Sexual advances/propositions/suggestions
- Sexual "dirty" jokes
- Touching, grabbing, and /or pinching
- Spreading rumors about another's sexual activity
- Talking about one's own sexual activities in front of others
- Showing offensive/sexual pictures, stories, objects
- Inflicting physical sexual assault or abuse - Individuals Covered by the Policy: This policy applies to all Anderson Ranch Arts Center community members (students, paid and volunteer staff, parents, non-staff volunteers, vendors, visitors, etc.) who enter our premises or participate in sponsored activities. The policy protects males and females equally from sexual harassment, and it protects both from same-sex harassment.

Duty to Bring Complaint Forward One cannot assume that Ranch staff will automatically know that conduct in violation of this policy is occurring or has occurred. Those who have suffered inappropriate conduct have the responsibility to bring that to the attention of the Executive Director or Board President within 48 hours of the conduct's occurrence. Anderson Ranch Arts Center cannot assume legal responsibility for conduct of which it is unaware.

How to Report Violations: Any child or adult may report potential violations of this policy. Anderson Ranch Arts Center staff members are required to follow appropriate intervention and reporting practices whenever they observe incidents or receive complaints of policy violations.

Reports, verbal or written, should be made to the Executive Director for investigation. If the Executive Director is an involved party, reports should be made to the President of the Board of Trustees. All reports should be made within 48 hours of the incident, except where circumstances clearly prevent such. Complaints will be accepted in writing or orally. Anonymous complaints will be accepted and investigated to the extent possible. If a suspected criminal act has occurred, law enforcement authorities should be immediately contacted.

Zero Tolerance: All acts identified or complained of as violations of this policy will be fully and impartially investigated. In no instance will substantiated policy violations go unpunished. Where appropriate employee discipline, volunteer removal, or

contract termination actions will occur. Any acts rising to the level of criminal conduct will be referred to local law enforcement authorities or Child Protective Services.

Sanctions: Employees or volunteers found to have engaged in non-sexual harassment or intimidation or sexual harassment shall be disciplined appropriately. Such discipline may include employee probation, suspension, or dismissal, volunteer removal, or contract termination. A written record of any proven violation will be placed in the offender's personnel file. In cases where a criminal investigation is pending, the Executive Director or Board President has full authority to suspend an employee or volunteer.

If a community member engages in behavior in violation of this policy on the premises or at any Ranch-sponsored event, that person may be subject to suspension or exclusion from the property or activities.

Retaliation: Retaliatory or intimidating conduct against the filer of a harassment complaint or anyone who has assisted in an investigation is prohibited and shall be considered a policy violation as serious as the harassment itself.

Confidentiality: Confidentiality will be maintained throughout the investigation to the extent practicable and appropriate under the circumstances to protect the privacy of persons involved. This means that the people investigating the complaint will discuss it or the underlying behavior only with persons involved in the case that have a need to know the information.

RESIDENCY FEE SUMMARY:

- \$500 deposit, refundable after departure check-out
- \$750 residency fee: 5-week Spring Residency / \$1,500 residency fee: 10-week Fall Residency
- \$100 studio fee
- Studio materials charges, on accounts billed at midterm and at departure
- \$75 lost key fee, charged when lost