

## **Guidelines for Academic Programming at Star Route Farms**

### **Office of the Provost**

Academic programming for teaching, research, and service purposes at Star Route Farms will be conducted respecting the ongoing operations of the state's oldest continuously operating organic farm. Activities planned for the farm must be low impact and be organized in a way so as not to interfere with farm operations.

Below are the guidelines for academic programming at the farm. All use must be in compliance with the University of San Francisco and with Star Route Farms policies and procedures. As our work at the farm continues, we may revise these guidelines as additional capabilities are added.

- All activities require prior written approval by the Provost's Office. Requests should be sent to Tina Tsan, x6136, [ttsan2@usfca.edu](mailto:ttsan2@usfca.edu).
- No activities may interfere with farming operations. No entrance to fields is allowed without approval from the farm manager. Additionally, no one shall be allowed to be near any equipment (tractors, trucks, field equipment, etc.) nor any pumps or motors. Farm workers reside on the farm and guests must respect their living spaces including restroom facilities and must use only those in Druid's Hall and the Farmhouse.
- Irrigation ponds are highly regulated by numerous governmental bodies and access to or near the ponds is prohibited.
- Activities at the farm must be scheduled for daytime hours only, between 8:00 a.m. and 6:00 p.m. No overnight use of the farm is allowed.
- Groups are normally limited to no more than 25 - 30 people in Druid's Hall and 10 – 12 people in the Farmhouse.
- No animals, other than service animals as defined in University policy, are permitted.
- Smoking or tobacco use of any kind is not allowed anywhere on the farm property.
- Parking at the farm is limited; groups are encouraged to use carpools and multi-passenger vehicles. No vehicles are allowed beyond the farm office.
- Speed is not allowed at the farm. Visitors must adhere to the speed limit posted at the farm.

- Upon arrival, visitors must first check in at the farm office.
- Poison oak (and bees) are prevalent on the farm. Visitors are advised to take appropriate precautions.
- At this time, Star Route Farm is not a full-service conference facility. While Events Management and Guest Services may, at their option, provide services to groups using the farm, users may have to take responsibility for some of their own arrangements such as food service, equipment set-up, etc.
- The two function facilities, Druid's Hall and the Farmhouse, have diagrams indicating the standard layout of the furnishings in each room. Groups using these facilities should return the furnishings to the standard layout at the end of their visit. In both buildings, the floors are soft wood and care should be taken to not scratch the floors. The large dining tables (two in Druid's Hall and one in the Farmhouse) must not be moved under any circumstances. Folding tables and chairs are available for both facilities. Both buildings have exterior spaces that could be used for activities. Tables and chairs are available.
- At the end of your event, all garbage must be collected from the facilities and taken to the dumpster by the farm office.
- At the end of your event, make sure heater is turned off and all windows and doors to the outside are closed and locked.
- Internet service in Bolinas is constrained and service is intermittent. Cellular service is fairly robust on the farm, but limited in town and just north of the farm. There is internet service at Druid's Hall, but not at the Farmhouse.
- The farm is not fully ADA accessible. Groups with participants with accessibility restrictions should contact the Provost's Office for guidance.

Requests for activities that do not adhere to one or more of these guidelines require the prior written approval of the Provost's Office.

Bolinas is a very small, residential community. USF faculty, staff, student, and guests using Star Route Farms will need to be respectful surrounding community and respect the privacy of neighboring properties.

Office of the Provost, April 2018

## Event Spaces and Furnishings

### Druid's Hall

- Room #1, 1<sup>st</sup> floor (living room; approximately 20 ft. x 25 ft.)
  - Two dining tables (fixed), one 8 ft. and one 10 ft. table with seating for 22
  - Soft seating for six
  - Folding chairs and tables
  - 70 inch TV on mobile stand
- Room #2, 1<sup>st</sup> floor (sun room, in rear of building)
  - Comfortable seating for 8
  - Room for folding tables and chairs
- Room #3, 2nd floor
  - Occupancy of the second floor shall be limited to occupancy of 10 due to fire code restrictions.
  - There are no furniture on this floor, however folding tables and chairs can be set up.
- Back deck with table and seating for 10+
- Rear Garden can accommodate folding tables and chairs
- Full-service kitchen including cooking equipment, dishes, and silverware for 24+. Please use placemats (available) on dining tables for protection of wood.
- Two bathrooms

### Farmhouse

- Room #1, Main room and integrated with kitchen area, (approximately 15 ft. x 22 ft.)
  - One 8 ft. dining table (fixed) and six chairs
  - Soft seating
  - Folding chairs and tables available
  - 65 inch TV mounted on wall
- Room #2, Rear of building (approximately 15 ft. x 15 ft.)
- Fixed bench seating on the perimeter of two walls. The balance of the room can accommodate folding tables and chairs.
- Full-service kitchen including cooking equipment, dishes, and silverware for 24+. Please use placemats (available) on dining tables for protection of wood.
- One bathroom