

AndersonRanch  
arts center

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## **SUMMER 2019 STUDENT HANDBOOK**

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# INTRODUCTION

Welcome to Anderson Ranch! Your workshop experience will be challenging and exciting. This handbook will help you get the most out of it. Workshops help you see yourself and your work from a new perspective. Your growth may be as straightforward as learning a new technique or as expansive as provoking a new life path. It is likely that your workshop will unfold differently than you imagined; embrace the experience. If you have taken workshops in the past, remember that no two are alike.

Studio workshops meet from 9 am to 5 pm, Monday through Friday, for one, two or three weeks (unless otherwise noted in the course description). Studios are open 24 hours a day, but outside of class time certain machinery and equipment may only be used during shop monitor hours. The hours for your particular studio/media will be specified on the supply list.

In signing up for your workshop(s), we expect that you have made a commitment to attend in full. Coming late, leaving early, or missing class in the middle is disruptive. Please come prepared to participate in a positive and constructive manner, ready to engage with the instructor, the course material, and the other students. But if you are sick, we would appreciate it if you stay away from class if you are contagious.

Each workshop instructor has a different teaching style. One teacher may present a workshop with a predetermined agenda, while another may improvise a schedule in response to the interests of participants. Whenever possible, familiarize yourself with the work of the faculty. This will allow you to begin a dialogue, of sorts, with your instructor even before your arrival. If the faculty has taught previously at Anderson Ranch, we can characterize their approach for interested students.

The student handbook provides facts about how to get to the Ranch, local weather, housing options, and other important logistical details. For other essential information, please carefully read your course description and supply list. Familiarity with these will insure that when you arrive at Anderson Ranch you will be able to immerse yourself in your workshop without delay. If you have any questions regarding course content, faculty, or skill level, please do not hesitate to contact us.

## **Skill Level & Acceptance into a Workshop**

Please read the workshop description carefully in the summer workshop catalog to ensure that the workshop is appropriate for your skill level. Some workshops require no previous experience while others require skills that are stated in the workshop catalog and/or in the supply list. If you question your skill level for the workshop you chose, please call us and discuss your concerns. We will help you find a workshop that is appropriate for your skill level.

**You must be 18 years of age or older to participate in an adult workshop.** The Ranch accepts persons regardless of race, color, national origin, gender, sexual orientation or religion. Anderson Ranch reserves the right to refuse registrants with a history of unsatisfactory behavior; we also reserve the right to dismiss any student, without refund, for unacceptable behavior.

All children's workshops, field expeditions, and adult workshops require that a Participation and Waiver Statement be completed and returned to the Ranch at the start of the workshop.

## **Area & Local Information**

Anderson Ranch is located in Snowmass Village, Colorado (population approximately 2,800), ten miles west of Aspen (see maps at the end). You will find a variety of restaurants, a gift/liquor store, post office, sports equipment rental center, and other shops within a 10-minute walk or a free shuttle bus ride from the Ranch. Bus service between Aspen and Snowmass Village currently is free, but that could change ([www.rfta.com](http://www.rfta.com)). In Aspen, you will find a great selection of restaurants, shops, and galleries. For a packet of general information about the area, please contact Stay-Aspen-Snowmass/A.C.R.A. 888. 649. 5982 or [www.stayaspensnowmass.com](http://www.stayaspensnowmass.com).

## **Office Hours**

The main office, ArtWorks store and gallery at Anderson Ranch are open year-round. Summer office hours are 8:30 am to 5:00 pm (Mountain Time) Monday through Friday, and 12 noon – 6:00 pm on Sundays. Throughout the rest of the year, the office is open from 9:00 am to 5:00 pm, Monday through Friday.

### **Telephone & Cell Service**

Cell phone service from most major carriers works fine on our campus. In case of an emergency, a phone message may be left for you with the receptionist at the general Ranch office number, 970. 923. 3181. Fax messages will incur a charge. Our fax number is 970. 923. 3871. **We ask that cell phones be turned off in the studios.**

### **Internet Access**

The Internet is widely available at Anderson Ranch. Free WiFi access is available in the Dorm, Café and every art department; the password is 'workshops' (all lower case). In addition we have several student computers located throughout the campus that will be available for Internet use. To ensure that you will have access to the Internet it is recommended you bring your own laptop that is WiFi capable or has an Ethernet port.

### **Climate & High Altitude**

Summer weather at the Ranch is generally sunny and warm during the day (65 to 85 degrees) and cool at night (mid 30s to mid 50s). Though the daytime relative humidity averages 15 percent, we often have brief thunderstorms in the afternoon, which usually clear by evening. Rain jackets, hats, sunscreen and flashlights are strongly recommended. When packing for your workshop be sure to include a rain jacket (a rain hat and/or umbrella are advisable also), warm socks, light jacket, sweaters and/or sweatshirts for keeping warm in the evening, and sturdy, comfortable shoes. Because the sun is intense at this altitude, bring sunglasses & sunscreen with SPF 15 or higher.

The Ranch is located at an elevation of 8,200 feet. Some people experience high altitude sickness (a.k.a. mountain sickness); symptoms include shortness of breath, headaches, dizziness, lack of energy, difficulty sleeping, nausea, vomiting, loss of appetite and other symptoms) for up to 72 hours after arrival. We advise you to: drink a lot of water or juice; take ibuprofen or acetaminophen for headaches; avoid alcoholic beverages, caffeine, and salty foods because they tend to dehydrate; get plenty of rest for a few days before you get here and after you arrive. If you feel the altitude could cause a problem, please consult with your physician before signing up for a workshop. It is important to stay hydrated at high altitude, which is why we encourage you to bring a reusable water bottle with an attached top. These can be refilled at many locations around the Ranch. And please remember to bring any prescriptions, epipens, inhalers, etc., that you may require while here.

Seek medical care if your breathing problems worsen, you have chest pain, you have a bad headache that is getting worse, you have trouble walking, or you have trouble thinking clearly.

### **Orientation**

Monday morning at 8:45 am there will be a short general orientation in the Schermer Meeting Hall. We encourage all students to attend, as important announcements are made and workshop instructors and Anderson Ranch staff are introduced. If your workshop does not begin on a Monday morning (e.g., evening or weekend workshops, destination workshops, etc.), please refer to the workshop supply list or itinerary for your orientation schedule and location.

### **First Sunday Dinner**

If your workshop begins on Monday morning, you are welcome to join us for dinner in our Café Sunday evening. Dinner is served between 6:00 and 7:00 pm and costs \$21.50 (if you have not already purchased a meal ticket that includes dinners). A faculty lecture and slide presentation follow.

### **Faculty Lectures & Featured Artist Series**

We offer free public lectures by workshop faculty members and invited featured artists in the Schermer Meeting Hall several times each week, June through August. Lectures begin at 12:30 pm or 7:00 pm. Please check the Summer Events Calendar or our web site ([www.andersonranch.org](http://www.andersonranch.org)) for the schedule during your stay; information is also posted on chalk boards outside the main office and the Schermer Meeting Hall. Pre-registration is not necessary for the faculty lectures, but is required for The Summer Series | Featured Artists & Conversations and can be done on-line.

### **Workshop Meeting Times**

Workshops generally meet from 9:00 am to 5:00 pm, Monday through Friday, with an hour break for lunch, unless stated otherwise in the course description. Workshops are intensive experiences, and participants may find themselves in the studios in the evenings. Most studios are open 24 hours a day (except for cleaning times to be designated at your workshop orientation session). Workshops that run for 2 or more weeks may have weekend studio access determined by the Artistic Director. Workshop participants may only use facilities and equipment designated by their instructor. The schedule for your specific workshop will be announced the first day of class.

### **Workshop Safety Forms**

Students attending workshops are asked to complete a Workshop Safety Information Form & Waiver the first day of the workshop. These are kept for the duration of your workshop and provide us with information that will help us care for you in case of an emergency. Please bring emergency contact information, insurance company info/policy number, local housing address and phone number.

### **College Credit**

You may receive undergraduate college credit for most workshops through Colorado Mountain College (CMC). Tuition rates through CMC, which must be paid in addition to workshop tuition, can be found on their web site, [www.coloradomtn.edu](http://www.coloradomtn.edu). Register with CMC and pay the appropriate fees at least 30 days before the start date of your workshop. For information or to register with CMC, please call CMC at 970. 925. 7740. Your own college may also grant credit; contact your college registrar.

## **GENERAL INFORMATION**

Please review the catalog workshop description, the general information listed below, and the supply list provided specifically for your workshop. It is essential that you have a clear understanding of your workshop and come properly prepared. The supply list explains what the studio fee covers and also lists the supplies your instructor requests that you bring to the workshop. It is your responsibility to come fully prepared and equipped for your workshop(s).

Supply lists will be posted up on our website by the spring; at that time we will also email you a link to it. If you are not able to access the supply list, please contact us. Please read it carefully. Your supply list will mention suppliers to contact when gathering the items on your list. If you have any questions about items on your supply list, call the Ranch and one of our staff members will be happy to answer your questions. Anderson Ranch's ArtWorks store carries many of the requested supplies, and offers a 10% discount on pre-orders placed by the Friday prior to the start of the workshop.

### **Getting Supplies to the Ranch**

If you have a lot of supplies to bring to your workshop, you may ship them to the Ranch via UPS or FedEx. (There is no street delivery of mail in Snowmass Village - i.e., our staff picks up Ranch mail at the Post Office – so please do NOT ship them via the US Postal Service). Please time the shipment to arrive at the Ranch no more than a week prior to your workshop start date, as storage space is limited. All UPS and FedEx packages must arrive at the Ranch clearly labeled as shown below. Unidentified packages will not be signed for and will be returned. Interns will bring boxes to the studio.

Please label your packages as follows:

Your Name/Your Workshop Instructor's Name/Program Area  
c/o Anderson Ranch Arts Center  
5263 Owl Creek Road  
Snowmass Village, CO 81615-5598

### **Shipping Work from the Ranch**

Students are responsible for handling arrangements to ship their completed artwork home. A limited supply of packing materials will be available for purchase from the ArtWorks store at Anderson Ranch or you may supply your own. We will arrange to have a shipping company representative on hand most Fridays around 4:00 pm to answer questions, quote orders, and collect work to be shipped. Large-scale

work, such as furniture and sculptures, is sometimes difficult and expensive to ship home. Consult your Studio Coordinator prior to the last day of your workshop.

### **ArtWorks Store**

The ArtWorks store, located in the office and administration building, offers a wide selection of art supplies, clothing, books and artwork. Art supplies include canvases, watercolors, oils, soft pastels, oil pastels, acrylics, ceramic tools, brushes, charcoal pencils, sketchbooks and watercolor papers. Anderson Ranch's store carries many requested supplies, and offers a 10% discount on pre-orders placed by the Friday prior to the start of the workshop. Please call for product availability.

### **What to Pack**

Dress at Anderson Ranch is informal. Bring a variety of casual clothes, including shorts, t-shirts, jeans, etc. It's an excellent idea to pack a flashlight for walking around the Ranch at night. Another item everyone will want is a camera with memory card and battery charger. Finally, please be sure to bring everything stated on your supply list.

### **Pets & Service Animals**

Pets are not allowed at Anderson Ranch. Other than Anderson Ranch pets or trained service animals (such as Seeing Eye dogs), no pets are allowed on the grounds, in cars in the parking lot or in Anderson Ranch-provided housing. There are few housing facilities in Aspen or Snowmass Village that allow pets. If you must bring your pet, please ask us about an appropriate local kennel.

Anderson Ranch complies with the Americans with Disabilities Act (ADA). Any student who plans to bring a service animal must notify the Registrar at the time of registration, at which time we may ask if the service animal is required because of a disability and what work or task the service animal has been trained to do. A service animal must be under the handler's control at all times, and the handler is expected to clean up after the service animal. If dorm housing is requested, we would ask that you reserve a single room; a fee will be charged should there be any damage to the room. For more information, please visit - [https://www.ada.gov/service\\_animals\\_2010.htm](https://www.ada.gov/service_animals_2010.htm) or [https://www.ada.gov/regs2010/service\\_animal\\_qa.html](https://www.ada.gov/regs2010/service_animal_qa.html)

## **LODGING**

### **Lodging Facts**

The dormitory fills quickly, and there are a limited number of spaces in all lodging options! The earlier you make your housing request, the better your chances of receiving your preferred option. Housing is assigned on a first-come, first-served basis. Please give your housing choice careful consideration before making your reservation. Each switch in housing option will incur a \$25 Housing Transfer Fee. In order to ensure your reservation, you must pay in full at least 60 days prior to the start date of your stay. Prices are listed on our web site and in our catalog. If you are staying with us multiple weeks, the weekend in between is covered in the per week cost.

\*The State of Colorado requires us to charge 10.4% sales tax on lodging. In addition, the Town of Snowmass Village assesses a 2.4% lodging tax on all lodging arranged through the Ranch. Therefore, a total accommodation tax of 12.8% will be added to your housing invoice.

The Ranch strives to give our students modest housing at reasonable prices. If you require amenities, such as luxury accommodations or workout facilities, daily maid service, a bellman, or a hotel shuttle, please contact Snowmass Central Reservations at 800. 679. 3151 ([www.gosnowmass.com](http://www.gosnowmass.com)) or Stay Aspen Snowmass at 888. 649. 5982 ([www.stayaspensnowmass.com](http://www.stayaspensnowmass.com)) or Destination Snowmass at 800. 213. 3214 or 970. 923. 7077 ([www.destinationsnowmass.com](http://www.destinationsnowmass.com)).

### **Wyly House Dormitory**

The dormitory is a two-story, co-ed building located on the Ranch campus next to the Café. There are 18 rooms, which are clean and modest. Dormitory housing includes meals in the Ranch Café; no food is allowed in the dorm. There are coin-operated washers and dryers; change (quarters) may be obtained from the main office. Phones are not available in the rooms, but cell phone service should work on our

campus. No students under the age of 18 can be housed in the dorm. If dorm housing is requested, a fee will be charged should there be any damage to the room.

**Option Q:** 4-person shared room (single sex), shared bath, Café meals included

The room will have two sets of bunk beds; you will be assigned roommates of the same gender to share the room. The bathroom will be attached to the room, so it will only be used by the four people in the room. If you wish to share your room with a specific student, please let us know as soon as possible. We are unable to match roommate ages in the Quad option, as there is only one room for males and one for females. Guests are not allowed with this option.

**Option A:** Shared dormitory room, shared bath, Café meals included

You will be assigned a roommate of the same gender to share a bedroom in the dormitory, but the bathroom may be co-ed. There may be up to three other students sharing the bathroom with you. If you wish to share your room with a specific student, please let us know as soon as possible. We do our best to match roommate ages, which is why we ask for your date of birth. Guests are not allowed with this option.

**Option B1:** Private dormitory room, private bath, Café meals included

You will have a bedroom and bathroom in the dormitory to yourself; there are only 4 such rooms available, and all 4 have a courtyard view (i.e., none overlook the golf course). Preregistered, prepaid guests are welcome for an additional fee of \$25 per night plus tax (meals for the guest are extra).

**Option B2:** Private dormitory room, shared bath, Café meals included

You will have a bedroom in the dormitory to yourself, but the bathroom may be co-ed (up to two other students may share the bathroom). Preregistered, prepaid guests are welcome for an additional fee of \$25 per night plus tax (meals for the guest are extra).

## CHECK-IN/CHECK-OUT

**Housing check-in** begins at noon on the Sunday prior to the start of your workshop at the Ranch's main office (Administration Building). We encourage you to arrive during daylight hours, as finding your housing in the dark may be difficult. The main office is open from 12:00 noon until 6:00 pm on Sundays during the summer. If you arrive after the office has closed, your housing packet will be in the Information Kiosk, inside our main gate.

**Housing check-out** is by 10:00 am Saturday following the end of your workshop; please return your room key to the key drop box at the front door of the main office building. You may leave your luggage on the front porch of the main office building if you arrive Sunday morning before the office opens at noon.

## Linens & Towels

Sheets, towels, 2 pillows, a blanket and comforter are provided with all Ranch accommodations. Maid service changes linens/towels each Saturday for people staying for a two-week workshop. Daily maid service is not available. One towel set per week is provided for each student in Ranch housing. Preregistered, prepaid guests will also receive one towel set.

## Special Requests

Our goal is to meet your needs. Please let us know if you have physical limitations with regards to walking, stairs, vision, etc., as this will help us to provide you with housing that will best suit your needs. However, we are unable to guarantee bed size, special amenities or specific housing assignments. Students who snore or who use a CPAP machine while sleeping are asked to reserve a single room in the dorm, so as to limit disruption to others. **If you have specific dietary needs or food allergies, booking your own accommodations off-campus is your best option so that you have access to a refrigerator and cooking facilities.** The Café is unable to accommodate special dietary requests or to provide storage of foods, medications, or beverages for you.

## Age Requirement

**We are unable to provide dorm housing for anyone under 18 years of age.** Minors under the age of 18 must be accompanied by an adult, and may not be housed through Anderson Ranch.

### **Smoking, Drug & Alcohol Policy**

Pitkin County law prohibits smoking (tobacco or marijuana) in any buildings or in any housing at Anderson Ranch. Anderson Ranch is a smoke-free campus. Please note that the consumption of alcohol and/or marijuana is not permitted in the studios.

### **Housing Guests**

Some of our housing options allow guests. With most options there is an additional nightly charge. Guests must pre-register and prepay with the Registrar.

### **Housing Cancellation Policy**

To cancel housing and receive a refund, notify us at least 45 days before the start of your housing reservation. If we are given the required 45 days' notice, we will refund your payment less a \$150 cancellation fee per week of housing reserved. No refunds will be issued for cancellations made within 45 days of the start of the housing reservation.

### **Parking**

You probably do not need a vehicle while you are here! Buses and shuttles run throughout Snowmass Village, many of which are free. Taxi service and airport limousines are also available. If you are planning on bringing a car to the Ranch, please be advised that Ranch parking is limited. Parking permits for the Anderson Ranch dormitory can be picked up when checking in.

### **Other Local Options**

If you wish to explore other sources for housing in the area, the following numbers may be of assistance to you:

- Stay Aspen Snowmass: 888. 649. 5982 or [www.stayaspensnowmass.com](http://www.stayaspensnowmass.com)
- Snowmass Club Villas: 800. 213. 3214 or 970. 923. 7077 or [www.villasatsnowmassclub.com](http://www.villasatsnowmassclub.com)
- Stonebridge Inn: 800. 213. 3214 or 970. 923. 2420 or [www.stonebridgeinn.com](http://www.stonebridgeinn.com). The Stonebridge Inn offers a discounted room rate to Anderson Ranch workshop participants - based on availability - if you call and reserve at least one week in advance.
- The newly-opened Limelight Hotel Snowmass: 855. 369. 2460 or [www.limelighthotels.com/snowmass](http://www.limelighthotels.com/snowmass)
- Viceroy Snowmass: 877. 235. 7577 or 970. 923. 8000 or [www.viceroyhotelsandresorts.com/en/snowmass](http://www.viceroyhotelsandresorts.com/en/snowmass)
- The Westin Snowmass Resort: 970. 923. 8200 or [www.westinsnowmass.com](http://www.westinsnowmass.com)
- Wildwood Snowmass: 970. 923. 8400 or [www.wildwoodsnowmass.com](http://www.wildwoodsnowmass.com)

### **Camping**

Town of Snowmass Village ordinances prohibit camping in tents, RVs or vehicles on the Anderson Ranch campus and within the town of Snowmass Village. Camping is fairly limited within a 15- to 20-mile radius of Anderson Ranch. For general information about Forest Service campgrounds, please contact the Aspen Ranger District at 970. 925. 3445; they cannot take reservations, however, so to book a campsite from 6 months to 4 days in advance, please call 877. 444. 6777 or go online to [www.recreation.gov](http://www.recreation.gov). Additional information can be found at [www.fs.usda.gov/whiteriver](http://www.fs.usda.gov/whiteriver).

The Aspen-Basalt Campground (970. 927. 3405) is privately owned and located in Basalt. They can accommodate RV's and trailers (no tents), and recommend that you book your campsite at least two months in advance. Showers are available at the Snowmass Recreation Center (next paragraph) or the Aspen Recreation Center (970. 544. 4100 or [www.aspenrecreation.com](http://www.aspenrecreation.com) for directions to get there, hours, cost, etc.). Showers may also be available for approximately \$5 at the Red Brick Recreation center at 110 East Hallam Street in Aspen; call 970. 920. 5140 to confirm continued availability and to check hours of operation.

### **Pool & Workout Facilities**

The Town of Snowmass Village has a recreation center - with a fitness center and several pool features - located next to the Town Park Station. Please check [www.snowmassrecreation.com/148/Recreation-Center](http://www.snowmassrecreation.com/148/Recreation-Center) or call 970. 922. 2240 for hours and fees (currently, the daily drop-in rate for non-residents is \$15.00 a day for adults and \$10.00 a day for children). Showers are available there also.



# MEALS

## The Ranch Café

The Ranch Café provides delicious and healthy meals at a reasonable price, as well as an opportunity to relax with fellow community members. The Café serves three meals a day, Monday through Friday (plus dinner on Sunday and a continental breakfast on Saturday). It has a comfortable indoor dining area and an outdoor deck dining area with a breathtaking view of the surrounding mountains. You'll find the Café a peaceful and inspirational environment. There is also a vending machine in the dorm lobby if you need a snack between meal times.

-Breakfasts usually include a selection of fresh fruits, locally roasted coffee, tea, yogurt, juices, hot or cold cereals, breads, bagels, or English muffins. A delicious continental breakfast is always provided; eggs, pancakes, omelets, French toast, bacon or sausage are examples of the choices you may have on any given day.

-Lunches provide a wonderful opportunity to sit down with a group of other artists and chat, make new friends, and find out what's happening in other workshops. Lunch includes a fresh salad bar with a variety of dressings, soup, two salads that vary each day, a meat entrée or vegetarian entrée, iced tea, lemonade and cookies.

-Dinners offer a choice of meat entrées such as roasted chicken, fish tacos, a variety of stews, or pork tenderloin, and vegetarian entrées, such as baked tofu, stuffed squash, or a vegetarian version of the meat option. There's always a choice of fresh vegetables, salad, various sides such as roasted potatoes or rice, and desserts, such as cheesecake, carrot cake, fruit crisps or pies.

## Café Hours

It helps us serve you better if you are on time for meals.

**Coffee and Tea:** Available starting at 7:00 am.

**Breakfast:** Served from 7:30 am to 8:30 am.

**Lunch:** Served from 12 noon to 1:00 pm; workshops are assigned staggered lunch shifts, which students are asked to honor, in order to maximize selection and minimize crowding.

**Dinner:** Served from 6:00 pm to 7:00 pm.

**Off-Hours Beverages:** Hot and cold drinks are available all day. Please bring your own travel mug.

## Special Dietary Needs or Requests

Anderson Ranch takes food allergies very seriously but is not equipped to handle allergic reactions. **If you have specific dietary needs or allergies, booking your own accommodations off-campus is your best option so you have access to a refrigerator and cooking facilities.** We cannot accommodate particular food preferences, dietary restrictions or food allergies, nor is there space to store special dietary foods, medications, or beverages. 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.

## Meal Plan Options

Meal tickets can be purchased once you arrive at Anderson Ranch, either at the Front Desk in the Administrative Building or at the cashier's counter in the Café. The Café accepts cash, checks, travelers' checks, Visa, MasterCard, American Express and Discover. The prices listed below include all taxes. **We are unable to refund unused portions of meal tickets, nor are we able to offer items a la carte.**

One breakfast	\$11.50	Six breakfasts	\$69.00
One lunch	\$17.50	Five lunches	\$87.50
One dinner	\$21.50	Six dinners	\$129.00

**Full Meal Plan** - \$275 per participant per week – A full meal plan includes dinner on Sunday, three meals Monday through Friday, and a Continental breakfast on Saturday.

**PLEASE NOTE: There is no lunch/dinner served on Saturday and no breakfast/lunch on Sundays; please take those times as an opportunity to explore restaurants in Snowmass Village and Aspen.**

## GETTING TO ANDERSON RANCH (MAPS APPEAR AT THE END)

The most convenient way to get to Anderson Ranch is to fly into the **Pitkin County Airport** in **Aspen (ASE)**. If you would like assistance booking air travel, please feel free to contact John Coxhead at Frosch Travel. John is the travel agent who books Anderson Ranch faculty travel, so he is familiar with Anderson Ranch and is happy to assist students with booking travel (a ticketing fee of \$35 will be assessed to cover the cost of his services). John's phone number is 303. 820. 0311, or you can email him at [john.coxhead@frosch.com](mailto:john.coxhead@frosch.com). John is normally available Monday through Friday, 8:00 am to 5:00 pm Mountain Time).

PLEASE NOTE: *Several airlines have summer service into the Vail/Eagle County airport (EGE), which is about 90 minutes driving time from Anderson Ranch, but you would need to rent a car since ground transportation to the Snowmass Village area is not available in the summer.*

**From the Aspen Airport (ASE):** The easiest way to get from the Aspen Airport to Anderson Ranch is by taxi. Two local taxi companies are **Snow Limo** (970. 544. 6475, toll free at 877. 634. 7669, or online at [www.snowlimoaspen.com](http://www.snowlimoaspen.com)) or **High Mountain Taxi** (970. 925. 8294, or online at [www.hmtaxi.com](http://www.hmtaxi.com)); they charge approximately \$35 each way.

Most taxi drivers know where Anderson Ranch is located, but if your driver does not, just give our physical address: 5263 Owl Creek Road, Snowmass Village (behind the Snowmass Village Firehouse, next to the Snowmass Chapel). More information about local ground transportation is available online at [www.aspenairport.com](http://www.aspenairport.com).

**From Denver International Airport (DEN):** If coming by car, follow the directions below from Denver; allow approximately four hours for the drive. For information on **ground transportation** between D.I.A. and the Aspen/Snowmass area, please contact **Epic Mountain Express** (formerly known as Colorado Mountain Express) at 800. 525. 6363 or 970. 754. 7433 or online at [www.epicmountainexpress.com](http://www.epicmountainexpress.com). This van shuttle service takes five to seven hours, depending on weather, traffic, other stops, and the interval between flight arrivals and van shuttle departures.

### **Bustang Bus Service between Denver and Glenwood Springs:**

The Colorado Department of Transportation (COT) runs limited but economical bus service between Denver Union Station in downtown Denver and Glenwood Springs on the West Line ([ridebustang.com](http://ridebustang.com)). Please note that it does not stop at Denver International Airport; in order to get from the airport to Union Station (to catch the Bustang to Glenwood Springs), you would need to take the A Line Commuter Train ([https://www.flydenver.com/parking\\_transit/transit/a\\_line\\_commuter\\_train](https://www.flydenver.com/parking_transit/transit/a_line_commuter_train)) or an RTD Public Bus ([https://www.flydenver.com/parking\\_transit/transit/bus-rtd-skyride](https://www.flydenver.com/parking_transit/transit/bus-rtd-skyride)). Then from Glenwood you would take RFTA (see **Local Bus Service** on the next page).

**Driving From 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 stop light. You will see signs indicating Snowmass Village at mile marker 35.5 - turn right onto Brush Creek Road at the stop light - and follow Brush Creek Road approximately four miles; turn left onto Owl Creek Road; and take the first left, just before the Firehouse, which leads to our parking lot.

### **Road/Weather Information**

The Colorado Department of Transportation maintains a road and weather information hotline (INSIDE Colorado at 511 or from outside Colorado at 303. 639. 1111) and a website ([www.cotrip.org](http://www.cotrip.org)) with up-to-the-minute information on road conditions, closures, construction projects, and weather. There is also a free Smartphone mobile app, "Colorado Roads," available from both iTunes and Google Play.

### **Renting a Car at the Aspen Airport**

Workshops consume most of your waking hours, and most students find that they do not require a car while they are at the Ranch. But, if you plan to explore the area while you are here, you may want to rent a car. The following rental car agencies are available at the Aspen Airport:

**Alamo** 844. 354. 6962 or 970. 544. 3678 or [www.alamo.com](http://www.alamo.com)

<b>Avis</b>	800. 633. 3469 or 970. 925. 2355 or <a href="http://www.avis.com">www.avis.com</a>
<b>Budget</b>	800. 218. 7992 or 970. 925. 4693 or <a href="http://www.budget.com">www.budget.com</a>
<b>Hertz</b>	800. 654. 3131 or 970. 925. 7368 or <a href="http://www.hertz.com">www.hertz.com</a>
<b>National</b>	844. 382. 6875 or 970. 925. 1299 or <a href="http://www.nationalcar.com">www.nationalcar.com</a>

### **Local Bus Service: RFTA & the Snowmass Village Shuttle**

**The Roaring Fork Transit Authority (RFTA)** provides mass transit (bus service) in the local area, from Aspen to Snowmass Village and from Glenwood Springs to Snowmass Village. A schedule will be posted outside the office and administration building in the summer. If you need information ahead of time, please contact RFTA at 970. 925. 8484 or online at [www.rfta.com](http://www.rfta.com). Bus service between Aspen and Snowmass Village currently is free, but that is subject to change. In addition, **the Town of Snowmass Village runs a free shuttle service** throughout the town; information can be found on-line at [www.snowmasstransit.com](http://www.snowmasstransit.com).

## **LOCAL & COMMUNITY INFORMATION**

### **Groceries & Drug Store**

**Clark's Market** (970. 923. 9575) is Snowmass Village's grocery store. It is located at the Snowmass Center, one-half mile from the Ranch, and is accessible by walking or taking the free shuttle bus.

**Sundance Liquor & Gifts** (970. 923. 5890) is also located in the Snowmass Center. They carry sundry items, cards and gifts, as well as liquor, beer and wine. Please contact Basalt Clinic Pharmacy (970. 927. 3833) to have prescriptions filled but request that they be delivered to Sundance Liquor & Gifts in Snowmass Village (there is a small fee for the delivery service).

**Ajax Supply Hardware** (970. 429. 4329) is also located in the Snowmass Center, Suite 210, upper level. They carry an array of basic hardware needs, and may be able to order items that are not in stock at the store.

### **Outdoor Activities**

Outdoor enthusiasts may take advantage of some of the best wilderness trails in the Rockies for hiking, running, and mountain biking. An excellent guide book is *The Aspen Dayhiker*, available in our gift shop. You can swim, play tennis, mountain bike, ride horses, ride a hot-air balloon, white-water raft, or fish in gold-medal trout streams. Please contact the Aspen Chamber Resort Association for more information at 800. 670. 0792 or 970. 925. 1940 or online at [www.aspenchamber.org](http://www.aspenchamber.org).

### **Cultural Activities**

The Aspen area is alive with numerous cultural activities during the summer. You may wish to attend a concert, visit galleries, and/or have dinner. Aspen and the Roaring Fork Valley are home to many excellent art galleries. If you want information before you arrive or for information about children's programs, please contact the following:

Aspen Music Festival Box Office	970. 925. 9042	<a href="http://www.aspenmusicfestival.com">www.aspenmusicfestival.com</a>
Aspen Art Museum	970. 925. 8050	<a href="http://www.aspenartmuseum.org">www.aspenartmuseum.org</a>
Jazz Aspen Snowmass	970. 920. 4996	<a href="http://www.jazzaspensnowmass.org">www.jazzaspensnowmass.org</a>

#### **For general information, please contact:**

Snowmass Village	800. 679. 3151 or 970. 923. 2000	<a href="http://www.gosnowmass.com">www.gosnowmass.com</a>
Aspen Chamber Resort Association	877. 702. 7736 or 970. 925. 1940	<a href="http://www.aspenchamber.org">www.aspenchamber.org</a>

### **Children's Activities**

**Anderson Ranch Arts Center:** We offer some all-day children's classes for ages six to eight (9 am to 3 pm), ages nine to twelve (9 am to 3 pm), and teens (9 am to 3 pm); please check our catalog or website for a full schedule of classes, and contact the Registrar to check on space availability.

**Camp Snowmass:** This day camp for children (ages one year through teens) offers daily, weekly, and monthly rates. Their hours are Monday through Friday, 8:00 am to 4:00 pm, from early June through Labor Day. Your child can participate in many activities, including swimming, hiking, arts and crafts, sports, games, nature study, horseback riding, tennis, and overnight camping. Their summer schedule will be available in early May, although they begin taking reservations in March. Please call them

directly at 877. 282. 7736 (toll-free) or 970. 923. 1227 or online - [www.aspensnowmass.com/plan-your-stay/camp-aspen-snowmass](http://www.aspensnowmass.com/plan-your-stay/camp-aspen-snowmass).

**City of Aspen Recreation Department:** The Aspen Recreation Department offers summer programs for children ages 5 to 11. For more information or a brochure, please call them at 970. 920. 5140 or online – <http://www.aspenrecreation.com/activities/camps/>.

### **Other Organizations**

**Rotary Club:** Meetings Wednesdays at 7:00 am at the Viceroy Snowmass, 130 Wood Road (subject to change). Check <https://portal.clubrunner.ca/3290> or [snowmassrotary@gmail.com](mailto:snowmassrotary@gmail.com) to confirm time and location of meetings.

**Snowmass Chapel:** Nondenominational Interfaith Chapel located next to Anderson Ranch. For times of services please call 970. 923. 6192 or check online at [www.snowmasschapel.org](http://www.snowmasschapel.org).

**Alcoholics Anonymous:** Please call 888. 333. 9649 or 970. 245. 9649 or check online at [www.aa-westerncolorado.org](http://www.aa-westerncolorado.org) to find times and locations of meetings.

## **NON-HARASSMENT POLICY**

### **Introduction**

Anderson Ranch Arts Center is committed to providing a safe and supportive educational environment where learning can flourish and all feel welcome. Members of the Ranch community are expected to treat each other with respect. Teachers 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 school policy. Anderson Ranch Arts Center will diligently monitor both the Ranch environment and anyone coming on to our 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 Ranch-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 officials 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 also.

### **Zero Tolerance**

All acts identified or complained about 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 student or parent engages in behavior in violation of this policy on Ranch premises or at any Ranch-sponsored event, that person may be subject to suspension or exclusion from school 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.

## **CHILD PROTECTION POLICY**

### **Introduction**

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 be allowed to enter or exist in our community.

## **Coverage**

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.

## **Prohibited Acts**

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.

## **Background Screening**

All adults who are paid or volunteer staff members, contracted service providers, and regular non-staff volunteers will, at the discretion of Anderson Ranch, complete background screening as identified below.

## **Requirements**

**Paid Staff:** All paid staff members will 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 a 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.

## **SAFETY POLICY**

Anderson Ranch has a policy of zero tolerance for physical violence. Individuals who engage in any form of violence at Anderson Ranch, or who threaten violence in the workplace face disciplinary action up to and including termination.

"Violence" includes but is not limited to physically harming another individual, shoving, pushing, kicking, harassing, intimidating or coercing behavior, physical "horseplay" (regardless of intent), brandishing a weapon (or anything that could be used as one), etc. Threats of violence include, but are not limited to, threatening, intimidating or coercive language or talking of engaging in those activities defined as "violence" or other conduct that is perceived as potentially harmful. Joking about violence will not be tolerated.

It is the intent of this policy to ensure that individuals never feel threatened by another individual's actions or conduct. Individuals also have a right not to be exposed to violent, intimidating, or threatening behavior from other's families, other providers, vendors, consultants, or other visitors.

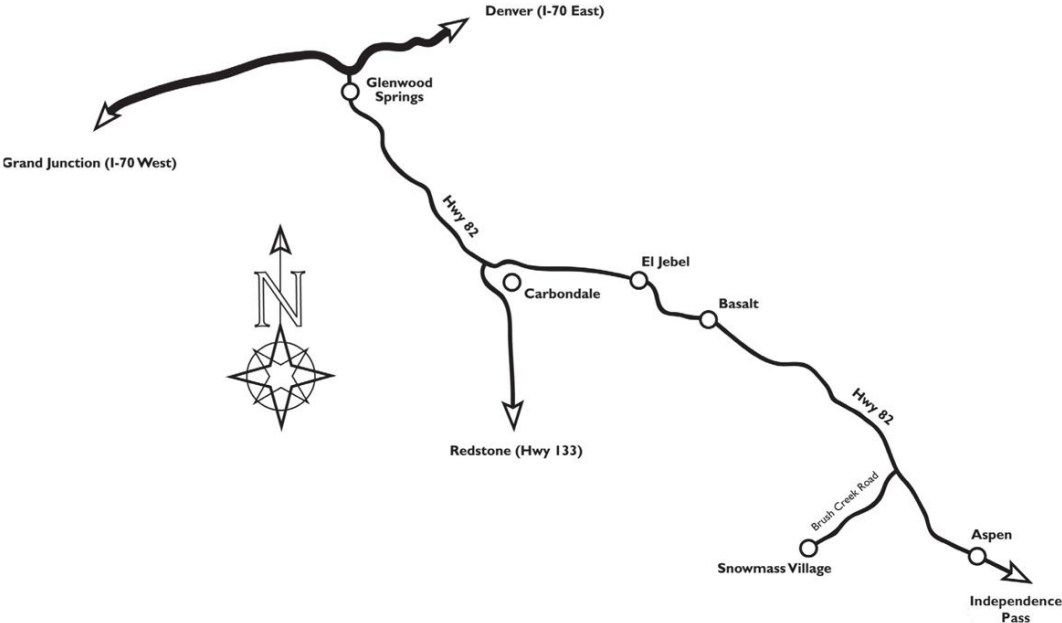
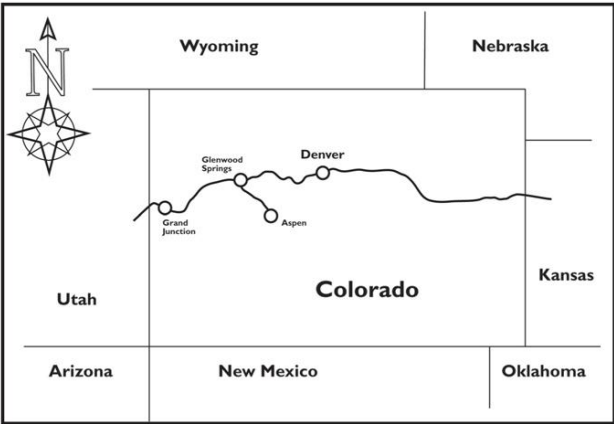
All actual or threatened violence, both direct and indirect, including threats by employees, participants, vendors, solicitors, or other members of the public that occur during work, or that may affect work, should be reported as soon as possible to the individual's immediate supervisor or any other member of management. When reporting a threat of violence, individuals should be as specific and detailed as possible.

The Ranch specifically prohibits the possession of weapons by any person while on Ranch property, or maintaining a weapon in a vehicle in any Ranch parking area, whether public or private. Individuals are also prohibited from carrying a weapon while working or functioning in a work-related capacity. Weapons include guns, knives, explosives, and other items with the potential to inflict harm. Appropriate disciplinary action, up to and including termination, will be taken against any person who violates this policy.

Individuals must report all concerns about known or suspected workplace violence to a supervisor or the Executive Director immediately. Anderson Ranch will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Such reports will be treated as confidentially as possible and the Ranch will take action to evaluate and address the situation. In order to maintain workplace safety and the integrity of its investigation, the Ranch may suspend employees or sub-contractors, either with or without pay, pending investigation. The Ranch will not discipline or otherwise retaliate against any Individual who raises a concern about actual or threatened workplace violence.

# MAPS

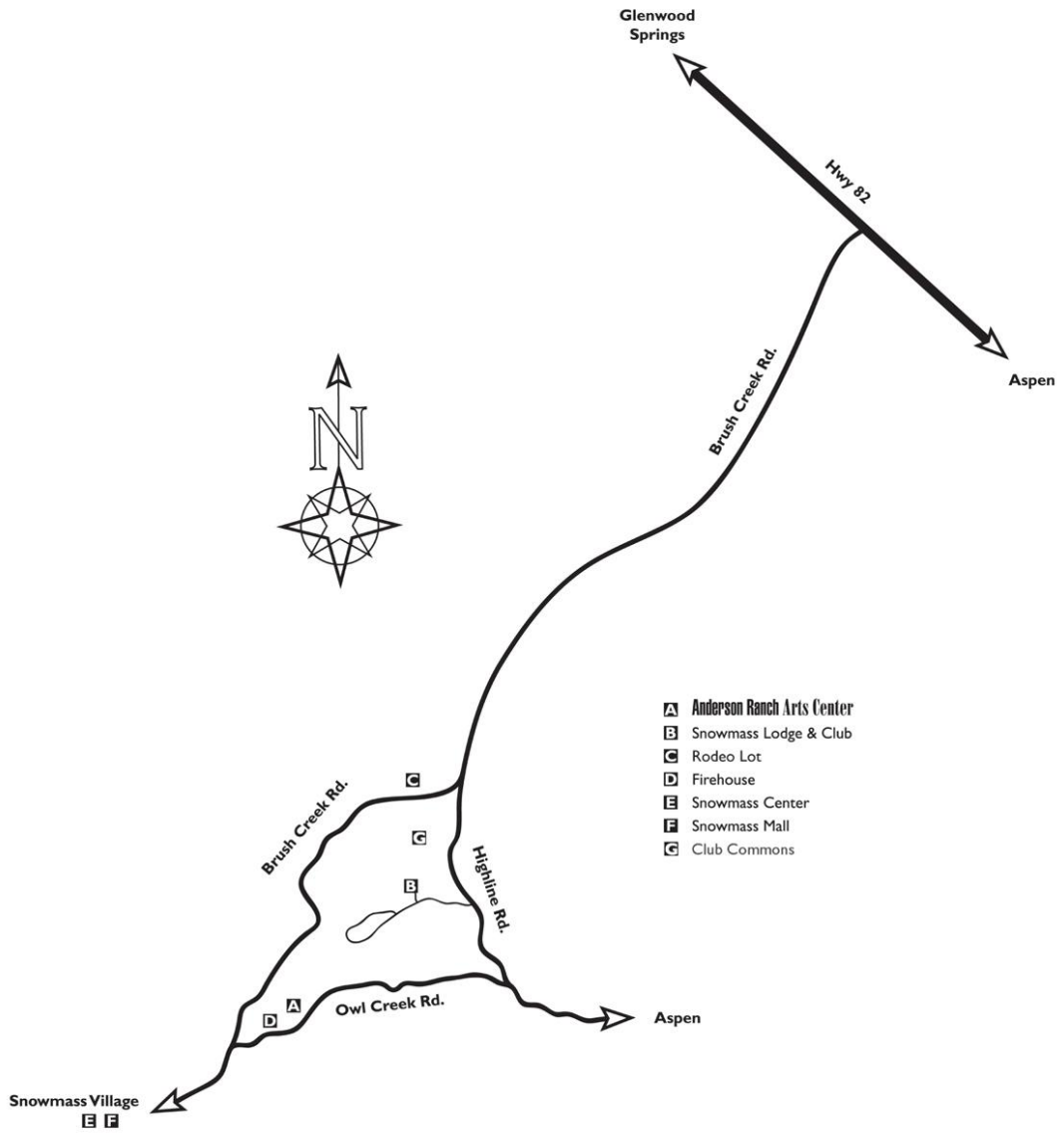
## AREA MAPS COLORADO & DENVER TO SNOWMASS VILLAGE





# AREA MAPS

## SNOWMASS VILLAGE





**KEY**

- 1 Administration Building (Gallery, ArtWorks Store, Offices)
- 2 Powers Ranch House, Finger Library
- 3 Fischer Photography Center
- 4 Wyly Painting Building
- 4a Patton Print Shop
- 5 Gates Barn (Nakazato Visiting Artist Studio)
- 6 Lyeth/Lyon Kiln Building
- 7 Long Ceramics Studio
- 8 Soldner Ceramics Center (upper level)
- 8a Digital FabLab
- 9 Sculpture Building (lower level)
- 10 Wyly House Dormitory
- 11 Kent Campus Center (Ranch Café)
- 11a Ranch Café Deck
- 12 Schermer Meeting Hall
- 13 Siegel Children's Building
- 14 Maloof Wood Barn and Loft

- CAMPUS PRIVATE RESIDENCES**
- 15 Cabin/Staff Residence
  - 16 Boettcher Foundation Cabin/Staff Residence
  - 17 Marbrook Cabin/Executive Director's Cabin
  - 18 Hy's Cabin/Staff Residence

BRUSH CREEK ROAD

<< TO HIGHWAY 82 TO SNOWMASS MOUNTAIN & VILLAGE >>