



Survival Manual 2022

Updated: 8/8/22

DJERASSI STATEMENT OF EQUITY

- ◇ All people, their culture and their art contribute to the meaning and understanding of our humanity and should be honored and celebrated.
- ◇ Artists, their art, their process, and the organizations they create and support, play a unique role in witnessing, demonstrating, and providing inspiration to resolve societal inequity and injustice.
- ◇ The Program encourages and welcomes the participation of artists and scientists from all backgrounds and does not discriminate with regard to age, race, sex, sexual orientation, disability, religion, marital status, or nation of origin in its admission policies.
- ◇ The Program intentionally structures its selection process and residency partnerships to value a continuum of aesthetic points of view, ensuring each resident session reflects a microcosm of the world of creative professionals.

A LITTLE HISTORY

Stanford University Professor Carl Djerassi (1923-2015) founded the Djerassi Resident Artists Program with his partner and future wife Diane Middlebrook in 1979. Working with the fledgling Syntex Corporation in Mexico in the 1950s, Djerassi and his colleagues developed synthetic progesterone from yams. This discovery was the chemical building block for the first oral contraceptive. In 1963 proceeds from *The Pill* enabled Djerassi to purchase a 1200 acre tract of land in the Santa Cruz Mountains, which he called SMIP Ranch. On this spectacular property, with its breath-taking views of the Pacific Ocean and its quiet solitude, Djerassi started a cattle ranch and built a home. His children, Pamela and Dale, later built homes of their own on the property.

The origins of the Program lie in a personal tragedy for the Djerassi family. In 1978, Pamela Djerassi, a poet and painter, died by suicide. While trying to come to terms with his daughter's death, Carl Djerassi visited Florence with fellow Stanford professor, author and companion Diane Middlebrook (they married in 1985). On this trip, they were inspired by the patronage the Medici family had given to artists of their time and began to consider how the world might have been different if the Medicis had extended their patronage to women artists. A way to honor Pamela through the gift of time to living, female artists emerged. Working at first through the Stanford University Art Department and Stanford's Center for Research on Women—which Diane had co-founded—Djerassi Resident Artists' Program took root, under the auspices of Carl's family foundation.

In 1979, graphic artist Tamara Rikman arrived from Jerusalem to spend a year living and working at Pamela's house and studio (facilities that now function as the Program's administrative offices). For the next three years, four women and one man were the beneficiaries of this opportunity. Much was accomplished artistically, but the women shared feelings of isolation. An early resident suggested that the ranch manager's house and the barn

on another part of the property (the SMIP Ranch) might be converted into living and studio facilities for use by a group of artists.

With Diane Middlebrook, Carl established a comprehensive residency program, available to ALL artists in a variety of disciplines. Sculptor George Rickey's Hand Hollow Artists Foundation in upstate New York was used as a model, and two older, established colonies, MacDowell Colony and Yaddo, provided examples and inspiration. Leigh Hyams, a well-known Bay Area painter, was hired as the first executive director in 1983. The cattle barn became the Artists' Barn (named in 2017 as the McElwee Family Artists' Barn). It was enclosed and renovated to create studio and living spaces for visual artists, choreographers, composers and media artists. The ranch manager's house became the Artists' House, with live/work space for 4 writers and 2-3 staff members and interns.

In 1982 the Program emerged in a form that would be recognizable today. Successive directors Susan Learned Driscoll, Sally Stillman, Charles Boone, Charles Amirkhanian, Dennis O'Leary, and Margot H. Knight, have each made improvements to the facilities and left their own mark on its programming and events.

In 1999, the Program became an independent non-profit organization (all assets of the Djerassi Foundation were conveyed to the Program; the Foundation ceased to exist.) Carl donated the land and buildings and some of the outdoor art he and the Foundation had commissioned to the Program. At that time Carl left the Board of Trustees. His son Dale is the only remaining Founding Trustee. Alexander Djerassi, Dale's son and Carl's grandson joined the Board in 2017.

The 1990s saw many changes to create a more public face for the Program. The Program offered an annual Open House/Open Studios event, evening salon-style gatherings with alumni artists (now dubbed Djerassi Forever Salon Evenings,) and an annual gala, now called Artful Harvest.

In 1999, a conservation easement, suggested by Trustee Dale Djerassi, was granted to Peninsula Open Space Trust (POST), creating a \$2.2M fund to protect and maintain the land and buildings AND requiring 12 fee-free hikes for the public annually. Paid Director's Tours were also added. Since 2014 the Program's hike docents have led these hikes. The easement protects the natural resources of the land in perpetuity.

The 90s also saw the establishment by ED Charles Amirkhanian, of **Other Minds**, a week-long retreat, coupled with performances in SF, of international composers. This concluded in 2015 after a 21-year run.

In July 2014, the Program partnered with LEONARDO, the International Society for Arts, Sciences and Technology to launch *Scientific Delirium Madness* now titled *Leonardo@Djerassi*, a residency linking art and science. 2014 also marked the advent of fee-based workshops led by Djerassi alumni. These and other activities continue at present, permitting the public and supporters to glimpse the workings of the Program while sustaining the quiet, retreat-like character of the experience for the artists-in-residence. In 2017, the Program partnered with The Ocean Memory Project, a multi-year science/art effort funded by the National Academies Keck Futures Initiative.

The Program has also deepened its relationship with Stanford and now hosts gatherings of writers through its Continuing Studies classes and Distinguished Careers Institute alumni.

In the early 1990s, the Djerassi Resident Artists Program was one of the original thirteen founding members of the Alliance of Artists' Communities, a national professional organization dedicated to supporting the field. Now with well over 300 institutional members and many individual supporters, the Alliance is the advocacy voice for artist residency programs throughout the world.

Through the 80s and 90s, the Program allowed a few hardy alumni artists to use the McElwee Family Artists' Barn for special projects during the winter months, when otherwise the Program was closed. With the addition of a new insulated roof (replaced in 2018) and other improvements to the Artists' Barn in 2000, this practice became formalized. Today, the Program regularly welcomes alumni who apply for project-driven Winter Residencies in years where construction projects don't take priority. These residencies make the Program a year-round one, with year-round staff, enabling it to serve over 100 artists annually.

The 2000s brought a series of renovation projects, largely funded by longtime friends of the Program, Sue and John Diekman and Carl Djerassi himself. The "Old Barn" (named the John & Sue Diekman Old Barn in 2017) a late-19th century structure was stabilized and now serves as a space for temporary performance and visual arts installations. The Artists' House deck was repaired and new water tanks and filters were installed. In 2014, the Diekmans made a generous gift in memory of former Trustee Ryland Kelley to renovate the kitchen in the Artists' House.

In 2012, the Program completed construction on the Diane Middlebrook Studios, located to the northwest of the McElwee Family Artists' Barn. Diane Middlebrook, Carl Djerassi's late wife, was an integral figure in the establishment of the Program and a highly respected author, professor, and academic. Artists were first hosted there in 2013. The first purpose-built studios on the property have raised the profile of the Program in the literature community. The studios were designed by former Board Chair, Cass Calder Smith/CCS Architecture.

The Program's first capital reserve study in 2015 initiated an aggressive effort to make repairs to buildings and improve the property's fire defense. In 2017, the environmental integrity of the land was elevated by the addition of a position devoted to this aspect of the Program's mission. In 2019, a preliminary Land Management Plan was created as the environmental mission of the Program was more strongly emphasized.

Since its inception, artists have created site-inspired sculptures on the property--the sculpture inventory lists over 160 installations, of which about 60 still exist. The sculpture program is constantly evolving as the installed work deteriorates and new work is created. A newly adopted program allows historical, iconic sculptures to be identified and repaired.

Djerassi Resident Artists Program is the largest fee-free artist residency program west of the Mississippi and considered to be very prestigious. Each year scores of artists from across the United States and abroad--selected from over 1100 applicants--travel to take inspiration from the beautiful surroundings and their colleagues. It is a place for risk-taking and exploring new ideas. Residents thrive on the intellectual stimulation and the collegial interaction with other artists in this close-knit community, forming friendships and artistic collaborations.

STAFF CONTACT INFORMATION

Administrative Office

The Administrative Office is located 2 miles west, on Bear Gulch Road. It is connected to the Director's House, which was built by Pamela Djerassi and her husband. The Admin Office is closed right now and most staff are working from the Ranch Office below the Artists House. The **administrative staff** works from 9:00am – 5:00pm, weekdays. **Jewel Carter, Residency Manager**, holds regular office hours that are posted in the Ranch Office below the Artists House. Feel free to contact her M-F on her cell at (312) 881-0201 or jcarter@djerassi.org. **Alexander Djerassi, Interim Executive Director**, is available and works remotely and from the Executive Director's Office on Bear Gulch Rd. You can reach him at adjerassi@djerassi.org. If you have questions about the trails and environment contact **Danny Goldberg, Hike Program Director**, at dgoldberg@djerassi.org.

Barn Shop

The shop is located in the McElwee Family Artists' Barn, to the left under the carport. The **Facilities Director, Tim DeVoe**, is usually on site M-F. If you have specific questions about tools or materials or need anything moved or fixed, you can find Tim around the shop during his workdays or call him at the Barn Shop, or you can email him at tdevoe@djerassi.org.

COVID Protocol

All artists in residence have provided **proof of vaccination** to the Residency Manager (Jewel), prior to arrival. If an artist has a medical condition where they cannot get vaccinated, they have provided results of at home COVID tests to the Residency Manager prior to arrival.

The Djerassi Program has not had any reported incidents of COVID-19 transmission on site. In order to remain a safe place for artists to gather, we will provide artists in residence with a **rapid test** upon arrival. These will be provided by the Residency Manager to the artists. Each artist will be asked to take another test, again provided by the Djerassi Program, 5 days after arrival. If anyone tests positive during this time frame, protocol for isolation has been developed.

Additionally, because of the new variants and breakthrough cases, we are mandating masks indoors in group settings at this time. Masks do not need to be worn outside or in your studios. While in residence, you are unlikely to share your spaces with anyone other than your fellow artists and Djerassi staff, all who have been vaccinated as well. Djerassi staff will wear masks while indoors.

Thank you for your help and adherence to these guidelines. Please feel free to ask staff if you have any questions.

In case of an emergency call CALL 911 FIRST!

Give them the address **2325 Bear Gulch Road West** Gate Code: **#1950**

Important Djerassi Residency Program Contacts & Emergency numbers

AFTER HOURS # (408) 660-3779

STAFF/Email	POSITION	CELL PHONE
Jewel Carter - Residency Manager jcarter@djerassi.org	Day-to-day residency management and request	(312) 881-0201
Tim DeVoe - Facilities Director tdevoe@djerassi.org	Buildings, grounds, equipment, utilities issues and questions	(530) 318-2388
Cat Gallo - Office & Development Asst. cgallo@djerassi.org	Package Handling, Grants and Fundraising, Wildlife Expert	(415) 672-8458
Sue Leon - Chef sleon@djerassi.org	Shopping, town trips, Chef	(650) 704-8212
Alexander Djerassi - Board Member Interim Executive Director adjerassi@djerassi.org	Day-to-day Ranch Management (Interim) and Vice Chair of Board	(415) 420-0308
Other Important Phone numbers		
Ranch Office	Located downstairs in Artists House. Hours: Mon-Fri 9a-1p	(650) 747-0691
Artists' House (Phone Booth)	You can make and receive calls at:	(650) 747-9146
McElwee Family Artists Barn (Phone Booth)	You can make and receive calls at:	(650) 747-9145
EMERGENCY #'s		
Stanford University Hospital Emergency Services		(650) 723-5111
Palo Alto Medical Urgent Care		(650) 321-4121
Kaiser Permanente Redwood City Emergency Services		(650) 299-2200
Fire Department: Kings Mountain Fire Brigade		(650) 851-8897
Sheriff: San Mateo County Sheriff's Office Patrol Bureau		(650) 363-4763
California Poison Control		(800) 222-1222
Ringhammer Security (Fire Alarm) Acct # RHSP4154		(650) 622-1711
San Mateo County StarVista Crisis Line Crisis Text Line Text: "START" to 741741		(650) 579-0350

Djerassi Board of Trustees Contacts: Shara Mays (Secretary) - sharamays@gmail.com
Michelle Bravin (Treasurer) - michellebravin@yahoo.com

THE DJERASSI COMMUNITY GUIDELINES AND POLICIES

One of the most important, unique, and memorable aspects of your time here is the opportunity to live and work amongst a group of fellow artists. We hope that you make friendships and spark collaborations that will extend far beyond your month at the ranch. Being part of a communal live/work space, however, is also one of the most fragile elements of the residency experience. Everyone must do their part to be cooperative, constructive, and considerate members of our community.

The goal is for everyone to have joyous and productive residency. We ask that staff and residents:

- ◇ Respect physical and emotional boundaries. Obtain permission before visiting others' studios or living quarters.
- ◇ Obtain verbal consent before touching another person or engaging in discussions of an intimate nature.
- ◇ Refrain from taking photographs or videos of others or their work without permission.
- ◇ Feel free to share your ideas and opinions and respect the opinions and beliefs of others.

The Program will not tolerate discrimination and will not tolerate harassment of any kind against any member of the community including artists-in-residence, staff, or guests. Harassment is conduct that has the effect of creating an intimidating or hostile environment. Discrimination is prejudicial treatment of an individual based on their identity or other group identity or classification.

We ask that, whenever possible, residents work to resolve conflicts among yourselves. Failing that, staff can mediate to create a plan for moving forward. We hope that we have created an environment where you will feel comfortable with the staff to bring problems to them. However, if you do not feel comfortable making a complaint to staff, you can send an email to complaint@djerassi.org. This email address is monitored by an artist board member, Anna Sidana, who is a former board chair and serves on the Artist Advisory Committee. Additionally, you have the contact information of other members of the board of trustees listed on your contacts sheet in the event you wish to raise a matter of concern directly to them. You also receive an artist feedback form at the end of your residency and have access throughout your residency to the anonymous comment box located in the Artists House.

Sharing our Home

We strive to make every artist feel as much at home as possible during your stay. At the same time, we like to say that: while you are at home here, you are also a guest in the homes of **5+ other people**. Please be mindful of this when using communal spaces. Treat our furnishings and amenities as you would treat things that belong to you. Other residents will be using the towels, dishes, furniture, etc. after you.

Djerassi Soundscape

Plainly said, sound travels VERY well in our ranch buildings and throughout the landscape. Please keep this in mind when you are going about your work or having conversations. The Artists' House should be treated as a library during the day so that writers working in their studios may have a quiet space. **Keep in mind** that most noise in the Artists' House living room, kitchen, and back deck can be heard in the writers' rooms.

Because the McElwee Family Artists' Barn houses artists who need sound for their work, it is a more noise-friendly space. If noise in the McElwee Barn becomes disruptive, please try to work out a schedule or acceptable volume level amongst yourselves or with assistance of staff.

Staff members may necessarily make noise to accomplish their duties. Some grounds maintenance requires the use of loud equipment; staff meetings are occasionally held in our Ranch Office, and food preparation occurs in the kitchen. Though sound created by these activities is unavoidable, artists should feel free to express when their work is being disrupted, and an amicable solution will be reached.

Artists' Privacy

Artists' privacy is respected at all times. Bedrooms and studios are your private spaces and will not be infringed upon, except in the case of an emergency. Please respect the privacy of your fellow residents.

The Artists' Ranch is private property. This means that outside parties should not be on our land without the permission of the Program. Artists can expect hikers most weekends. We may host small groups of donors and alumni for hikes or meetings, but will do our best to alert you in advance of these visits. **During COVID-19 times, all events will take place outdoors and limited to small vaccinated gatherings.** We will also remind you before we conduct our Sculpture Tours on the property.

We CAN ask you to leave!

Every artist selected to the Djerassi Program has **earned** the right to be here, and it is a sincere privilege for us to be able to get to know you and to support you in your work endeavors. However, if you are disrupting the balance of the community, ignoring guidelines outlined in this manual, or engaging in unacceptable or illegal behavior, the Program reserves the right to ask you to leave the residency immediately.

BEFORE YOU LEAVE US—with sadness

Please help us prepare the space for the next artists to come through. We ask you to do the following before your departure.

- ◇ Return relocated furniture, kitchenware, and other items to their original location. Return any fans or portable heaters to central living areas (barn or house). Repaint studio walls, if necessary.
- ◇ Ensure all heaters are turned off (double-check in the Middlebrook studios).
- ◇ Make sure the dishwashers are loaded and start their wash cycles.
- ◇ Strip bed sheets down to mattress pads and remove duvet covers from duvets. Remove pillowcases from pillows. No need to remove blankets or spreads. Leave all towels and bedding in the room, staff will come and collect them after you depart.
- ◇ Check and double-check studio and communal spaces for personal items.
- ◇ Turn off all lights, close all doors and windows.
- ◇ You may not be sad until 48 hours before it's time to go

GUEST POLICY

Accommodations

Accommodations at the Djerassi Program are limited to selected individual resident artists only. While artists guests can visit during the day, NO guest overnights are possible. There is an excellent Airbnb not far from the Ranch, located on Swett Road (a couple of miles north, off Skyline Boulevard): <https://www.airbnb.com/rooms/7131639>. Otherwise, the closest guest facilities are in Palo Alto, Redwood City, and Half Moon Bay.

Day Guests

Day guests are welcome to visit you during your stay. To maintain a retreat environment, however, please adhere to the following guidelines.

- ◇ Small groups of no more than 3 or 4 people during daylight hours besides residents. If not vaccinated, must stay outside due to COVID-19 restrictions.
- ◇ All guests must sign a "General Release" form and log their trip in our "Road Use" book.
- ◇ Please stay with your guest(s), escorting them during their stay.
- ◇ Do not interfere with the work of your colleagues and respect their privacy.
- ◇ Again, we cannot accommodate large groups of guests, even for work-related purposes.
- ◇ Please be sure all guests have directions and a map to the Program. Give them the appropriate landline (Artists' House or McElwee Barn phone) to call if they get lost.
- ◇ Pets cannot be accommodated.

AMENITIES AT THE RANCH

The following items are available to you here on site.

Library

There are three libraries housed in Ranch facilities, providing a vast selection of books, journals, magazines, videos, DVDs, tapes, and CDs. If you use items from any of the libraries while you are here, please re-shelve them properly when you are finished.

- ◇ **Literature/Alumni Work/Audio CDs** The primary library is upstairs in the Artists' House and contains books from the collection of Pamela Djerassi as well as works donated by alumni. Books by Djerassi alumni are indicated with a green sticker on the spine. This library also holds our collection of compact discs. Recordings by Djerassi alumni are marked with red tape. Archive lists of alumni materials are kept digitally by staff; please inquire if you wish to reference them.
- ◇ **Videos/DVDs** The Artists House/Media Room holds our collection of alumni works and box office DVDs. We also have an eclectic collection of feature films on DVD for your use.
- ◇ **McElwee Family Artists' Barn Library** The third library is located in the McElwee Barn.

This library includes our art books, periodicals, pulp fiction, and miscellaneous literature.

Have a friend or relative who was here before? Check out the alumni directories and annual scrapbooks in the Library in the Artists' House.

We appreciate all donations to the library, especially works by our residents! If you would like to contribute any of your publications, CDs, DVDs, or other materials, please leave them with the Ranch Staff, or mail them to the office.

Laundry

Laundry facilities are located in both the Artists' House (in the basement, beneath the kitchen) and McElwee Barn (in the hallway near the Choreography Studio). Please feel free to use the washing machine and dryer as needed. There are drying racks in both laundry rooms. Remember, hanging clothes to dry saves power! Detergent is provided at no charge. Please be courteous about the sound caused by these machines by using the laundry facilities.

Newspapers and Magazines

The New York Times is delivered on Sundays. We also have subscriptions to an assortment of art-related magazines including *The New Yorker*, *Poets & Writers*, *Poetry*, and *Art in America*. Please leave current papers and magazines in the Artists' House living room for all to read.

Maps and Guidebooks

All maps and guidebooks are kept in the Ranch Office, so please help yourself. Maps of the 5 ½ miles of hiking trails, along with a guide to on-site sculptures are distributed to each artist. Until you are familiar with the property, it is a good idea to carry a map while hiking. *Always confine your walking excursions within the property boundaries* (to the best of your knowledge) and try to stay on designated open trails. We have a collection of field guides and other reference materials related to local flora and fauna available as well in the Barn in the Science & Environment section. Feel free to use these guides on your hikes and get to know our wildlife!

Studio/Room Furnishings

Ask staff for assistance before rearranging or removing furniture and other items from your room and studio. We ask that you **leave your studio as good, or better, than you found it**. This includes, resetting any moved furniture to the best of your ability, returning borrowed items (including kitchenware!), patching/painting marked walls, and disposing of trash into receptacles at the end of the month. We ask you not to use any adhesive on the walls of your studio other than blue tape, which we have available for purchase. Items in need of repair/replacement or any unusual circumstances should be reported to staff as soon as possible.

Food + Drink

Meals are prepared by Chef Sue on weeknights, with artists preparing their own food for breakfast, lunch, and weekends from our stocked kitchens. We do our best to accommodate all dietary restrictions and needs when grocery shopping and cooking. We have your health interests at heart and our chef makes every attempt to identify ingredients that cause allergic reactions. However there is always a risk of contamination as in our kitchen as we use products such as milk, eggs, gluten, etc.

The program does not provide alcohol. Please bring cash with you to contribute to the Wine Kitty that we purchase communal alcohol from on a weekly basis.

Cleaning Service

A professional housekeeping service is scheduled bi-weekly on Mondays. We will remind you of these dates in advance. Please be aware of the cleaners' presence and adjust your routine appropriately to vacate areas where they are working. Each bedroom will be vacuumed, dusted, and have the trash emptied. Please recognize that the housekeepers need your cooperation to do their jobs efficiently and effectively.

If you should choose not to have housecleaning come into your space, please perform this light cleaning on your own. We ask your space to be better than you found it upon your departure.

Smoking/Candles

There is absolutely no smoking allowed in the Artists' House, McElwee Barn, or Middlebrook Studios or on the grounds. The ONLY smoking area is in the Barn bay near the Shop with a marked repository for cigarette butts. Fire hazards in this region require that you be exceptionally cautious. Never put smoldering remains in the trash.

The use of candles in your bedroom, studio or outside on the Djerassi property is prohibited.

Smoking today is no longer limited to just cigarettes. All secondhand exposure produced by cigarettes, e-cigarettes and vaping devices, cigarillos, hookah, and marijuana, is harmful to your health and that of your neighbors. We request that second-hand smoke not infringe into any public or private space that can bother others.

Yes--we have ridiculously slow internet we can do nothing about! Though you can bring a phone hotspot which may or may not help. Please don't stream things--it just makes a bad connection worse.

Two communal computers have been set up for resident artists to share in the Artists' House and McElwee Barn libraries. You may use these computers for email or other brief Internet needs. In the McElwee Barn common area, there is an iMac near the windows. This computer is connected to a scanner/printer. In the Artists' House there is a computer with a printer. A larger format printer is available for use in the office.

****Never try to reset the wi-fi connections in the McElwee Barn or Artists' House.****

Printers

If you have the proper drivers and compatibility, feel free to use the USB cable to connect our printers directly to your own computer for printing. Please be conservative in your printing needs so as not to waste ink and paper. Please use scrap paper and print in low-ink/"draft" mode when appropriate. If you need to print more than 50 pages of black and white printing during your stay, or would like to do high-quality photo printing, we ask that you pitch in towards the cost of ink and paper. If you have any questions or need help with the printers, please see a staff member.

Equipment

We do not provide supplies for your art making practice. However, we do have limited equipment that you can borrow during your stay. Standard power tools are available for your use in the shop, ONLY after demonstrating to our Buildings and Grounds team that you know how to use them. Please talk with the B&G team before taking anything from the shop or if you have any questions.

A projector, digital screen, digital video camera, TV, DVD player, and VCR can be checked out of the Ranch Office for projects and presentations. Other equipment available for your use includes an electric kiln, Epson photo printer, digital camera, tripod, cables, stereos, etc. For a full list or help with these items, just ask! We have many supplies in storage, and it never hurts to ask even if it isn't on the list.

Please note that these items may also need to be used by the Djerassi staff. We cannot guarantee exclusive use of any of our equipment.

BEYOND THE GATE

The following describes amenities and procedures for communication and transportation.

Telephone Booths

Artists' House: (650) 747-9146

McElwee Barn: (650) 747-9145

There are telephones in private booths for artists' use in the Artists' House and McElwee Barn. Be considerate of others with regard to the amount of your phone use and in the accurate transcription and relay of messages for other residents. During COVID-19, after use, please wipe down the phone booth with supplied sanitizer.

Cell Phones

Cell phone service is available, but VERY inconsistent (Verizon has the best signals, Sprint and AT&T is okay, and T-Mobile does not get a signal). If your phone works in or around Ranch buildings, *please* be courteous with your conversations. Remember that even normal speaking voices may carry disruptively through indoor and outdoor areas; respect your fellow residents' sound-space. This also applies to the use of Skype or other voice-based computer programs. Please do not use these programs in the bedrooms of the Artists' House as the walls are paper-thin.

Copy and Scan

There is a scanner available by the computer in the McElwee Family Artists' Barn. A copy machine is available in the Ranch Office. Please discuss with staff if you need to send a fax.

Mail

Each studio has its own designated mailbox, located by the front entrance of the Artists' House. Outgoing mail should be placed in the plastic wall basket labeled "Outgoing Mail" (next to the front door of the Artists' House). Residents' incoming mail will be delivered every few days and placed in your mailbox. Stamps are available for sale in the Ranch Office of the Artists' House, where you can also find a scale. Outgoing mail with deadlines *must* be brought to the staff's attention as it may require a special trip off the mountain. Please give yourselves plenty of leeway for rent checks, grant applications, etc.

Shipping

It is **best to ship items via UPS** because they deliver/pick-up directly to/from the Administrative Offices and Ranch. Direct all **incoming** mail and packages to be sent to the Administrative Office at: **2650 Bear Gulch Road West**, Woodside, CA 94062.

To ship **outgoing** packages, you must set up your OWN account via email or telephone. Please be sure to indicate the gate code (#1950) in your instructions for pick-up. The address at the Ranch is: 2325 Bear Gulch Road West, Woodside, CA 94062.

AVOID FEDEX and the U.S. Postal Service for large packages being sent TO you unless you want them delayed or lost or never delivered (TRUST US ON THIS!) The U.S. Postal Service and FedEx will not deliver large items directly to the Ranch (this includes Amazon Prime shipments). If your package is larger than a toaster, it will be held in Woodside and retrieved on Thursday's Town Trip or at the next earliest convenience for staff. It is often quicker to buy convenience items on a Town Trip.

*****Internet (or what passes for it and feels like dial-up)*****

We are wireless! BUT: Please be aware that our Internet connection is notoriously frustratingly spotty and slow. We **highly** recommend that you do any planned downloading in advance of your residency, and be sure to stay well ahead of online application deadlines. If the Internet signal goes down, alert a staff member so that the problem may be solved as quickly as possible.

Laptop computers with built-in wireless modems should connect instantly to the Internet from your room or studio. There are 3 access points on the network: the Artists' House, the McElwee Barn, and the Middlebrook Studios.

You cannot stream ANYTHING from the Djerassi property without affecting other artists and staff. Additionally, it is NOT a satisfying experience. Anyone using the wifi, regardless of which access point they are at, are sharing from our same limited bandwidth. We have a fixed amount of bandwidth usage monthly; additional fees are incurred when we go over our limit. Use the Internet for work if you need to and **download** any books, films, binge-worthy television shows, music or other recreational materials **before you arrive**. Of course, you do not let this stop you from using the Internet for work purposes. *Just be prepared to be frustrated.*

Artists who rely on the Internet for their work have sometimes expanded their cell data plans and brought personal cellular hotspots with them (Verizon is the most reliable). This is recommended if you would like consistent access to a reliable Internet connection.

BEST IDEA—Go full digital detox and enjoy the downtime. Put an “out of office” note on your email that tells people you are in the remote mountains of California communing with your muse and may be unable to respond with the alacrity they have been conditioned to expect.

Wellness Accommodations

If you have physical or mental health appointments/needs while you are in residence, please speak directly with a Residency Manager to best coordinate. Your health and safety are a priority to us, and staff will do our best to work with you to meet your needs.

We aspire to ensure that every artist's individual practice of religious observance is possible, with logistical support, in order to make the space accessible to artists coming from diverse

backgrounds. This support could take the form of meeting dietary needs, setting aside a space for daily practice, providing logistical support for the marking of religious holidays, whether independently or as an open and optional group activity, or whatever other needs artists might have. If you have questions as to whether your religious needs can be met, please talk with a Residency Manager to work out a plan.

A full listing of AA meetings in San Mateo County can be found at:

<https://aa-san-mateo.org/meetings>. We can work with you to find the best time and place to attend. There is a San Mateo County AA Intergroup/24-Hour Helpline at **(650) 577-1310**.

For other assistance, regardless of the crisis being experienced, these 24-hour lines can direct you to resources that address your needs.

- ◇ San Mateo County StarVista Crisis Line: **(650) 579-0350**
- ◇ Crisis Text Line (free and confidential): **Text "START" to 741741**

Errands and Rides

Each week, a member of the staff will go on a "Town Trip" to Silicon Valley to run errands for the Program and resident artists. *This is your opportunity to get anything you need.* Most supplies can be located in the vicinity of Redwood City, Menlo Park, and Palo Alto. For the sake of time, we confine the Town Trip to this area. Typically we will leave at 10 am and return between 1 pm and 4 pm. If you would like to choose your own materials or just feel like leaving the Ranch for a few hours, you are welcome to come along.

If you would prefer to avoid the trip, you may give us money and a list of what you need. To make this easy and efficient, please research any items in advance, be sure to give us enough money to cover your purchases, and be as detailed as possible about the items you request (while understanding that we might have to compromise if we can't find the exact thing).

If you need to leave the property more often than this weekly trip, we suggest you consult Program Staff about renting a car. Special arrangements *may* be made for transportation to the airport or other necessary, work-related trips, but we cannot always guarantee staff availability. Please plan ahead. Please note that during COVID, leaving the ranch on your own, can result in having to quarantine for five days prior to eating with the group again. Be respectful to the Program and your fellow artists-in-residence with your comings and goings. The atmosphere of the creative retreat can easily be disrupted when residents choose to frequently leave the property. Of course, we understand that occasional excursions for fun and/or business are necessary, but remember: *"an empty studio is a waste to us all."* **Our policy is that you are not to be gone for more than a total of 3 days throughout your residency.**

An empty studio is a waste to us all, but we understand that circumstances arise and artists may need to venture off the mountain. There are **car rental** businesses in town if you would like to rent on a town trip and return the following week.

Road Use

The Program's San Mateo County Conditional Use Permit requires that we maintain a record of road trips to the Artists' Ranch. The Road Use log is located atop the Artists' House mailboxes. Program Residents with an automobile do not need to record their comings and goings in the Road Use Log, but if you have any visitors, log their trips.

Please limit vehicle use to paved roads. Depending on weather and conditions, vehicles can be driven on the dirt road as far as the Diekman Old Barn, only with approval. *Please consult with David before proceeding.* Do not drive off the road in any wet or muddy conditions – this can damage both our trails and your car.

All staff and Program vehicles are for the use of staff only.

Directions to the Djerassi Program

Make sure all guests have directions and a map with the gate code (**#1950**). These can be found in the Ranch Office or the folder labeled MAP/DIRECTIONS on the desktops of all communal computers. Directions to the Ranch can also be found on our website at <http://djerassi.org/about/directions/>

FOR OUR RECORDS

Presentations

Within the first week of your residency, we will invite artists to introduce themselves and their work by giving an informal 10-minute presentation to their fellow residents after dinner. A sign-up sheet will be passed around during orientation. Out of respect for each resident's time, the time-limit will be strictly adhered to. This is a low-stress presentation designed to accelerate your knowledge of each other's practices. Bring something you shared of your work before—no need to reinvent something just for this. This is absolutely optional. We just find it is a great way to accelerate collegiality and conversations.

Photographs

To create a permanent record of the Program, photographs are taken of the artists and their work while they are in residence. A Ranch staff member will come around to each studio to take a headshot and studio shot (about 15 min) on a specified day toward the end of your residency. These are sometimes used in brochures, annual reports, newsletters, and grant applications to publicize the Program and raise funds for operations. Past photo albums are kept in the Artists' House library. Participation is optional, so please inform staff of your preferences regarding use of your image.

Artist Pages

We ask every artist who comes to Djerassi to leave behind an "Artist Page," which is an 11" x 14" drawing, painting, collage, notation, score, or text created in a reflection of your time here.

Archival paper for creating your Page is available in the Ranch Office. Currently, we have over 2,000 Artist Pages in the archive. There are examples of Artist Pages hanging over the fireplace in the Artists' House and in the McElwee Barn kitchen. We ask that you add to this collection as a lasting legacy of your stay at the Program. Selected pages are reproduced for sale/auction to advance the Program—with your permission.

Evaluations

Each artist is asked to complete an online evaluation form at the end of your residency. Your feedback helps us improve the program and meet the needs of resident artists. We also use your words for publicity and fund-raising: thoughtful responses are appreciated! Please complete this form the MONDAY before you leave.

CONSERVE AND SUSTAIN

Part of the mission of the Djerassi Program is to *preserve the land on which the Program is situated*. While you are residents here, please do your part to help us conserve our resources and steward our land. Here are some ways you can help:

- ◇ Conserve Electricity: A significant portion of our budget goes to lighting, heating and cooling space. Please turn off all lights at the end of the night or when you are not using them. Keep your thermostat at a reasonable temperature and use electric heaters sparingly. Shut down communal computers when not in use.
- ◇ Re-Use: If you are printing drafts, try using scrap paper or recycle your one-sided printed materials. Use empty food containers for paint, glue, or other art supplies. Please reuse paper and bags when possible.
- ◇ Recycle and Compost: Mixed recyclables go into appropriate receptacles. Please break down the boxes. Put your food scraps in the green compost bin, rather than the trash.
- ◇ Be "green" in the products and materials you use: If you need toxic materials for your work, please us

WATER

The Djerassi Program is lucky to have a constant supply of fresh spring water. This water comes from a horizontal well in the hill behind the Artists' House. Please help us conserve this essential resource. Here are some favorite tips from <http://wateruseitwisely.com>:

- ◇ Toilet leaks can be silent, but costly. We once lost half of our water storage tank overnight due to a leaking toilet! **Alert staff immediately** if you hear a gurgling noise coming from the toilet, or see ripples on the surface when it should be calm.
- ◇ Dishwashers use less water than washing dishes by hand.
- ◇ Run the washer and dishwasher only when they are full. We can save up to 1,000 gallons a month.
- ◇ Washing clothes in cold water saves water and energy and helps your dark clothes retain their color.
- ◇ Shorten your shower by a minute or two, and you'll save up to 150 gallons per month. Better yet? Shower every two or three days. You're in the country with environmentally-conscious friends!
- ◇ Turn off the water while you brush your teeth and save up to 4 gallons a minute. That's up to 600 gallons a week for a residency cohort of 12!

IN THE BACKYARD

Due to unsafe conditions, please limit your walking to established trails on the Djerassi property. Contact staff if you have questions.

Sculpture Program

We have more than sixty site-specific sculptures at the Ranch. The work is constantly changing as the environment alters existing works and new pieces are created by artists-in-residence. A map and information will be distributed during our orientation hike (extra copies are in the Ranch Office). Program staff members and volunteer docents conduct tours of this collection for the public, usually twice a month. We will notify you in advance when these tours are scheduled and will attempt to avoid any disruptions.

If you would like to add an installation or sculpture to our sculpture collection during your residency, please meet with the Resident Manager and request a copy of the *Sculpture Installation Request Form*. **We require all proposals to be submitted in the first two weeks of your residency.** The larger the installation, more time will be needed. Do not start on any intended installation until it is approved.

We hold the visual arts rights to all pieces on the property. Please share your pictures on social media—we only ask that you identify the artist, piece, and tag Djerassi Resident Artists Program.

FLORA AND FAUNA

Our property is rich with biodiversity. We are documenting this through the app, iNaturalist. Consider downloading the iNaturalist app onto your smartphone prior to your arrival to add your observations to our project, "Djerassi Resident Artists Program" during your residency.

Being immersed in the local flora and fauna is a wonderful part of living here at the Ranch. Because the property is relatively undisturbed by human impact, wildlife is abundant! The following are things we feel you should be aware of while hiking and exploring the land.

Poison Oak

Poison oak is one of the first plants outdoor volunteers should learn to recognize. It grows in a variety of forms, from shrub, to vine, to ground cover. Commonly identifiable features are the triple leaf pattern, prominent veins, and shiny leaf surfaces. In spring and summer, the leaves are green. During the fall, the leaves turn reddish and then fall to the ground, leaving just the stems, which have a smooth tan surface.

You can get poison oak from contacting any part of the plant – leaves, stems, and even roots. The cause of the itchiness is urushiol, oil that flows through the entire plant.

People vary in the intensity of their allergic reactions to poison oak. Just because you have not been afflicted yet, doesn't mean that you never will. The best way to keep from getting poison oak is to avoid it. If you do come in contact with the plant, wash the affected area with cool water as soon as possible. Over-the-counter poison oak soaps are available from your local pharmacy. Also wash any tools and clothing that has come in contact with poison oak. Urushiol oil can remain potent on unwashed clothing for up to a year.

Rattlesnakes

The western rattlesnake is the only venomous snake native to San Mateo County. It has a rather short body, seldom exceeding four feet. Its color varies from tan to gray, with a pattern of darker diamond shapes on its back. Other distinguishing characteristics are a thick body, a triangular-shaped head, and rattles at the end of its tail. This snake is quite secretive and elusive, but it will usually strike if stepped on or picked up. Snakes in this area are active about April through October. If you encounter a rattlesnake, give it a wide berth. Chances are that it will move away when it becomes aware of your presence.

When hiking or working in rattlesnake areas, remember to:

- Stay on designated trails and scan the ground ahead as you walk.
- If you hear rattling or buzzing nearby, stop and locate the source before moving on.
- Do not reach into bushes or behind logs or rocks you cannot see.
- Wear long pants and boots.

If a rattlesnake bites you, try to remain calm, keep the injured area still and at or below the level of the heart if possible. Remember that not all rattlesnakes will inject venom when biting their victim; however, you need to seek emergency medical treatment as soon as possible for safety purposes. You should **NOT** apply ice, cut the wound or use a tourniquet.

Yellow Jacket Wasps

Wasps are among the beneficial insects around. They also help control the population level of other insects by feeding on them. There are many different types of wasps. The yellow jacket wasp forms a paper nest in the ground, usually in the burrow of a small mammal. Wasps aggressively defend their nests and most people are stung when they disturb a nest. They are most active in late summer and fall.

When wasps sting, they do not leave behind a singer or poison sac. Wash the sting site with soap and water and ease the pain with a cold pack. If you are allergic to bees or wasps, have major swelling, or multiple stings, seek medical help immediately.

Ticks and Lyme Disease

(Information excerpted from the brochure *Lyme Disease in California*, published by the California Mosquito and Vector Control Association, Inc.)

Lyme disease is a bacterial disease transmitted to humans and animals by the bite of a western black-legged tick. Not everyone who gets bitten by a tick will contract the disease, because only about 1 to 2% of the adult western black-legged ticks in California are infected with the bacterium that causes the disease. Evidence indicates that the bacterium is usually not transmitted to humans until the tick has fed for several hours.

If bitten by a tick you should:

- Grasp the tick with a tissue or tweezers, (not with your bare hands) as close to your skin as possible. If ticks are crushed with bare fingers, exposure to the tick body fluids may lead to transmission of the disease organisms.
- Gently pull the tick from the skin. Do not twist or “unscrew” the tick.
- Apply an antiseptic to the bite area removing the tick. Wash your hands with soap and water.
- Save the tick for identification. Contact Djerassi staff or your local Vector Control or health department to determine if the tick is one capable of transmitting Lyme disease.
- If the tick cannot be removed or part of it is left in the skin, consult your physician.
- A normal reaction to a tick bit may include a small red or brown spot where the tick was embedded and a swollen, tender area around the embedding point. This red, swollen area does not spread, and usually disappears within 2 to 3 days.
- An early sign of Lyme disease may include a spreading rash, which may be accompanied by fever, aches, and/or fatigue.

In order to protect yourself from tick bites:

- Make use of our natural clove spray before hiking. This is very effective in repelling ticks. You can find it in the Shop area.
- Wear long pants and long-sleeved clothing and shoes covering the toes.
- Wear light colored clothing so ticks can be easily seen and removed before they become attached to the skin.
- Tuck pants into socks or boots, and shirt into pants.
- Use insect repellent on shoes, socks, pants, and shirts.
- Thoroughly check yourself for ticks during or after returning from a hike

EMERGENCY INFORMATION

Please familiarize yourself with emergency procedures and protocol during your first few days. There is a binder with specific emergency information, along with emergency food and supplies, stored in the Emergency Group Kit in the Artists' House laundry room. **Every studio has a red backpack for each artist with emergency supplies should a sudden evacuation occur.** Get to know your surroundings so that you can be calm and confident in an emergency situation. **ALWAYS CALL 911 first** – emergency personnel can be here within 25 minutes.

First Aid

First Aid kits are available in the Artists' House kitchen and by the extra sinks in the common area of the McElwee Barn. If you use the last of anything or we are running low, please inform the staff.

Our emergency meeting location is: front driveway outside shop area

Fire

If you see or smell fire, take action immediately. Call 911 in the case of immediate danger. If you notice smoke or suspect fire, call the King's Mountain Fire Department at (650) 851-8897. Fire extinguishers are located throughout facilities- take note of their locations. Also, identify the locations of our hydrants and garden hoses. Be aware of the following:

- ◇ **McElwee Family Artists' Barn Alarm System:** The McElwee Barn and Middlebrook Studios are fitted with an automated fire alarm and sprinkler system. When the sensors detect smoke, the alarms will sound, and the fire department will **immediately** be contacted. The mainframe panel for the system is located in the hallway outside the kitchen, across from the door to Studio A.
- ◇ **In the case of a false alarm, please act quickly** so that the fire department will not have to make an unnecessary trip to the Ranch. Silence and reset the alarm yourself by following the procedure written on the panel. It is imperative that Ringhammer Security (**800-662-1711**) be notified when the alarm is triggered; only they can override the system's signal to the fire department. In order to address any problem, they will need our account number, which is: **RHSP4154**. If you panic at the alarm and cannot do this, immediately call a staff member.

Earthquake

The Artists' Ranch is located near a major fault line where earthquakes are common. In the event of an earthquake, a dangerous situation can be avoided by advance emergency preparedness and by remaining calm in the moment. Review this safety procedure so that you are prepared to handle an emergency and be mindful not to panic. If everyone follows these guidelines, our property will be one of the safest places to endure a severe earthquake.

General guidelines for riding out an earthquake are as follows:

- ◇ If you are inside, stay inside. Find a sturdy place where you can brace yourself, such as under a desk or table, in a doorway, hallway or corner. Stay clear of windows, mirrors, skylights, bookcases and other potentially dangerous, falling objects until the shaking stops.
- ◇ If you are outdoors, stay there. Move away from buildings, trees, and power lines. Move towards shelter only when the earthquake is over.
- ◇ If you are in your car, pull over and stop. Try not to park under transmission wires or trees. Stay in your car until the earthquake is over.
- ◇ When the shaking has subsided, someone (preferably a staff member) should evaluate and consider turning off the water, gas, and power.

SOCIAL MEDIA

In spite of our remoteness, you can still find us online! Follow along, tag, share, and engage!



@DjerassiProgram

ITEMS AVAILABLE FOR PURCHASE

Djerassi Program T-shirt	\$25.00
Djerassi Program Tote	\$10.00
18 Days in June Book: New	\$40.00
Loose Djerassi Postcard	\$0.25
Ream of Paper	\$4.00
Photo Paper	\$1.00 per sheet
Envelope: Business Size	\$0.10
Envelope: 6" x 9"	\$0.50
Envelope: 9" x 12"	\$0.75
Bubble Mailers	\$0.75
Stamps	As priced
Batteries	\$0.50
Blank CD	\$0.75
Blank DVD	\$1.00
Toothbrush and Toothpaste	\$2.00
Phone Cards	As priced
Photo Printing 11x14"	\$2.00 per print (not including Artist Page)

These are additional numbers you may need during your time at Djerassi.

Important Contacts

EMERGENCY	
<p>IN AN EMERGENCY, CALL 911 FIRST Djerassi Emergency Phone: (408) 660-3779</p> <p>Must Give Address: 2325 Bear Gulch Road WEST and Gate Code: #1950</p>	
Medical Care	
Stanford University Hospital Emergency Services	(650) 723-5111
Seton Coastside Medical Clinic Emergency Services	(650) 563-7100
Palo Alto Medical Foundation (Urgent Care)	(650) 321-4121
Kaiser Permanente Redwood City Emergency Services	(650) 299-2200
Kaiser Permanente Redwood City After-Hours Clinic	(650) 299-2015
Fire Department: Kings Mountain Fire Brigade	(650) 851-8897
Sheriff: San Mateo County Sheriff's Office Patrol Bureau	(650) 363-4763
Other	
California Poison Control	(800) 222-1222
Ringhammer Security (Fire Alarm) ACCT #RHSP4154	(800) 622-1711
San Mateo County StarVista Crisis Line	(650) 579-0350

