



#### Notes for Holding Your Event at the Farm:

- Rental of the farm for your event generally includes access to the dairy barn, Learning Garden, nature trail, and lawn area with picnic tables.
- The dairy barn has an upstairs great room – formerly the hay loft - that can accommodate 50 people. It also includes our ADA-compliant bathroom and break room with small refrigerator, microwave, toaster oven, coffee maker, tea kettle and sink. This refrigerator is not meant for storage of large amounts of food; guests should make sure to have coolers on hand as needed.
- There are always first aid materials in the bathroom and fire extinguishers are available on both levels of the building, as well as the kitchen.
- The dairy barn also has wi-fi along with a projector and screen which can be utilized for business meetings and presentations as needed.
- Guests are permitted to use the folding tables, chairs and 10x10 tent for their event. Guests are responsible for the set-up of all tables and chairs. Tables, tent and chairs should be cleaned and returned to the dairy barn at the conclusion of your event. There are eight 6' tables and 48 folding chairs.
- We are a green organization; we encourage you to bring your own reusable plates, silverware, cups, and paper towels if you want them.
- You are responsible for all event clean up. This includes sweeping the floor (tools and materials provided); wiping down the sink, counters and tables; composting food scraps in the designated buckets, putting recycling in designated bins, and bagging up trash.
- When leaving, please close all doors, windows and gates and turn off all lights/power.
- Respect all people, animals, plants, and buildings.
- Leave everything as you found it.
- Do not unlock gates or climb on fences or farm equipment.
- Do not feed the animals with people food, grain, or hay. You may however give them any grasses and weeds that you pick from outside their enclosures. Keep your hands flat while feeding the animals.
- Chaperone children at all times.
- The following areas are off limits: greenhouse, high tunnels, the growing fields (unless escorted during a farm tour) storage and tool sheds, farm house, and barn office.
- Please stay off the ladders in dairy barn.
- Do not litter or smoke on the premises.
- The Farm often remains in operation during events; please remind guests not to block driveways or gates. Additional parking is available along Ford Street and in the empty parking lot at Ford Street and Ford Road, both adjacent to the farm.