Hanley Farm Operational Guidelines

Hanley Farm is a living history site of the Southern Oregon Historical Society whose programs and activities make history come alive to the communities we serve. Although Hanley Farm’s primary purpose is educational, it is made available to the community for special events supportive of the society’s mission.

1. Areas of Responsibilities:
The Board of Trustees or its officers develop and approve long-term arrangements such as the lease of property for agricultural purposes or major facility improvements. Shorter term usages are governed by contracts and use agreements.

The Farm Operating Committee, a standing committee of the SOHS Board of Trustees, supports and oversees day-to-day management of the property, its employees and volunteers. The committee works in close collaboration with the Board of Trustees, the Society’s Curator, and the Collections Committee (see Section 10).

2. The Role of the Farm Managers:
The farm managers serve as the face of the society in its dealings with guest groups and individuals. They oversee the safety, security and maintenance of the farm and work with SOHS Committees to help them accomplish their goals. Farm managers coordinate day-to-day work of garden and maintenance volunteers and workers who are not under the oversight of the Family Nurturing Center.

2. Operational Oversight

The Farm Operations Committee, of which the farm managers are members, directs the implementation of its farm-use guidelines, contracts, and use agreements. It recruits and supports volunteers who maintain the grounds, gardens, and equipment. It also assigns the storage spaces for different purposes.

1 These guidelines were developed by the Hanley Farm Operating Committee and approved by the SOHS Board of Trustees on __10/24/2018__
Society standing committees are charged with the preparation and presentation of society events for the farm found in the SOHS Master Event Schedule. These committees assure that society volunteers assisting them observe these guidelines.

3. Program and Event Scheduling
The annual calendar of society Programs for society membership or the general public are approved by the Board of Trustees and published in the society’s annual Directory. Hosting these educational events is a primary mission of Hanley Farm.

4. Special Contracts
The City of Central Point has a use permit allowing community members to garden in a designated area of the farm. This usage is governed by the terms of their contract and these guidelines.

The Family Nurturing Center works under a contract with SOHS to farm the agricultural lands and stock areas of Hanley Farm as well as offer special programs and private events for its clients. This activity is governed by the terms of its contract and these guidelines.

5. Private Events
Private events are scheduled through the SOHS Office and are governed by their use agreement. When such events occur, roads leading the reserved area will be closed to vehicles and marked with signage reading “Private Event – Guests Only.” During such events, SOHS personnel or others should not be on the property without prior arrangement with the farm managers and their presence is limited to areas outside the rental area. Vehicles should use the farm access road and personnel should strictly avoid the designated rental area. Activities performed during special use times are limited to essential agricultural activities or maintenance activities. Noise-generating equipment should not be operated. Unauthorized persons will be asked to leave the property. Apart from emergency situations, repairs, pickups, and deliveries should not be scheduled during private event hours.

6. Access Hours
Farm gates are normally kept open by the farm managers from 8am to 5 pm, Mondays through Fridays, or during other daylight hours by prior arrangement. During open hours, a message should be left with the caretakers when society volunteers are coming onto the farm to work.

Work outside of normal open hours needs prior authorization by a farm manager.

The farm gates are normally locked on Saturdays and Sundays, but the farm may be accessed by staff and society workers by advance arrangement with a farm manager.

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2 These activities might include such things as watering, feeding of livestock, curatorial work inside Hanley House, and movement of vehicles on and off the property such as the fire engine or dumpster. Typically, closure for large special events such as weddings extends from 4pm Friday to 11am Sunday. During these events, the pavilion or back lawn area should not be used for rest room access.
7. **Set Up and Take Down of SOHS Events**

Set up normally takes place one day prior to SOHS Events, with the exception of some larger programs. Committee chairpersons or event coordinators need to check with a farm manager to avoid schedule conflicts with the Family Nurturing Center as regards the use of areas such as the pavilion or access to farm vehicles.

Whenever possible, event items and equipment should be returned to their designated storage area within a day of that event with the goal of keeping venues attractive for visitors to the farm.

8. **Building Security**

Most facilities at the farm are locked when not in use. Keys can be accessed by approved personnel from the Farm Office through a farm manager and should be returned immediately after use.³ A limited number of keys are issued by the Operating Committee and recorded on a key list posted in the farm office. (Farm Office is located next to the permanent restrooms.)

9. **Restrictions**

Dogs, apart from legally-designated service animals, are not allowed on the property.

No smoking or vaping is allowed on the property.

Visitors may not bring firearms or explosives onto the property.

With the exception of temporary Loading zones, access roads and shoulders along the roads in the historic core need to be kept free of parked vehicles.⁴

Parking or driving on the lawns is not permitted.

10. **Protection and Conservation Procedures**

Preservation of the historic fabric of the buildings, grounds, and artifacts at Hanley farm is the foremost responsibility of those who all serve or visit Hanley Farm.

The SOHS Collections Committee will make recommendations about the use of donated items with “significant hands-on interpretive value,” and their maintenance.⁵ Artifacts may be donated or purchased for use at the farmstead as part of the SOHS Education/Prop collection.

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³ Within the historic core, short-term loading zones are located on the graveled roadway aprons in front of the pavilion, in front of the Hanley Mercantile, and in front of the Shop/Granary buildings. Normally, employees and workers park in the main (front) parking lot or in area just west of the Sequoia Tree in the equipment parking lot along the farm access work road.
The Curator will maintain detailed inventories of artifacts at the site, comparing them with records assembled during the 1982-92 farm preservation period. The Farm Operating Committee is charged with assuring that there are systematic inspections of all structures and outside storage or display areas, reporting to the Curator any issues impacting historic structures or landscapes. The Curator will annually inventory the landscape flora and recommend to the Farm Operations Committee any suggested significant shifting of plantings caused by changes in shade patterns or health of the plantings, with the objective of assuring that historic plants are moved to more favorable sites or appropriately replaced.

The Curator will maintain records of artifacts brought to the Farm from other SOHS collections or loaned from other museums for specific exhibits and assure their return on completion of the loan.

When farm equipment is offered to the Museum, the Curator will consult with the Collections committee on whether to recommend acceptance of the gift, and whether the machinery is suitable for becoming part of the Historic Register Collection for use on the farm. An assessment of the impact of appropriate storage/display space, estimated restoration and maintenance costs as well as the impact of adding artifacts not part of the original Hanley Farm collection will be considered before accession of any artifact at the site. Current SOHS Collection Policy on acquisitions will be followed.

Objects found on the farm by tenants, visitors, volunteers and employees will be handled in keeping with the current Hanley Farm Archaeological Rules and Guidelines. The Farm Operating Committee and Curator will assure that tenants, volunteers and employees are periodically trained on these guidelines. Oregon laws on cultural resource protection guide SOHS in managing this site. The current edition of the Secretary of Interior’s Standards for Treatment of Historic Properties provide additional guidance for treatment of the Farm’s historic structures.

Any person who is excavating and accidentally exposes a prehistoric or historical American Indian artifact on the farm will stop excavating and notify the Curator of Collections, who will notify the most appropriate Indian tribe. If the excavation accidentally exposes human remains, all excavating will cease and the Oregon State Police, the State Historic Preservation Office, the appropriate Indian tribe, and the Commission on Indian Services will be notified by the Curator as required by ORS 97.740-990. Current SOHS rules and guidelines will be reviewed annually by farm staff and volunteer leaders.

11. Observance of these Guidelines

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5 SOHS Collections Policy, undated, page 2.
6 ORS 97/740-760; ORS 358.905-961; ORS 390.235. See OAR 736-051-0080 et seq. for state rules for archaeological permits.
Issues that arise in implementing these operational guidelines should be referred to the Farm Operating Committee for resolution and in some cases may require further action by the Coordinating Committee and/or Board of Trustees.

Farm Operations Committee/October 23, 2018
The Committee met at Hanley Farm at 8:30 am on Tuesday, October 23. Present were Paden Vogt, Larry Mullady, Ron Hillers, Tam Moore, Marc Miller and Lindy Matthews. Greg Applen and Scott Henselman were unable to attend.

1. Operating Guidelines
The committee completed work on Hanley Farm Operating Guidelines for submission to the Board of Trustees for approval. The guidelines are intended to facilitate the smooth running of the farm in light of the high levels and variety of activities now occurring.

2. Key List
A list was prepared of all those individuals who have been assigned keys by the committee. Master sets of keys are maintained in the office and by the farm managers. The list will be posted in the Farm Office and updated as needed.

3. Photo permission policies.
It was agreed that the current policies for commercial photograph now in place are appropriate. There are no restrictions for visitors who wish to take photographs or videos for personal, non-profit use apart from the prohibition on the use of flash within the Hanley House.

4. Electrical Upgrades
The committee agreed that because of archeological issues with running underground lines to the hoop house area it would be satisfactory to upgrade the current line running overhead from the cottage to the hoop house.

Larry noted that farm needs to retain a 200-amp power source within access to the stage area used by the Roots music festival. If the source at the hoop house is decommissioned, alternate outlet areas are the water tower of the front barn. He raised this issue with Hamcon Builders, our electrical contractor, during a recent walk through, but the outlet does not appear in the first-priority bid proposal.

5. Main Gate Safety
The committee will be reviewing the need to widen the east entrance gate to permit direct bus access onto the grounds. At this time, large busses must make an initial move to the gate and then back onto Hanley Road to align themselves with the narrow entry space.

6. Budget for 2019
The committee’s proposed budget for the coming year still needs to be finalized.

7. The meeting concluded at 10:05 am. December Tuesday meeting TBA.

LM 10/24/18
SOHS Event Report Form

Name of Event: Hanley Haunted Field Walk

Dates: October 13, 20 and 21, 2018

Sponsoring Committee: Hanley Event Committee

Event Coordinators: Larry Mullaly and Cyndi Noyes

Phone: 541-531-1436

Email: lmullaly@jeffnet.org

OVERVIEW

Event Description:

The seventh annual old-fashioned Haunted Field Walk is a drama co-produced by the Southern Oregon Historical Society and Crater Renaissance Academy. This year’s production involved 40 SOHS volunteers and 30 high school actors, dancers, and technical support persons.

Total number of paid attendees was 650 persons across the three evenings.
**Earnings and Expenditures**

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**Highlights and comments:**

The 2018 Haunted Field Walk, favored by good weather, was very successful. A cast of 30 students, presented an eerie tale set in a fictitious 1881 Jacksonville, entitled “The Mystery of the Lady in Black.” The story, rendered in folk-tradition style, unfolded in six scenes staged along the walk during which the chilling mystery gradually unfolded. It culminated with a monster/clown dance scene in the old barn.

The demographics of this year’s event were surprising: In all there were 414 adults vs. 136 children. Many attendees were young adults in their twenties and thirties. All three performances sold out prior to the first evening, largely due to Facebook advertising. Response of attendees was universally positive. Most had never been to Hanley Farm before, and in the opening remarks effort was made to introduced them to the site and role of the society.

The performances involved a heroic effort by the students who performed their parts 47 times (!) in the course of three evenings to groups averaging 15 persons apiece. Leading parts were played by Crater Renaissance Academy juniors and seniors. Many of the lantern-bearer actors leading 15-person groups through the dark fields were only 14 years old. A special word of appreciation to the troupe’s outstanding director, Matthew Reynolds. The focused professionalism of the cast was impressive as always.

With the help of SOHS volunteers, crowd handling went smoothly. A dozen volunteers assisted in three weeks required for field set up, with another 25 working during the 7pm to 9pm performances. Food service was excellent. Farm managers Marc and Lindy prepared food for sale and grossed $700. Special thanks are owed to Family Nurturing Center (15 courtesy tickets were provided) for preparing the cornfield for our use.