



## **General Information on the Accommodations & Facilities at the Highlights Foundation Retreat Center**

### **Lodging**

Accommodations at The Highlights Foundation's retreat center, also known as The Barn at Boyds Mills, include private cabins, a lodge with eight bedrooms, and an historic farmhouse with five bedrooms. All lodging options include private baths. Some rooms will accommodate double occupancy (please ask if this is what you are looking for). For pictures of each option, please visit <https://thebarnatboydsmills.com/accommodations/>.

Rooms are well furnished and have heat and air conditioning. Soap, shampoo, hairdryers, bug spray, flashlights, and umbrellas are provided, as are towels and bedding. (You may want to bring your slippers)

### **Location**

We are located at 362 Boyds Mills Road, Milanville, PA 18443. Please note that we are about 10 miles from the nearest grocery or drug store. The roads approaching the retreat center are rural (and some may be only gravel, depending on the direction you are coming from). Cellphone reception in the last few miles before you reach us can be spotty.

### **Hospitality**

Our wonderful hospitality staff are happy to help make your stay as comfortable and productive as possible. They can help with any specific needs while you are here.

Staff is typically on campus from 6am until 8pm. You can check with them in the Barn if you need anything. For after-hours emergencies, you will find phone numbers to call posted around campus, including on your room sign.

### **The Barn**

Meals and most meetings take place in The Barn, our main meeting space (unless your workshop schedule says otherwise). The Barn is a short walk from all lodgings and is open 24 hours. There is a loft in The Barn which offers a quiet, comfortable writing space.

### **Property**

The campus has grass and dirt paths. Often, with rain or dewy morning grass, your shoes will get wet. Comfortable and waterproof shoes can make a huge difference for your stay!

The property is situated on 1,300 acres of beautiful lands. There are walking trails in the woods, as well as quiet walks along the rural roads adjacent to the campus. The trails may be wet or muddy

(depending on the time of year), so please bring appropriate footwear. We recommend that you be prepared to wear long pants in the woods, to reduce your exposure to ticks. From many years of experience, we find that the best practice is to tell someone before setting out on a hike and carry a phone in case you get lost. Please check the provided trail map and stick to the marked trails (there are a number of old logging roads that are not marked, which will lead you off the property).

Campus attire is casual. Plan to enjoy fresh air, a variety of wildlife, and good country living!

### **Arrival**

Check-in is 3-5pm. When you arrive on campus, you are welcome to go directly to your lodging or to come check in in The Barn. If the key is in the lock of your lodging, and there is a sign with your name posted outside, it's all ready for you! If you are early, we invite you to find a comfortable spot on campus to relax (The Barn, The Granary, The Lodge Great Room, etc.) until your lodging is ready. Your name tag will be inside your room. Please wear it at all times for staff and guests to be able to identify you.

### **Parking**

Please leave your car either in the overnight parking lot (see the map) or the parking area near The Barn. You are welcome to drive up close to your lodging on the gravel road to load or unload and then move your car to a parking spot.

### **Meals and Snacks**

Generally, meals include dinner on the day you arrive and lunch on the day you depart (on a rare occasion a workshop schedule will be different, so please confirm on your schedule).

Most of our meals are served buffet-style. You are welcome to eat in The Barn with others, eat outside (weather permitting), or take your meal to your room or another private place.

The Barn is always open. Snacks, beverages, and ice cream are available around-the-clock. Beer and wine are available during appetizers and dinner.

### **Meal Times** (unless noted otherwise in your workshop schedule)

- Breakfast: 8 – 8:45 am (coffee/tea available at 7:30am)
- Lunch: 12 – 12:45 pm
- Appetizers: 5:30pm
- Dinner: 6 – 7 pm

### **Internet and Phone**

Wifi is available throughout campus. It is pretty good, but not lightning fast as we're in a rural area. The password is **highfive**.

We have a landline in The Barn if you need to make a call. The phone number at The Barn is 570-729-7903. If you want to use your cellphone, be aware that AT&T works well. Verizon and other services are limited.

### **Computer and Printer**

There is a computer and printer in the living room of The Barn. You can connect your computer wirelessly to the printer or use the computer. There is also a printer in The Lodge.

### **Campus Store**

There is a store in The Barn where you can find some great books, t-shirts, mugs, and other items. All sales benefit the Highlights Foundation. We certainly appreciate your support.

### **Departure**

Check out of your lodging is at 11am, though we invite you to stay through lunch, or later. Please leave the key in the door. The housekeeping staff may be in your lodging after 11am.

**If you are taking advantage of one of our shuttles:** Please be prepared to be picked up from the Barn with your luggage at your scheduled shuttle time! If you need any assistance getting your luggage from your lodging to the Barn, let any of our staff know—we're happy to help. If you need somewhere to store your luggage between checkout and your shuttle time, feel free to use the porch of your lodging, the covered patio beside the Barn (weather permitting), or the library.

### **Anti-Harassment Policy and Code of Conduct**

The Highlights Foundation is committed to fostering a diverse, equitable, and inclusive environment. We recognize the rich cultures and experiences that define our world. Many great accomplishments come from a diverse mix of ideas, backgrounds, and life events. We believe we gain strength from embracing these differences and celebrating the qualities that make each person unique. This is an integral part of who we are.

As an organization, we welcome ALL creators, their work, and their voices. We do not discriminate based on race, color, ethnicity, national origin, religion, sexual orientation, gender, gender identity (including expression), neurodiversity, disability, socioeconomic status, age, caste, geography, appearance, linguistic or cultural identity, veteran status, marital status, or political belief.

We ask that you approach your visit with no hate, no harm, and no harassment. Our code of conduct and anti-harassment policy are posted throughout campus. Please take the time to familiarize yourself with these policies before you arrive.

Anti-harassment policy: <https://www.highlightsfoundation.org/anti-harassment/>

### **Questions**

Please feel free to call us during normal business hours. 570-253-1192. For after-hours emergencies, please contact George Brown 570-470-5404 or Dan Drake 570-470-4929.