



Amenity Usage Guidelines

Revised: November 2023

AMENITY USAGE GUIDELINES

The Willowsford Conservancy has a mission to protect our land and promote conservation and sustainable farming so that our community discovers a deeper connection to nature and each other. In the Conservancy's 2023-26 Strategic Plan, the following three values are outlined:

Engagement

Willowsford Conservancy engages residents and the broader community about the importance of conservation and farming and values the engagement and support of the community with our efforts.

Health & Well-being

Willowsford Conservancy promotes the health and well-being of its residents, its staff, its ecosystem, and the world impacted by those groups. Lives should be improved by living in Willowsford.

Stewardship

Willowsford Conservancy embraces our responsibility to preserve and enhance the land and community resources with which we have been entrusted, for today and future generations.

It is within this framework that the Conservancy stewards the land and produces from the farm in partnership with Willowsford residents.

I. PURPOSE

- A. The Amenity Usage Guidelines ("Guidelines") provide guidance for how residents and their guests can best connect to nature and the farm through Willowsford Conservancy's (the "Conservancy") natural resources and physical amenities.
- B. The Guidelines are a living document which will be included as an Appendix to The Willowsford Homeowners Association Amenity Usage Guidelines and also be available as a stand-alone document on the Conservancy's website.
- C. When used in the Guidelines, the term "Amenities" refers to all Conservancy land within Willowsford, including, without limitation, the Farm, trails, camping facilities, open spaces, and all Conservancy buildings. "Amenity" might refer to one such resource or facility on Conservancy land.

II. USE DISCLAIMER

- A. Use of the Amenities constitutes acceptance by all persons utilizing the Amenity of the following disclaimer:

I/We release, discharge and waive any and all responsibility of, and hold Willowsford Conservancy, its board of directors, officers, and employees harmless against any liability or injury, up to and including death, and for any damage to or loss of property which may be suffered arising out of or in any way connected with the participation in any Conservancy program or event, or use of any Amenity or appurtenant equipment.

All residents and guests participating in any Conservancy program or event, or utilizing any Amenity or appurtenant equipment do so at their own risk and, by such participation or use, assume such risk, and agree to abide by the Guidelines and any other rules regarding the program, event, or Amenity. Residents are responsible for the actions of their children and guests.

III. GENERAL AMENITY USE GUIDELINES

A. OVERALL GUIDELINES

1. Conservancy board of directors, officers, employees, and staff (collectively, the "Conservancy Staff") shall have the authority to temporarily close any Amenity, or any portion thereof, for maintenance, repair, health, safety, emergencies or other reasons as the Conservancy Staff may deem appropriate, and will seek to reopen the Amenity as soon as corrective action has been taken.
2. The Conservancy shall not be responsible for any articles or personal property that are abandoned, stolen, damaged, or missing from the premises.
3. All persons shall use the Amenities including furniture and equipment safely, as intended and with care. Failure to do so may result in monetary charges for damages.
4. Conservancy Staff and their immediate family members are permitted to use the Amenities.

B. FOOD, BEVERAGES AND ALCOHOL

1. Residents are encouraged to enjoy the Amenities for picnics and other gatherings and are welcome to bring their food and beverages.

2. The possession and consumption of alcohol beverages is permitted only in the Camping Amenities (Grant Family Campsite and Hidden Meadows) and at Cedar Pond Pavilion when the facility is booked. Notwithstanding the foregoing, there shall be no possession or consumption of any alcohol beverage by any person under the age of 21. Offensive or disruptive behavior will not be tolerated. Anyone in violation of these rules may be asked to leave the premises.

C. SMOKING

1. No smoking of any kind, including any use of e-cigarettes, vapor pens, or other similar items, is not permitted on Conservancy trails nor Open Space and is not permitted at the Farm. This is due to the healthy and wellbeing of our staff and also residents and guests, but also to prevent wildfires and litter which can harm wildlife.

D. REFUSE

1. Residents and their guests are required to keep the Amenities clean and pleasant by disposing trash and recycling in appropriate receptacles. If there are no trash/recycling facilities (or if they are full), residents and guests are asked to carry out their trash/recycling. This applies to all trails, camping amenities, indoor amenities, and open spaces.

E. PARKING

1. Parking violations are subject towing, immobilization and/or other action by the Conservancy. Payment of any fees or charges in connection with towing, immobilization and/or other action shall not be the responsibility of the Conservancy.

2. Parking is permitted only in the designated parking lots and other areas identified for parking. There shall be no parking in "no parking" areas, or in any manner that restricts the normal flow of traffic.

3. No vehicles other than those displaying valid handicap parking identification shall be parked in any designated handicap parking space.

4. Commercial vehicles, including trailers, are permitted to temporarily park in the designated parking lots while making deliveries. Commercial vehicles are permitted in non-designated areas for loading and unloading only.

5. Trailers, campers, and RVs are not permitted to use the Willowsford parking areas at any time without prior written approval of the Conservancy.

6. The Conservancy shall not be responsible for any damage to vehicles parked on Conservancy property, or for any lost or stolen valuable or belongings.

F. **MOTORIZED RECREATION VEHICLES**

1. ATVs, dirt bikes, golf carts, and similar motorized recreation vehicles are not permitted on Conservancy Open Space, such as meadows and fields, and on the trails.

2. Conservancy Staff are allowed to use ATVs in discharge of their duties.

G. **FIREARMS, EXPLOSIVES, AND OTHER WEAPONS**

1. Weapons of any kind are prohibited anywhere on Conservancy property except those permitted in the Deer Management Program or as needed by Farm staff.

H. **SALES**

1. No commercial advertisements or commercial/non-commercial flyers shall be posted or circulated in or around the Amenities without the prior written approval of the Conservancy.

2. No person shall engage in the sale of goods, produce, food, beverage, or any similar items without the prior written approval of the Conservancy.

I. **PHOTOGRAPHY AND VIDEOGRAPHY**

1. Residents and their guests, including professional photographers, may take photographs and/or videos on Conservancy property, including trails, camping facilities, and the Farm Stand.

2. Photography/videos may not take place in working areas, such as our maintenance structures or hazardous settings unless the photographer is granted permission.

3. Use of the “Willowsford Conservancy” or “Willowsford Farm” names may be used in the description or title of the photo or video. Permission to take photos/videos on Conservancy land does not constitute permission to use the Willowsford Conservancy or Willowsford Farm logo.

II. AMENITIES & NATURAL RESOURCES

A. ARCHERY RANGE

1. The Willowsford Archery Club maintains the range on Conservancy land. Only members of the club and their guests are allowed to enter the range. All rules and guidelines set forth by the club must be followed.

B. BEE-KEEPING FACILITIES

1. Bee-keeping facilities are maintained at the Grange Farm and Grant Farm.

2. Residents and their guests shall not tamper with the beehives or interfere with the bees or any work by the beekeepers, so as not to disturb the bees and also so you are kept safe.

C. BOATHOUSE

1. Conservancy Staff use the Boathouse, which is owned by the Willowsford Homeowners Association, Inc., as their main office space. It is intended that residents can stop by and ask questions. Conservancy Staff may also hold events and programs in the Boathouse to engage the Community.

2. The Conservancy may provide the Boathouse to residents and partner organizations for events or meetings aligned with the Conservancy’s mission on a case-by-case basis.

3. All scheduled activities and events require prior written approval of the Conservancy. Conservancy Board meetings and events will take precedence.

4. If the Conservancy is not a joint host, then the party must execute a Facility Use Agreement, provide a certificate of insurance, and meet other requirements as established by the Conservancy in their sole discretion.

5. Residents reserving room space are responsible for any damage caused by their use.
6. Equipment or furniture may not be moved or removed without prior approval from the Conservancy. If approved, the Resident is required to restore the space in the configuration which existed prior to the event.
7. Residents are required to leave the room in the condition which existed prior to the Member's event, including but limited to cleaning off table surfaces, chairs, carpets/flooring and properly disposing of any trash/recycling.
8. Use of the kitchen is welcomed. Use of the refrigerator/freezer is available for rentals upon request.

D. CAMPING AND DAY-USE FACILITIES

1. The Conservancy offers three venues for rental, all subject to availability and these Guidelines: Grant Family Campground, Hidden Meadow Campground, and the Cedar Pond Pavilion. All three have unique features and offer opportunities to explore and engage outdoors.
2. The Grant Family Campsite is a walk-in tent site featuring seven family-size tent pads, each suitable for one large, 9' x 16' tent or two 8' x 8' tents. The site's expansive fields and woodlands provide opportunities for hiking, nature exploration and wildlife watching via the Grant Loop trail. Open fires in the provided firepits are allowed.
3. Hidden Meadow Campground is well suited for larger group campouts, family cookouts, small concerts, scout groups and similar gatherings and features a rustic pavilion, group-style fire pits, and space for tents of any size. The site can be rented by residents and resident-sponsored groups. Depending on activities, the site can accommodate up to 250 people.
4. The rustic, three-season Cedar Pond Pavilion is nestled in a woodland overlooking scenic Cedar Pond. The Pavilion can be rented for the day to host a family gathering, birthday party, scouting event, or other group event. The site can accommodate 30 people. Campfires are not allowed at Cedar Pond Pavilion.
5. The facilities are available for rent by residents from April through October via the Willowsford Conservancy website. Detailed guidelines and rules will be shared with renters.

6. At Grant Family Campground and Hidden Meadow, rental of the facility includes firewood. Residents may not leave a fire unattended and must make sure fire and embers are fully extinguished prior to departure.

E. OBSTACLE COURSES

1. Two obstacle courses are provided for residents and their guests to encourage a connection with the outdoors and physical activity. One is located at the Grant Family Campsite and the other by the Bull Run Overlook Trailhead in the Greens.

2. The two obstacle courses shall not be used when weather conditions indicate a thunder or lightning storm is imminent. All persons shall seek safe shelter at the sound of thunder or sight of lightning. The obstacle courses also shall not be used when icy, wet or snow covered.

F. OPEN SPACES

1. Please be mindful that Conservancy Staff are stewards of over 2,000 acres of woodlands, meadows, wetlands, and other habitat. Conservancy Staff work hard to carry out removal of invasive species, brush hogging of meadows once per year, and completing restoration projects.

2. These open spaces are home to many birds, animals, insects, plants, and other wildlife – many making their home there during migrations. We need to be respectful of the wildlife by sticking to trails and paved walkways.

3. Please report all maintenance and other concerns to the Conservancy via our customer service email: info@willowsfordconservancy.org.

4. Please do NOT feed ducks, geese or other wildlife or disturb nesting sites. No person may not introduce, harm, or remove waterfowl, amphibians, fish or vegetation.

5. Please do not remove trees, shrubs, plantings, or logs as they provide important habitats for insects and animals. They also enrich the soil as they decompose. If you are concerned about the safety of your property due to a dead or dying tree immediately beside your property, please contact us at info@willowsfordconservancy.org.

6. Please do not plant any vegetation, including wildflowers, plants, shrubs, or trees in Conservancy Open Space. Conservancy Staff have a process by which you can seek our advice on any planting project you would like to carry out in Conservancy open space. Conservancy Staff provide a license agreement form and once approved residents can plant native wildflowers, plants, shrubs, or trees in open space land which they then maintain.

G. TRAILS

1. The Conservancy maintains over 40 miles of naturalized trails that extend through Conservancy property.

2. Trails are open during daylight hours only, unless otherwise approved by the Conservancy and, if applicable, Willowsford Homeowners Association.

3. Leashed dogs are permitted on the trails. Horses are not permitted on the trails.

4. When participating in trail use, please exhibit good trail etiquette by respecting the environment and other users. Cyclists should pass other trail users slowly and considerately.

5. Introducing plant or animal life into the trails or the natural areas surrounding the trails may be harmful to the natural settings. Please do not remove or introduce plant or animal life into the nature areas or trail system without prior written approval by the Conservancy. Trained volunteers are permitted to remove invasive species.

6. Unauthorized hunting and trapping are prohibited.

7. Creating your own trail systems or “cut throughs” is prohibited without prior written approval by the Conservancy.
8. Encroaching on neighboring resident or non-resident properties is prohibited.
9. Safety is important, so please be mindful of your surroundings and its inhabitants at all times. Watch for road and water crossings as well as steep trail areas. Many stream crossings are unsafe in high-water conditions.
10. Please respect any signs indicating trail maintenance is underway or chains marking trails closed, such as during Deer Management activities.
11. Please report all maintenance, littering or usage concerns to the Conservancy.

H. PONDS AND WATERWAYS

1. There are ponds, wetlands, and rivers/creeks on Conservancy land, including Allen Farm Pond (The Grant), Beaver Dam Pond (The Greens), Cedar Pond (The Greens), Lotus Pond (The Greens), Twin Ponds – lower pond (The Grove), Broad Run (The Grange), and Bull Run (The Greens).
2. Ponds on Conservancy land are available for use during daylight hours unless otherwise approved by the Conservancy.
3. Parents and guardians are encouraged to introduce children to the wonders of nature and fishing at ponds and waterways. It is imperative that common sense is used when near water where there often are not barriers and there is unstable ground. Parents and guardians can consult the Child Supervision Guidelines available on the Loudoun County web site to determine if children can be left unattended at a pond or waterway.
4. No wading or swimming in the water is permitted. If pets wad or swim in Conservancy ponds or waterways, they do so at the discretion of their owner. Caution needs to be taken to inspect the area for fishing hooks.
5. Please do not feed ducks, geese, turtles, or other wildlife or disturb nesting sites.

6. Please do not introduce, breed or remove waterfowl, turtles, fish or vegetation.
7. All fishing is catch and release, unless otherwise posted. Barbed hooks are prohibited. No more than one line per person and one hook per line. Gigs, spears, nets, traps and “chumming” are prohibited.
8. State fishing license requirements apply.
9. Please keep our ponds clean by disposing of all litter appropriately and do not discharge any chemicals or bio-hazards on any pond or any waterway.
10. No one is allowed on ponds or other waterways during times of frozen or partially frozen water, unless otherwise posted. This includes, but is not limited to, no ice skating, no walking, no sliding, etc.
11. No boating, motorized or not, is allowed on Conservancy ponds or waterways.

I. WILLOWSFORD FARM

1. Willowsford Farm is an operating organic production farm under the umbrella of the Willowsford Conservancy. Willowsford Farm currently has three (3) properties within Willowsford: Grange Farm, Grant Farm and Greens Farm (located on Peach Orchard Lane).
2. Willowsford Farm offers a variety of events, educational programming, and volunteer opportunities throughout the year. These are a combination of free, paid and registration-based programming. More information about activities can be found on the Conservancy website.
3. To ensure you are up to date on current Farm happenings, please subscribe to the Willowsford Conservancy newsletter, follow us on social media, and make a plan to participate in farm programming.

4. The Farm Stand in The Grange is open to residents and the public during stated operating hours and scheduled events as posted on the Conservancy website. Current operating hours for the Farm Stand run in conjunction with the Farm Summer CSA program, from approximately mid-May until the end of October each year. The Farm Stand is used to host CSA distribution during winter CSA distribution but is not open for retail business from November to April.
5. Please respect the Farm's operational needs and limit visits to pre-arranged appointments and scheduled events. The Farm has various personal and food safety concerns and visitors must be accompanied by a Farm Staff Member unless otherwise stated.
6. Children are welcome to visit but should be accompanied by a responsible adult if under sixteen (16) years of age during scheduled events and pre-arranged visits.
7. Access to Farm buildings and properties is prohibited unless accompanied by Farm staff. Normal business hours are Monday-Friday 8 AM to 4 PM, unless otherwise stated.
8. Do not approach, touch, hold, or hand-feed any livestock unless directed to do so by Farm staff. For health and safety, hands must be washed after interacting with any livestock and/or livestock product.
9. Pets (except service animals) are not permitted onto any Farm areas. If you will be bringing a service animal to a pre-arranged appointment or scheduled event, please notify the Farm staff in advance. The Farm reserves the right to refuse entry and participation to those who bring pets to scheduled events not previously stated as "pet-friendly". The Farm Stand allows dogs on leash, but please be respectful of the community when bringing a pet.
10. Do not pick Farm produce, except as advised or permitted by Farm staff.
11. If you are visiting the Farm, please keep back a minimum distance of fifty (50) feet from any Farm vehicles or equipment when they are being operated. Do not approach vehicles or equipment unless directed to do so by Farm Staff.

12. No bare feet, glass bottles, or weapons of any kind are permitted in Farm areas. When visiting the Farm, closed-toed shoes are recommended. Please be aware of current insect activity, weather and hydration needs prior to visiting the Farm.

13. Please direct all inquiries about the Farm, including CSA program, events, and volunteering to the Farm customer service email: farm@willowsfordfarm.com. While our team strives to respond to inquiries as soon as possible, please allow up to three (3) days for a response.