

# BETTER LIVING ON STAR ISLAND



## Fire, Water, & Earth

### FIRE

- + Our Chief Concern
- + In the Event of a Fire
- + When You Arrive

### WATER

- + Drinking Water
- + Hot Water
- + Cistern Water
- + Salt Water

### ENVIRONMENT

- + Ecology
- + Historical Artifacts

## Health & Safety

### MEDICAL & HEALTH CONCERNS

- + The First Aid Station
- + Medical Considerations
- + Medical Lock Box for Drugs
- + Prescriptions
- + Syringes ("Sharps")
- + Payment for Services

### SAFETY

- + Alcoholic Beverages
- + Children
- + Firearms and Fireworks
- + Footwear
- + Railings
- + Breakwater and Surf
- + About Squalls and Lightning

## Services/Amenities, Room & Board

### SERVICES/AMENITIES

- + Showers
- + Appliances and Electrical Devices
- + Cell Phones and Laptops
- + Lost and Found
- + Mail
- + Quiet Hours
- + Stores
- + Telephones
- + Swimming and Rowboats
- + Business Center
- + Newspapers
- + Evening Children's Hall Monitoring
- + Massage

### ROOM & BOARD

- + Meals
- + Paying Bills
- + Registration Policies
- + Rooms
- + Furniture
- + Supporting the Island

## About Star Island

### ORGANIZATION AND PEOPLE

- + The Star Island Corporation
- + Board of Directors
- + Staff

### AFFILIATED ORGANIZATIONS

- + The Isles of Shoals Association (Unitarian Universalist)
- + The Star Island United Church of Christ

### STAR IS GREEN!



## FIRE IS OUR CHIEF CONCERN ON STAR ISLAND.

*The island has been enjoyed by many generations of Shoalers because we are vigilant about fire prevention.*

**Smoking and the lighting of matches, candles, incense, or any open flame are prohibited in all Star Island buildings and on all grounds.** Smoking for guests, including electronic cigarettes is only allowed in designated smoking areas, specifically:

- Brookfield/Marine Lab porch
- The Pier
- The Summer House
- Founder's porch
- Marshman porch

Other designated smoking areas exist for the staff. Any exceptions to the above policy (such as candlelit chapel services and dinners, campfires, and fireplace usage) must be arranged in advance with island management. Violators of this policy will be required to leave the island on the next available boat.

*All cigarettes must be extinguished in red "butt" cans which are located in all designated smoking areas and **may not be moved.***

**Our primary fire alarm is the continuous blaring of electric horns. The alternate signal is the rapid ringing of the Chapel and Front Porch bells. If at any time you hear the alarm, you MUST evacuate to the front lawn and await further instructions.** Failure to do so will result in your being required to leave on the next available boat. Should the alarm sound during a lightning storm, proceed to the Hotel porch and await further instructions.

*If you are hearing-impaired or if you think you'll need assistance of any sort during an evacuation, inform the Front Desk.*

### IN THE EVENT OF A FIRE

**If a fire should start in or near your room:**

- + Leave your room and close the door.
- + Pull the nearest fire alarm box (most are located near the exits).
- + Immediately notify the Front Desk in person or by messenger.

**If you hear an alarm:**

- + Do not investigate. Evacuate all buildings.
- + If you are in a room with a closed door, feel the door before opening it.
- + If the door is **hot** or the corridor cannot be used:
  - Use window exits, if possible.
  - Otherwise, seal door cracks with wet linens. Signal for help from your window.
- + If the door is **cool**:
  - Open the door slowly to check the corridor. If the corridor is clear, walk to the nearest exit.
  - If the corridor is smoky but usable, stay low. Hold a wet towel to your face.

*If any exit is obstructed, seek an alternate route. Proceed to the flagpole on the front lawn. Wait quietly for further instructions.*

### WHEN YOU ARRIVE

To find the nearest exit from your room, see the floor plan on the back of your door. Take a moment to walk from your room to the nearest exit. Children should do this "dry run" with you. Note alternate exits. Roofs are off limits at all times. Please keep off the Atlantic external fire escape, unless there is an emergency.

A fire drill will occur during each week-long conference. Any alarm must be treated as an emergency. Our staff is not informed of drills and will react as if there is a real fire. Your cooperation will help to insure a safe stay for you and for all our visitors.

# ISLAND WATER SYSTEM

## DRINKING WATER

Drinking water is produced by desalinization units and water imported from Portsmouth. All faucets are plumbed with drinking water with the exception of the faucets in the bathrooms located beneath the lobby and the rinse-off shower at the end of the pier, which are cistern water. All guest rooms will be supplied with a pitcher of drinking water which you may refill at the nearest bathroom faucet.

## HOT WATER

Hot water is available at the dining room alcove faucet. If you want hot washing water in the morning, leave a pitcher, available in the dining room alcove, outside your room at night (June-August only). Gosport has hot and cold running water and bathrooms may be used for washing. Consequently, guests staying in Gosport will not receive morning hot water delivery.

## CISTERN WATER

Cistern water, used for our showers, and is rainwater collected from our roofs and stored in a cistern underneath the hotel. **Do not drink cistern water or use it for brushing teeth.**

## SALT WATER

Salt water is used in our waste disposal system. **Do not** flush sanitary products, diapers, paper towels, or any other objects – including those that may be disposable through mainland sewer systems – as these items will damage the pumps.

# ISLAND ENVIRONMENT

## ECOLOGY

**Be aware of poison ivy and stay on the paths. Do not pick wildflowers.** Star Island is a fragile ecosystem, vulnerable to severe weather conditions, which makes for slow growth. If you come in contact with poison ivy, wash liberally with poison ivy soap immediately.

**Do not** disturb animals or their habitat. Star Island abounds in wildlife, including marine animals, birds, snakes, and muskrats. To learn more, please visit the Rutledge Marine Laboratory. **Avoid nesting sites and do not feed sea gulls.** If you are walking beyond the turnstile, please stay on the paths, wear a hat, and carry a stick overhead.

## HISTORICAL ARTIFACTS

Star Island is a Town of Rye, New Hampshire and National Historic Register site, and collection of artifacts is not permitted. If you discover an artifact, **please leave it where it is** and report the find to the Vaughn Cottage Curator or the Front Desk. This way, we can properly catalog the find prior to bringing it to Vaughn, where it can be enjoyed by all who visit Star Island. Gravestone rubbing is illegal in the State of New Hampshire.



# SAFETY

*Star Island is private property, owned and operated by the Star Island Corporation, dedicated to religious and educational activities. Island conferences, as well as guests and day visitors, come to the island with permission from the Star Island Corporation. This permission may be revoked at any time if, in the sole discretion of those in charge of island operations, such action is deemed necessary because of behavior which causes disruption of a meeting or creates a threat to the health and safety of others, or causes damage to island property.*

## ALCOHOLIC BEVERAGES

New Hampshire law prohibits the use of alcoholic beverages by anyone under 21 years of age. Alcoholic beverages may not be consumed in public spaces on the island, unless such activity is directly related to a conference-sponsored function. Those 21 and over should drink responsibly, to ensure the safety of themselves and all of our guests and staff.

## CHILDREN

Parents and guardians are responsible for their children (under 18) at all times, except when children are participating in a conference program. Please pay attention to the map of island boundaries. Children under 12 must stay within the boundaries unless accompanied by someone 18 or older.

## FIREARMS AND FIREWORKS

All fireworks and firearms are strictly prohibited. Violators will be asked to leave the island.

## FOOTWEAR

Shoes must be worn in the Dining Room and throughout the first floor of the Oceanic and Gosport, including the porches. Guests are cautioned against going barefoot anywhere, as there are hazards, such as rocks, nails, and poison ivy.

## RAILINGS

Please do not sit on porch railings as this can be very dangerous.

## BREAKWATER AND SURF

The breakwater between Star and Cedar Islands is dangerous under certain conditions and is therefore off limits to everyone at all times. Cedar Island is private property. In other areas, stay well back from the water's edge, especially if you are out on the rocks. The surf can be unpredictable.

Should high seas be forecast, Surf Warning signs will be posted in the Lobby and on the main paths leading to the East side of the island. When such signs are posted, you must stay at least 100 yards (the approximate distance from the ocean to the Art Barn) back from the water's edge on the east side of the island.

## ABOUT SQUALLS AND LIGHTNING

When dangerous weather is forecast, a **Severe Weather Alert** will be posted in the Lobby. When it is posted, you must stay within the children's boundaries (see map), with the exception that you may access the Art Barn. If you see lightning at any time, either go to the Front Porch or into any building. It is important to come in off the rocks, even if the lightning seems far away. Squall lines with winds well in excess of hurricane force can sweep across the ocean in minutes. **Do not wait**; lightning is a warning. Staff may institute further restrictions during dangerous weather, and all guests are required to comply with these instructions. Failure to do so will result in your being required to leave on the next available boat.

# MEDICAL & HEALTH CONCERNS

## THE FIRST AID STATION

The First Aid Station is not a hospital or clinic, and is equipped for only basic emergency and first aid treatment. In an emergency, go to or send word to the Front Desk for assistance, who in turn will contact and dispatch the medical staff. The First Aid Station is open for guests from 8 - 9 am, 11 am - 12 pm, and 5 - 6 pm.

## MEDICAL CONSIDERATIONS

Guests on Star Island are responsible for their own medical condition while on the island, including monitoring of health conditions and making sure that they have adequate medication to address any possible medical issues which may arise. **If you suffer from any medical condition which might reasonably require emergency medical response including but not limited to heart conditions, the last trimester of pregnancy, severe allergic reactions, illnesses which require ongoing medical treatment or monitoring and other similar conditions, it is strongly recommended that you reconsider your decision to be in our remote environment.** If you have had or expect to have had recent surgery, neurological problems resulting in impaired mobility, mental health issues requiring use of medications, or other similar conditions, or if you use specialized medications, medical equipment, portable oxygen, or other similar items, you should inform the First Aid Station staff upon arrival. If you have a communicable disease or disorder, – report to the First Aid Station for an assessment to determine if you are safely able to remain on the island. Handling of any such situation is at the discretion of the Island Manager, in consultation with our medical staff.

## PRESCRIPTIONS

Guests should have in their possession any needed medicine to cover the length of their stay plus an extra four days. There is no guarantee that we can get specific prescriptions filled. When we are able to send a prescription to the mainland, we must ask for payment of the full retail price as well as our messenger fee. We can provide the pharmacy's receipt, but we cannot submit insurance reimbursement paperwork.

“Lock Boxes” are available at the first aid station to ensure proper security of medications brought to the island. **Controlled medications must be kept under lock and key at all times.** Adults must either leave their controlled medications at the first aid station, where they will be available during open hours and kept secure, or check out a lock box for the duration of the conference. Conferees under 18 must either have their parent, guardian, or official conferee sponsor use the lock box service and dispense controlled medications as needed, or leave the medications at the first aid station. At no times can a minor be in sole possession of more than the currently needed dosage of any controlled substance.

## SYRINGES (“SHARPS”)

All used syringes or “sharps” must be taken to the First Aid Station or the bathroom off the lobby for disposal into clearly identified sharps containers. Do not dispose of them in guestrooms or in public trash containers. If someone is “stuck” as a result of careless disposal, the person responsible will be required to undergo blood tests locally at their own expense.

## PAYMENT FOR SERVICES

Due to the cost of medical supplies and equipment for the First Aid Station, there is a \$10 flat service fee per person with your initial visit and treatment. There will be no additional fee for follow-up visits for the same problem. The service fee can be added to your room and board bill. Each patient pays for hospital laboratory tests, prescriptions, ace bandages, crutches (if kept) and similar kinds of supplies.

# SERVICES & AMENITIES

## SHOWERS

Showers are available three times a week. Shower days will be announced and posted in the Lobby. Showers are usually not available to short-term guests. The showers are located in the basement of the hotel and use cistern water. Accessible showers are located in Cottage A and the bathroom off the lobby for those with difficulty negotiating stairs.

## APPLIANCES AND ELECTRICAL DEVICES

Our electricity is generated on island and our electrical system has limitations. Guests are asked not to use appliances with heating elements, such as heating pads, hot water immersion heaters, or coffeepots. To use a hair dryer or a contact lens cleaning unit, only use the outlets in the bathrooms outside the shower rooms. Due to the limitations of the island electrical system, the use of power-strips or outlet multiplying devices is strictly forbidden. Book lights are available for rent at the Front Desk.

## CELLPHONES AND LAPTOPS

We ask that cellphones, tablets and computers be used as unobtrusively as possible and that ringers be turned off to help preserve the sense of retreat we try to foster on Star. Please refrain from using these devices on the Front Porch or in the Lobby.

## LOST AND FOUND

If an item is misplaced, report it to the Front Desk. If you discover something is missing when you return home, email [frontdesk@starisland.org](mailto:frontdesk@starisland.org) with a complete description of the missing article. If your item is located, it will be sent to you COD. Items not claimed after two weeks will be donated to local charities.

## MAIL

Outgoing mail can be posted at the Front Desk. Incoming mail is delivered to the Front Desk.

## QUIET HOURS

After 11:00 p.m., quiet hours should be observed in sleeping areas and in the Lobby. Newton Centre is generally available for late night activities for conferees, and Pel Hall and Shack Deck are generally available for late night activities for Volunteers and Pelican Guests. Please inform the Front Desk if you have concerns regarding late night noise.

## STORES

We have a Snack Bar, Gift Shop, Lobby Store and Book Store, hours for which are posted in the Lobby. The Gift Shop, Lobby and Book Store are operated by the Isles of Shoals Association (UU) Inc.

## TELEPHONE

One phone is available for conferee use. Since it is essentially a business line, we ask that calls be limited to five minutes. The number is (603) 601-0832.

## NEWSPAPERS

Community copies of *The Boston Globe* and *The New York Times* are available at the Front Desk.

## SWIMMING AND ROWBOATS

Star Island is surrounded by the pristine waters of the Gulf of Maine, and we all share the duty of protecting and preserving this natural resource. A Dock Attendant is on duty on the float from 9:00 a.m. until 6:00 p.m. Swimming is permitted only at the swimming beach and from the float, and only when a Dock Attendant is on duty. Rowboats can be rented directly from the Dock Attendant on duty. The charge for rowboats is \$5.00/hour and can be added to your room and board bill.

## BUSINESS CENTER

A business center with wireless internet access, computers, printing, and copying capabilities is located on the first floor of Cottage D.

## EVENING CHILDREN'S HALL MONITORING

Until September 3, island staff provides hall monitors every evening from 8-11 p.m. for conferees under the age of 8. Monitors are not babysitters. They are stationed near the children's rooms to see that children are safe, and send for parents if their children need them. If a child becomes sick, or too upset, a message will be sent to the parents. Should an emergency arise, the island medical staff will also be summoned.

## MASSAGE

Conferees can enjoy a massage from a professional massage therapist during their stay on Star. Interested conferees can request a 1 hour session through the Front Desk. Nearly half of the massage program proceeds go directly to Star Island.



# ROOM & BOARD

## MEALS

**For Conferees and Personal Retreaters**, Breakfast is at 8:00 a.m. (7:30 a.m. on some changeover days). Lunch is at 12:30 p.m., and Dinner is at 6:30 p.m. Meals are served in the dining room. The Front Porch bell will ring when the meal is ready.

**For Volunteers and Pel Guests**, Breakfast is at 7:15, Lunch is at 11:30, and Dinner is at 5:30. Meals are served in Pel Hall.

Please let the Hostess know if you have any dietary restrictions. The kitchen prepares just enough vegetarian food for the number of people who have requested this option. If you haven't signed up, please don't take vegetarian meals or there won't be enough to go around. Lobster dinner night is generally once per week. Lobster tickets may be purchased at the Front Desk.

## PAYING BILLS

Bills for room and board, parking fees, and other charges are available at the Front Desk. Bills must be paid-in-full prior to departure from Star Island. Individuals staying on Star Island for short-lengths of time may be asked to pay on arrival. Payments may be made with cash, check or credit card (Visa, MasterCard, Amex, Discover). There is a \$25.00 service charge for returned checks.

## REGISTRATION POLICIES

Island conferences are administered by their own independent conference committees. All conferences operate within the basic religious, educational and kindred purpose framework required by Star Island.

## ROOMS

Room change requests may be made at the Front Desk. Requests are reviewed by the Conference Registrar who will work with the Island Registrar. Fulfillment of requests will depend upon room availability.

Guests who make unauthorized moves into vacant guestrooms (necessitating extra housekeeping and linen expenses) will be charged \$100.00, in addition to the weekly conference room and board fee.

## FURNITURE

The Star Island Corporation acquired the hotel in 1916, with all of its furnishings. Over time some of the original furniture has been lost. However, much has survived and performs the same service as when it was first brought to the island in the 1870's and early 1900's.

The architecture of the hotel reflects the French inspired style and tastes of the 1870's, with a Mansard roof, named after the 17th century architect, Francis Gross Mansard. The style was in its height of popularity in the US in the 1870's and the style of furniture reflects this period as well. The original hotel furniture on Star Island is considered artifacts, along with the building. The Star Island Corporation has adopted a protection and care policy to protect the historic furniture. It has served all of us well.

## SUPPORTING THE ISLAND

As a nonprofit organization, the Star Island Corporation depends upon contributed financial support. There are many ways of giving to Star including through the Annual Fund, planned gifts or bequests, and memorials. Because we try to remain accessible and affordable to as many people as possible, your room and board fees only cover two-thirds of the actual costs involved in your stay on the island. While on Star, you will hear about our fundraising efforts for this year and be asked to contribute to the fullest extent you are able. If you have any questions or ideas about the fundraising process or would like to discuss making a significant contribution, please contact Angela Matthews, Director of Development, at 603-430-6272, [amatthews@starisland.org](mailto:amatthews@starisland.org), or by paying a visit Sunday through Wednesday to her office (between the Baker and YPRU units).



# ABOUT STAR ISLAND

## THE STAR ISLAND CORPORATION

The Star Island Corporation was incorporated as a non-profit organization in 1915 in the Commonwealth of Massachusetts. Our mission is to own and operate Star Island and other properties we own or acquire for religious, educational, and kindred purposes. Our office is located in Portsmouth, NH. There can be up to 400 members of the Corporation who, at the Annual Meeting (held in April) hear and vote on reports, elect the Board of Directors, elect new members, and conduct other business. Members offer service as volunteers as well as make an annual financial contribution. Information on becoming a member of the Corporation is available at the Front Desk.

**Mission:** Our mission since 1915 is to hold and and maintain Star Island and such other property as the Corporation may hold or acquire, as a center for religious, education, and kindred purposes consistent with the principles of the Unitarian Universalist Association and the United Church of Christ.

**Vision:** Our vision is to create on Star Island an environment that frees all who come to renew spiritually, explore matters of consequence, and gain knowledge about the world as it might ideally be.

## BOARD OF DIRECTORS

The Board has nine Directors and a Clerk and a Treasurer, who are Corporation members and are elected by the Corporation at its Annual Meeting. In addition, the Board of Directors has two ex-officio Directors, who are the presidents of the Isles of Shoals Association (Unitarian Universalist), Inc. and the Star Island United Church of Christ, and a liaison representing the Pelican staff. The Board of Directors generally meets monthly and holds extended work sessions in June and January.

### Executive Committee:

Sharon Kennedy, President  
Gary Kunz, Vice President  
John Bush, Treasurer  
Karen Mathiasen, Clerk

### Directors:

Erik Cordes  
Josh Davis  
Nick Dembsey  
Debbie Duval, SIUCC

Suellen Peluso

Russell Peterson  
Tom Smurzynski, ISAUU  
Sally Russell  
Jordan Young

## STAFF

**Our year-round and senior seasonal(\*) staff members are happy to talk with interested Shoalers about Star.**

**We encourage you to share your ideas and thoughts with us.**

Kyle Belmont, *Program & Outreach Coordinator*  
Kate Brady, *Office Manager*  
Michael Bray, *Information Services Manager*  
John Bynum, *Food Service Manager\**  
Jack Farrell, *Island Manager & Facilities Director*  
Marshall Frye, *Island Engineering Technician\**  
Justina Maji, *Conference Center Director*

Angela Matthews, *Director of Development*  
Tim O'Connor, *Logistics Manager\**  
Rev. Dave Scheuneman, *Minister of Community & Hospitality\**  
Kristen Simard, *Environmental Services Manager\**  
Kristi Vazifdar, *Finance Director*  
Joe Watts, *Chief Executive Officer*

## AFFILIATED ORGANIZATIONS

Two organizations, which date from the late 1800's, are considered the parent groups from which the Star Island Corp. was formed. Both still exist today. These organizations are glad to welcome new members. Please consider joining!

**The Isles of Shoals Association (Unitarian Universalist), Inc.** was chartered in 1896 to organize the first summer conferences on Star Island. The ISA (UU) supports special projects and operates the Star Island Gift Shop and Book Store. Recently, its Conference Grants program has funded activities in most of our conferences. For more information and to join, visit [www.shoals.org](http://www.shoals.org).

**The Star Island United Church of Christ, Inc.** is descended from the Congregational Summer Conference Association. The SIUCC has administered our UCC conferences since 1915 and also distributes scholarship funds. For more information, visit [www.starisucc.org](http://www.starisucc.org).

# STAR IS GREEN!

Star is Green! From the mundane—tearing up old sheets to make dust cloths—to the sophisticated reverse osmosis drinking water system, Star Island is a leader in conservation of natural resources. This commitment is reflected in every-day practices and major systems design and maintenance. Staff, volunteers, and guests take part in Star Island's sustainable practices the minute they step onto the island.

Water is a precious commodity on Star Island. We strive to conserve water and everyone who visits the island joins in this effort. There are no natural springs or deep wells or long pipelines from Rye to supply water. Drinking water comes from the ocean that surrounds the island after processing in the reverse osmosis system. This water is free of chemical purifiers. Water for showers, cleaning and laundry primarily comes from the sky via a 70,000-gallon cistern that collects rain water. To minimize the need to transport water from the mainland guest showers are available every other day.

Waste management is a matter of ecologically sound practices and refined technology on an island that has to depend on boats to bring everything that's needed and haul away everything that's discarded. Meals served family style (a Star Island tradition) reduces food waste and the organic discards are composted on the island and used for gardening. The staff is serious about recycling; old linens become new rags for the housekeeping staff and everyone is asked to recycle cans, glass, plastic and paper. The island's sewage system uses salt water and the wastewater is treated on the island via micro-biological secondary treatment process.

Efficient use of energy is built into island electrical systems. There are three generators of different sizes that allow us to produce the least amount of power when the demands are low. For example, in the off season a small 13 kW generator is used and a larger generator is used at the height of the summer season. We have reduced demand for energy by use of compact fluorescent light bulbs throughout the island (with a few historic exceptions) and few hotel rooms have electrical outlets. We were advocates for the UNH/Shoals Marine Lab pilot windmill program.

## **Compendium of conservation practices on Star Island:**

- + During the winter months we use solar panels on the Elliott Memorial Building to charge a battery bank that provides electricity to the caretakers from November to March.
- + During the cold months, a significant source of heat is generated from large translucent panels that heat the rock wall on the south side of the EMB cottage.
- + During the off-season we use a cistern below the EMB cottage for showers, sewage, etc.
- + We bring all of our metal waste from Island projects to a scrap yard.
- + The main shower room is equipped with showerheads that shut off automatically.
- + Our washing machines are high-efficiency, so we are able to use less detergent and water.
- + We use a high-efficiency industrial dishwasher in the kitchen.
- + We do efficient planning of ocean transportation to maximize boat occupancy, and minimize the required numbers of trips to the mainland, thus saving on fuel.
- + Much of the island equipment (linens, furniture, tools etc.) has been donated (rather than bought new).
- + We grow all our own flowers for the bouquets for the Oceanic Hotel.
- + We use biodegradable laundry detergent and cleaning chemicals.
- + No toxic chemicals are used anywhere on the island to treat the landscape (even the poison ivy spray is biodegradable).
- + We are progressively moving to more e-communications with the Board of Directors, Members of the Corporation and other constituent groups to reduce the paper flow.
- + Smoking is restricted on the entire island to limited exterior areas, thus improving the indoor air quality, reducing damage to floors and furnishings, and minimizing fire risk.