

SILVANA'S COMMUNITY GARDENS

RULES AND OPERATING PROCEDURES

ALLOCATION OF PLOTS

1. Plots will be allocated on a first come-first served basis. Applications for reserving a plot are available online at the High Country Conservation Center community garden website at <http://www.highcountryconservation.org/community-gardens/>
2. Wait List: A wait list will be kept each year for cancellations or forfeits of plots. If you are on the wait list, you will be notified in order when a plot becomes available. Failure to comply with the rules or turning down a plot offered will result in removal from the wait list. Potential gardeners can reapply to the wait list but your position will not be saved.
3. Submit a signed application, along with a signed waiver, via the online application process noted above. The deadline for returning gardeners to submit an application is generally the end of March. New gardener applications are generally accepted during the month of April. After all plots have been assigned, applicants will be waitlisted. Payments are due by April 30 and should be made via cash or check payable to HC3-Silvana's Garden. Checks can be mailed to JoAnne Nadalin, PO Box 2840, Silverthorne, CO 80498. Cash can be given to a designated steering committee member. If you do not pay by the established deadline, you will forfeit your plot to the next waitlisted person.
4. Plot fees for each bed are determined by size, plus a \$100.00 deposit. The fees for the current year are accessible on the above web site.
5. Upon completion of the garden season, anyone who has cleaned out their bed by the "clean-up" date and has completed their volunteer and watering requirements may roll their deposit over to the next year or request a reimbursement of their deposit. Reimbursement requests must be made by June 1 of the following year.
6. Repeat gardeners may request a specific plot for the upcoming year (the same plot or a different one). Make your request on your garden application and we will do our best to accommodate your request.
7. Trading or gifting of plots is not allowed. We need to have correct contact info and waivers signed by all people utilizing the garden.
8. Sponsored plots: If your organization desires a sponsored plot, please follow the application procedures above. Sponsored plots are given on an available basis.

GARDENER'S RESPONSIBILITIES

Planting: Plots **must** be planted by June 30 (weather permitting). Any unplanted plots will be re-assigned to the next gardener on the waiting list and the deposit forfeited.

Volunteer Hours and Work Days: Gardeners are required to volunteer at least 10 hours prior to the close of the garden in the fall. Five of those hours must be at Silvana's Garden. Throughout the season there are five to ten work days scheduled to help you fulfill your volunteer hours. We schedule some on weekends, and some on weekdays, and at different times of day. With the creation of the Summit Garden Network, you also have the opportunity to fulfill some of your volunteer hours at any of the five community gardens or at HC3 events. Volunteer opportunities are posted on the Silvana's Community Garden web site (<http://silvanascommunitygardens.org>) and on Summit Garden Network website listed above. It is your responsibility to make sure you have signed up at SignUp Genius for the scheduled work day. The link to SignUp Genius for the year is on the Silvana's Community Garden website. It is also your responsibility to have your volunteer sheet with you at all work events, signed off by a steering committee member or HC3 representative, and turned in by the deadline on the sheet. **If you do not fulfill this requirement, you will forfeit the deposit.**

To help beautify the garden, Silvana's Garden plants flowers and edibles in planting areas outside the garden fence. All gardeners are required to take on the responsibility for watering outside the fence for one week during the season. You should sign up for your watering

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week via SignUp Genius at the Silvana's Community Garden website. **Failure to fulfill this requirement will result in you forfeiting your deposit.**

Social Events: We have multiple informational and social events throughout the season. They are the Kick-off/Seed Exchange Party in late April or early May, Wine and Peas throughout the season and the Harvest Party in the fall. All are designed to disseminate information and build community within the garden. We hope to see you.

Cleanliness: It is the responsibility of all gardeners to maintain the common space as well as their own plot. Personal garden debris and trash must be removed from the garden area by gardeners. There are compost bins by the shed in which you can place garden compostables. If the bins are full, you must remove your compostables from the garden-DO NOT leave them on the ground by the bins as this attracts voles and other pests. If you leave your personal garden debris or trash on the ground or at the garden, you will forfeit your deposit.

Weeding, mulching and trash removal of the common areas will be a community responsibility. Please help if you see that something needs to be done.

End of Season Cleaning and Close Out: Gardeners must clean out their plot prior to the end of the season. Failure to clean out your plot will result in the forfeiture of your deposit.

GENERAL GUIDELINES

- Children are welcome in the garden. They must be supervised at all times by an adult. Children need to understand the general rules of the garden and have respect for the boundaries between plots and the property of others.
- Be water wise. Turn off water after use, drain the hose and roll it up neatly.
- Please consult the Silvana's or Summit Garden Network web site for acceptable mulching materials and soil amendments.
- It is your responsibility to notify us of any address or phone changes.
- Gardeners should check the Silvana's web site for updates and changes, or contact one of the steering committee members with questions.

NOT ALLOWED

- Pesticides or herbicides may not be used. Please refer to the information packet on the web site (or attend a class!) for a list of products and techniques acceptable for weed and pest control.
- Pets are not allowed in the gardens, leashed or unleashed.
- Any illegal activity or use of alcohol and/or tobacco is prohibited unless it is a sponsored event. **Marijuana plants are not allowed.**
- Weeding or harvesting from any plot that is not yours is not allowed.
- No trees or shrubs are allowed in individual plots. If you want to plant a perennial, you must take it with you when you leave. We highly encourage edibles in your garden.
- Debris and trash must be removed from the garden area by gardeners. All plots are to be kept free of weeds and harmful insects. This also includes plants that are encroaching into neighboring plots or pathways.

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Failure to comply with any of the above procedures may result in the plot being reassigned. If there is an issue, you will be contacted by someone on the steering committee. If the problem has not been satisfactorily addressed within two weeks, the plot will be reassigned and your deposit forfeited.

I have read and agree to comply with the above Rules and Regulations.

Signed: _____ Date: _____

Printed Name: _____