

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 Silvana's Community Garden website at <http://www.silvanascommunitygardens.org>
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 via the online application process noted above or by picking up a copy of the application at the Silverthorne Recreation Center and returning it there. 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 May 5 and should be made via cash or check payable to Town of Silverthorne, with Silvana's Garden in the memo field. Checks can be dropped off at the Silverthorne Recreation Center front desk, the Town Hall front desk or mailed to Susan Lytle, 538 Bighorn Circle, Silverthorne, CO 80498. 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 garden by the "clean-up" date and has completed their volunteer 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

Communication: All communication is via email so please read all your Silvana's emails to make sure you know when there are work days, social events, etc. We only communicate important things so be sure to add Silvana's to your address book so that emails don't go to spam.

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 6 hours prior to the close of the garden in the fall. 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. Volunteer opportunities are posted on the Silvana's Community Garden web site (<http://silvanascommunitygardens.org>). 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. There may be a few limited opportunities each year for volunteer work that can be done on your own schedule. These opportunities will be communicated to all gardeners by email. It is also your responsibility to have your volunteer sheet with you at all work events, signed off by a steering committee member and turned in by the deadline on the sheet. **If you do not fulfill this requirement, you will forfeit the deposit.**

SILVANA'S COMMUNITY GARDENS

RULES AND OPERATING PROCEDURES

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. All gardeners must attend or help out with at least one social event during the season and will receive one hour of volunteer credit for this. 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 you 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 and encouraged to come to 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 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.
- 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.

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.

SILVANA'S COMMUNITY GARDENS
RULES AND OPERATING PROCEDURES

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

Signed: _____ Date: _____

Printed Name: _____