



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 ["http://www.silvanascommunitygardens.org/"](http://www.silvanascommunitygardens.org/) or may be picked up at the Silverthorne Town Hall.
2. Once the potential gardener has been notified that they have been awarded a plot, they must submit a signed application along with signed release and fee to the Town of Silverthorne (Town Hall). The deadline for submitting an application is March 31. After all plots have been reserved, applicants will be waitlisted (*see #6 below*). Once a plot has been assigned, that person will have two weeks to send the fees to the registrar or forfeit the plot to the next waitlisted person.
3. Fee on each plot will be:
Small Bed - \$20.00 + \$20.00 Deposit
Larger Bed - \$25.00 + \$25.00 Deposit
Raised Bed - \$30.00 + \$30.00 Deposit
4. If a person chooses not to return, deposits will be refunded if the plot is left clean by October 31st as determined by the End of Season Close Out Rules. If the plot and plot holder does not comply with the rules the deposit will be forfeited. If returning, the deposit will roll over to the next year.
5. Repeat gardeners may request the same plot year to year with a written request to the Registrar by October 31st. Please note that the request will be evaluated based on the Steering Committee's decision, and length of time that plot may be held by the same gardener. (**Sponsored plots see #7*)
6. Wait List: A wait list will be kept each year for cancellations or forfeits of plots. If on the wait list, the potential gardener will be notified when a plot becomes available. Priority will be given to people on the previous year's wait list and position on that list is determined by the date of request received. Failure to comply with the rules, or turning down a plot offered will result in removal from the wait list. If a person is dropped from the list they can reapply to the wait list and their name will be added to the end of the list.
7. Recipients of Sponsored plots: If you wish to apply for a sponsored plot, please follow the application procedure beginning at #2 above. Sponsored plots are given on an available basis. They are limited by number per year, as well as limited to two (2) years with the same plot for each grantee. After the two year period, that grantee can apply to be on the waiting list for a new plot. Failure to comply with the rules and regulations of the gardens will result in forfeit of plot and deposit.



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. No Exceptions.

Mandatory Work Days: Throughout the season there will be mandatory work days scheduled as needed. All gardeners are required to participate in at least 2 of the workdays per year and be involved in at least one committee. The committee choice and commitment will be required on the application. If the plot holder does not fulfill this requirement, their plot and deposit may be forfeited. Check the website or the bulletin board at the gardens for information on dates.

Social Events: Occasionally operational, informational and social events will be planned. Everyone is encouraged to attend and get involved. They are fun, and promote social interaction with other gardeners!

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 as soon as it is created. 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 fulfill the requirements as stated in the "End of Season Individual Plot Clean Up".

GENERAL GUIDELINES

- This is a community garden. All plot holders are expected to participate.
- 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. Roll up hoses NEATLY and make sure water is turned off after use.
- Respect and encouragement of others plots is highly suggested.
- Please consult the web site for acceptable mulching materials and soil amendments.
- It is your responsibility to notify us of any email, address or phone changes.
- Gardeners should check the web site for updates and changes. All correspondence will be via email or the web site.

Prohibited practices:

- Please consult the web site for acceptable insect and weed control. Use of restricted practices may result in forfeiture of the plot and deposit.
- Pets are not allowed in the gardens, leashed or unleashed.
- The use of alcohol is permitted only at Garden sponsored events. No alcohol, tobacco,



and/or marijuana, medicinal or otherwise, or any other prohibited substance is permitted in the garden.

- Weeding or harvesting from any plot that is not yours is not allowed. Please bring all concerns to the Steering Committee.

- No trees or shrubs are allowed in plot holder's individual plots. If you must plant a perennial, you must take it with you when you give up your plot. We highly encourage edibles in your garden (please see the list on the web site for suggestions).
- Untidy gardens are not allowed. Debris and trash must be removed from the garden area by gardeners immediately.
- All plots are to be kept free of weeds and harmful insects. Plants are not permitted to encroach into neighboring plots or pathways.
- Trading or gifting of plots is not allowed. The person on the application is the person held responsible for the plot.

Failure to comply with any of the above procedures may result in the plot being reassigned and forfeit of deposit.

One warning will be given by the Steering Committee. If the problem has not been satisfactorily addressed within one week, the plot will be re-assigned to the next gardener on the waiting list. The Steering Committee is the final authority in all disputes.

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

Signed: _____ Date: _____

Printed Signature: _____