

Glenwood Community Garden 2023 Gardening Rules and Responsibilities

Please read all of the following requirements before submitting your application. It takes a considerable amount of time and energy to maintain a garden plot.

1. Application, Fees, and Plot Assignments:

- a. The fee for all plots for the 2023 season will be \$75 (regardless of plot size).
 - i. Gardeners who are unable to pay the fee may contact the Board via email. A work for fee arrangement can be made. Work precedes plot assignment.
 - ii. Raised Beds (3'x10') are available at no cost (\$0) in the Senior Garden at the west side of the garden for those who are 65+. One box per person.
 - iii. Plot fees must be paid before gardening can begin.
- b. How to Apply:
 - i. Print and complete the garden application.
 - ii. Print and complete the City of Glenwood Springs (GWS) release waiver.
 - iii. Fees must be paid by check or money order. Address checks to "Glenwood Community Garden".
 - iv. Mail application, waiver, and fee to the address on the application.
- c. All Gardeners:
 - i. The planned opening day for the garden is **April 1** pending weather.
 - ii. Gardens should be clearly worked by **Memorial Day** unless arrangements have been made and confirmed via email. If the plot is not worked, the Board reserves the right to reassign the plot.
 - iii. By submitting an application, you are committing to following the 2023 Garden Rules and Responsibilities from **Memorial Day to First Fall Frost**.
 - iv. Work in the garden or on behalf of the garden is mandatory. The time required to complete community service in addition to maintaining a plot should be factored into your decision to submit an application.
 - v. Gardeners who fail to participate in any community work will not have their garden plot renewed the following year.
- d. New gardeners:
 - i. New gardeners can apply any time **March 1 through Memorial Day**.
 - ii. New gardeners may only sign up for one plot.
 - iii. Upon receipt of completed application, the signed waiver, and payment, a list of available plots will be emailed to new gardeners to choose from. A community service project will also be assigned.
 - iv. Plots are assigned based on availability and in order of the postmark date on the application envelopes received. The Board keeps a list of available plots updated and does its best to mark available plots with a stake and pink ribbon. A garden map is available on the website for reference.
 - v. New gardeners are asked to complete 4 hours of community work per season. You may commit to a project or help weed communal areas. The Board will discuss community work with you when your application is received.
- e. Returning gardeners:
 - i. Returning gardeners should complete the application and send in payment by **May 1** to reserve their plots. If a returning gardener does not meet this deadline and does not communicate with the Board, the Board reserves the right to reassign the plot.
 - ii. Once the application, waiver, and payment are received, the Board will contact the gardener via email to confirm a plot assignment and community service project.
 - iii. Returning gardeners should not begin gardening until they have received confirmation of receipt of completed paperwork.

Glenwood Community Garden

- iv. Returning gardeners may secure a second plot or switch to a new plot if they are in good standing from previous years.
- v. All returning gardeners are expected to contribute to community work in a meaningful way. Many returning gardeners have standing jobs that they have done over the years for the benefit of all gardeners. Returning gardeners who do not have a specific project should commit to a project. There is a list of potential projects on the backside of the application or you may suggest another project.

2. Plot Maintenance:

- a. From **Memorial Day to First Fall Frost (Sept 28, average)**, the growing space of gardens must be planted, regularly cared for, watered, and weeded.
- b. Plants should be kept within the plot perimeter.
- c. Volunteer sunflowers, hollyhocks, or other invasive plants (e.g. mint, strawberries, raspberries, yarrow) must not be allowed to go to seed or extend into the paths.
- d. Weeds can be deposited uphill from the Senior Gardens behind the wind barrier. If you are able to pack weeds out and throw them away at home, please do so.
- e. Food grown during the season must not be allowed to go to waste. Food not harvested in a timely manner will be gleaned for food banks. Plot holder will be emailed or texted in advance. Typically, food for donation is harvested on Tuesdays and Fridays.
- f. If you are planning on being out of town for a week or more, please email the Board and indicate who will be caring for your plot.
- g. If a life crisis or opportunity presents itself and you will need to be gone for an extended period, can no longer care for your space, or need some sort of help, send notice via email to: scarecrow@glenwoodcommunitygarden.com. The Board will do its best to help.
- h. Prohibited items: no tobacco or marijuana plants of any kind in the garden. Please don't grow corn as it is very water intensive and will not produce well.

3. Path Maintenance:

Note: The care given to the paths is due to the large number of visitors that walk through and enjoy the garden as part of the Wulfsohn Mountain Park complex.

- a. You are responsible for half of the path extending from your plot on all sides. You will need to work with your neighbor to meet in the middle of rows. (Paths going east/west are 4' wide. Paths going north/south on the rows with orange water spigots are 8' wide; the non-spigot rows are 4').
- b. The paths surrounding your plot must be kept free of vegetation, debris, hoses, tools, and anything that may be a tripping hazard.
- c. Wood chips are generally available and located uphill of the Senior Garden.
- d. Weed barrier is provided for weed control in the paths. Weed barrier is to be covered with a layer of wood chips. Ask if you need help installing.
- e. New For 2023! Cardboard should not be placed beneath wood chips. It creates a slip and fall hazard.
- f. Paths and plots that become unkempt will be given notice via email and asked to be attended to within one week.

4. Water:

- a. The City of GWS determines when the water will be turned on at the garden - many factors weigh on the decision. This date is typically **mid-May**. You may have to carry water if you intend to plant early.
- b. Gardeners are responsible for watering their own garden.
- c. Each spigot is shared by 4 gardens. Adjacent plot holders work with neighbors to provide hoses, nozzles, and sprinklers.

Glenwood Community Garden

- d. When not in use, hoses should be kept neatly on the edge of the path or coiled around the spigot.
 - e. Drip systems are encouraged. Flood irrigation is not allowed.
 - f. Timers are permitted on spigots, but a splitter must be installed so that other gardeners can access water.
 - g. During city water restrictions, water only on even days.
 - h. Mulch heavily to retain moisture. Please ask for advice on saving water.
5. Organic Soil, Compost, and Fertilizers
- a. Only organic compost, amendments, fertilizers, and weed killers may be used at the garden. When in doubt, look for an OMRI label (Organic Materials Research Institute) or email the Board.
 - b. Compost from the Glenwood Springs and Pitkin County landfill are certified organic and can be used in the garden.
 - c. Gardeners can maintain a compost pile within their plots.
6. Shed and Tools
- a. All tools and materials in the shed are communal including seeds and twine.
 - b. Clean tools before returning them to the shed. A sand bucket and brush beside the door makes this easier.
 - c. Tip debris out of wheelbarrows before returning them to the shed.
 - d. Do not store personal items in the shed. Do not bring cast-off items for communal use from home without consent of the Board.
 - e. You can request new items for the shed by emailing the Board.
7. End of Season
- a. The Board will send out an email at the **end of August** requesting returning gardeners to reserve their plot for the following season.
 - b. The email will contain an End-of-Season Checklist. Gardeners must complete the checklist regardless of whether they intend to return the following season or not.
 - c. Gardeners must maintain their plot through **First Fall Frost**. Gardeners who do not want to garden past this date must tuck in their plot and communicate with the Board. The items on the End-of-Season Checklist must be complete.
 - d. A composting bin will be available at the garden from **mid-September to mid-October**. Please plan to use this time to remove plants and weeds from your plot. This is typically the time when gardeners tuck in their plots for the season.
 - e. Per the lease with the City of GWS, all gardeners must be finished for the season and out of the garden by **November 1**.
8. Other Rules
- a. Trash: Pack it in - pack it out. Do not use the trash can in the parking lot. It is a city receptacle for hikers, bikers, and dog walkers on the Wulfsohn Trail.
 - b. Solicitation: No gardener may sell a product, fundraise, gather signatures, campaign, proselytize for any cause, issue, or person in the garden or carry on anything that resembles this behavior.
 - c. Complaints: If you have a complaint, please put it in writing and email it to the Board at: scarecrow@glenwoodcommunitygarden.com. If a complaint is made about a gardener, they will be notified and given the opportunity to respond. The accuser will remain anonymous.
 - d. Glenwood Community Garden Board of Directors
 - i. The garden is managed by a Board of Directors. It is not a membership organization. All Board members are volunteers.
 - ii. Board Meetings are held the 3rd Wednesday of each month at 5:30pm at the garden, May-September. The meeting may be relocated to the Community Center, weather

Glenwood Community Garden

pending. All gardeners are invited to attend and gardeners may add items to the agenda by emailing in advance.

- iii. The Board reserves the right to ask a gardener to forfeit their space at the Glenwood Community Garden for flagrant disregard of rules.
- e. Per the lease with the City of Glenwood Springs, these guidelines also apply:
 - i. Fresh Manure or uncomposted material should be incorporated into the soil within 24 hours of being brought into the garden.
 - ii. Pets of any kind are prohibited from the garden.
 - iii. No camping on the garden site or in the parking lot for the purpose of gardening. (Sorry, you can't live here)

**Glenwood Community Garden
2023 Plot Application**

Gardener Name: _____ Phone # _____

Email Address: _____

Physical Address: Street _____ Apt # _____

City _____ State _____ Zip _____

Other Gardener Name(s) gardening the space with me:

1. Please check one of the following:

I am a returning gardener and

I want to keep plot(s) # _____.

I have one plot and want a second plot or want to trade plots.

I am a new gardener and would like a plot.

I am a gardener who is 65+ and would like one Free (\$0) raised bed in the Senior Gardens.

I would like to make use of the work in advance in lieu of fee option.

2. To fulfill my community service requirement (check one):

I will take on a specific project(s) (please list project #(s) from reverse side)

I want to be assigned a project(s) (please list special skills and/or talents)

I want to propose a project not listed:

3. The plot fee for the 2023 growing season is \$75 per plot (\$0 for a space in the Senior Gardens if 65+). I am paying this fee by:

Check made payable to "Glenwood Community Garden"

Money Order

_____ (Initial) I have read the rules and agree to abide by them.

_____ (Initial) I agree to keep my information updated and respond to questions promptly.

Signature

Date

Please mail application, City of Glenwood Springs release waiver, and payment to:

Glenwood Community Garden

P.O. Box 4534

Glenwood Springs, CO 81602

Your application, community service project, and plot assignment will be confirmed via email. Please do not begin gardening until confirmation is received.

Glenwood Community Garden Community Service Projects

The Board has more specific instructions for each project which will be provided when a project is claimed. Some projects can be assigned to multiple people and plot holders can alternate work. The garden will reimburse all approved material expenses. Gardeners may suggest a project not listed.

One-time Projects

1. Disassemble "green house" and transfer to landfill (May/June, truck required)
2. Disassemble old compost piles (3) and transfer to landfill (May/June, truck required)
3. Sand and repaint picnic table (May) - Table 1
4. Sand and repaint picnic table (May) - Table 2
5. Cleaning shed at start of season (April/May) - Plot 1 (Claimed)
6. Paint one metal chairs (3) (May/June)
7. Stain west shed (May/June)
8. Repair and paint message board next to shed (May/June)
9. Paint message board outside of front gate (May/June)
10. Water system update (June/July) - 2 people needed to help Bob L.
11. Moving weeds from weed pile to compost bin (September)
12. Cleaning shed at end of season (October)
13. Common area debris cleanup (October)
14. Host or coordinate educational workshop - May (e.g. garden orientation, soil testing)
15. Host or coordinate educational workshop - June (e.g. water-wise gardening, companion planting)
16. Host or coordinate educational workshop - July (e.g. composting, tomatoes)
17. Host or coordinate educational workshop - August (e.g. fall crops, harvest potluck)
18. Host or coordinate educational workshop - September (e.g. winterizing the garden, seed saving)
19. Random project that comes up (flexible schedule)
20. Planting children's tee-pee (Claimed)
21. Planting herb garden (Claimed)
22. Planting food donation plots in potatoes

Recurring Projects

23. Maintaining (watering and weeding) children's tee-pee
24. Maintaining (watering and weeding) herb garden
25. Weeding entrance by shed 1/week (many people needed)
26. Weeding/watering flower pots outside/inside of front entrance 1/week
27. Weed eating path to weed pile once a month
28. Weeding paths in Senior Garden 1/week
29. Electric fence maintenance (Claimed)
30. Tool and wheelbarrow maintenance (Claimed)
31. Planting and maintaining potted plants (Claimed)
32. Maintaining (watering and weeding) food donation plot
33. Harvesting from food donation plot for Tuesday morning pick-up
34. Picking up and delivering food donations to Sunnyside on Tuesdays
35. Harvesting from food donation plot for Friday morning pick-up
36. Picking up and delivering food donations to Sunnyside on Fridays
37. Weed-eating outside of the fence near Wulfsohn Road once a month
38. Help facilitate/mentor the Senior Gardens
39. Arrange for wood chips throughout season (Claimed)