

Town of Carbondale Demeter's Garden

GARDENERS' WELCOME PACKET 2018

Welcome to the Town of Carbondale's Demeter's Garden. The community garden and parking lot for the garden is located behind the Third Street Center. To access and reach the community garden, take the gravel service road along the east (left) side of the Third Street Center to the back parking lot.

The Carbondale Recreation Department and community garden organizers have created this "Welcome Packet" that contains important information about how to sign up for a plot, our rules & regulations, and whom to contact with general and specific questions. Additionally, community gardening requires a fair amount of work beyond tending to your own plot. Every gardener is asked to participate, to the best of their ability, in the management and upkeep of their own personal garden plot, and with the community garden as a whole.

DEMETER'S GARDEN RULES AND REGULATIONS

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1. Lease Requirements, Payments & Plot Agreements:

Fees and Plot Sizes

Gardeners may officially begin gardening at Demeter's Garden after reading and signing this agreement each year, and after your garden plot is assigned, and after the community garden opening date is announced for the season. Gardeners must live within the Carbondale town limits to have a plot, unless there are vacant plots available.

There are plots of various sizes available that rent annually for the following amount:

30-50 sq. ft.	\$ 40.00
51-80 sq. ft.	\$ 45.00
81-99 sq. ft.	\$ 50.00
100-107 sq. ft.	\$ 55.00

Requesting a Plot

Renewing Gardeners: Will be sent renewal information in February of each year. Existing gardeners have first priority to renew their plots and must pay in full by **March 31, 2018**. After that date, open plots will be offered to individuals from the wait list.

New Gardeners: If you are a new gardener and would like a plot, you will be placed on a wait list. If your name comes up, we will call you once (leaving a message if necessary), or send an email (if applicable). If we do not hear from you within 48 hours, we will move to the next person on the list. If your phone number, mailing address or email changes after you sign up on the wait list, please contact the garden Treasurer/Registrar. Please contact Tami Stroud, 618-3117 for availability.

Refunds: If a garden plot is voluntarily relinquished and notification given to the Treasurer/Registrar by May 15th, the plot will be reassigned and the plot fee, minus a \$20 processing fee, will be refunded. No refunds will be given after this date.

Garden plots are assigned to one person only and are not transferable. Others may garden on your garden plot site, but the responsibility for payment of fees, cleanup and other duties as outlined in this document will be the responsibility of the individual whose name is assigned the garden plot.

It is the responsibility of each gardener to follow the garden's Rules and Regulations. In addition all gardeners are required to attend the annual spring meeting, scheduled in late April or early May (to be announced) at Carbondale Town Hall. Failure to attend the meeting may result in forfeiture of your plot. If you are unable to attend, a written letter or email must be received by the Treasurer/Registrar noting the reason of your absence no later than 3 days before the meeting.

It is the responsibility of the gardener to have on file with the Treasurer/Registrar their current address, phone numbers and email.

Community Service/Volunteering

Gardeners understand that this is a community garden and in order for it to succeed, gardener volunteer support is needed to maintain the garden site, manage compost, and help keep the garden site picked up from debris. See page 9 for volunteer positions.

Gardeners must perform 4 hours of volunteer service per plot, to the garden each year. This is in addition to maintenance of your plot and pathways. Gardening efforts such as organized work sessions throughout the season as well as spring and fall cleanups are examples. Organized work sessions focus on maintaining the community areas of the garden and not your plot. We also understand that not everyone can attend these meetings. There is a volunteer sign up sheet in the garden shed to track your hours along with a list of community garden items to be done. If hours are not completed, it may hinder your ability to have a plot the following year.

Plot Maintenance Expectations

Gardeners must maintain plots, including adjacent pathways, throughout the growing season.

- Weedy Warnings: Weeds compete with other plants in your garden and can quickly become invasive. If weeds are left to go to seed, they will affect your neighbor's gardens as well.
- Bug Infestation: Bug infestation can quickly spread in a garden. If plants become infested in your plot, please dispose in the trash, not the compost bin.

If the Community Garden Director or a Garden Leader sees too many weeds or bug infestation in your plot or your plot looks un-worked, you will receive an email and/or a written letter from the Community Garden Leader. If there is no communication and resolution after 2 weeks, your plot will be revoked and made available to others on the wait list. There is no refund of fees for revoked plots. Gardeners who do not maintain their plots will not be eligible for a plot in the following year.

If, for any reason (health, vacation, work pressure) you are temporarily unable to maintain your plot, inform the Community Garden Leader. If you have a substitute gardener, inform the Community Garden Leader.

Please contact the Community Garden Leader if you will be moving, taking an extended vacation (longer than 2 weeks) or otherwise unable to maintain your plot throughout the summer and fall. Gardeners must understand that if they abandon their garden or their plot becomes unkempt for more than 2 weeks, without having given prior notice (i.e. vacation, sickness, etc) to the Community Garden Leader, their plot may be reassigned to someone else who is on the waiting list.

2. Gardening Rules & Regulations:

All Gardeners are responsible for being familiar with and obeying all garden rules and regulations.

Gardeners are responsible for their own garden hoses, seeds and tools. There will be some community garden tools such as wheelbarrows, shovels and small hand tools available to use. These tools will be painted with a brightly colored handle.

Start of Season

Individual plots must be cleaned and started no later than May 31st, weather permitting. If not done by this date, a 2 week notice will be given by phone, mail or email. If no response, the plot will be assigned to the next person on the waiting list.

End of Season

Plots must be cleaned by October 31st of all non-wintering plants, stakes, row covers, pots, etc. These are items not affixed to your plot. Hoses must be removed as well. Failure to do so by this date will result in not being allowed to have a plot for the following year. The Town of Carbondale water to the garden does shut off on October 15.

Organic Garden Plots Only

Demeter's Garden is an organic garden. Herbicides, insecticides and fertilizers made from synthetic chemicals are not permitted. If you are not sure if something is allowed, please check with the Community Garden Leader.

Plants Not Allowed

Plants not allowed in the garden: Cane fruit (raspberries, blackberries, etc), mint, Jerusalem artichoke, rose bushes, fruit trees, ornamental vines, sunflowers nor marijuana cultivation (since this is Town of Carbondale property-not personal property). If you are not sure about a plant, please contact the Community Garden Leader.

Weeds & Disease

Gardeners agree to keep the garden and pathways free of weeds, diseased plants, insect-infested plants and over-ripe produce. Diseased and infected plants must be removed from the garden and disposed of properly.

Compost Area

There is an organic compost area in the garden for garden waste. Please do not bring any compostable items from home. Items placed in the compost pile **MUST BE CHOPPED** into 2-3" pieces to work effectively.

Trash Refuse Removal

Gardeners are responsible for their own trash refuse removal. There is no trash container on site. Please take home your trash and dispose of properly.

Soil Amendments

Compost & Manure: Is the responsibility of the gardener. Once brought into the garden, it must be turned within 24 hours.

Garden Plot Borders

Borders are required and each gardener is responsible for providing a border. Acceptable borders are stone, rocks, bricks, non-pressured treated wood (like cedar or redwood) and other items if approved by the Community Garden Leader. Not allowed as borders in the garden: tires, pressure treated wood, carpet, barbed wire, uncovered black plastic and railroad ties. If you are not sure, please contact the Community Garden Leader.

Adjacent Plots, Borders & Paths

Gardeners shall not plant, weed, water or take produce from another gardeners plot without prior permission from the gardener of that plot.

Gardening activity and plant growth must be restricted to the gardener's plot. Please prevent vegetation from growing within paths and adjacent plots. Additionally, do not plant items that grow tall enough to block the sun on an adjacent plot.

Gardeners are responsible for maintaining the gravel paths that pass by your plot.

Watering

Gardeners need to be present when watering with sprinklers or by hand. Water hoses must not cross other plots. Do not put timers on the faucets unless prior approval is received. Gardeners must be diligent in shutting the water off after each use. The use of soaker hoses will be discussed at a future date to determine if permissible. Gardeners must report all leaks. Please contact the Maintenance Crew Leader.

Tools & Equipment

Some tools will be available in the garden shed. The garden tools are for everyone to use and gardeners will clean and return them neatly in the storage shed. The Demeter's Garden is not responsible for any personal tools on the property.

Gardeners, Family, Guests & Pets

In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors and visitors with respect and consideration. *No gardener shall at any time:*

- Lay a hand upon, shove, strike or threaten a fellow gardener
- Be guilty of obscene gestures or objectionable demonstrations
- Be guilty of using foul language or abusive verbal attack upon a fellow gardener
- Appear in the garden under the influence of alcohol or drugs to the extent that he/she is inclined to cause harm to him/herself or another gardener

Violations of these rules will result in expulsion from the garden and loss of your plot.

Children are always welcome in the garden when accompanied and fully supervised by an adult. Parents are encouraged to bring children to the garden and introduce them to the wonders of gardening.

Gardeners agree not to bring pets to the garden unless it is a service animal.

Miscellaneous

Smoking and music (use headphones please) are not allowed in the garden area. Anything grown in your garden may not be sold for personal profit, per Town of Carbondale Ordinance. Donations of produce are allowed.

3. Garden Contact List & Calendar:

Contact List

Community Garden Director: Elizabeth Cammack – wiz@sopris.net (963-0151)
Treasurer/Registrar: Tami Stroud – jtstroud@comcast.net (618-3117)
Maintenance & Supply Crew:
Organizing Committee:

Calendar

Start of Season: Memorial Day Weekend
Spring Work Day: June
Summer Work Day: August
Fall Work Day: September
End of Season: October 31

4. Warnings & Penalties:

If you fail to follow any of the above rules and regulations, the Community Garden Director or the Treasurer/Registrar will contact you via phone, email and/or mail and give you a reasonable amount of time to correct the problem. If you do not respond, the gardener may lose their plot and may not be eligible to return the following year.

Complaints, policies and mediations are the responsibility of the Demeter’s Garden Organizing Committee with the same having final authority.

Demeter's Garden
Gardener's Signature & Liability Waiver

By signing below, I have read and agree by the above garden rules and regulations. I understand that failure to abide by these rules and regulations will result in forfeiture of my gardening privileges. I understand that neither the Demeter's Garden Team nor owners of the land, the Town of Carbondale or its affiliates, are responsible for my actions. I therefore agree to hold harmless the Demeter's Garden Team or the owners of the land, the Town of Carbondale, for any liability, damage, loss or claim that occurs in connection with the use of the Demeter's Garden by myself or any of my guests.

Gardener Name: _____

Gardener Mailing Address: _____

Gardener Physical Address: _____

Gardener Phone: _____ Cell Phone: _____

Gardener E-mail: _____

Gardener Signature: _____ Date: _____

5. Plot Assignment Form:

Plot # from last year # _____ Fee Amount Due \$ _____

Contact Tami Stroud at 618-3117 to see if there are any available plots for the 2018 season.

Sizes and Prices of Plots.

_____ 30-50 sq. ft.	\$ 40.00	_____ 81-99 sq. ft.	\$ 50.00
_____ 51-80 sq. ft.	\$ 45.00	_____ 100-107 sq. ft.	\$ 55.00

Total Fee Paid: \$ _____

Check # or Cash: _____

If you're a new gardener, would you like an experienced gardener to help you? YES NO

If you are an experienced gardener, would you like to help a new gardener? YES NO

If you are interested, please check one of the garden volunteer jobs listed below. Refer to page 9 for volunteer descriptions.

_____ Treasurer/Registrar _____ Garden Member at large for Organizing Committee
_____ Garden Leader(s)
_____ Maintenance & Supply Crew

Mail-in / Drop off:

Fill out the above application, make checks payable to: ***Town of Carbondale***, and mail or bring into the Town of Carbondale Recreation & Community Center, 567 Colorado Avenue, Carbondale, CO 81623. **Return page 7 of the application. Application and payment deadline is March 31, 2018.** For your protection, please submit payment by check, money order, or credit card only.

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For Office Use Only:

Year: _____
Plot Number Assigned: _____
Cash/Check # _____
Any warnings from previous years? _____

Notes:

Demeter's Garden **Volunteer Team Positions**

Community Garden Director

Organizes and facilitates all activities in the garden; Is the lead contact for the garden; Manages gardeners and relations with the community. Chairs the garden's Organizing Committee. Is the contact person for the Town of Carbondale.

Treasurer/Registrar

Organizes spring registration; Makes plot assignments and garden map; Collects gardener applications and fees and manages the waiting list. Communicates rules and regulations to the garden group. Revises and assembles the Garden's Welcome Packet

Garden Leader(s)

Communicates rules and regulations to the garden group as well. Handles gardening issues, and if needed contacts the Organizing Committee. Monitors that all plots are being used and maintained at acceptable levels according to the rules and regulations. Contacts Treasurer if any gardener appears to have dropped out or if a gardener is not keeping their plot maintained.

Maintenance & Supply Crew

Sets up spring, summer, and fall workdays for the garden group. Makes sure community garden tools are in good shape, checks irrigation system and if maintenance is needed, contacts the Town of Carbondale. Compost maintenance and education.

Organizing Committee

Comprised of the Community Garden Director, Treasurer, Garden Leader(s), Maintenance & Supply Leaders and a gardening member at large. Will meet 1 or 2 times a year or as needed.