

Jamestown Community Garden Policies and Rules

As an entirely volunteer-run organization, our well-being depends on our ability to maintain a welcoming and supportive atmosphere in the Gardens. We also depend on every member to be active in their volunteering in order maintain the grounds and receive future grant money to sustain our Community Garden. The aim of the Community Garden is to create a positive gardening experience and community where everyone feels welcome. Individuals participating in the Community Garden Program are encouraged to contribute to the cooperation, positive communication and camaraderie needed to build a successful and inclusive community garden for all. This is not a program of ownership, but one of stewardship. With this in mind, we have developed a set of policies governing participation in the Community Garden. All Gardeners and their guests are responsible for being familiar with and obeying all Garden Policies and Rules. If you have any questions, please contact the Community Garden Committee.

Common Courtesy

The community gardens are on town property. Please maintain the garden area to a high standard of aesthetics and care.

- Allow adequate space within your designated plot for vining and spreading crops and keep them from encroaching on paths and adjacent plots.
- Do not store things alongside the path next to your bed. Please store in your assigned cubby in the garden shed.
- Do not walk in others' gardens. Use the paths.
- Do not harvest other gardener's crops unless given permission.
- Be respectful of your fellow gardeners, garden neighbors and visitors to the site.
- Please pick up and haul out any litter or trash.

Community Garden Program Provides

- Garden beds/plots
- Water
- Wheelbarrows and basic gardening tools
- When possible compost

Gardeners Provide:

- A minimum of **6 hours** of volunteering at the Community Garden per plot per year.
- Yearly plot rental fee.
- A clearly worked, weeded and harvested plot all through the growing season
- Clear weeded pathways around gardeners' plot/s
- All plant materials
- All tools, fertilizers and pest management supplies
- All irrigation equipment, including drinking water safe hoses

Annual Membership & Plot Use Period

Annual membership and plot use period begins with registration each year and ends. You are not guaranteed membership renewal if you were not current with your volunteer hours and bed/plot maintenance the past season. Returning gardeners in good standing - Annual Contracts will go out no later than February 1st of each year and you will be given 30 days to complete and return the application confirming your desire to rent your bed for the coming season. We rent both Raised Beds & In Ground Plots. The designated Special Needs bed is Bed #16. This bed allows easy access for a person with special needs or physical disabilities. Assigned beds can only be used by the approved household residents on the Garden Registration Form. All bed assignments/reassignments are the responsibility of the garden committee.

Fees & Second Plot Policy

The yearly membership fee is \$85 for each in ground plot or raised bed. Persons on the New Gardener Wait List are given priority access to available plots so that the Gardens remain accessible to as many people in our community as possible. If there are vacant plots after June 15th, it may be possible to obtain use of a 2nd plot on a seasonal basis (non-renewable). To be eligible, a gardener must be current on their volunteer hours and their 1st plot must be fully planted and well managed, subject to committee approval.

Work Contribution/Volunteer Hours

Members must work **a minimum of 6 hours per season per assigned plot** for the upkeep of the Jamestown Community Gardens. We ask that you **volunteer 1 hour per month May - October** in order to keep the grounds maintained throughout the entire growing season. This is in addition to the maintenance of your bed/plot and pathways around the entire perimeter of your garden. There is a list of tasks that need to be completed regularly posted in the Garden Shed. If you have any questions on what needs to be done please contact someone from the Jamestown Community Garden Committee. If you are not physically able to work on the list of volunteer tasks posted, please reach out to the Community Garden Committee and we will offer you some other tasks that need to be done in order to fulfill your required volunteer hours. Completion of volunteer hours must be recorded on the clipboard in the garden shed with your name, date worked, tasks completed and hours worked. We also aim to organize 1 or 2 work days during the season on a weekend for bigger projects that need to be done around the gardens, you are expected to show up and help. Boulder County gives us a credit of \$30 per hour towards the cash match that is required by the Boulder County Sustainability Grant. Your volunteer hours are crucial to the sustainability of our Community Garden. We will periodically update you with your logged volunteer hours. Not completing and recording your volunteer hours during the season may result in the loss of your ability to apply for your bed the following season.

Bed/Plot Maintenance

- Your garden should be mostly planted by June 15th, unless there has been extremely wet and cool weather. If nothing has been planted by that date (barring unusual weather), you will be contacted and will be asked to forfeit your gardening fee and plot.
- Remove weeds from your plot, the perimeter of your plot, the surrounding paths.
- If your plot appears untended (overgrown weeds, unharvested), you will be contacted by the email you provided on your application with a Garden Reminder. You will be given 7 days from the date sent to rectify the problem. For more information regarding the procedures for a Garden Reminder please refer to page 7. This will help us keep weed seeds to a minimum and the gardens cared for.
- No structures may be added to the garden plots, including freestanding pots.
- If season extension materials are used, they must be adequately secured to prevent blowing in windy conditions.
 - Examples of season extension materials include row covers, tarps, and walls of water.
 - It is preferred that all coverings are neutral, solid colors.
 - They may not exceed the height of the garden fence.
- Please remove and store frost protection materials from the garden as soon as the threat of frost has passed.
- By November 1st all annual plant material as well as all stakes, row cover, trash, pots, tools, all season extensions materials must be removed from the garden plot. You must leave your plot in a generally tidy condition for the winter.

Plot Neglect/Abandonment

Keep it clean and green! **Plots must be regularly worked and weed control begun by May 15th.** You are responsible for preparing the soil and keeping it healthy. The Community Gardens aims to provide some compost each year. You can bring more on your own. You are expected to keep your plot neat and free of weeds, debris and garbage. Arrange for a friend or fellow gardener to care for your plot if you go on vacation. Any uncared for, abandoned or unworked plots will be reassigned and no refund will be given. If you are unable to keep or maintain your plot, please contact the Community Garden Committee as soon as possible, the garden committee is responsible for reassigning your bed.

Path Maintenance

It is each gardener's responsibility to keep their entire paths clear and weed-free. Gardeners on opposite sides of a given path should cooperate to keep the pathways clear. Do not store things alongside the path next to your bed, please store all of your things in your assigned cubby in the garden shed. If you have sunflowers, large squash plants, corn or other large plants, they need to be cut back as well to keep the pathways clear.

Plant Selection

In order to maintain all rented garden plots with the most suitable conditions possible, no trees may be planted. If you grow perennials, please dead head them so that plants do not reseed. Plots may be used for ordinary flower, vegetable and herb gardening. Perennial crops such as strawberries are permitted.

Prohibited Plants

Due to the aggressive nature of these plants, they may **not** be planted in the community gardens, including: mint, raspberries, horseradish, nettles and Jerusalem artichokes. Growing cannabis is prohibited.

Composting

There is a pallet composting system in the northeast corner of the Gardens. Please familiarize yourself on how to use this system correctly. Always dump your composting material in the **1st Bin** which is on the **North End** against the fence. Only dump plant material. NO WEEDS, DISEASED or PEST RIDDEN PLANT MATERIAL, WOODY MATERIAL i.e., sunflowers, etc...or FOOD SCRAPS in the pallet composting system. **Shake off dirt from plant roots.**

There will be some containers located outside the garden enclosure near the Garden Shed for you to put all weeds, diseased or pests ridden plant material, and woody debris. Please break down materials so it fits inside the containers. **DO NOT** leave a pile of weeds or woody debris on the ground, it **must** be placed in the containers.

Pests in the Garden

Each member is responsible for managing the pests in and around their garden. This includes rodents, insects and other diseases that affect plants. The management of your garden bed affects everybody's garden bed. Only **Organic** practices will be used to control insects, diseases, and weeds. Non-organic pesticides are not allowed!

Place all diseased or pest ridden plant material in the containers near the garden shed, DO NOT place in the pallet composting bins.

Insects and diseases prefer to attack stressed plants. The first line of defense with organic gardening is to keep plants as healthy as possible by amending the soil with compost and selecting disease and insect free seedlings for planting and watering properly.

The second line of defense is to rely on sustainable gardening practices:

Pests in the Garden cont.

Insect pests

- regularly inspect all garden plants, and look for pests
- hand-pick and remove insects, eggs and larvae of pests
- wash insects off of plants by spraying with a hose
- use sticky traps
- practice crop rotation

Diseases

- plant disease - resistant varieties
- remove weeds and damaged or diseased plants from the garden area
- avoid overhead watering to reduce incidence of mildew and fungus

Weeds

- hand-pull
- apply mulch
- dense planting

It is everyone's obligation to clean out their plots at the end of the growing season by Nov. 1st. This greatly affects the population of some insects and rodents the following year.

Plastic Mulch

Plastic Mulch is not allowed, as it adds plastic fragment to the soil.

Water / Hoses / Irrigation

Please use water wisely! Remember that water is precious and a limited resource.

To conserve water:

- add organic matter to the soil to increase water holding capacity
- mulch well with leaves, woodchips, hay etc.
- water the roots rather than the top of the plants
- water in the evening or morning to reduce evaporation
- check the weather report before watering – don't water if rain is predicted.

Irrigation systems

We prefer our members to Hand Water for many reasons, but if you choose to have an irrigation system Low-volume water delivery systems are required. This includes drip irrigation, soaker hoses or other similar technologies. No overhead irrigation (i.e. sprinklers) is allowed.

Use of water should always be controlled. Drip systems and timers are the preferred method, and they must be maintained in good order. Gardeners are responsible for making sure their timers are working properly. You must check all irrigation equipment routinely for leaks.

Irrigation systems are only permitted to run from 10pm-6am.

Important Note: If you notice that water is flowing uncontrolled from someone else's plot, you are encouraged to turn it off AND notify a person on the Community Garden Committee immediately!

Hoses

When watering, be careful not to drag hoses through others' beds/plots. Try not to spray others' plots/beds, as they may be planning to plant or work their soil.

- If others are waiting to water, limit your time to 10 minutes
- After watering, please roll up hoses and return them to their storage location.

Replacing Hoses

You are responsible for replacing your garden hose when needed. You must purchase a **Drinking Water Safe Hose**. Flexzilla makes a decent 25' drinking water safe hose you can buy at McGuckins Hardware. This is very important, our watering system has been built with drinking water safe materials.

Garden Shed

A shed with a combination lock has been provided for the storage of your tools. There is a crate system for you to store your gardening tools, fertilizers etc... Each crate has a number and it correlates to the number of your bed/plot. You must not use other people's gardening tools, without their permission. It is your responsibility to keep the shed tidy and clean and to **LOCK** it up after you are done.

Tools/Wheelbarrows

The Community Garden provides basic tools and wheelbarrows for your use. Never remove them from the garden site—they are all we have! Clean and replace tools to the tool hangers or shed after each use and lock up wheelbarrows to the 4x4 fence posts.

Fertilizers

Our Community Garden is **ORGANIC**, so do not use “chemical” fertilizers. If in doubt, ask if you can use a particular item on your bed.

Structures

Seasonal and temporary gardening structures such as trellises and cages are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your structures and plantings to avoid casting shade on other plots. All seasonal structures must be removed for the season by November 1st. No permanent structures, including freestanding pots may be added to or around your garden bed/plot.

Dogs

No dogs are allowed in the community garden, including dogs on leashes

Smoking

Smoking is prohibited on the Community Garden Grounds

Trash

Take out any trash you generate at the garden. We have no trash service on-site.

Extra Produce

If you have grown more produce than you are able to use, please consider donating the produce to the Jamestown Food Share. Please contact someone from the community garden committee if you wish to donate food to the Food Share.

Liability

Please report any potentially dangerous conditions to a person on the Community Garden Committee . You agree to not hold the Jamestown Community Garden or the Town of Jamestown liable for injuries to you or your guests while on Community Gardens property.

Plot Revocation and Termination Policies and Procedures

The Jamestown Community Garden has the right to revoke a plot for failure to comply with these Policies and Rules. Breaking any conduct policy or procedure may be cause for immediate exclusion from the garden and loss of your plot(s). No refunds will be issued for plots that have been revoked or gardeners who have been terminated from participating in the Jamestown Community Garden Program.

Through community gardening, you have the opportunity to have a positive effect on other gardeners, your neighbors and your community!

Code of Conduct

Jamestown Community Garden Harassment Policy:

We are committed to providing a positive work environment for all of its volunteers and program participants. We will use our best efforts to prevent and/or eliminate all forms of discrimination, harassment, and/or retaliation. The Jamestown Community Garden is a safe place where persons can work and share the gardening experience without any form of friction, harassment or threatening behavior.

Harassment is unwelcome conduct that is based on race, color, religion, gender identity, national origin, age, disability, socio-economic status, sexual orientation, or genetic information. Harassment of any form will not be tolerated.

Dismissal from the Community Garden

Violations of the Code of Conduct and any behavior that constitutes a threat to the safety and/or well-being of other community garden participants, volunteers, or the community at large, will not be tolerated and may result in immediate dismissal from the community garden.

All community garden members are responsible for their guests abiding by the Code of Conduct Rules and violations may result in their bed being revoked.

The following behaviors, which is not an exhaustive list, may result in immediate dismissal from the Community Garden.

- Violent behavior or threat of violence
- Harassment and/or bullying of any kind
- Theft or willful destruction of property
- Being disruptive, aggressive, demanding or argumentative with other community garden participants or the volunteers
- Disturbing other gardeners or volunteers so as to interfere with their use and enjoyment of the gardens, or constitute a general nuisance.

The Jamestown Community Garden is a Safe Place for everyone.

Anyone who feels they have been harassed or threatened may take appropriate action as necessary which may include contacting a member of the Jamestown Community Garden Committee or Law Enforcement.

Plot Revocation and Termination Policies and Procedures

The Jamestown Community Garden Committee has the right to revoke a plot for failure to comply with these Policies, Rules and Procedures. **Breaking any conduct policy or procedure may be cause for immediate exclusion from the community garden and loss of your plots(s). All members are responsible for their guests abiding by the code of conduct policy.** No refunds will be issued for plots that have been revoked or gardeners who have been terminated from participating in the Jamestown Community Garden. The Jamestown Community Garden Committee may intervene to prohibit any activity or behavior that appears to present an immediate danger or nuisance to volunteers, gardeners or any other person.

In all instances in which an immediate revocation and termination is not warranted, written notification will be given and recorded for documentation to any participant or their guest who violates any Community Garden policy or procedure.

Plot Revocation Procedures for Noncompliance of Plot Maintenance Requirements

1. Garden Reminder

1. **Definition** – When deemed appropriate by the Jamestown Community Garden Committee, a gardener whose plot maintenance is not in compliance with these Policies and Procedures will receive a Garden Reminder email or letter (when an email address is not available). The Garden Reminder specifies the policy or procedure that is currently in violation.

2. **Notification** – A gardener will receive the Garden Reminder from the Jamestown Community Garden Committee via: (a) an email address supplied by the gardener when the gardener registered for the plot; or (b) a letter sent to the address supplied by the gardener when the gardener registered for the plot.

3. **Steps to Remedy the Violation** – Each Garden Reminder will specify the policies and procedures in violation that must be brought into compliance within seven days (unless otherwise notified in the instance of dangerous, offensive violations or special circumstances) of the date sent. The Garden Chair is responsible for checking the plot seven days after the Garden Reminder has been issued to determine if the violation(s) have been brought into compliance with the policies and procedures specified in the Garden Reminder. If a gardener is not able to remedy the violation prior to the deadline, the gardener must contact the Garden Chair before the deadline given to request an extension. All cases will be reviewed individually, with the Jamestown Community Garden Committee making the final decision.

4. **Compliance** - Any gardener who complies with the Garden Reminder within the seven- day period or a deadline approved by the Jamestown Community Garden Committee will have no further penalization; provided that no more than two Garden Reminders are issued in a season (see Plot Revocation below). If the gardener is not in compliance by the deadline and no extension was granted, the gardener will have forfeited their plot and the Jamestown Community Garden Committee will send a Plot Revocation notification.

Approved by Jamestown
Town Board 10/3/2022

5. Dispute of Violation – A gardener who feels they unrightfully received a Garden Reminder can contact the Community Garden Committee to present supporting evidence that demonstrates that the gardener is indeed in compliance with the Policies and Procedures. All cases will be reviewed individually, with Jamestown Community Garden Committee making the final decision regarding compliance with the Policies and Procedures. If a gardener is able to demonstrate that the Garden Reminder was issued in error, the Garden Reminder will not count against the gardener in relation to future Plot Revocation.

2. Plot Revocation

1. **Definition** – A gardener who is not in compliance with the Policies and Procedures within seven days (unless otherwise notified) after a Garden Reminder was sent will have their plot(s) revoked and reassigned. In addition, if a gardener receives a third substantiated Garden Reminder for non-compliance with any policy or procedure, the gardener's plot(s) will be permanently revoked. Seven days after the Plot Revocation notification is sent, the Garden Committee will reassign the plot.

2. **Notification** – A Plot Revocation email and letter will be sent to the gardener and will state that the gardener has seven days to remove all personal contents from the garden plot.

3. **Forfeiture of Abandoned Items** - All items that remain in the plot after seven days become property of the Jamestown Community Garden.

4. **Appeals** – If a gardener believes his or her plot was wrongfully revoked, they can contact the Garden Chair and provide evidence that the gardener is in compliance with the Policies and Procedures within four days of being sent a Plot Revocation notification. All cases will be reviewed individually, with the Jamestown Community Garden Committee making the final decision regarding the plot revocation.

To indicate your acceptance of the terms of participation for the Community Garden, please complete, sign and return the form on the following page.

Jamestown Community Garden Registration Form

Make checks payable to: **Town of Jamestown**

The rent is \$85 per year, per bed/plot.

Please mail Registration Form and Payment to: Jerry Amaro
P.O. Box 76
Jamestown, CO 80455

Name _____

Address _____

City _____ Zip _____

Phone # (Home) _____ (Cell) _____

E-mail _____

This is a Release of Liability and Indemnification Agreement. The user assumes all risk and agrees not to hold the Town of Jamestown or the Jamestown Community Garden responsible for any injuries incurred on the property.

I have read, understand and agree to this statement, and will comply with the Jamestown Community Garden Policies and Rules.

Please keep a copy of the Policies and Rules for your reference and record.

Signature: _____

Date Signed: _____

Assigned Bed/ Plot # _____