

Please keep a copy of this information for your records.

2022 Boulder County Extension Community Garden Information, Policies and Procedures

Community Garden Coordinator: Emma Pett

Phone: 303-678-6924 Email: epett@bouldercounty.org

Office Front Desk: 303-678-6238 Website: <https://boulder.extension.colostate.edu>

Participation in the 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 program. All Gardeners and their guests are responsible for being familiar with and obeying all garden Policies and Procedures. If you have any questions, please contact the Community Garden Coordinator.

The Community Garden is a program operated through a partnership between Colorado State University Extension and Boulder County government ("Boulder County Extension"). Community Garden policies are designed to protect the safety and enjoyment of the community, including volunteer gardeners as well as employees of Boulder County and Colorado State University ("CSU"). From time to time, circumstances may arise that require Boulder County Extension to issue a new policy, procedure or rule. In the event of a change in a policy, garden participants will be notified in writing (via email), and the new policy will be implemented and enforced from that point forward. Each gardener will use the garden at the sole discretion of Boulder County Extension.

Community Garden Program Provides:

- Garden plots (no more than 2 per household or individual)
- Water (regulated by the Boulder County Extension office, the fairgrounds staff and weather conditions)
- Wheelbarrows
- Access to a roto-tiller for a small rental fee. Contact the front desk to reserve and sign the waiver each time the tiller is used. Read & follow directions for using the tiller. **Do not mix oil with gas. Please be familiar with the instruction manual in the office before using the tiller.**
- When possible, management will arrange to have compost deliveries made for a small fee to interested gardeners *who prearrange an amount.*

Gardeners Provide:

- At least 2 hours per plot of community service assistance for the garden per year. This needs to be coordinated **in advance** with the Garden Coordinator (please see further instructions below).
- Yearly plot rental fee paid by **March 1st**
- A clearly worked, weeded and harvested plot all through the growing season
- Clear pathways around gardeners' plot/s
- All plant materials
- All tools
- All Irrigation equipment

Garden Policies and Procedures

Refunds/Revocation

If a garden plot is voluntarily relinquished and written notification given to the Boulder County Extension office by April 15th, the plot will be reassigned and half of the plot fee will be refunded. No refunds will be given after April 15th. Boulder County Extension has the right to revoke plots for failure to comply with the stated Policies and Procedures. No refunds will be issued for plots that have been revoked (see Plot Revocation and Termination below).

Plot Assignment

Garden plots are not assignable to others. Community Garden Program participants AND anyone who will help tend their plots are required to review these policies and procedures. Participants are responsible for ensuring that their assistants/guests comply with policies and procedures and must sign the guest responsibility clause in the contract (see below).

Community Service

Two hours of Community Service time per plot is required annually to participate in the Community Garden Program. This is in addition to the maintenance of your plot and pathways. All tasks/projects completed as part of your community service hours need to be approved by the Garden Coordinator *in advance* of the work being performed (a phone conversation, email or chat in the garden is sufficient). If not approved in advance, you will not get credit for the effort or the hours. If you fail to complete the required community service, a \$40 fee will be charged per plot, in lieu of volunteer time.

Most tasks/projects that improve some elements of our shared garden space are acceptable.

There is a Volunteer Project List of tasks that are needed throughout the season. You are required to confirm your project with the Garden Coordinator by **May 15th. If a project is not selected, a Garden Reminder will be sent via email and through the mail. All volunteer projects need to be completed by the November 15th deadline.**

There are many tasks that need to be completed and Boulder County Extension is open to creative ideas. Tasks do not need to involve heavy manual labor. The purpose of community service is to use our collective energy to improve the garden for everyone involved. If you require a modification in order to perform any physical work so that you can meet your service requirements and have an enjoyable experience as a gardener, please provide a written request for a modification to the Garden Coordinator, identifying the types of activities you can and cannot undertake, at least 7 days prior to starting your participation in the garden.

Completion of service hours must be communicated to the Garden Coordinator with the following information: gardener name and plot number, task completed, date completed, and number of hours completed. Failure to complete your service hours by November 15th will result in non-renewal of your plot, possible forfeiture of your deposit, and being billed \$40 per plot. **If hours have not been recorded by **November 1st**, a Garden Reminder will be sent via email and through the mail.**

Plot Neglect/Abandonment

Plots must be regularly worked and weed control begun by May 15th (weather permitting). Any abandoned or unworked plots as of this date will be reassigned and no refund will be given. If you are unable to keep or maintain your plot, you must contact the Garden Coordinator as soon as possible. We may be able to help you coordinate assistance from other gardeners, depending on the circumstances.

Plot Maintenance

Plots must be reasonably maintained, i.e. weeds under control and plants regularly cared for, watered and harvested. Plants must not exceed plot boundaries. Any structures added to the garden plots must be approved prior to their construction. By November 15th, all non-wintering plants must be removed as well as stakes, walls of water, row covers, furniture, trash, piles of lumber, pots, tools, etc. Unapproved items left in plots over the winter may be removed and discarded by Boulder County following the deadline. Please make sure compost bins are properly cared for. You must leave your plot(s) in a generally tidy condition for the winter.

Soil Amendment Selection

Neither **raw manure** nor **lime** may be added to the community garden at any time. Compost teas **MUST** be completely covered at all times. Standing water will be dumped as soon as it is noticed as this is a **health hazard**. If you have questions, contact the office.

Path Maintenance

It is each gardener's responsibility to keep their paths clear and weed-free. Gardeners on opposite sides of a given path should cooperate to keep the pathways clear. Trees, sunflowers, squash plants, corn or other large plants need to be pruned back to keep the pathways clear.

Plant Selection

In order to maintain all rented garden plots with the most suitable conditions possible, no new trees may be planted. Trees have the potential to interfere with the success of other community gardeners because of their likelihood to shade out other plots. Also, over time, the root systems may interfere with pathways, irrigation pipes and general maintenance of adjacent plots. If you grow perennials, please dead head them so that plants do not reseed. Please remove all annuals before they go to seed, including sunflowers, cosmos, dill, etc.

Compost

There is a compost dumpster located to the south-east corner of the garden **outside** the fenced area, for use by Community Gardeners. All compostable material from within the garden can be disposed of there.

DO NOT leave debris on the ground next to the dumpster. Please hold extra debris in your plot until the following week. No trash, please. DO NOT use the demo compost area in the south west corner for any reason.

Weeds

There are many weeds in the Community Gardens. If weeds are left to go to seed they will affect your neighbors' gardens as well. If the Garden Coordinator sees too many weeds in your garden or your plot looks unworked, you will receive a Garden Reminder from the office.

Fertilizers, Pesticides, Etc.

Our Community Garden is not an organic garden. As such, synthetic fertilizers and pesticides (including herbicides) are allowed. We absolutely encourage gardeners to use a minimum of these products and encourage the use of scientifically-based organic methods when possible. Remember that responsible use of garden products means that your use will in no way affect other gardeners or their crops or soil. **DO NOT use chemicals on windy days!** Use of herbicides that affect the crops or soil of another gardener may be grounds for termination of your lease or non-renewal for future years. Gardeners may not use any chemicals in the common areas, including: herbicides, pesticides, or fertilizers that contain organic or non-organic ingredients.

Pests in the Garden

It is everyone's obligation to clean out their plots at the end of the growing season. This greatly affects the population of some insects and rodents the following year. If a pest is recognized in your or another person's plot, you will be notified. If you notice a pest, please inform the Garden Coordinator. Reasonable efforts will be made to eradicate the problem to the best of our ability, however, it is not possible to eliminate all pests.

Guests and Children in the Garden

Guests must be registered with the Garden Coordinator prior to entering the garden area to ensure compliance with these Policies and Procedures. If you plan to have regular assistants helping you to maintain your plot when you are not on site, ***they must be registered through this contract's registration form*** (please see form below). Please keep a close eye on any children in the garden. This is not a safe place to let children explore and it is your responsibility to supervise them.

Water / Hoses / Irrigation:

Emergency numbers are listed on the bulletin board in the event of an irrigation pipe breakage. **It is your responsibility to learn where the water main is located and how to turn it off before starting to garden in the spring. Please ask the Garden Coordinator to help you.**

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. While periodic spot-watering with a hose-end is fine, this should not be the principal means of irrigation. Check all irrigation equipment routinely for leaks. Gardeners may not leave garden hoses in use unattended unless using an automatic timer. The use of drip irrigation, including associated materials such as soaker hoses, is garden policy. Drip systems are an effective water conservation tactic. Please keep in mind that the single largest expense for the garden is our water bill. If water is not used responsibly the bill will increase and that will force us to raise the rental fees.

Important Note: If you notice that water is flowing uncontrolled from someone else's plot, you are encouraged to turn it off AND notify the office immediately. Please also leave a note on the front gate message board – there is a notebook inside the mailbox.

Personal Items

Boulder County Extension Community Garden is not responsible for any personal items. Plots are not storage areas and all plots must be cleared of non-approved items by November 15th.

Not Allowed in the Gardens

The following are not permitted in the Gardens: theft, water storage in open containers, marijuana cultivation, bee hives, tires, pressure treated wood, barbed wire, smoking, music, selling produce, new fruit trees, promotion of political views through signage or solicitation, pets and unsupervised children. Registered service animals are allowed; please register any service animal with the Extension office before garden use.

Code of Conduct

Boulder County Harassment Policy:

Boulder County is committed to providing a positive work environment for all of its employees, volunteers and program participants. Boulder County will use its best efforts to prevent and/or eliminate all forms of discrimination, harassment, and/or retaliation.

Harassment is a form of antisocial behavior that means engaging in unwanted conduct towards another person, *for any reason*, that either affects their dignity or creates an unpleasant environment for them, making it hostile, degrading, humiliating or offensive.

<https://psychology.wikia.org>. Harassment of any form will not be tolerated by Boulder County Extension.

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, staff, or the community at large, may result in immediate dismissal from the program.

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

- Violent behavior or threat of violence
- Possession and/or use of illegal drugs, alcohol, marijuana or tobacco products (tobacco carries the Tobacco Mosaic Virus which is harmful to plants) while on Boulder County property; or impairment by drugs or alcohol
- Harassment and/or bullying of any kind
- Repeated willful or careless (unsafe) use of tools
- Theft or willful destruction of property
- Being disruptive, aggressive, demanding or argumentative with other community garden participants or the staff
- Failure to leave the premises immediately upon being told to leave by a Boulder County Extension or any Boulder County employee
- Disturbing other gardeners or employees so as to interfere with their use and enjoyment of the gardens, or constitute a general nuisance
- Soliciting donations, selling or taking orders for anything of value
- Illegal possession or display of a weapon in the gardens. Legal knives with blades no longer than 3 and 1/2 inches in length are not considered weapons. This prohibition does not apply to police officers carrying service weapons in accordance with their department's policies or as expressly mandated by Article 12 of Title 18 of the Colorado Revised Statutes.

Plot Revocation and Termination Policies and Procedures

Boulder County Extension has the right to revoke a plot for failure to comply with these Policies and Procedures. **Breaking any conduct policy or procedure is cause for immediate exclusion from the garden and loss of garden plot(s).** No refunds will be issued for plots that have been revoked or gardeners who have been terminated from participating in the Boulder County Extension Community Garden Program. Boulder County and Extension staff may intervene to prohibit any activity or behavior that appears to present an immediate danger or nuisance to staff, 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 Boulder County Extension staff, 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 Boulder County Extension 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 Coordinator 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 Coordinator before the deadline given to request an extension. All cases will be reviewed individually, with Boulder County Extension staff making the final decision.
4. **Compliance** - Any gardener who complies with the Garden Reminder within the seven- day period or a deadline approved by Boulder County Extension staff 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 Boulder County Extension staff will send a Plot Revocation notification.
5. **Dispute of Violation** – A gardener who feels they unjustly received a Garden Reminder can contact the Garden Coordinator 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 Boulder County Extension staff 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 Coordinator 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 Boulder County Extension.
4. **Appeals** – If a gardener believes his or her plot was wrongfully revoked, they can contact the Garden Coordinator 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 Boulder County Extension staff 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.

Policies and Procedures adapted from Growing Gardens, City of Boulder, Revised 1/2019

Boulder County Extension Community Garden Registration Form

To register for the 2022 Boulder County Extension Community Garden Program, located at 9595 Nelson Road, Longmont, CO, 80501, please complete and return this form with a \$50 deposit (deposit not needed for renewals) and rental fees by March 1, 2022. Checks should be made out to Boulder County Extension.

Name _____

Address _____

City _____ Zip _____

Telephone # _____ (H) _____ (W)

E-mail _____

The rent is \$85 per year for the full-sized plots and \$55 per year for non-standard plots. Wheelbarrows, while provided by the Extension office, are to be maintained by the community gardeners. The user assumes all risk and agrees not to hold the Agent, Boulder County or Colorado State University responsible for any injuries incurred in the garden. All walkways are to be free of items; they are not storage areas. All fees including deposit and completed application are due no later than March 1, 2022.

I have read, understand and agree to this statement, and will comply with the **2022 Boulder County Extension Community Garden Policies and Procedures**.

Signed: _____ Date: _____

Over the course of the 2022 growing season, I will have assistance tending my plot(s) from the following person(s). **I have shared the *Boulder County Community Garden Information, Policies and Procedures* with them and I assume full responsibility for their compliance. I understand that in my absence, anyone on my garden plot who is not listed here will be considered trespassing.**

Names, addresses, phone numbers and emails of all assistants:

Signed: _____ Date: _____

Signed: _____ Date: _____
(Registered Gardener)

Return to:
Boulder County Extension
9595 Nelson Road, Box B
Longmont, CO 80501