

# DENVER BOTANIC GARDENS

## ***2021 Denver Botanic Gardens Community Garden at Congress Park Rules and Responsibilities***

**DENVER BOTANIC GARDENS COMMUNITY GARDENERS, THE “GARDEN GROUP” ARE RESPONSIBLE FOR FACILITATING GARDEN ACTIVITIES. THE ENTIRE PROPERTY IS THE RESPONSIBILITY OF THE DENVER BOTANIC GARDENS, THE “SPONSORING ORGANIZATION”.**

The City of Denver’s Water Department is the sole owner of the property. Denver Botanic Gardens serves as the leaseholder and is the Sponsoring Organization representing the Garden Group.

### **1. Participation & Operation:**

- Eligible participants will pay annual dues as a member of Denver Botanic Gardens and annual plot rental fee.
- The Sponsoring Organization will appoint a qualified member of its Horticulture staff to act as Coordinator.
- The Sponsoring Organization will establish a Steering Committee consisting of members of the Garden Group elected at the annual organization meeting in March.
- The Steering Committee will be responsible for all communication between the Garden Group and the Sponsoring Organization’s staff.
- The Steering Committee will establish separate Supporting Committees with responsibility for Operations, Education, Social, and Neighborhood activities.
- The Steering Committee and Supporting Committees will provide the necessary guidance and coordination required to maintain the Community Garden at a high standard. (Refer to the outline of Steering Committee and Supporting Committee duties.)
- The ICCG (“Informed and Concerned Community Gardeners”) is a Denver Registered Neighborhood Organization that represents the interests of the Community Garden. Community gardeners will be informed of and are welcome to attend all ICCG meetings. Three community gardeners serve as ICCG representatives to the DBG Neighborhood Advisory Committee (NAC).

### **2. Volunteer Hours:**

- The completion of volunteer hours is required to assure the viability of the Community Garden.

- Every gardener must provide a minimum of 2 hours per month of work in the common areas during the growing season (May-October), for a total of 12 hours for the season. Gardeners can complete their hours in increments other than two a month. For example, one month a gardener might contribute 4 hours and the next month, a gardener might contribute 0 hours.
- Gardeners will record their hours in a log book kept inside the shed.
- Gardeners have the option of attending a scheduled workday to count towards required volunteer hours. Gardeners will also be provided with other volunteer opportunities throughout the season including, but not limited to, watering, maintaining community spaces and delivering food donations.
- Time spent serving on a committee (meetings, newsletter writing, website help, etc.) will count towards required volunteer hours.
- Gardeners will have the option at the beginning of the year to opt out of the required volunteer hours by contributing \$50. Additionally, if hours are not completed by the end of the season, and arrangements have not been made with the garden Coordinator, gardeners will be required to contribute \$50 or risk losing plot privileges for the following garden season.
- Gardeners will be given a mid-season report on completion of volunteer hours. At any other time during the season, volunteer hours can be checked by contacting the garden Coordinator or the head of the operations committee.

### 3. Individual Gardens Assignments:

- The plot rental fee for the 2021 season is \$50.00 per plot (\$25.00 per half plot), payable prior to commencement of work in the garden, but not later than **APRIL 15th, 2021**. Plot rental fees are non-refundable.
- In assigning plots, the Sponsoring Organization will not discriminate on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation or disability.
- The Sponsoring Organization's Coordinator will determine plot assignments. Plots are assigned on a first come, first served basis. After a plot is assigned, it may not be re-assigned by the gardener.
- As long as there is a waiting list for plot assignments, no gardener will be assigned a second plot.
- Returning gardeners are not guaranteed the same plot as the year before. However, all efforts will be made to try to keep gardeners in the same plot as the year before. Gardeners will only be reassigned a different plot in cases where it might interfere with the overall operation of the garden (i.e. needing to move a plot in order to accommodate soil deliveries).
- If a returning gardener would like to relocate to a different plot, a gardener may request a re-assignment by completing the Relocation Application and submitting it to the Sponsoring Organization's Coordinator. Such application does not guarantee that the desired plot relocation will or can be accommodated.

- Plots may be shared, but may not be shared for a fee greater than \$50 per plot (gardeners shall not profit from a shared arrangement). All gardeners sharing a plot must be registered and sign the Waiver and Release.
- Plots are to be used to grow crops for the gardener's personal use only and not for sale or profit.

#### **4. Garden Boundaries:**

- Interior "boundary fences" around individual plots are discouraged. They are hard to weed and can quickly make the overall garden unsightly. The preferred boundary is a weed-free edge between your plot and the adjacent path or garden.
- With the Sponsoring Organization's Coordinator's approval, a garden plot may be edged with a low-profile edging material in good condition.
- The use of scrap materials such as broken bricks and concrete; small fragments of sandstone or pavers; scraps of wood, metal or plastic edging; and white wire fencing is discouraged.
- The use of pressure treated landscape timbers and wood is also discouraged. Cedar is a non-toxic alternative.
- Boards used for raised beds within individual plots must remain unpainted.

#### **5. Garden Structures:**

- Only structures that encourage vertical plant growth are allowed, and only during the growing season, if they are functional, orderly, safe and attractive.
- At the end of the growing season, all vertical structures must be removed or stored in the assigned garden plot or in the area behind the shed. Items stored behind the shed must be clearly labeled or they will be removed.
- Benches are provided in common areas. Additional seating inside individual garden plots must be stored off-site in winter.
- Garden art must not exceed four feet high, must appear in good condition, contribute to the garden's overall visual continuity, and be removed during winter.
- The Sponsoring Organization and the Steering Committee must approve all new or replacement garden structures.

#### **6. Trees and Shrubs:**

- The Sponsoring Organization is responsible for the maintenance of the trees and woody shrubs located in the common areas.
- Gardeners shall notify the Sponsoring Organization's Coordinator if pruning or trimming is indicated. Gardeners are not permitted to undertake any shrub or tree maintenance without the guidance of the Coordinator.
- Gardeners will not plant any trees, or allow them to grow, in individual plots.

#### **7. Tool Shed:**

- The Garden Group is responsible for keeping the tool shed clean and organized.
  - All tools must be cleaned and hung up after use.
  - No construction or alteration to the tool shed is to be done without the prior approval of the Sponsoring Organization and the Steering Committee.
- 8. Compost Bins:**
- Individual compost bins are not allowed. They distract from the visual continuity of the garden.
  - Use and maintenance of the community compost bins is encouraged.
  - Composting guidelines regarding materials that can and cannot be composted and the appropriate addition of materials to the compost will be posted and should be followed.
- 9. Organic Only:**
- The community garden uses organic gardening methods.
  - Gardeners shall not use any chemical fertilizers, pesticides or herbicides.
  - Only organic supplements and pest control methods are permitted.
- 10. Garden Hours:**
- The Community Gardens will be open daily from 7AM to 8PM.
  - Gardeners must not be in the gardens for any reason either before 7AM or after 8PM.
  - The Sponsoring Organization will have security staff spot check the Community Garden on a periodic basis to ensure closing time is being honored. Anyone not honoring the hours of operation will lose their plot.
  - Gardeners are expected to clean and put away all tools, turn off faucets, and secure the shed when leaving.
- 11. Neighbor Considerations:**
- Please rototill after 8am during the week and after 10am on the weekend.
  - Please avoid congregating near the entrance to the garden or any area near the Denver Water building and gate.
  - Please avoid shouting to other community gardeners; instead, please walk over to another gardener for a quiet conversation.
  - Please wear appropriate clothing when working in the community garden. Please wear shirts at all times; bikini tops/sports bras need to be covered.
  - Please close the entry gate quietly.
- 12. Trash:**
- **Our garden uses a “pack it in, pack it out” policy. There is no trash or recycling pick up at the garden; please plan accordingly.**
  - All organic waste is to be composted or removed from the garden.

### 13. Gardening:

- Each Gardener should begin planting their plots by June 1, 2021, unless arrangements have been made with the garden Coordinator. If a plot is not planted by this time, the gardener will be contacted.
- Invasive or poisonous plants, trees, bamboo, or illegal plants may not be planted in individual plots. Turf-like grasses (ex: fescue, Kentucky blue, and buffalo grasses) are not permitted. Perennial herbaceous plants, such as flowers and herbs, are allowed. If you have any questions about whether a particular plant is allowed, please check with the garden Coordinator.
- No alcohol, smoking, illegal drugs or weapons of any kind are permitted in the garden.
- Personal items such as tools and approved structures are permitted in the garden plots. The Sponsoring Organization is not responsible for the loss or theft of these items.
- Garden plots must be kept clear of weeds, dead plants, debris and trash throughout the gardening season. Bags of spent plants, grass clippings and leaves are not permitted to be stored on any plot at any time. To “passers-by” they appear as bags of trash.
- Unopened bags of topsoil, compost or manure are not to be stored on any garden plot for more than two weeks. If the gardener has paid the required fee for rototilling, unopened bags of topsoil, compost, or manure may be delivered to the plot prior to the date rototilling is scheduled. The Sponsoring Organization’s Coordinator will provide schedule details.
- Gardeners are responsible for maintaining the pathways around their plots. Plants must not be allowed to grow into pathways. Pathways must be weed free. Plots shall not be widened to encroach upon the pathways and common areas.
- If a plot appears untended (overgrown weeds, produce not harvested, etc.), the gardener will receive a pink flamingo in their plot. Pink flamingos are placed at the beginning of each month. Additionally, an e-mail will be sent with specific comments regarding the state of the plot. Gardeners have two weeks to tend to the plot; if the issue is not addressed during this time, the plot will receive one strike. Any plot that receives three strikes may be reassigned.
- Gardeners who are unable to tend their plots for an extended period of time are asked to contact the garden Coordinator.
- Gardeners are expected to cooperate and respect other gardeners and the surrounding neighbors. Excessive noise and offensive language are not permitted. Violations should be reported to the Steering Committee for resolution.
- Gardeners are NOT permitted to take fruits, vegetables, flowers or other plant material, gardening supplies or tools from any other plot without permission of the other gardener.
- Gardeners must NOT clean out or disrupt another plot without getting permission of the Sponsoring Organization’s Coordinator, even if the plot appears to be abandoned.

**14. Food Donation**

- Gardeners will have the option of donating produce if they choose. Directions on donating will be provided throughout the season.
- Donations will be picked up twice a week from a cooler located in the shed, and it is strongly encouraged that donations do not sit in the cooler for more than a few days. Please keep the pick-up days in mind when harvesting.

**15. Watering:**

- Please do not water other gardener's plots without their permission.
- The gardener must be present while watering and comply with any water usage restrictions that may be applicable pursuant to City of Denver ordinance or regulation.
- Care must be taken when moving hoses and tools across other plots and pathways.
- Watering in the buffer zone will be managed by a specified volunteer group.

**16. Pets:**

- Pets are not permitted in the garden, including the area beyond the gate, ramp and the entrance to the Garden.
- Pets may not be tied to the gate outside the Garden.
- No dog or cat waste shall be used as fertilizer.

**17. End of Season**

- Each fall, all annual plant material, leaves and other fall debris must be removed. Any perennials remaining in a plot must appear well kept.
- All dead plants, weeds, trash must be removed. Tools, sticks and cages are to be removed or stored on the gardener's assigned plot.
- Tomato cages, trellises, and plant support structures may only be stored lying down in the gardener's assigned plot and not near the entrance of the garden, near the perimeter fence, or in the common area.
- Failure to comply with these responsibilities may result in loss of gardening privileges.

## **GARDEN REGISTRATION & WAIVER AND RELEASE**

I desire to participate voluntarily in gardening and other activities sponsored by Denver Botanic Gardens at Congress Park Community Garden, (the "Garden").

I understand, accept and assume the risks associated with participation in any and all activities of the Garden. I also assume the responsibility of conducting myself in a civil manner, which is mutually beneficial to all participants. Unacceptable conduct generally includes, but is not limited to, theft of tools or other personal property, theft or disturbance of plant material from other plots or the common area, profanity, and any other behavior which may be offensive to other participants, their family, or guests.

I assume full responsibility for any injuries which may occur to me, as well as the safety of any family member or guest, and do hereby fully and forever discharge and release Denver Botanic Gardens, their employees, executive directors, board members, officers, agents, authorized volunteer helpers, representatives, consultants, insurers and sureties, and their successors and assigns (collectively, the "Released Parties"), from any "Claims".

"Claims", as used in this document, means any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my presence or the presence of my family members and guests in or on the Garden, activities at the Garden, the use or intended use of the Garden, and/or participation in activities sponsored by Denver Botanic Gardens including, without limitation, any of the foregoing resulting from or arising out of the negligence of a Released Party. Further, I hereby waive any and all Claims against a Released Party.

I expressly acknowledge that participation in the Garden is for my purposes and convenience and not for the purpose and convenience of any one or more of the Released Parties.

In the event that a dispute arises between a gardener or gardener(s) and the designated Steering Committee, and a resolution of the dispute cannot be reached by these parties, I agree to have Denver Botanic Gardens act as the arbitrator of the dispute, and I further agree to accept Denver Botanic Gardens' decision as final.

I understand that neither the Garden Group, Denver Botanic Gardens nor the City of Denver Water Department is responsible for my actions. I therefore agree to hold harmless the Garden Group, the Sponsoring Organization and the owners of the land for any liability, damage, loss or claim that occurs in connection with use of the Garden by me or any of my guests.

I have read and understand the above Responsibilities, Rules and Regulations, and the Waiver and Release. I agree to all terms and conditions described herein voluntarily consent to participate.

Parents/ Guardians are responsible for any minors on the premises.

**\*\*\*Individual waivers need to be filled out and signed by all members gardening in a plot.** (Additional waivers may be obtained at the annual meeting or earlier upon request.)

Plot Number: \_\_\_\_\_

Name or Names of garden participant (please print and list names of all gardeners associated with this plot):

Primary Gardener: \_\_\_\_\_

Additional gardeners: \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

If this is a renewal, are there any changes to the information you supplied last season? Yes \_\_\_ No \_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_ Zip \_\_\_\_\_

I live in the Congress Park neighborhood. Yes \_\_\_ No \_\_\_

Phone \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Denver Botanic Gardens membership number: \_\_\_\_\_

(If you need to renew your membership, this can be filled in later, but membership does need to be on file before the season commences.)

May we place your contact information in the directory to be distributed to the /the steering committee/ICCG? Yes \_\_\_\_\_ No \_\_\_\_\_

May we share your contact information with Denver Urban Gardens?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you provide consent for any photographs taken of you while you are in the garden to be used on our community garden website? Yes \_\_\_\_\_ No \_\_\_\_\_

**This form must be returned by April 15<sup>th</sup>, 2021. Forms may be returned by mail or digitally by email. The annual meeting will be held via Zoom on Thursday, March 25<sup>th</sup> at 6pm. If you are unable to attend a recording will be made available afterwards.**