

## 2024 Gilpin County Extension Community Garden Application

Please send completed application and a check to:

**CSU Gilpin Extension  
230 Norton Drive  
Black Hawk, CO 80422**

**Questions:**  
303-582-9106  
jennifer.cook@colostate.edu

Name:

Address:

Phone:

Email:

- Check if you do not want your email shared with the Community Garden group. *We highly recommend you allow sharing to facilitate communication among gardeners.*

Type of plot preferred (note that returning gardeners in good standing will have first choice of plot type):

- Stock tank (13 available) - \$25 each**  
 **In-ground plot (8 available) - \$5 each**

**Are you a returning gardener?**

- Yes**  
 **No**

I have read the Gilpin County Community Garden Information, Policies and Procedures. I understand that failure to meet the rules may result in loss of gardening privileges. I grant permission to Colorado State University Extension to take and use photographs and quoted remarks of me or prepared by me, for use in promotional materials. I am a Gilpin County resident.

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Sign

Date

Gilpin County Community Garden is located at the Gilpin County Fairgrounds, 230 Norton Drive. Black Hawk, CO 80422

*Please keep a copy of this information for your records.*

## **2024 Gilpin County Extension Community Garden Information, Policies, and Procedures**

Garden Coordinator: Jennifer Cook

303-582-9106

Jennifer.cook@colostate.edu

**Gardeners must read and obey all garden rules. If you have any questions, please contact the Garden Coordinator.**

### **A. Gilpin County Community Garden Rules**

#### **1. Participation in the Community Garden**

Gilpin Community Garden was established in 2013. 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.

Community Garden policies are designed to protect the safety and enjoyment of the community, including volunteer gardeners as well as employees of Colorado State University ("CSU"). From time to time, circumstances may arise that require Gilpin 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 Gilpin County Extension.

#### **2. Community Garden Program Provides:**

- Garden plot (a 12½' x 4' plot approx. 50 square feet) or a 10' x 3' x 2' stock tank and soil); and
- Water and a hose.

#### **3. Gardeners Provide:**

- 1 hour (or more) of community service assistance for the garden per year. Coordinate this community work with the Garden Coordinator;
- Yearly plot rental fee of \$5 for in-ground plots, \$25 for stock tank plots;

- A clearly worked, weeded, and harvested plot all growing season (your plot may be given away if not worked by June 15);
- Other soil amendments, such as compost and fertilizer;
- Clear pathways around their plot (you must weed the pathway in front of your plot closest to the cistern);
- All plant materials;
- All tools; and
- Current address, phone numbers, and email. It is your responsibility to keep your address, email, and phone number current with the Office.

## **B. Policies and Procedures of the Gilpin County Extension Community Garden Program**

### **1. Plot Maintenance:**

Plots must be reasonably maintained, i.e. weeds under control, plants are regularly cared for, watered, and harvested. Plants must not exceed plot boundaries. Any structures added to plots must be approved prior to construction. By October 15, plants/debris must be removed as well as stakes, walls of water, row covers, pots, tools, etc. Unapproved items left in plots over winter may be removed and discarded. You must leave your plot(s) in a generally tidy condition for the winter.

### **2. Path Maintenance:**

It is each gardener's responsibility to keep their paths clear and weed-free. You are responsible for the path closest to the cistern alongside your bed.

### **3. Plot Neglect/ Abandonment:**

Plots must be obviously worked and weed control begun by June 15. Any abandoned or unworked plots will be reassigned and no refund will be given. If you are unable to keep or maintain your plot you must contact the Office or your Garden Coordinator as soon as possible. We may be able to help you coordinate assistance from other gardeners, depending on circumstances. No refunds will be given.

### **4. Community Service:**

At least one hour of community service time (per plot, per year) must be given to participate in the Community Garden Program. This is in addition to maintenance of your plot and pathways. General site maintenance, site weeding, composting work, or organizing group purchases for the gardeners count as community service. Weeding your plot or your designated path will not count. All tasks/projects done as part of your community service hours need to be approved by the Garden Coordinator (a simple phone conversation, email, or chat in the garden is sufficient). Failure to complete these hours may result in non-renewal of your plot. Completed hours should be called in or emailed to the Coordinator with the following information: gardener name and plot

number, task completed, date completed, number of hours completed. The deadline to complete and report community service hours to the Office is October 15.

5. **Compost:**

A compost area is setup in a pallet structure east of the cistern. Please feel free to dump compostable matter- excluding fruits, meats, and cooked foods. This compost area is for Community Gardeners only. This is not a public compost.

6. **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 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. Aggressive perennial plants, such as mint, are NOT allowed. Marijuana and any illegal plants are not allowed.

7. **Weeds:**

There may be weeds in the community garden. If weeds are left to go to seed, they will affect neighboring gardens. If the Community Garden Coordinator sees too many weeds in your garden, or your plot looks unworked, you will receive a call and/or written letter or e-mail from the Office. If you are contacted by CSU staff regarding your weeds or the condition of your plot, you must contact the Coordinator within one week to discuss a plan of action. If there is no response within one week or if action is not taken within the decided time, the plot will be considered neglected and will be given to someone else.

8. **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 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.

9. **Dogs:**

Dogs are NOT allowed in the Community Garden at any time. The only exception will be for registered service animals.

10. **Fertilizers, Pesticides, etc.:**

The intention is for the garden to have only organic pesticides (herbicides or insecticides). Contact the Coordinator for free organic fertilizer.

11. **Water / Hoses / Irrigation:**

The only supply of water to the garden is by truck delivery to the cistern. Please **be as sparing of the water as possible**, while still maintaining healthy crops. *We HIGHLY*

*encourage the use of lots of soil amendments and the use of floating row covers. **Make sure the hose is turned off before you leave.** If you notice a leak, please notify the Office or Garden Coordinator immediately.*

**12. Tobacco:**

Do NOT smoke in the Community Garden. Tobacco carries Tobacco Mosaic Virus which is harmful to many plants including tomatoes.

**13. Plot Renewals:**

If you maintain your garden and pathways throughout the season, clean it up at the end of the season, fulfill your one hour of community service and have no outstanding balances to your account, you will be allowed to renew your garden plot rental the following year. Gardeners renewing a plot will be given the option of keeping their previous year's plot.

**14. Acceptance of Applicants:**

Plots will be given on a first come (and paid) basis. (Future years: priority will be given to those who had a plot the previous year and followed the policies and rules.)

**15. Disclaimer:**

The Office or Garden Coordinator is not responsible for any lost, damaged, or stolen property or the success of any garden plots.

**16. Principles of Community:**

Principles of Community support the Colorado State University mission and vision of access, research, teaching, service, and engagement. A collaborative and vibrant community is a foundation for learning, critical inquiry, and discovery. Therefore, each member of the CSU community has a responsibility to uphold these principles when engaging with one another.

Inclusion: We create and nurture inclusive environments and welcome, value, and affirm all members of our community, including their various identities, skills, ideas, talents, and contributions.

Integrity: We are accountable for our actions and will act ethically and honestly in all our interactions.

Respect: We honor the inherent dignity of all people within an environment where we are committed to freedom of expression, critical discourse, and the advancement of knowledge.

Service: We are responsible, individually and collectively, to give of our time, talents, and resources to promote the well-being of each other and the development of our local, regional, and global communities.

Social Justice: We have the right to be treated and the responsibility to treat others with fairness and equity, the duty to challenge prejudice, and to uphold the laws, policies and procedures that promote justice in all respects.

**17. Code of Conduct:**

Gardeners will follow the principles of community and conduct themselves civilly towards others. Gardeners are fully responsible for guests and children that may accompany them. Gardeners will not take crops from others' plots.

**18. Enforcement Procedures:**

Gilpin Community Garden employs a three-tiered system to ensure compliance with its Rules, Policies, and Procedures: Notification/Warnings, Suspension and Termination.

Notwithstanding the procedure outlined below, Gilpin Community Garden has the right to terminate a plot for any reason within its sole discretion. No refunds will be issued for plots that have been terminated.

Gardener's acknowledgement of these Enforcement Procedures will be kept on file along with their application to participate in the Program. Gilpin Community Garden will also keep a copy of all rules, policies, and procedure violations as notified per the below in addition to other relevant communications.

**a) Violation of Gilpin County Community Garden Rules, Policies, and/or Procedures**

- I. Notification/Warnings: A gardener who is not in compliance with the Gilpin Community Garden Rules, Policies, and/or Procedures will receive a Garden Warning email or letter from the Garden Coordinator. The Garden Warning will specify the Garden Rules, Policies, and/or Procedures, that are currently in violation.
- II. Steps to Remedy the Violation: The gardener must remedy the specified violation (if such violation is able to be remedied) within seven (7) days of the date that the Garden Warning was sent. If a gardener is not able to remedy the violation prior to the deadline, the gardener must contact the Garden Coordinator before the deadline to request an extension. Gilpin Community Garden will review all cases individually and make the final decision regarding the extension request within its sole discretion depending on the circumstance.

In case the violation is not remedied within the seven (7) day period and no extension is granted, then it is assumed the gardener has forfeited the plot and the gardener may be suspended within the discretion of the Garden Coordinator pursuant to the Suspension provision outlined below.

**b) Suspension**

- I. Definition: Any gardener who 1) violates the Garden's Rules, Policies, and Procedures twice within a period of two growing seasons; 2) violates the

Garden's Rules, Policies, and Procedures in a manner that Garden Coordinator deems extreme; or 3) does not heed the Community Garden warnings and remedy the infractions within the seven (7) day timeframe allotted, may be suspended from the Gilpin Community Garden. A suspended gardener cannot participate in the Community Garden Program for the remainder of the gardening season and will not receive a plot refund. Their garden plot may be reassigned to another gardener from the waitlist maintained by the Garden Coordinator. If the gardener does not comply with the suspension, he or she will be terminated from the Gilpin County Community Garden, which does not allow the gardener to reapply for participation in future growing seasons.

- II. Notification: Suspended gardeners will be notified immediately by the Garden Coordinator via email or letter with a copy also posted on the garden plot in question.
- III. Effect of Suspension: A suspended gardener will have the opportunity to clear his or her plot and collect their belongs within seven (7) days of the date of notification of the suspension. After seven (7) days, any items that remain in the plot shall become property of the Gilpin Community Garden and will be disposed of, donated, or reassigned to a new gardener at the Garden Coordinator's discretion. A gardener who is suspended from the Program may apply to participate in future growing seasons, however, eligibility to return to the Program shall be determined within the discretion of the Garden Coordinator and shall depend on the severity of the violation.
- IV. Dispute of Violation: Gardeners who believe they have been unfairly placed on suspension may dispute the suspension within three (3) days of the date of notification of the violation. Disputes must be submitted in writing to the Garden Coordinator and must include concrete evidence and/or eye witness accounts showing that the violation did not occur or explain the circumstances of the violation. This information will be reviewed by the County Manager on a case-by-case basis and the County Manager reserves the right to make final decisions regarding suspension within its sole discretion. In the case that the County Manager determines that the gardener's suspension will be lifted, the gardener will be able to finish the growing season on probation. Gilpin Community Garden may require gardeners to participate in mediation services and/or other dispute resolution activities in addition to agreeing to additional participation terms in order to continue use of the Gilpin Community Garden.

**d) Termination**

- I. Definition: A gardener who does not comply with his or her suspension or if the Garden Coordinator determines that the community gardener creates a public safety hazard, creates an unsafe environment, or acts in a manner that is

contrary to the Principals of Community, Gilpin Community Garden may immediately terminate the gardener. Terminated gardeners will not be allowed to reapply for participation in the Gilpin Community Garden Program at any point in the future.

- II. Notification: Terminated gardeners will be notified immediately by the Garden Coordinator via email or letter with a copy also posted on the garden plot in question.
  
- III. Effect of Termination: A gardener who is terminated from the Gilpin Community Gardens will not be given the opportunity to remedy any non-compliance and the gardener must immediately remove his or her personal items from the gardens. Terminated gardeners will not be allowed to return to the garden property. All items that remain in the plot seven (7) days after termination will become property of the Gilpin Community Garden and will be either disposed of, donated, or reassigned to a new gardener at the Garden Coordinator's discretion. Seven (7) days after the date of termination, Gilpin Community Garden may reassign the plot to gardener(s) on the waitlist.
  
- IV. Dispute of Ban: A gardener who believes they were unfairly terminated from the Gilpin Community Garden may dispute the termination within three (3) days of the date of notification of termination. Disputes must be submitted in writing to the Garden Coordinator and must include concrete evidence and/or eyewitness accounts showing that the violation did not occur or explain the circumstances of the violation. This information will be reviewed by the County Manager on a case-by-case basis and the County Manager reserves the right to make final decisions regarding termination within its sole discretion. In the case that the County Manager determines that the gardener's termination will be lifted, the gardener will be able to finish the growing season. Gilpin Community Garden may require gardeners to participate in mediation services and/or other dispute resolution activities in addition to agreeing to additional participation terms in order to continue use of the Gilpin Community Garden.