

**SILVANA’S COMMUNITY GARDENS  
RULES AND OPERATING PROCEDURES**

***ALLOCATION OF PLOTS***

1. Plots will be allocated on a first come-first served basis. Applications for reserving a plot are available online at the Silvana’s Community Garden Facebook page.
2. Wait List: A wait list will be kept each year for cancellations or forfeits of plots. If you are on the waitlist, you will be notified in order when a plot becomes available. Failure to comply with the rules or turning down a plot offered will result in removal from the waitlist. Potential gardeners can reapply to the waitlist but your position will not be saved.
3. Submit a signed Google Form via the application process noted above. The deadline for gardeners to submit an application is April 30th. After all plots have been allotted, applicants will be waitlisted.
4. **Deposit, plot fee, Town of Silverthorne Waiver and a signed copy of this document are due by April 15th for returning gardeners and April 30th for new gardeners.**
5. If the required items are not supplied by the established deadline, you will forfeit your plot to the next waitlisted person. You may visit Silverthorne Town Hall to make a check or credit card payment in person. You may drop a check in the mail slot accessible from the vestibule. Please clearly mark the envelope in which you place your check. You may also mail checks to:

**Town of Silverthorne  
ATTN: Silvana’s Garden  
PO Box 1309  
Silverthorne, CO 80498**

6. Plot fees are listed below:

4’ x 12’ in-ground	\$100 Refundable Deposit	\$48 Plot Fee
4’ x 12’ raised bed	\$100 Refundable Deposit	\$48 Plot Fee
6’ x 8’ raised bed	\$100 Refundable Deposit	\$48 Plot Fee

7. Upon completion of the garden season, anyone who has cleaned out their garden by the clean up date and has completed their volunteer requirements may roll their deposit over to the next year or request a reimbursement of their deposit. Reimbursement requests must be made by December 1 of the gardening year.
8. Repeat gardeners may request a specific plot for the upcoming year (the same plot or a different one). Make your request on your garden application and we will do our best to accommodate your request.
9. Trading or gifting of plots is not allowed.
10. Sponsored plots: If your organization desires a sponsored plot, please follow the application procedures above. Sponsored plots are given on an availability basis.

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***GARDENER'S RESPONSIBILITIES***

**Communication:** All communication is via email so please read Silvana's emails to make sure you know when there are work days, social events, etc. We only communicate important things so be sure to add Silvana's to your address book so that emails don't go to spam.

**Planting:** Plots **must** be planted by June 15 (weather permitting). Any unplanted plots will be re-assigned to the next gardener on the waiting list and the deposit forfeited.

**Volunteer Hours and Work Days:** Gardeners are required to volunteer 5 hours per plot prior to the close of the garden in the fall. Those hours must be at Silvana's Garden on the hosted work days. If you have an idea about how you want to spend your volunteer hours outside of the hosted work days, you must get approval by the Steering Committee by emailing [SilvanasGardens@gmail.com](mailto:SilvanasGardens@gmail.com). Please take pride in your community garden and dedicate 5 hours of service to them per plot that is assigned to you.

**Social Events:** The steering committee will be hosting a Kick-Off Party on 5/4/25 at 4pm at the Silverthorne Recreation Center. Other events will occur throughout the summer including a Wine and Peas celebration the first Wednesday of each month and Harvest Party in September.

**Cleanliness:** It is the responsibility of all gardeners to maintain the common space as well as their own plot. Personal garden debris and trash must be removed from the garden area by gardeners. There are compost bins by the shed in which you can place garden compostables. If the bins are full, you must remove your compostables from the garden - DO NOT leave them on the ground by the bins as this attracts voles and other pests. If you leave your personal garden debris or trash on the ground or at the garden, you will forfeit your deposit.

All plot owners are responsible for weeding the perimeter of their plot, up to 2 feet away from their plot's border.

Additionally, weeding, mulching and trash removal of the common areas will be a community responsibility. Please help if you see that something needs to be done.

**Gardeners will be warned if there are objects outside of their plot boundary once. If the items remain, they will be moved to the shed area seven days after initial warning.**

**End of Season Cleaning and Close Out:** Gardeners must clean out their plot prior to the end of the season. Failure to clean out your plot will result in the forfeiture of your deposit.

***GENERAL GUIDELINES***

- Children are welcome and encouraged to come to the garden. They must be supervised at all times by an adult. Children need to understand the general rules of the garden and have respect for the boundaries between plots.
- Be water wise. Turn off water after use, drain the hose and roll it up neatly.
- Please consult Silvana's for acceptable mulching materials and soil amendments.
  - It is your responsibility to notify us of any address or phone changes.
  - Gardeners should check Silvana's Facebook page for updates and changes, or contact one of the steering committee members with questions. Emails are welcomed and checked weekly [SilvanasGardens@gmail.com](mailto:SilvanasGardens@gmail.com).

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***NOT ALLOWED***

- Pesticides or herbicides may not be used.
- Pets are not allowed in the gardens, leashed or unleashed.
- Children must be well supervised to prevent disturbing other plots.
- Stepping on others' plots is not allowed.
- Any illegal activity or use of alcohol and/or tobacco is prohibited unless it is a sponsored event. Marijuana plants are not allowed.
- Weeding or harvesting from any plot that is not yours is not allowed.
- No trees or shrubs are allowed in individual plots. If you want to plant a perennial, you must take it with you when you leave. We highly encourage edibles in your garden.
- Debris and trash must be removed from the garden area by gardeners. All plots are to be kept free of weeds and harmful insects. This also includes plants that are encroaching into neighboring plots or pathways.

Failure to comply with any of the above procedures may result in the plot being reassigned. If there is an issue, you will be contacted by someone on the steering committee. If the problem has not been satisfactorily addressed within one week, the plot will be reassigned and your deposit forfeited.

We strive to maintain a professional atmosphere and encourage plot holders to communicate in ways that are civil and courteous. If any of the members of the garden or steering committee feel that anyone is communicating (including via email) in disrespectful or threatening ways, they may be asked to forfeit their garden plot and step away from participating in the garden events.

You might not be allowed back to the garden the following year if you do not attempt to complete your volunteer hours or clean out your plot at the discretion of the steering committee.

I have read and agree to comply with the above Rules and Regulations.

Printed Name: \_\_\_\_\_

Signed \_\_\_\_\_

Date: \_\_\_\_\_