



Thank you for your interest in Denver Urban Gardens!

Enclosed, you will find a packet of information about DUG and how to start a community garden project. These materials include:

- ◆ Information on Denver Urban Gardens, our history and programs, and our role in your community garden project,
- ◆ Steps to starting a community garden,
- ◆ Suggested construction start-up schedule,
- ◆ Roles & responsibilities of the garden leader(s),
- ◆ Roles and responsibilities of community gardeners (English and Spanish),
- ◆ Community garden maintenance guidelines (English and Spanish),
- ◆ Application to start a new community garden with DUG (to be returned to DUG),
- ◆ A list of our current community gardens and parks.

Once you've reviewed all the information and decided that you'd like to proceed, please return the *New Community Garden Application* to DUG. We will then assess the needs of the neighborhood and our time frame capabilities. If you have any questions, please feel free to give us a call at 303.292.9900.

Warm Regards,

Denver Urban Gardens
3377 Blake St. #113
Denver, CO 80205
dirt@dug.org



DENVER URBAN GARDENS

VISION

DUG envisions a thriving and connected network of *deeply-rooted* community gardens, conceived of, cultivated and supported by local residents and institutions throughout the urban neighborhoods of Metro Denver.

MISSION

DUG comes alongside residents, and together, we “*grow community - one urban garden at a time.*” DUG offers neighborhoods the essential resources for community gardens, including on-going technical expertise with:

1. *securing sustainable land for gardens;*
2. *designing and building gardens;*
3. *supporting garden organization, leadership, outreach and maintenance;*
4. *utilizing gardens as extraordinary places for learning and healthy living; and*
5. *linking gardens with related local food system projects and policy.*

CORE VALUES

DUG’s core values are embodied in the attributes of what we would consider an ideal “*deeply-rooted*” community garden. A garden that enriches and provides lasting benefits to a neighborhood when it:

- is *collectively initiated* by community members who participate in its organization, design, construction, and on-going care,
- is *planned for and protected* as a highly valued neighborhood asset,
- is *inviting, well-maintained and accessible* to all people,
- is *aligned with the broader purpose for its site*, as in the case with a garden in a park, on the grounds of a school, or as part of an affordable housing development,
- *provides access to healthy food and promotes healthy lifestyles*, while its members celebrate growing, cooking and eating together,
- *encourages individual self-sufficiency and integrity, while collectively developing strong social networks* in which participants look after, learn from, and share with each other,
- *gives back* a generous portion of its bounty to others in-need,
- *models environmental stewardship* through its organic practices and its efficient use of resources including composting and water conservation,
- *fosters a sense of belonging and attachment* as an important place in both the lives of the gardeners and in the life of the neighborhood,
- *honors diverse viewpoints and values the strengths of each gardener*, and
- *bridges differences, promotes understanding and develops respect* through the unifying act of gardening together.

PROGRAMS

In 2010 DUG begins its twenty-fifth year as a community garden organization. Because of DUG's long history in the field, many regard DUG as a leading organization in urban agriculture. DUG provides a variety of programs for gardeners and the broader community:

- the Master Composter and Master Community Gardener training programs,
- Denver Free Seeds & Transplant Program,
- DeLaney Community Farm,
- gardening and nutrition education and youth farmers' markets, and
- the Connecting Generations intergenerational mentoring program.

DUG also provides support through:

- technical assistance in implementation and maintenance of a community garden,
- school-based gardening and nutrition curriculum,
- learning opportunities through internships and workdays

These programs provide countless opportunities for young people and adults to strengthen their self-esteem and knowledge of food production. In addition, the community gardens and community farm provide a unique setting and a near-by location for practical, hands-on skills training education.

The garden projects and training programs are born from grassroots initiatives, often by a handful of eager participants, and grow with the interest, involvement and commitment of others. Some neighborhoods seek to beautify their block. Some yearn for a safe, neighborhood-gathering place. Others seek respite in a congested city. Still others want to replace violence with growth and idle time with skills and dreams.

FUNDING

DUG funding is diverse and comes from individuals, corporations, foundations and city, state and federal agencies. Generally these are sources which support environmental stewardship and youth education, derelict neighborhood beautification and clean-up, *or* which support senior and low-income housing projects with particular interest in the quality of their surroundings. A more specific list of financial and in-kind sponsors can be found in DUG's quarterly publication the *Underground News*.

AT DENVER URBAN GARDENS, TRUE COMMUNITY TAKES ROOT!

DUG'S ROLE IN YOUR COMMUNITY GARDEN

Denver Urban Gardens (DUG) is the non-profit 501(c)3 organization that supports neighborhoods in developing and maintaining community gardens. DUG's roles include: Denver or Aurora Water Department Liaison, land manager, fiscal agent, design and construction coordinator, organization of volunteer construction labor, and facilitator of construction and garden improvements. Educational classes pertaining to composting, the basics of organic gardening, sustainable land development, and community empowerment are made available to all community garden participants, though these resources may also be found within the community garden. DUG carries liability insurance for all sites and holds long-term lease agreements with landowners. DUG works to solicit funds for construction materials and identifies garden funding partners.

The following items briefly describe how DUG can assist with planning and construction of a community garden. As much as possible, DUG works with neighborhoods to leverage volunteers and community workdays in all of these efforts:

1. USE AGREEMENTS

- insurance protection
- provide volunteer labor waivers

2. DESIGN and PLANNING

- conduct neighborhood design workshop(s)
- prepare layout plan to dimension and arrange physical site improvements
- prepare grading and utilities plan to identify finished elevations and drainage
- prepare planting plan to locate trees, lawn and seed areas, sizes and quantities
- prepare cost estimate, work plan and schedule
- develop and submit grant proposals to fund improvements
- suggest garden management structures
- prepare architectural drawings as required to construct overhead structure(s)
- These drawings and plans are required to determine quantities which, in turn, assist in identifying and securing donations and or/grant funds.

3. SITE PREPARATION

- clear site of debris, test soil and add amendments, as necessary
- stake and install fence, if required
- stake the arrangement and layout of pathways, plaza, food gardens, flower beds, composting area, and overhead structures

4. GRADING

- fine grade the site level
- level and edge pathways in preparation of sub-base material
- level the entry and gathering plaza in preparation of senior and disabled access

5. UTILITIES

- arrange billing, fees, etc, with Water Department
- install water tap to main line at street, including backflow prevention
- trench and install pipe and hardware, including valves, fittings and hose bibs
- install lighting, as necessary

6. PAVING

- purchase and haul crusher fines (pea gravel) and sandstone material
- install crusher fines material along prepared pathways and sandstone on gathering space surfaces

7. VERTICAL IMPROVEMENTS (arbors, signs, art, fencing)

- install entry gates
- assist local artist(s) in site developing art
- install site signs that include contributors/sponsors
- excavate footers, place upright members, and pour concrete foundations
- obtain material for horizontal canopies and fix to up-right members per construction drawings

8. PLANTING

- stake tree location, lawn and cover-crop seed areas
- stake and install new trees and appropriate perennials
- provide seeds, transplants and soil amendments

STEPS TO STARTING A GARDEN

Once you have requested support from DUG, we will send a new community garden application for you to fill out and return (included in this packet). It is important to note that if we receive your application after the first of the year, it is more than likely that your community garden will be put on our construction list for the following year.

A community garden typically takes 3 years to build from the time we process and approve an application to completion of all built garden amenities. Over the past 10 years, the following steps have been adjusted and refined to achieve successful gardens in committed neighborhoods. It is no secret that the more energy a neighborhood has and the more effort they are willing to put into the implementation of the community garden, the easier and smoother the process becomes, and the faster their vision can become a reality.

Step 1: The garden advocate fills out the application and returns it to DUG. Before we can consider your project, you must demonstrate strong, varied commitment, support and need for the community garden (gardeners, schools, churches, council persons), suitable alternative locations, and access to water in some fashion (even if it means in the short-term connecting to a spigot of an on-site building).

Step 2: Next we determine together the most suitable site and arrange a long-term lease signed for a minimum of 5 years, preferably 10 years. DUG has secured leases and use agreements with many different landowners including: Denver Public Schools, Denver Housing Authority, Denver Parks and Recreation, City of Denver (asset management), corporations and private individuals. We have a standard lease agreement that we use and must have signed before we can move forward on a project.

We invest more time in garden construction, programs and neighborhood organization than most people realize. Our charter (corporate by-laws) requires that a certain level of commitment must be achieved in terms of a site lease before DUG can comfortably invest grant funds, technical expertise and volunteer labor into a project. We also firmly believe that this step is critical to protecting neighborhood investments of time, energy and hope in their garden project.

Step 3: Together, DUG and neighborhood participants design the community garden. This requires several workshops to “brainstorm” design concepts and time to draw up the design and revise as needed.

Step 4: The next step is to jointly raise funds to turn the site design into a real community garden. The cost to build a garden ranges based on site size and design complexity from (approximately) \$20,000 to \$50,000.

Step 5: Then we begin site preparation with grading and soil testing. Most sites require clearing the site of debris, grading by heavy machinery, and conducting a soil test to determine the composition and volume of soil amendments required. We often layout and install other basic improvements during the initial on-site work, including fencing, pathways, compost bins, tool shed and community garden entry sign.

Step 6: At the same time, DUG will also invest in permanent irrigation systems for the community garden. This includes arrangements with the Water Department, installing a tap and backflow prevention, and distribution system to the garden beds and plots.

Step 7: During the second and third years of construction, DUG will work with volunteers and community members on organized workdays to install community garden amenities, such as entry gates, benches, sandstone walks and courtyards, murals by local artists, shade arbors, information boards, trees, shrubs, perennial beds, etc.

Step 8: Once your garden is in its fourth year, construction is usually complete, and the focus of work shifts to the neighborhoods efforts to maintain the community garden and full participation. DUG remains in a long-term support role.

SUGGESTED CONSTRUCTION START-UP SCHEDULE

*The following tasks briefly describe the itemized work efforts to be undertaken for short and long-term **construction** of the community garden. The correlation of tasks to months may be skewed depending on when plans are initiated; moreover, the number and scope of the projects DUG has in a given year will influence the projected season for a community garden to be planted by the community:*

MARCH

Task 1: Design and Planning

- prepare layout plan to dimension and arrange physical site improvements
- prepare schematic irrigation plan for installation
- prepare planting plan to locate trees, shrubs and seed areas, sizes and quantities
- prepare architectural details/elevations (as required) to construct vertical structures

APRIL – MAY – JUNE

Task 2: Site Preparation

- stake and install fence to enclose the site
- purchase or build and install entry gates
- stake the arrangement and layout of pathways, food gardens, flower beds, composting area, and vertical structures

Task 3: Irrigation System

- install hose or pipe and hardware including valves, fittings as required

Task 4: Garden Plot Prep

- rough grade garden beds as per grading plan; amend soil as required
- level and edge pathways in preparation for crusher fines (pea gravel) material

Task 5: Surface Treatments, Paths

- obtain crusher fines and sandstone material
- install crusher fines along primary pathways and secondary pathways

JULY – AUGUST – SEPTEMBER (or as funds are available)

Task 6: Planting

- stake tree and shrub locations,
- purchase and haul trees, shrubs, and obtain perennial seed
- stake and install trees and shrubs, seed perennial planting beds

Task 6: Vertical Structures

- build and/or install tool shed or tool box
- build and install compost bins

Task 8: Signs

- design, order and install entry signs

ROLES & RESPONSIBILITIES OF THE GARDEN LEADER(S)

DUG community gardens are created with and for the surrounding community. Neighbors are encouraged to participate in all levels of development and site maintenance. DUG sites must be open to the public and non-exclusionary. Individuals of all ages, backgrounds, etc. are encouraged to come together in the spirit of community to enjoy the community gardens, whether that entails gardening, resting on a shaded bench, or meeting with friends and neighbors.

Each community garden site is locally managed by a neighborhood Garden Leader or Steering Committee (which shares management responsibilities). One person should be identified to act as the liaison between the community garden and DUG. See the DUG Community Gardener Guidelines & Waiver. The Garden Leader(s) basic responsibilities include:

1. Communicating guidelines and expectations for each garden participant, their household, pets and guests.
2. Determine & collect fees. Fees cover water cost (between \$20- \$50 per plot), and a deposit (typically \$10), returned upon “putting to bed” (cleaning) the plot in the fall, often rolled over to reserve plots the following season.
3. Coordinating plot assignment. Plots are available to residents regardless of their affiliation with DUG, the Garden Leader(s), or the Land Owner. Typically one plot is available per family unless there are vacancies. Seniority is not a priority over a “waiting listed” household. Near-by residency is not a priority. Maintain an ongoing waitlist, and do not clear people from year to year unless they have identified they are no longer interested.
4. Securing signatures for the DUG waiver. Signing the waiver is necessary for DUG’s insurance carrier, required by the landowners to secure the property. The address on the waiver provides DUG a mechanism to ensure gardeners receive DUG’s newsletter, the *Underground News*. This provides stories and experiences from other community gardens, gardening techniques, recipes, web connections and best practices for vegetable growing.
5. Dissemination of water restrictions and use guidelines: providing a billing address for the Denver Water bill. A liaison between DUG and the water responsibilities of the gardeners. Fees paid by each gardener’s plot fee.
6. Organizing community potlucks and workdays (weeding common areas, maintaining the compost bins, etc.) as necessary, suggested at least monthly for social value. Each site is responsible to perform maintenance. Gardeners must decide how to maintain the common areas (paths, lawn, plazas etc.) Some schedule regular maintenance workdays, organize committees for specific tasks, have a sign up sheet and a minimum number of hours required per month, and still others assign one task per gardener.
7. Working with DUG to identify, schedule and implement improvements or repairs (ie. arbors, tree plantings, sheds, or fencing).
8. Infrastructure and tree maintenance are DUG’s responsibility, unless someone in the community garden has the expertise. With any new infrastructure or tree trimming or planting, contact DUG prior to construction or pruning.

9. Irrigation system maintenance is DUG's responsibility, unless someone in the community garden has the expertise. With any irrigation break, however, always contact DUG as soon as an irrigation problem occurs.
10. Mediate issues within the community garden. Issues may include neglected/weedy plots, vacant plots (can be planted in pumpkins or a cover crop), watering issues, alcohol, smoking, harvesting other gardener's produce, and pets. As per the waiver, DUG is the "final say" if the participants and garden leaders cannot resolve the conflict.
11. Inform gardeners and community members of opportunities DUG provides at the community garden and for the broader community, including workshops relating to composting, organic gardening techniques, companion planting, habitat gardens for youth, and volunteer work days for new garden improvements. Post community garden events and distribute *The Underground News* to gardeners and community members who may be interested in the community garden.

DUG SUGGESTED STEERING COMMITTEE ROLES

Steering Committee (SC)

As directed by the entire membership of the community garden, this 3-person committee is responsible for conducting the business of the community garden and to ensure a positive, rewarding experience for all gardeners. Positions are a 2-year commitment with the potential for renewal.

- ◇ *Administrator* – Main responsibility to provide communication avenues between gardeners, committees and DUG. Other responsibilities include setting monthly meetings and agendas, bringing suggestions/requests to the SC, leading meetings, writing minutes, maintaining guidelines, and maintaining records and documents.
- ◇ *Membership* – Main responsibility to assign and track membership. This includes assigning empty plots, fielding phone/email inquiries, maintaining the gardener waiting list and tracking member work hours.
- ◇ *Treasurer* – Main responsibility to manage the garden budget and conduct the financial business of the community garden. This includes maintaining financial records, collecting plot fees, paying bills, preparing monthly finance reports, and maintaining records.

ROLES & RESPONSIBILITIES OF THE COMMUNITY GARDENER

The following guidelines outline the management of the Community Garden and its site property. These guidelines have been established by Denver Urban Gardens (DUG) and are provided to the property owner as a basis for a use agreement between the two parties. In turn, DUG provides gardeners with the authority and permission to use the garden site.

We, as a community, have a responsibility to keep our community garden managed effectively. The community garden is a privilege, and everything works more smoothly when people are involved in its overall upkeep. Please also remember to treat your fellow gardeners as you would like to be treated.

DUG community gardens have a volunteer Garden Leader and are encouraged to form a Garden Steering Committee to collect the plot fees, assign plots, organize maintenance, and coordinate garden related activities. With your signature below, you acknowledge as a participating gardener responsibility for the following:

1. Serving on a garden committee and providing a minimum of ____ hours per month to the work of that committee. (Failure to contribute your hours will result in the loss of gardening privileges and forfeiture of your deposit.)
2. Submitting dues for the _____ gardening season totaling \$_____ for each plot. In addition, gardeners will be required to pay a \$_____ deposit to be refunded at the end of the season once all garden requirements have been met.
3. If for any reason you find you cannot care for your garden, you are required to notify the Steering Committee and make arrangements with other gardeners to water and maintain your plot during your absence. If a garden appears neglected/abandoned (unwatered and/or overrun with weeds), you will be given ten (10) days notice to maintain your plot. After this time your plot will be re-assigned, and the deposit will be forfeited.
4. DUG requires water restrictions and conservation measures be followed. A gardener MUST remain on the premises while his/her garden is being watered. The garden cannot allow excess water to drain onto the street or adjacent property.
5. It is DUG policy to prohibit use of non-organic pesticides, herbicides and fertilizers.
6. The maintenance of Common Areas and furnishings, fencing, trees, trash receptacles, compost bins, street and alley right-of-way, and water lines are the shared responsibility of all gardeners.
7. Gardeners must have their plot planted by _____, or the plot will be forfeited and reassigned.
8. Each gardener is responsible for clearing and tilling his/her plot before the close of the season. All dead plants, weeds, trash, tools, sticks and cages are to be removed or stored by November 1st. All gardeners must tend their plot in compliance with DUG's Maintenance Guidelines (attached).
9. Gardeners may participate in the Free Seeds and Transplant Program. If so, they must comply with the application procedures set annually by DUG.
10. Garden Steering Committees shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation, or disability in its garden membership and the administration of its programs.

WAIVER AND RELEASE

1. I desire to participate voluntarily in the gardening and other activities sponsored and coordinated by DUG on the _____ community garden site.
2. I understand, accept, and assume the risks associated with participation in any and all activities. 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, vegetable theft, tool theft, profanity, and any offensive behavior.
3. I assume full responsibility for any injuries which may occur to me, as well as the safety of my family and guests, and do hereby fully and forever discharge and release the community garden site landowner and DUG, its employees, board members, officers, agents, authorized volunteers, representatives, consultants, insurers and sureties, and their successors and assigns (collectively, the "Released Parties") from any "Claims."

"Claims," as used in this document, mean 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 at the garden, activities at the garden, the use or intended use of the garden, and/or participation in activities connected with DUG 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.

4. I expressly acknowledge that participation in the community garden is for my purposes and convenience and not for the purpose and convenience of any one or more of the Released Parties.
5. **In the event that a dispute arises between gardeners or between a gardener(s) and the designated garden steering committee, and a resolution of the dispute cannot be reached by these parties, I agree to have DUG act as the arbitrator of the dispute, and I further agree to adhere to DUG's decision as final.**

I have read, understand and agree to the terms and responsibilities as stated in the Gardener Authorization and Responsibilities and Waiver and Release as stated on the reverse side of this document.

Print Name of Prospective Participant

Signature of Prospective Participant
(or Parent/Legal Guardian if Participant is a minor)

Address

City

County

Zip Code

Phone Number

E-mail

Date

LA AUTORIZACIÓN Y LAS RESPONSABILIDADES DE LOS JARDINEROS

Las pautas siguientes describen la administración del Jardín de la Comunidad y la propiedad del sitio. Estas pautas han sido establecidas por Denver Urban Gardens (DUG) y han sido provistos al propietario como un base por un permiso de uso del jardín/parque entre las partes interesadas. En cambio, DUG da a los jardineros la autoridad y permiso para usar el sitio de jardín.

Nosotros, como una comunidad, tenemos la responsabilidad de manejar nuestro jardín en una manera efectiva. El jardín es un privilegio y todo va bien cuando la gente se involucre en el mantenimiento general. También, recuerda por favor tratar a los otros jardineros como usted querría ser tratado.

Jardines de DUG tienen un voluntario como Líder del Jardín y están promovidos a establecer un comité de dirección para recaudar honorarios, asignar parcelas, organizar el cuidado, y coordinar todas las actividades que tienen que ver con el jardín. Con su firma abajo, Ud. asume la responsabilidad para el siguiente:

1. Ser parte de un comité y proveer un mínimo de _____ horas por mes al trabajo de este comité. (El fracaso de contribuir sus horas tendrá como resultado la pérdida de privilegios de horticultura y caducidad de su depósito.)
2. Presentar la cuota para la temporada de jardinería de _____ que suma \$_____ por cada parcela. Además, los jardineros tienen que pagar un depósito de \$_____ que será devuelto al fin de la temporada a condición de que todos los requisitos del jardín sean cumplidos.
3. Si por alguna razón no puede cuidar por su jardín, tiene que notificar al comité de dirección y tiene que hacer los arreglos con otros jardineros para el agua y el manejo durante su ausencia. Si un jardín aparece desatendido/abandonado (sin agua y/o infestado con malas hierbas) será dado a Ud. diez (10) días de noticia para mantener su parcela. Después de este tiempo su parcela será re-encargado y perderá el derecho al depósito.
4. DUG requiere que sean seguidos las restricciones de agua y las medidas de conservación. ES NECESARIO que el jardinero esté presente mientras regando su jardín. El agua no puede desaguarse a la calle o la propiedad adyacente.
5. Es el poliza de DUG prohibir el uso de pesticidas, herbicidas, y abonos no-orgánicos.
6. El mantenimiento de las áreas comunes de la maya, los árboles, los receptáculos de basura, los cubos de abono, la calle y la callejón y las líneas de agua es la responsabilidad compartida de todos los jardineros.
7. Los jardineros tienen que sembrar sus parcelas antes de _____ o la parcela será perdida y re-encargada.
8. Cada jardinero es responsable por limpiar y cultivar su parcela antes del fin de la temporada. Todas las plantas muertas, la basura, los herramientas, las palitas, y las jaulas tienen que ser quitados o puestos antes del 1 de noviembre. Todos los jardineros tienen que mantener sus parcelas de acuerdo con Las Pautas de Mantenimiento del Jardín (adjunto).
9. Jardineros pueden participar en el programa de Semillas y Transplantes. Si ése es el caso, uno tiene que acatar los procedimientos de la aplicación que son establecidos cada año por DUG.

10. Los comites de dirección de jardín no discriminan por razones de raza, religión, color, nacionalidad, sexo, edad, orientación sexual, ni incapacidad en su calidad de miembro del jardín y en la administración de sus programas.

RENUNCIA A DERECHOS Y EXENCION DE OBLIGACIONES

1. Deseo participar en forma voluntaria en jardinería y otras actividades patrocinadas y coordinadas por Denver Urban Gardens en el sitio de jardín _____.
2. Entiendo, acepto y asumo todas las responsabilidades que se asocian con participación en cualquier actividad. Asumo también la responsabilidad de comportarme en una manera civil que es de beneficio mutuo a todos los participantes. Comportación no aceptable incluye, pero no es limitado a, hurto de verduras, hurto de herramientas, blasfemia y cualquier comportamiento ofensiva.
3. Asumo todas las responsabilidades en cuanto a accidentes provocados por el trabajo de jardinería y así como la seguridad por parte de mi familia y invitados y deslindo de toda responsabilidad al propietario del jardín y al Denver Urban Gardens (DUG), a sus empleados, oficiales, agentes, empleados, voluntarios, representantes, consultores, aseguradora, a sus sucesores y asignados (conjuntamente con las Partes Libres de Obligacion) de cualquier "Demanda" (reclamo).

"Demando" (reclamo el término usado en éste documento, se refiere a cualquier denuncia, perjuicio, daño, derecho de actuar, o causas de acción, presentes o futuras, o cualquiera que se asemejen, prevista o inprevistas, resultantes en mi presencia o sin mi presencia para algún miembro de mi familia, invitado en los jardines, y/o en la participación de actividades relacionadas con DUG, sin limitación, cualquiera que sea provocada por la negligencia de las partes libres de obligación. Por la presente renuncio a cualquier reclamo en contra de las Partes Libres de Obligacion.

4. Testifico expresamente que es de mi conocimiento que la participación en parques y jardines es por mi conveniencia y no para los propósitos de las Partes Libres de Obligación.
5. **En caso que surja un pleito entre jardineros, o entre un(os) jardinero(s) y el comité de dirección, y las partes interesadas no puedan llegar a una resolución, estoy de acuerdo que DUG actué como arbitro en este pleito y además estoy de acuerdo que me adhiera con la decisión de DUG como final.**

Yo he leído, entiendo y estoy de acuerdo con las reglas y responsabilidades escritas en la Autorizacion y Responsabilidades de Jardinero, y la Forma de Liberizacion escritas al otro lado de este documento.

Imprima el Nombre del Participante Prospecto

Firma de Participante Prospecto
(p Padre/representante legal si el participante es menor de edad)

Dirección

Ciudad

Estado

Código postal

Numero de Teléfono

E-mail

Fecha

COMMUNITY GARDEN MAINTENANCE GUIDELINES

This document supplements the “Gardener Authorization and Responsibilities” Form

Community garden landowners require **Denver Urban Gardens (DUG)** to ensure participants keep their garden sites clean, attractive and orderly at all times – *especially* during the winter. The garden must have a year-round unified appearance to landowners, city officials, and the general non-gardening public. To this end, DUG established the following requirements of all participants. The benefits of a well-maintained garden are at minimum three-fold:

- 1. the use agreement for the garden remains in good standing with the landowner,*
- 2. owners, neighbors and non-gardeners enjoy and recognize the community garden as a community asset, and*
- 3. your community garden will harbor fewer pests and weeds and will be healthier from season to season.*

DUG serves as the use agreement holder, water agent, insurer, authorized 501(c)3 corporation, and primary representative for community garden participants with city officials. Please remember, it is very difficult for a few gardeners to do all the work; everyone must do their share. View participation in a community garden as a privilege. DUG’s staff and volunteers are working very hard to build new community gardens in neighborhoods where this privilege is not yet available. In addition, we are always working to install improvements at existing community garden sites. It’s difficult to dedicate our limited resources to the “clean-up” of existing community gardens. This also runs counter to our goal “to empower” community gardens to be self-sufficient. DUG is, however, committed to assisting gardeners with cleanup when a garden is out of compliance with these guidelines and is in jeopardy of losing its use agreement.

PARTICIPANT REQUIREMENTS

1. Garden plot: Each plot must be kept clear of weeds, spent plants, debris and trash. Each fall, turn compost and organic material into the soil and cover it with a layer of mulch to regulate soil temperature and retain moisture throughout the winter. This makes a garden plot look cared for to the passer-by. It’s important to recognize all gardeners have a significant role and responsibility regarding the sustainability of the community garden. Any perennials in your plot must appear well kept. In addition, you are responsible to maintain the area immediately adjacent to your plot including paths, compost bins, trash collection areas, fences and the community garden’s other common spaces.

2. Vertical structures: Structures to encourage vertical growing, including arbors, trellis, tree branch frames, fence sections, and cages, are only allowed during the growing season if they are functional, orderly, safe and attractive. DUG prohibits use of any “white” or light colored materials, “scrap” lumber, and pipe. If you desire a seasonal structure, paint it the community garden’s “theme” colors: black or dark green. Vertical structures used for growing must appear in good condition and contribute to the community garden’s overall visual continuity. Tomato cages, beanpoles, stakes or small trellis(s) must be made of thin wood or wire. All growing structures must be disassembled and removed during the off-season. Any permanent structures in the community garden will be allowed to remain if they are in good condition and attractive from the street. Based on our use agreements, DUG is required to approve all new (non-seasonal) structures prior to construction.

3. “Off-season” storage: The following items are not authorized to be left standing during the off-season and must be disassembled and stored in the garden shed or removed from the site when not in use:

- chairs and individual benches,
- shoes, clothes (shed only),
- sticks, steel “T” posts,
- buckets, plastic containers,
- wire cages, fencing,
- plastic plant pots, tools,
- wheel barrows, wagons
- pipe, hoses and nozzles
- piles of brick and stone,
- water bottles, milk bottles,
- bags of compost or leaves
- non-permanent garden art

4. Compost bins: Individual compost bins are discouraged; they typically distract from the visual continuity of the community garden. We do, however, encourage using and maintaining community compost bins. All material used in compost bins must be chopped in one to two inch pieces before being added. Please do not add diseased plant material. Plastic bags of spent plants, grass clippings and leaves are not allowed to be stored in your community garden at any time. To “passers-by” they appear as bags of trash. Unopened bags of topsoil, compost or manure are also not to be stored in your community garden. Chop and spread these materials in your plot immediately, allowing for decomposition and integration with your existing soil. Consider trench or pit composting techniques.

If there is need for an additional community compost bin or compost training in your community garden, please contact DUG. We will also assist with the purchase or construction of new or additional community compost bins, as desired.

5. Plot 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 neighbor. With steering committee approval, you may edge your plot with a low-profile (less than 12” high) edging material, which is in good condition and well kept. We discourage the use of “scrap” materials, such as broken bricks and concrete, small fragments of sandstone or pavers, scraps of wood, metal or plastic edger, and white wire fencing. We also discourage the use of pressure treated landscape timbers and wood; cedar is a non-toxic alternative. Ideally, the garden steering committee, with input from all gardeners, selects a preferred material, which if everyone uses, will contribute to the overall visual continuity of the community garden.

If you are unable to afford wood stakes in good condition, please contact DUG and we will do our best to accommodate your need.

6. The community garden is a “community” responsibility: Everyone must take responsibility for maintaining the common areas of the community garden, such as:

- compost bins and tool shed
- pathways and courtyards
- street fronts and sidewalks
- trees, flower beds and lawn
- trash containment areas

DUG RESPONSIBILITIES

DUG is available to assist community gardens with irrigation, fences, tree pruning, tool shed or tool boxes, benches, arbors, and pathways. If your community garden proposes to install these kind of improvements, it is DUG's responsibility to approve and oversee their inclusion on behalf of the garden landowner and city agencies, such as Property Inspections, Public Schools, Public Works, City Assets, and Denver Water.

By following the "Community Garden Maintenance Guidelines", you also contribute to DUG's ongoing effort to ensure community gardening continues citywide. Please remember that your community garden can either be a positive or negative example of a community garden project, affecting the ability for DUG to secure space in other neighborhoods for new community gardens.

DUG secures funding for community garden improvements, training and site insurance. In turn, DUG is required to report to funding agencies and foundations as to the status and benefit of their contributions. DUG also must report on your behalf as to the status of your community garden to neighbors and city agencies, such as Property Inspection Services, Assets Management, Housing and Neighborhood Development Services, Parks and Recreation and Public Schools. Your efforts to maintain your community garden allows DUG to focus resources on building new community gardens and installing capital improvements at existing community gardens.

LAS PAUTAS DE MANTENIMIENTO DEL JARDÍN

Este documento suplementa la forma “La Autorización y Las Responsabilidades de los Jardineros.”

El Propietario del Jardín solicita a **Jardines Urbanos de Denver (DUG)** para asegurar que los participantes mantengan sus parcelas del jardín limpias, atractivas y ordenadas en todos momentos *especialmente* durante el invierno. El jardín tiene que mantener una apariencia unificada a los propietarios, los oficiales de la ciudad y también al público general no-jardinero. Para este fin, DUG estableció los siguientes requisitos para todos los participantes. Al mínimo, hay tres beneficios que vienen de un jardín bien mantenido:

- 1. que siga en buena posición el permiso de uso con el propietario,*
- 2. que dueños, vecinos y no-jardineros disfruten y reconozcan el jardín como algo de valor en la comunidad,*
- 3. que su jardín albergará menos plagas y malas hierbas, y que será más sano desde temporada a temporada.*

DUG sirve como el titular del permiso de uso, el agente del agua, el asegurador, la corporación autorizada como 501-c-3 y el representante principal de los participantes del jardín a los oficiales de la ciudad. Por favor, recuerde que es muy difícil por solo unos jardineros hacer todo el trabajo; todos deben hacer su parte. Vease la participación en el jardín comunitario como un privilegio. El personal de DUG y sus voluntarios trabajan muy duro para desarrollar jardines nuevos en barrios donde este privilegio todavía no existe. Además, siempre estamos trabajando para instalar mejoramientos en los jardines ya en existencia. Es difícil dedicar nuestros recursos limitados a la limpieza de los jardines actuales. Ésto también va en contra de nuestra misión para “darle poder” para que los jardines sean autosuficientes. Sin embargo, DUG es cometido a dar asistencia de limpieza a los jardineros cuando el jardín no está de acuerdo con las guías y esté en peligro de perder el permiso de uso.

REQUISITOS PARA PARTICIPAR

1. SU PROPIA PARCELA: Cada parcela debe estar sin malas hierbas, plantas muertas, cargas y basura. Cada otoño, deben revolver el abono y el material orgánico en tierra y cúbralo con una capa de mantillo o un cubierta de paja para regular la temperatura y retener la humedad de la tierra en el invierno. Ésto hace que el terreno del jardín se vea que esté atendido a las persona que pasen por el jardín. Es importante que entienda que todos los jardineros tienen un papel significativo y una responsabilidad en cuanto al sostencia del jardín. Cualquier planta perenne en su parcela debe aparecer bien cuidado. Además, usted es responsable para el mantenimiento de la área inmediatamente adjunto a su parcela, incluyendo caminos, contenedores de abono, el área de basura, la cerca y los espacios comunes del jardín.

2. ESTRUCTURAS VERTICALES: Estructuras para animar el crecimiento vertical se puede incluir árbore, triéis, ramas de árboles en forma de marcos, secciones de cercas, y reja. Solo se permite estas estructuras durante la temporada de siembra y crecimiento si son funcionales, ordenadas, seguras, y atractivas. DUG prohíbe el uso de materiales blancos o en colores claros, “chatarra” de madera y pipas. Si usted desea estructuras estacionales, píntelas con los colores del “tema” del jardín, el color negro o verde oscuro. Estructuras verticales que son

usadas para el cultivo deben estar en buena condición y contribuir a la apariencia unificada del jardín en general. Reja de tomate, postes de frijol, palos o pequeños triéis deben ser de madera o alambre delgado/fino. Todas estructuras de cultivo deben ser desarmadas y removidas después de la temporada de cultivo. Cualquier estructura permanente en el jardín será permitida cuando esté en buena condición y se vea atractiva desde la calle. Basado en el permiso de uso, DUG tiene que aprobar todas las estructuras permanentes nuevas antes de construir.

3. ALMACENAMIENTO DE ESTRUCTURAS ESTACIONALES: no se autorizan dejar afuera durante la temporada después de cultivo los siguientes artículos, y deben ser desarmados y almacenados en el albergue del jardín o removidos del área cuando no estén empleados:

*sillas y bancas individuales, *jaulas de alambre, cercos, *montón de ladrillos y piedras
*zapatos, ropa (solo en el almacén), *palos, postes de metal “t”, *bolsas de abono o hojas,
*arte del jardín no permanente, *carruchas, vagón, *botellas de agua, o de leche
*pipas, mangueras y boquilla, *cubetas, contenedores de plástico,
*maceteros de plástico, herramientas

4. CONTENEDORES DE ABONO: Desanimamos los contenedores individuales de abono. Generalmente ellos distraen de la apariencia unificada del jardín. Sin embargo, apoyamos el uso y mantenimiento de un contenedor de abono comunitario. Todo el material que se usa en los contenedores de abono tiene que ser cortado en piezas de uno o dos pulgadas antes de que se lo añadan. Bolsas de plástico de plantas secas, pasto cortado y hojas no se permite almacenaren su jardín en ningún momento. Para las personas que pasen por el jardín, aparecen como bolsas de basura. No se permite almacenar bolsas no abiertas de tierra, abono o fertilizante en su jardín. Corte y desparrame estos materiales en su parcela inmediatamente, para permitir la descomposición e integración con la tierra. Considerese técnicas de la tierra en trincheras u hoyos para hacer abono.

Si hay la necesidad de más contenedores comunitarios de abono o de entrenamiento sobre el abono en su jardín, póngase en contacto con DUG. Les asistiremos con la compra o construcción de contenedores comunitarios nuevos o adicionales como sea deseado.

5. LIMITES DE LAS PARCELAS: Se desaniman los cercos alrededor de parcelas individuales. Se hacen difícil para remover las malas hierbas y pueden con rapidéz causar que el jardín aparezca fea. Los limites de parcelas deben formarse por una orilla libre de malas hierbas entre su parcela y la de su vecino o el camino ajunto. Con la aprobación del comité de dirección, usted puede poner material apropiado (menos de 12” de alto) alrededor de la parcela, que esté en buena condición y bién cuidado. Desanimamos el uso de “trocitos/restos” del material como ladrillos quebrados y sementó; fragmentos pequeños de arenisca o pavimento; trocitos/restos de madera, metal o plástico; y cerco de alambre blanco. También desanimamos el uso de madera de construcción tratada a presión; madera de cedro es una buena alternativa no-toxica. Idealmente, el comité de dirección del jardín, les dará información a todos los jardineros, de los materiales preferidos, los cuales contribuyen a la apariencia unificada del jardín.

Si usted no puede costear las estacas de madera para su parcela que está en buena condición, por favor póngase en contacto con DUG y aremos lo posible para asistir sus necesidades.

6. TODO EL JARDIN ES LA RESPONSABILIDAD DE TODA LA COMUNIDAD: Todos deben tomar responsabilidad por el mantenimiento de las áreas comunitarias del jardín, tales como:

- *los contenedores de abono
- *árboles, flores, y el pasto
- *áreas de caminos y el patio
- *áreas de basura
- *el almacén de herramientas

RESPONSABILIDADES DE DUG

DUG está disponible para asistir a todos los jardines comunitarios con riegos, cercos, podar los árboles, almacenes de herramientas o cajas de herramientas, bancas, y caminos. Si su jardín propone instalar estos tipos de mejoramientos, es la responsabilidad de DUG dar aprobación y supervisar que sea incluidos en nombre del propietario del jardín y de las agencias de la ciudad como: Inspección de Propiedad, Escuelas Públicas, Trabajo Público, Comercio de la Ciudad, y Agua de Denver.

Al seguir las guías para el "Mantenimiento del Jardín," usted contribuye al esfuerzo continuo de DUG para asegurar que el privilegio de jardinería continúe a través de la ciudad. Por favor recuerde que su jardín puede ser un ejemplo negativo o positivo de un jardín que afecta la habilidad de DUG para asegurar espacio para jardines en otros barrios y empezar proyectos nuevos.

DUG asegura fondos para mejoramientos del jardín, capacitación y seguro del lugar. En cambio, se requiere que DUG reporte a las agencias fundadores y las fundaciones en cuanto a la posición y los beneficios de sus contribuciones. DUG debe reportar, en nombre de usted, a vecinos y agencias de la ciudad, tales como: Inspección y Servicio de Propiedad, Manejado de Comercio, Servicios del Desarrollo de Viviendas y Barrios, Parques y Recreación y Escuelas Públicas. Sus esfuerzos para mantener su jardín permiten que DUG pueda enfocar nuestros recursos en desarrollar nuevos jardines y instalar mejoramientos capitales en jardines ya en existencia.

Garden / Park Site Demographics

Size of total garden site: length _____ width _____ fence? _____ wall? _____

City Council District: _____ Representative _____

Current number of gardeners or neighborhood participants who have been contacted who would benefit and use the site: _____

Attach a measured map/plan of the existing site including the source and/or potential location of water.

What will be (or is) the source of water to supply the site? _____

Are the potential participants, organizations, etc., willing or able to cover the cost of water? _____

If not, what can they afford to pay? _____

Local Need and Support

1. Has an actual need for gardening plots in the neighborhood been determined? Yes No
If yes, please explain how _____

2. How will neighborhood support for the community garden be (or has been) determined?

- _____ a survey of 2-3 block radius around the site
- _____ a petition
- _____ a neighborhood meeting
- _____ other _____

3. Will the community garden be sponsored by a local group or organization? Yes No

4. Will the community garden sponsor be a local "recipient" group or organization who can benefit from a community garden space? Yes No

- | | |
|--------------------------------|------------------------------|
| _____ shelter | _____ senior center |
| _____ soup kitchen | _____ school |
| _____ day-care center, program | _____ medical, care facility |
| _____ youth program | _____ other |

5. Have individuals/ local organizations been contacted to help with day-to-day support such as:

- | | |
|-----------------------------|--------------------------------------|
| _____ shoveling sidewalks | _____ help maintain the water system |
| _____ cut grass | _____ remove trash/debris |
| _____ maintain common areas | _____ monitor abandoned plots |

6. Is there any other local support or potential for support regarding:

- _____ local volunteer labor groups
- _____ soil preparation
- _____ local sponsors and or financial support
- _____ local materials donations including fencing, paths
- _____ art or sculpture

Please return to DUG by fax or mail: 303.292.9911 or 3377 Blake St #113, Denver, CO 80205.

2010 COMMUNITY GARDEN LIST

ACTIVE GARDENS

Garden Name	Garden Street Address
Academia Sandoval School Garden	37th & Wyandot
"Agape Gardens" on Williams (NE Housing)	2965 Williams
Allison Gardens at Semper Farm	NW corner of 92nd & Pierce (Westminster)
Applewood Community Garden	12930 W. 32nd Ave (Golden)
Arvada Mennonite Garden	5927 Miller St. (Arvada)
Atlantis Communities Garden	201 S. Cherokee
Baker Garden	75 W. Bayaud
Barney Ford Heights Garden	2024 Clarkson
Beeler Street Garden	1675 Beeler St. (Aurora)
Blue Chair Community Garden	1416 Dayton St. (Aurora)
Blue Spruce Community Garden	Quebec St. & Severn Ave.
Bradley International School Garden	3051 S. Elm St.
Bromwell School Garden	2500 E. 4th Ave.
Brown School Garden	2550 Lowell Blvd
Bruce Randolph Garden	1402 Bruce Randolph St.
California Garden	2770 California St.
Casa Verde Garden	401 Galapago St.
Cheltenham School Garden	1580 Julian St.
Cook Park Garden at RMSEL	1700 S. Holly St.
Courthouse Square Garden	Santa Fe & 14th
Creekside Community Garden	17th & Pierce (Lakewood) (suspended for expansion in 2010)
Curtis Park Garden	2890 Curtis
DeLaney Community Farm	170 S. Chambers Rd. (Aurora)
DeLaney Community Garden	170 S. Chambers Rd. (Aurora)
Denver Botanic Gardens Community Garden	Congress Park
DU Bridge Community Garden	1844 S. High St.
East 13th Avenue Garden	Between Yosemite & Xenia Sts on 13th Ave
East Yale Garden at Fox Crossing	8350 East Yale
Edgewater Garden	2444 Depew (Edgewater)
Edison Community Garden	3350 Quitman St.
El Oasis Garden	1847 W. 35th Ave.
Elati Garden	840 Elati St.
Ellis School Garden	1651 S. Dahlia Street
Fairmont School Garden	2nd Ave & Elati St.
Fairview School Garden	2715 W. 11th Ave
Family Crisis Center	2929 W. 10th Ave
First Plymouth Church Garden	3501 S. Colorado Blvd. (Englewood)
Garden Court Garden	1150 Syracuse St.
Globeville Garden	5075 Lincoln St.
Golden Community Garden	1506 8th St (Golden)
Golfer's Way Garden	448 N. Golfer's Way
Gove Garden	1325 Colorado Blvd.
Gray Street Garden	Gray St. and W. 3rd. Ave. (Lakewood)
Greenlee School Garden	1150 Lipan St.
Halcyon House Garden	1955 Arapahoe St.
Harrington School Garden	2401 E 37th Ave.
Helping Hands Garden	5770 Niagara Street (Commerce City)
Highland Gardens at Bookbinding Co.	2715 17th St.
Highland Gardens Village Garden	36th Place between Utica and Vrain Streets
Honor Garden at Valdez School	2525 W. 29th Ave.
HOPE Garden	11949 W. Colfax Ave (Lakewood)

Johnson School Garden	1850 S. Irving St.
KIPP School Demonstration Garden	375 S. Tejon St.
Lowell Street Garden	150 Lowell Blvd.
Lowry School Garden	8001 E. Cedar Ave.
Marian Plaza Garden	1818 Marion St.
Mitchell Garden	1350 E. 33rd Ave.
Montbello "Five Loaves" Garden	4879 Crown Blvd.
Mount St. Vincent Garden	4159 Lowell Blvd
Mulroy Garden	3550 W. 13th Avenue
Palmer School Garden	995 Grape St.
Park Hill School Garden	5050 E. 19th Ave.
Peace Garden	3825 Shoshone St.
Pecos Garden	3230 Pecos St.
"People Patches" on Lafayette (NE Housing)	3060 Lafayette
Place Bridge Academy Garden	7125 Cherry Creek North Dr.
Project Light Garden	1549-1566 York St.
Quigg Newton Garden	4408 Mariposa
RAMERC Garden	2811 Harrison St.
Renaissance 88 Garden	388 East 88th (Thornton)
Rosedale Garden	2332 S. Sherman St., Entrance on Logan St.
San Rafael Garden	2245 Emerson St.
Sheridan Garden	4002 S. Lowell Blvd. (Sheridan)
Shoshone Garden	3250 Shoshone St.
South Grant Garden	S. 1700 Grant St.
South Lincoln Park Garden	10th & Navajo
St. Peter / St. Mary's Garden	126 W. 2nd Ave
Stapleton Garden at The Urban Farm	10200 Smith Road
Stapleton Greenway Garden	7790 E. 23rd Ave.
Steck School Garden	425 Ash St.
Steele School Garden	320 S. Marion Prkwy.
Swansea School Garden	4650 Columbine St.
SWIC All Nations Garden	999 S. Lowell
Urquhart Memorial Garden	1350 E. Florida
West Washington Park Garden	201 Grant St.
Westminster Garden	72nd Ave. btw Raleigh & Bradburn (Westminster)
Westwood Garden	968 S. Newton St.
Whittier School Garden	2480 Downing St.
Willow Glen Garden	1585 Kipling (Lakewood)
Xenia Village Garden	1415 Xenia St.

ACTIVE PARKS & PLAYGROUNDS

Garden Name	Garden Location
Cedar Park	174 S. Knox Ct.
Hooker Street Carriage Lot Park	W. 24th Ave. & Hooker St.
Jerry Martinez Memorial Park	1373 Lipan St.
Wyandot Carriage Lot - Dandelion Project	Between 34-35th & Zuni/Wyandot

DEMONSTRATION GARDENS

Garden Name	Garden Location
Civic Center Park Demonstration Garden	Civic Center Park
Tiri's Garden	15th & California

NEW PROJECTS IN PLANNING

Garden Name	Garden Location
City of Englewood	NW corner of Dartmouth & Fox (Englewood)
Regis University Garden	Lowell Blvd btw 52nd & 53rd Aves
Ruby Hill Park Community Garden	Florida Av & Platte River Dr
Ebert/DHA School Garden	410 Park Ave. West
Rangeview Library District Garden	7185 Monaco St. (Commerce City)
Curtis Park Garden (Relocation)	site to be determined (2010-12)
East 13th Ave Relocation	Between Yosemite & Xenia Sts on 13th Ave (2010-12)
Schmitt School Community Garden	1820 S. Vallejo St.
East Stapleton Garden	26th Ave. & Emporia St. (2010)
High Street Community Garden	High & E. 30th Ave
Excelsior Youth Center Garden	15001 E. Oxford Ave (2010-12) (Aurora)

COMPLETED PROJECTS NO LONGER REQUIRING DUG INVOLVEMENT

Garden Name	Garden Location
Box Canyon Restoration	City Park
Brown School Playground	2550 Lowell Blvd.
Chesny-Kleinjohn Apartments	10th Ave. & Lafayette St.
Family Star Park/Playground	3312 Lafayette St.
Grandview Monuments	Denver Grandview Neighborhood
"Greening-of-Steele" School	320 S. Marion Parkway
Knapp Community Playground	500 S. Utica
Lowry Amphitheatre Park	Beeler St. & Pavilion Pl. Bldg 898 (Aurora)
Mary Crest Park	2851 W. 52nd Ave.
N.A.M.E.S. Peace Garden	4407 Morrison Rd.
NEDCO Garden/Park/Amphitheatre	5150 E. 34th Ave.
Parkhill School "Field of Dreams"	5050 E. 19th Ave.
Parkhill Stepping Stone Garden	5050 E. 19th Ave.
Renaissance Children's Center Play Garden	1797 Kendall Street (Lakewood)
Slavens School Garden	3000 S. Clayton
Stapleton Urban Farm Children's Garden	18905 E. 45th Ave.
St. Francis Center Gardens	2119 High & 1555 Lafayette
St. Paul's Church Food Bank Garden	16th & Ogden
Uptown Housing Landscapes	22nd Ave. & Lafayette St.
Women's Bean Project Landscape	3201 Curtis St.