

# FEEDING

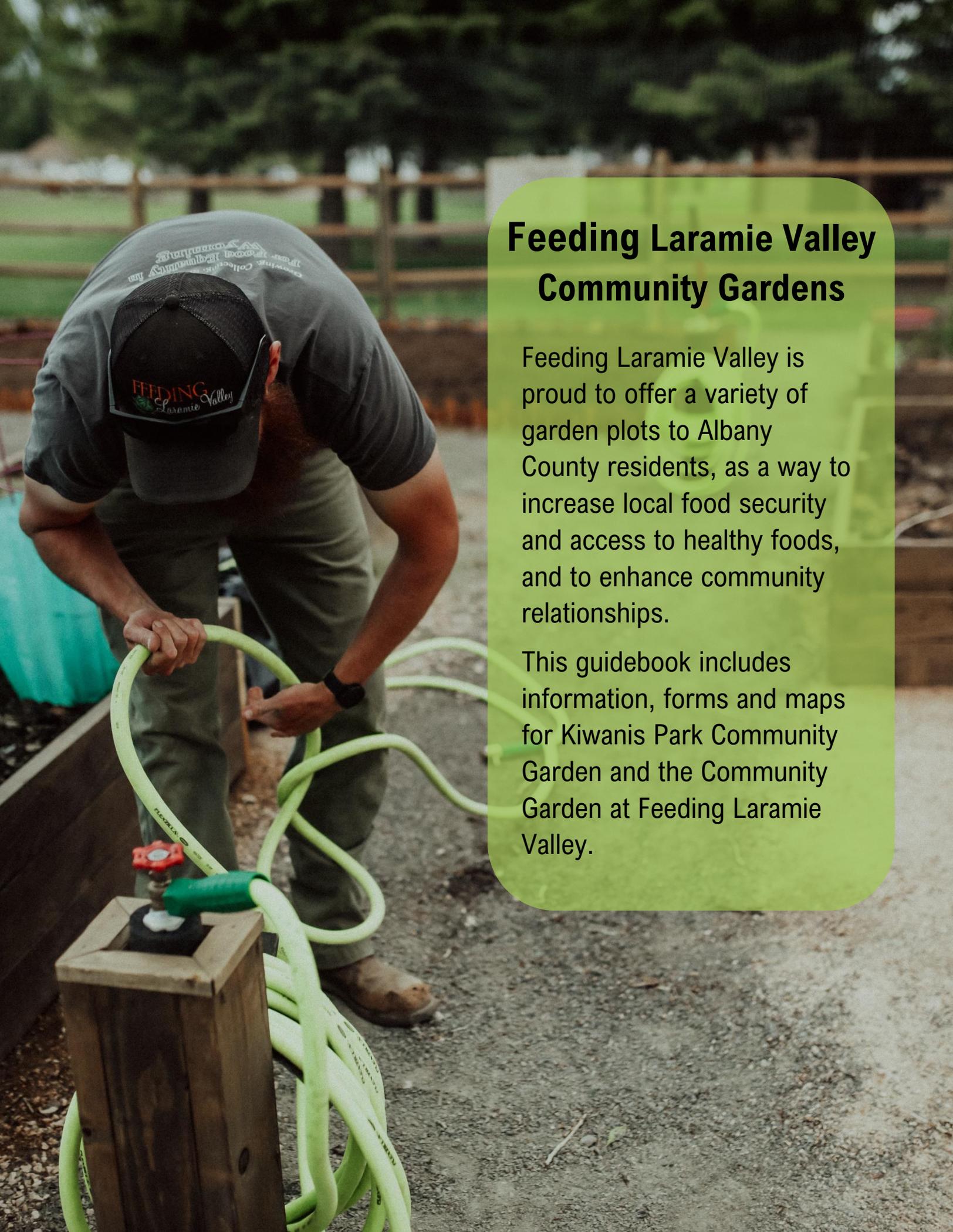


# Laramie Valley

Feeding Laramie Valley Community Gardens  
Guidebook & Forms



LaBonte Park 968 N 9<sup>th</sup> St. Laramie, WY 82072



## **Feeding Laramie Valley Community Gardens**

Feeding Laramie Valley is proud to offer a variety of garden plots to Albany County residents, as a way to increase local food security and access to healthy foods, and to enhance community relationships.

This guidebook includes information, forms and maps for Kiwanis Park Community Garden and the Community Garden at Feeding Laramie Valley.

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# Introduction

Thank you for your interest in being a plot steward for our community gardens.

Our gardens are designed to not only serve garden plot stewards, but to provide an attractive, inspirational and educational resource for all visitors and Albany County residents.

Once you have applied to steward or volunteer at either the FLV Building Community Garden or Kiwanis Park Community Garden and been assigned a garden plot or work area, there are terms and guidelines you will be expected to honor in order to ensure safety, enjoyment and success for everyone involved. We encourage all gardeners to use organic practices in the preparation, planting, and care of their gardens. A list of suggested, permitted, and excluded plants and practices can be found on pages [12](#) and [13](#).

Feeding Laramie Valley is committed to accessibility and diversity. We especially encourage individuals who are not familiar with personal gardening to become involved as garden plot stewards and invite you to be in touch with the coordinators for any assistance or guidance you might need. We also want to hear about any problems you encounter, and to learn of ideas you have that might help us improve the community garden overall. Be sure to check out our Gardening Manual, which can be downloaded from <https://www.feedinglaramievalley.org/flv-garden-manual>, along with other gardening resources there.

**In order to participate in our Community Garden Program, please read this guidebook, sign the agreement form and liability waiver, and return them to Feeding Laramie Valley, see returning options on page [17](#).**

All of us working to help nourish our little part of the world, look forward to growing with you!

Managed by Feeding Laramie Valley, Kiwanis Park Community Garden is a cooperative effort between Feeding Laramie Valley, the City of Laramie and Laramie Parks and Recreation, with key funding support from an AARP Challenge Grant, Prevention Management Organization of Wyoming, USDA-NIFA Community Food Project Grant, and community donors to Feeding Laramie Valley.





# Feeding Laramie Valley Information



307.223.4399



[info@feedinglaramievalley.org](mailto:info@feedinglaramievalley.org)



968 N. 9<sup>th</sup> St. Laramie, WY 82072

# Gardens



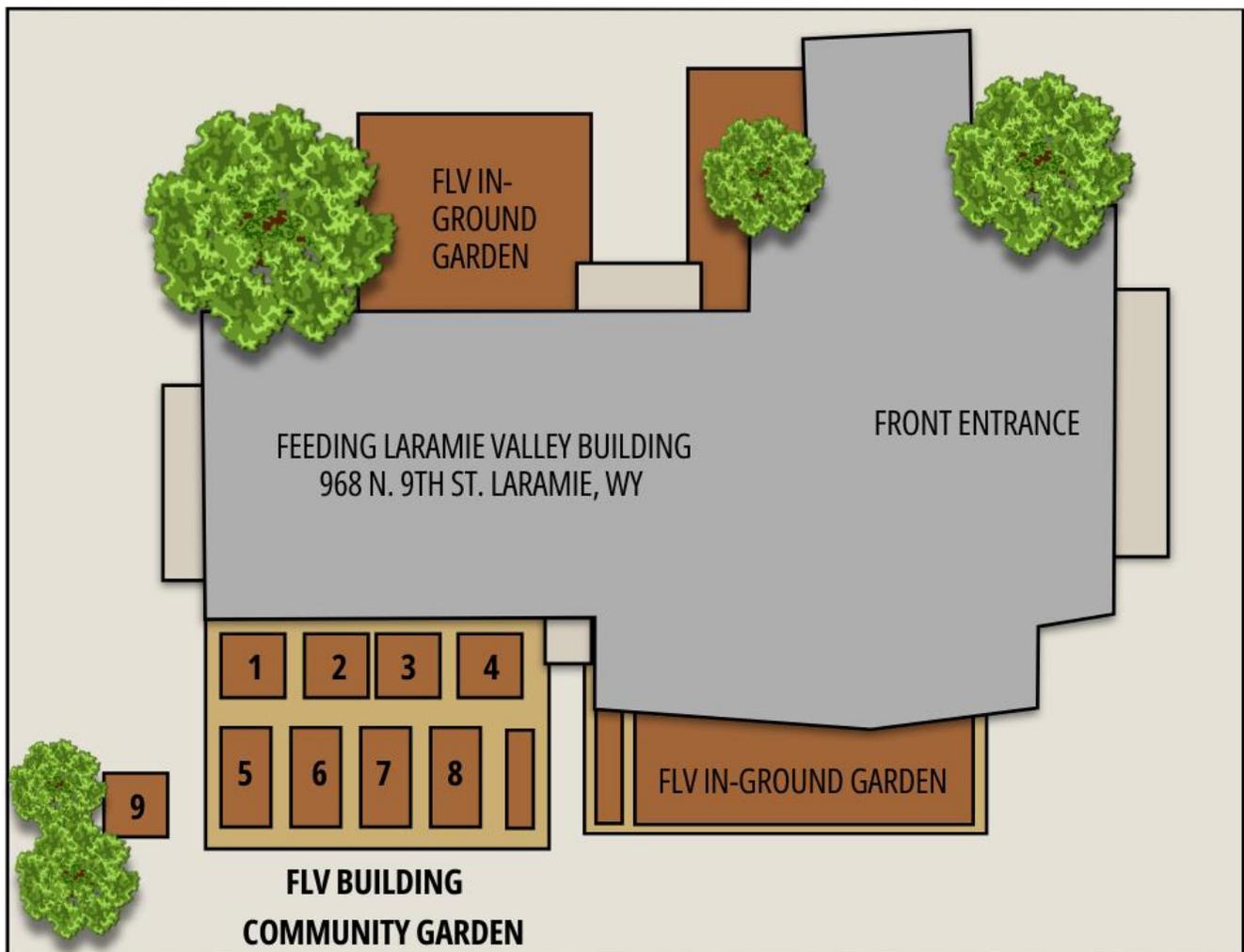
Currently, Feeding Laramie Valley has two Community Gardens open for plot stewards to reserve raised beds at Kiwanis Park Community Garden and our Community Garden at Feeding Laramie Valley.

Please see the Plot Maps to view where your plot will be located this growing season.

# FLV Building Plot Map



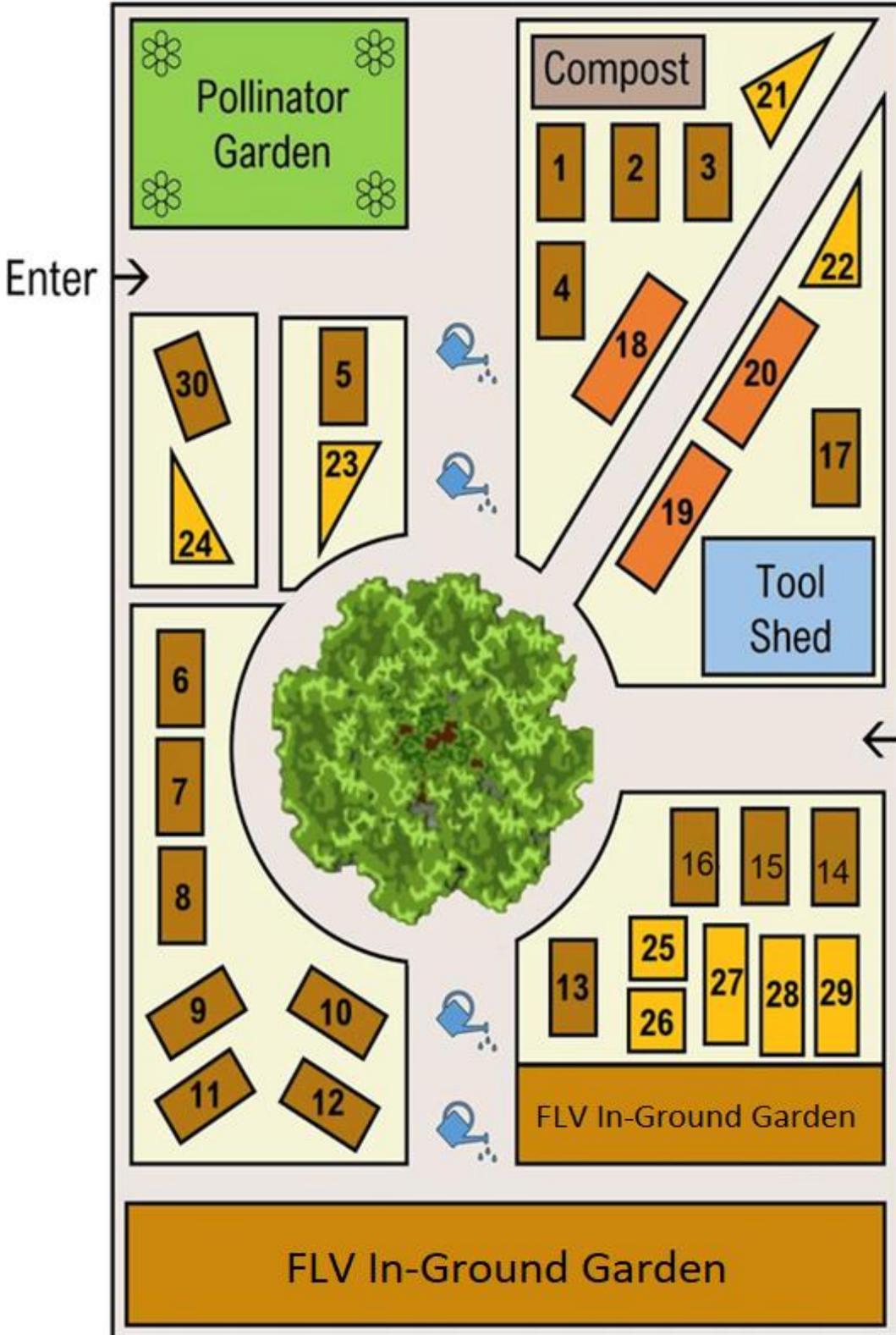
Feeding Laramie Valley has been working with community members like you, to bring fresh healthy food to Albany County since 2009.



# KPCG Parking Map



# KPCG Plot Map



### *Tool Shed:*

The code for the tool shed is sent out at the beginning of growing season. It contains extra liability waivers for when you have guests attending to your garden and some community tools.

### *Community Food and FLV In-Ground Gardens:*

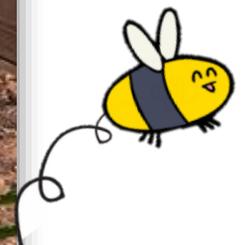
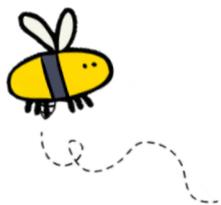
These In-Ground gardens are planted and maintained by FLV staff.

# KPCG Garden Features



## Plot Numbers

All garden plots are numbered for our plot stewards' convenience.



# Pollinator Garden

Kiwanis Park includes a pollinator garden to attract our local pollinators and is complete with a walkway.



## Kiwanis Park Community Garden Pollinator Garden

### What is a Pollinator Garden?

A pollinator garden is made up of native and non-native plants chosen to attract and provide habitat for our **Very Important Pollinators**.

### Who are our VIPs?

Our **Very Important Pollinators** are bugs and animals who help pollinate a variety of plants by transferring pollen from plant to plant, which help the surrounding ecosystem thrive. Without them, most plants could not produce seeds and fruit.



Birds



Beetles



Butterflies



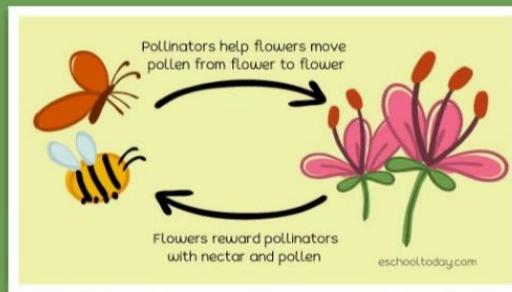
Bees



Wasps

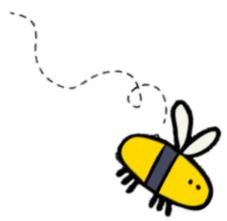


Moths



### Why are they Important?

Over 1/3 of all the world's food crops and 90% of all the world's flowering plants depend on pollinators.



# Suggested Garden Guidelines

## Organic Practices

Though you are not required to practice organic methods in the garden, we strongly encourage you to do so. At the very least, we recommend you try to minimize your use of chemicals since there are others in the garden who are using organic methods. Here are some recommendations:



## **Weed Control**

Pull them by hand or remove with a hoe.

Apply mulch around your plants to limit weed-seed germination.

Try using: compost, newspaper, straw, grass clippings, leaves.

## **Pest Control**

Repel them by planting marigolds or basil in your garden.

Wash aphids off with water.

Attract beneficial insects: Plant dill, fennel, buckwheat, or clover in garden borders.

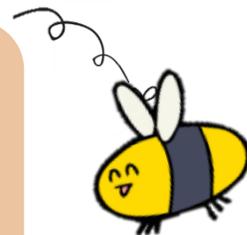
If you need chemical controls, try: Insecticidal oils, Insecticidal soap, Neem Pyrethrins.

## **What not to plant**

Some plants can escape your control and invade your neighbors' plots.

Please do not plant the following plants in the community garden:

Yarrow, Hollyhocks, Cornflower/Bachelor's Buttons, Flax.



## **Water Conservation**



Overhead sprinkling is an inefficient way to deliver water to plant roots. The key is delivering water to plant's roots. Better options include watering by hand at each plant, watering less frequently, but watering deeply (i.e. for a longer time), or soaking the root zone of the plants rather than the whole garden. Use mulch to help hold moisture in soil (this also helps reduce weeds)!



## **Soil Fertility**

We have incorporated composted manure into the topsoil in the garden. As you amend the soil in your plot consider the following organic options:

- Compost
- Manure (fabulous llama manure has been used to fertilize our raised beds but you can also contact us to request more; any other manures must be aged by at least two years)
- Cover crops
- Legumes (peas, alfalfa, sainfoin, clover, vetch)
- Buckwheat
- Grasses (oats, rye, ryegrass)
- Add organic matter

## **Green Waste (KPCG)**



We have provided the garden with a green waste bin system, which is labeled with instructions for its use. Please follow those instructions and contact us if you have any questions.

## **Sticks & Stones (KPCG)**

While gardening, you'll probably find rocks and sticks. Please place in the "Sticks & Stones" bin near the compost. We'll use them in the Kid's Garden, or feel free to use them yourself.

# Plot Steward Agreement



## What is a plot steward?

A plot steward assumes responsibility for one or more large, medium, or small raised bed. Plot stewards are responsible for the food production, harvest, and maintenance of the raised bed(s) they reserve.

As a plot steward in the Feeding Laramie Valley Building Community Garden, I agree to the following terms:

1. I acknowledge a sliding-scale annual plot fee is requested of \$20.00 for each large raised bed, \$15.00 for each medium raised bed, \$10.00 for each small raised bed. All donations are used to help cover general garden maintenance expenses. No one is denied access to a community garden plot because of an inability to pay – please let the garden coordinator know if you need for us to waive your fee.
2. I agree to have my garden plot planted by June 30. If this is not possible, I will be in touch with the garden coordinator to request an extension to a later planting deadline, or to inform them that I am unable to proceed with my plot this season. If my plot is not planted by June 30, and/or if I do not make alternative arrangements with the garden coordinator, I understand that my plot will be considered to be abandoned and may be reassigned. Likewise, I will notify the garden coordinator if I stop gardening prior to September 1, and/or if it appears to the garden coordinator that my plot has not been used or tended to and attempts to reach me by my preferred method of communication are unsuccessful, my plot will be considered to be abandoned and may be cleared out and reassigned
3. I will sign and return the following documents to the Garden Coordinator (either online, by mail or in person) before beginning any work on my garden plot, and return a signed liability waiver **for each individual person who works on my garden plot** with or for me:
  - a) Feeding Laramie Valley Community Garden Plot Stewardship Agreement Form.
  - b) Feeding Laramie Valley Community Garden Liability Waiver.
4. I will provide and be responsible for my own seeds, seedlings, and gardening tools. I understand that hoses will be provided by the Community Garden, and that I am expected to use them as directed and return them to their storage location immediately after use. If I need assistance in obtaining tools, seeds, or seedlings, I will contact the garden coordinator.

5. The city of Laramie is providing non-potable water for irrigation of seasonal plant materials. I understand that this water is acceptable for irrigation but should not be used as drinking water.

6. **VERY IMPORTANT**. I agree to follow water conservation practices, **watering only while I, or a helper with my plot, is personally and immediately in attendance**. I understand that sprinklers and drip irrigation systems of any kind are prohibited in FLV community garden plots. I will be certain that any hoses running to/from my plot are rewound and disconnected when I leave the gardens. I understand that water availability at the garden is dependent on the on/off scheduling of water in Laramie's city parks are determined by the park manager. Their office will notify Feeding Laramie Valley as far in advance as possible as to when water will be turned on in the spring and when it will be turned off in the fall. FLV will subsequently inform me, using my preferred method of communication as indicated on the Plot Stewardship Agreement Form.

7. I understand that I am responsible for planning, planting, watering, harvesting and all other phases of gardening, including weeding.

8. I agree to work cooperatively with the coordinator, staff, and other plot stewards for a successful garden. And to **maintain my own plot, not watering or tending to other plot stewards' beds without their consent or speaking with FLV Staff**.

9. I will keep my current address, phone number and email with the community Garden Coordinator.

10. I will notify the coordinator by phone or email immediately if I must abandon my plot during the growing season, regardless of the reason. I understand the coordinator will reassign or clean out the plot as they see fit, and that I am not permitted to transfer or rent my assigned plot to another person.

11. If I am unable to care for my plot for a time because of illness or vacation, **I will arrange for help with watering, weeding, and harvesting. I may ask a fellow gardener or the garden coordinator to help, but will not expect or assume they will.**

12. I agree to maintain my plot and the surrounding common areas by keeping it watered, neat, weed-free, and pest-free as much as is reasonably possible.

13. If my plot is overgrown with weeds, I understand that I will receive a warning. After two weeks of no action, my plot may be cleared out and/or reassigned.

14. I will notify the coordinator if I see or have any problems with the Feeding Laramie Valley Community Garden or KPCG Community Garden.

15. I will not grow plants that are illegal or invasive, and will do my best to follow the organic practices and suggestions given to me by the FLV Staff and Garden Coordinator, including all pest control and other standards it recommends.
16. I will keep my plot clear of all waste materials including, but not limited to, weeds, dead plants and decaying fruits and vegetables. A green waste bin has been provided for this purpose.
17. I will keep courtesy and aesthetics in mind (including the avoidance of making shade that will cover other plots) in the design and care of my garden.
18. I understand that with the exception of certified service animals, no pets are allowed within the gardens. Certified service animals must wear an official service dog vest, remain on leash and under my direct control at all times.
19. I will notify the coordinator of any disabilities I have that require accommodation, use of the raised garden beds on casters, or other considerations.
20. I agree to the noncommercial use of the bounty my garden and labors provide (i.e. I will not sell anything produced in the community gardens).
21. I understand that as a community garden participant, I have the right to equal opportunity and non-discrimination.

# Forms

Attached on the following pages are the signature page of the: Feeding Laramie Valley Community Garden Stewardship Agreement Form and the Feeding Laramie Valley Community Garden Liability Waiver.

Feeding Laramie Valley must have a signed signature page of both documents for the plot steward in hand before you or anyone with you begins any work on your garden plot.

These can be emailed to [info@feedinglaramievalley.org](mailto:info@feedinglaramievalley.org), mailed to P.O. Box 536 Laramie, WY 82073, or dropped off at the Feeding Laramie Valley Building, 968 N 9<sup>th</sup> St. Laramie WY 82072. Please note, mail is not received at our building and must go through the P.O. Box.



## Plot Stewardship Agreement Form

I have read, understood, and agree to abide by the Feeding Laramie Valley Community Gardens guidelines.

Printed Name:

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Mailing Address:

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Email Address:

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Personal Phone:

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Work Phone:

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\*Please circle your preferred method of contact.

Signature:

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Date:

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THIS AGREEMENT IS FOR THE DESIGNATED PLOT STEWARD ONLY.

IN ADDITION, **SUBMIT A SIGNED FEEDING LARAMIE VALLEY COMMUNITY GARDEN LIABILITY WAIVER FOR EVERY PERSON WHO WILL WORK ON YOUR PLOT OR IN THE GARDENS.** CONTACT US FOR MORE INFORMATION OR MORE COPIES OF THE LIABILITY WAIVER.

## Liability Waiver

We hope your gardening experience is safe and rewarding, but accidents can happen. **The following waiver must be signed by all gardeners and volunteers – regardless of gardening frequency** – to protect Action Resources International, Feeding Laramie Valley, the City of Laramie, and their partners from liability.

Waiver: In consideration of being permitted to participate in any way in any Feeding Laramie Valley-sponsored community garden I, for myself, my heirs, personal representatives or assigns, do hereby release, waive, discharge, and covenant not to sue Action Resources International, Feeding Laramie Valley, or the City of Laramie; their employees, volunteers and agents from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in the Feeding Laramie Valley Building Community Garden and/or the Kiwanis Park Community Garden. (Initials\_\_\_\_\_). Indemnification and Hold Harmless: I also agree to indemnify and hold Action Resources International, the legal entity for Feeding Laramie Valley, Feeding Laramie Valley, or the City of Laramie and its employees, volunteers and agents harmless from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in the Feeding Laramie Valley Building Community Garden and to reimburse them for any such expenses incurred (Initials\_\_\_\_\_). Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Wyoming that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect (Initials\_\_\_\_\_).

Photo Release: Select Option A. or Option B.

**Option A.** I authorize Feeding Laramie Valley to use my or my child's photo in any manner Feeding Laramie Valley Community Garden desires, for advertising, display, audio-visual, exhibition or editorial use (Initials\_\_\_\_\_).

**Option B.** I do not authorize Feeding Laramie Valley to use my or my child's photo in any manner Feeding Laramie Valley Community Garden desires, for advertising, display, audio-visual, exhibition or editorial use (Initials\_\_\_\_\_).

Acknowledgment of Understanding: I have read this waiver of liability, fully understand its terms, and understand that I am giving up substantial rights, including my right to sue. I acknowledge that I am signing the agreement freely and voluntarily and intend by my signature to be a complete and unconditional release of all liability to the greatest extent allowed by law.

---

Print Name

Signature

Date

Parent or Guardian (if individual is under 18): I am the parent or legal guardian of the above-named minor child and, as such, I am authorized to enter into this agreement. I agree that my minor child and I are bound by and subject to the terms of this agreement. I understand that my signature here reflects my agreement to hereby release, waive, discharge, and covenant not to sue Action Resources International, the legal entity of Feeding Laramie Valley, or the City of Laramie and its employees, volunteers and agents from liability from any and all claims resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in any Feeding Laramie Valley-sponsored Community Garden.

---

Print Name

Signature

Date

# Contact Information

**Need extra assistance? Call or email for appointment to stop by our FLV Office!**

978 N 9<sup>th</sup> Street Laramie, WY 82072

307.223.4399

[info@feedinglaramievalley.org](mailto:info@feedinglaramievalley.org)

Each year, we will let you know who the current FLV Community Garden Coordinator is for your primary contact.

## Feeding Laramie Valley Director

General Garden Use and  
Emergency Contact

Gayle Woodsum

307.399.3815

[gayle@feedinglaramievalley.org](mailto:gayle@feedinglaramievalley.org)

## Parks Manager

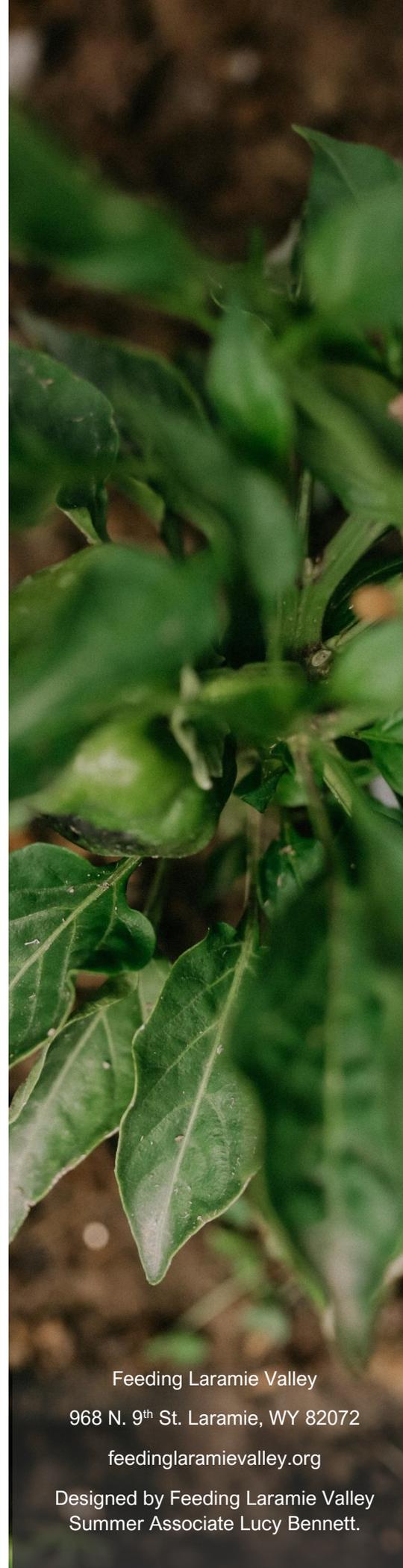
Immediate Park-Related  
Emergencies Only

(Always try Gayle first)

Scott Hunter

307.721.5257

[shunter@cityoflaramie.org](mailto:shunter@cityoflaramie.org)



Feeding Laramie Valley

968 N. 9<sup>th</sup> St. Laramie, WY 82072

[feedinglaramievalley.org](http://feedinglaramievalley.org)

Designed by Feeding Laramie Valley  
Summer Associate Lucy Bennett.