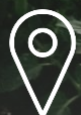


FEEDING



Laramie Valley

Feeding Laramie Valley Community Gardens
Guidebook & Forms



LaBonte Park 968 N 9th St. Laramie, WY 82072



Community Gardens

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

Table of Contents

- Introduction 4
- Garden Coordinator 5
- Plot Maps..... 6
 - Feeding Laramie Valley Plot Map 7
 - Kiwanis Park Map..... 8
 - Kiwanis Park Community Garden Plot Map..... 9
- Kiwanis Park Community Garden Features..... 10
- Suggested Garden Guidelines 12
- Plot Steward Agreement..... 14
- Forms 16
 - Plot Stewardship Agreement Form 17
 - Liability Waiver 18
- Contact Information 19



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 Feeding Laramie Valley 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, excluded plants and practices will be provided to each garden plot steward.

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. If you like, we can match you up with a volunteer gardening mentor. 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.

In order to participate in our Community Garden Program, please read this guidebook, sign the agreement form and liability waiver, and send these forms back to the Feeding Laramie Valley's Community Garden Coordinator Katie Case.

From all of us at Feeding Laramie Valley, we 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.





Garden Coordinator, Katie Case



307.223.4399



katherine@feedinglaramievalley.org



968 N. 9th St. Laramie, WY 82072

Plot Maps



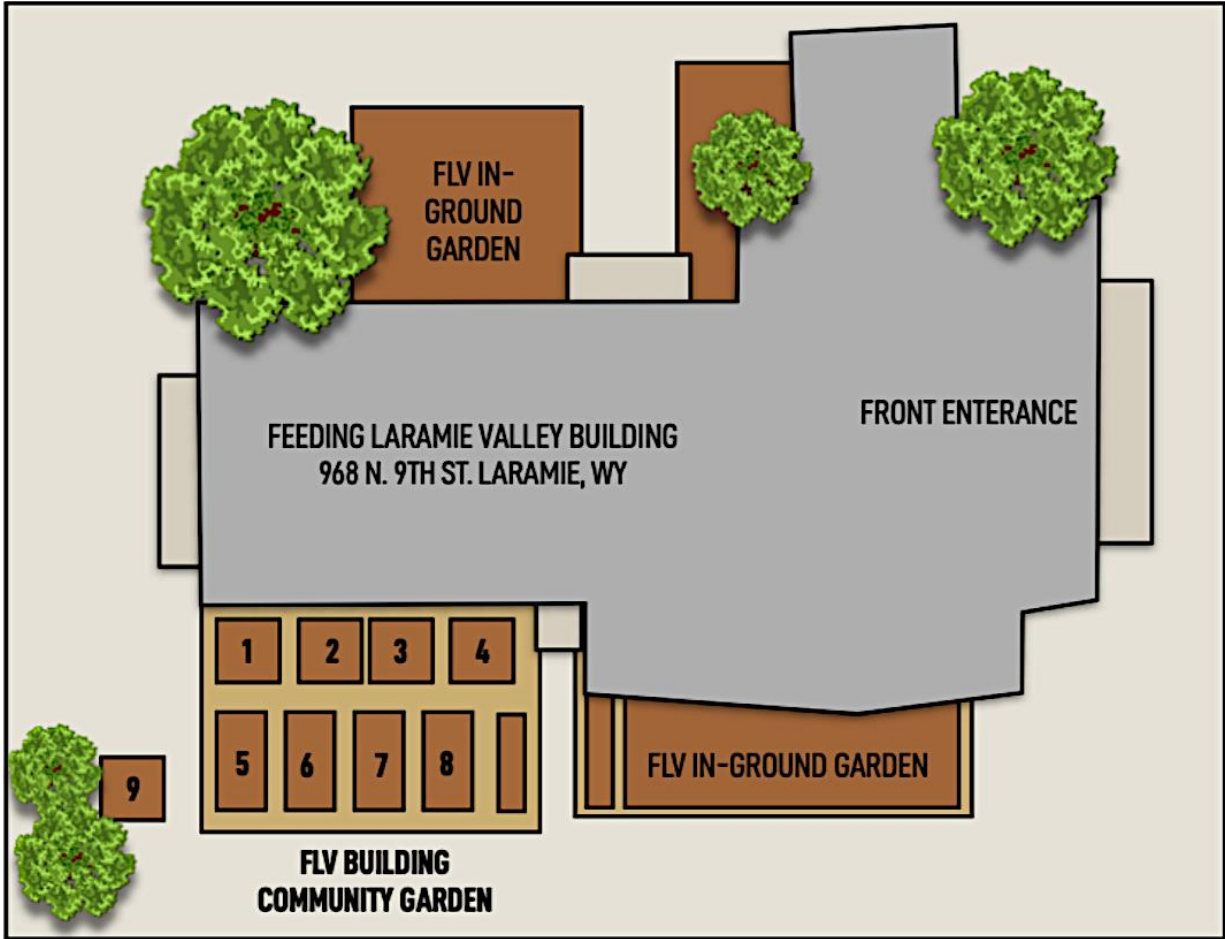
Feeding Laramie Valley has two community gardens open for plot stewards to reserve raised beds at: Kiwanis Park Community Garden & Feeding Laramie Valley Building's Community Garden.

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

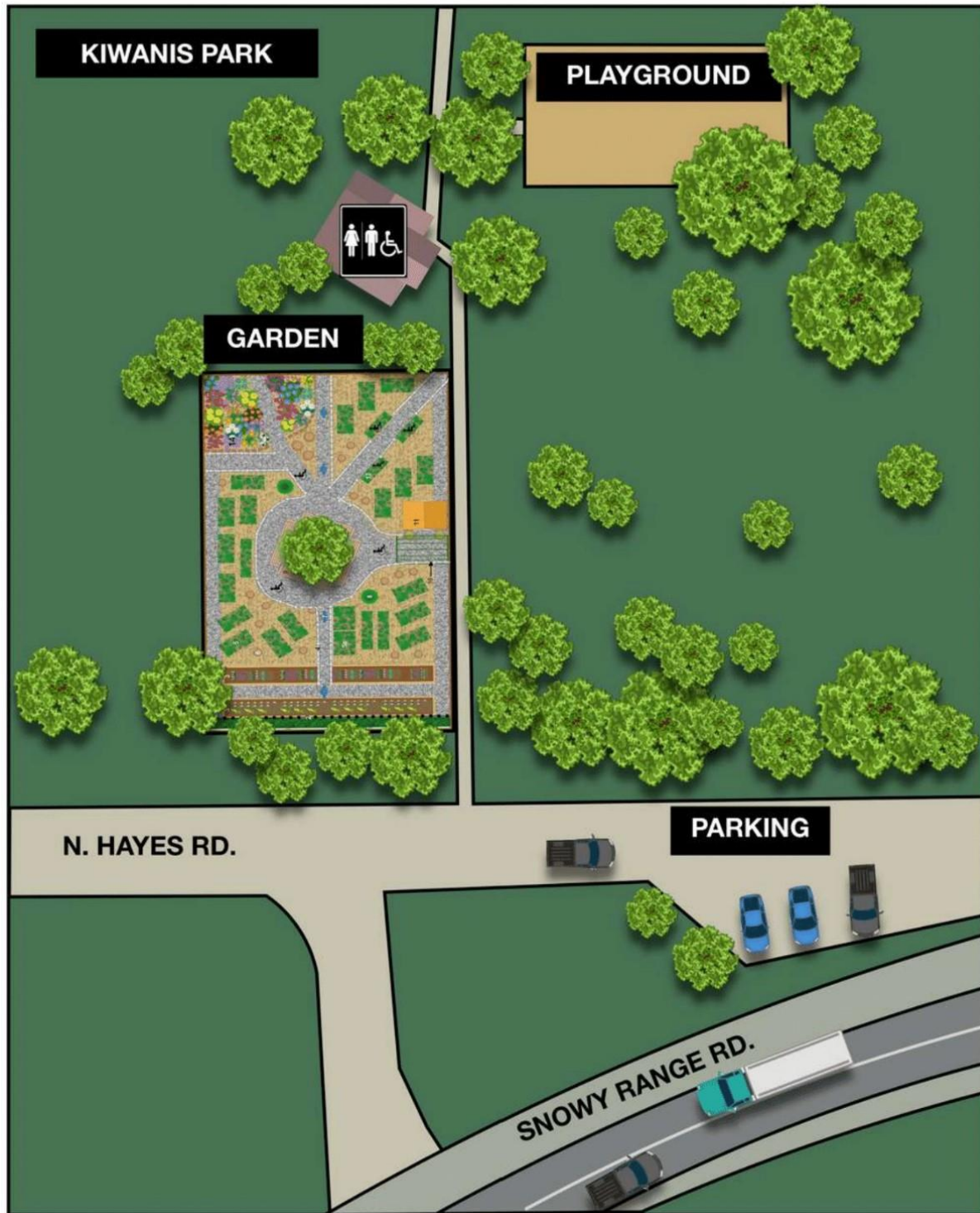
Feeding Laramie Valley Plot Map



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



Kiwanis Park Map



Kiwanis Park Community Garden 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 In-Ground Gardens:

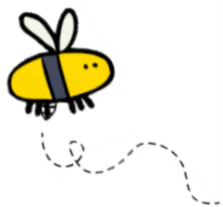
These In-Ground gardens are planted and maintained by our staff. Community Food is free for the public to harvest and the In-Ground Garden is used for our Shares Program.

Kiwanis Park Community Garden Features



Plot Numbers

All garden plots are numbered for our plot steward's convenience.



Pollinator Garden

Kiwanis Park includes a pollinator garden to attract our local pollinators with a walkway and informational signs.



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



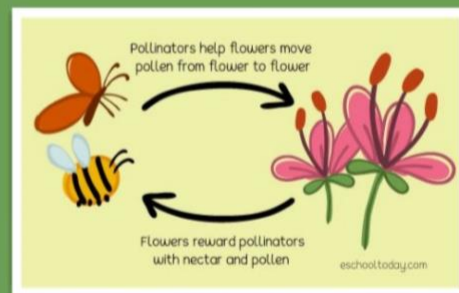
Bees



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, and will be happy to connect you with one of our gardening mentors if you have questions. 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

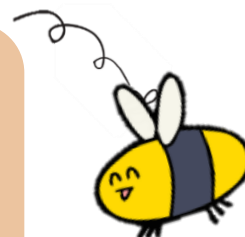
If you need chemical controls, try: insecticidal oils, insecticidal soap, neem pyrethrins.

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)!



Compost Bin

We have provided the garden with a brand-new compost bin system, which is labeled with instructions for its use. Please follow those instructions and contact Katie Case if you have any questions.



Sticks & Stones

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.

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, and vetch)
- Buckwheat
- Grasses (oats, rye, and ryegrass)
- Add organic matter

Plot Steward Agreement



What is a plot steward?

A plot steward assumes responsibility for one large, medium, or small raised bed. Plot stewards are responsible for the food production, harvest, and maintenance of the raised bed 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 Community Garden Coordinator know if you need for us to waive your fee.
2. I understand that my donation is not refundable if I abandon my plot.
3. I will sign and return the following documents to the Community 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 Community 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 community garden plots. I will be certain that any hoses running to/from my plot are rewound and disconnected when I leave the gardens.
7. I understand that I am responsible for planning, planting, harvesting and all other phases of

8. I agree to work cooperatively with the Community Garden Coordinator, staff, and other plot stewards for a successful garden.
9. I will keep my current address, phone number, and email with the Community Garden Coordinator.
10. I will notify the Community Garden Coordinator by phone or email immediately if I must abandon my plot during the growing season, regardless of the reason. I understand the Community Garden Coordinator will reassign or clean out the plot as they see fit, and that I am not permitted to transfer or sell 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 ask a fellow gardener or the Community Garden Coordinator for help with watering, weeding, and harvesting.
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 Community Garden Coordinator if I see or have any problems with the Feeding Laramie Valley Community Garden or Kiwanis Park 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 staff and Community 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. I understand that all waste must be removed from the garden area, and that compost bins for community garden participants are provided with instructions for proper use.
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 Community Garden 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

The Feeding Laramie Valley Community Garden Stewardship Form and the Feeding Laramie Valley Liability Waiver must read, signed and submitted to Community Garden Coordinator, Katie Case, before you or anyone with you begins any work on your garden plot.

These can be emailed to katherine@feedinglaramievalley.org, mailed to P.O. Box 536 Laramie, WY 82073, or dropped off at the Feeding Laramie Valley Building, 968 N 9th 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:

Mailing Address:

Email Address:

Personal Phone:

Work Phone:

*Please circle your preferred method of contact.

Signature:

Date:

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 KATIE CASE 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 the Feeding Laramie Valley Building Community Garden.

Print Name

Signature

Date

Contact Information

Need extra assistance? Stop by our office!

968 N 9th Street Laramie, Wyoming 82072

307.223.4399

Community Garden Coordinator



Katie Case

858.252.8774

katherine@feedinglaramievalley.org

Food Production Coordinator



Reece Owens

307.223.4399

reece@feedinglaramievalley.org

Feeding Laramie Valley Founder

Gayle Woodsum

307.223.4399

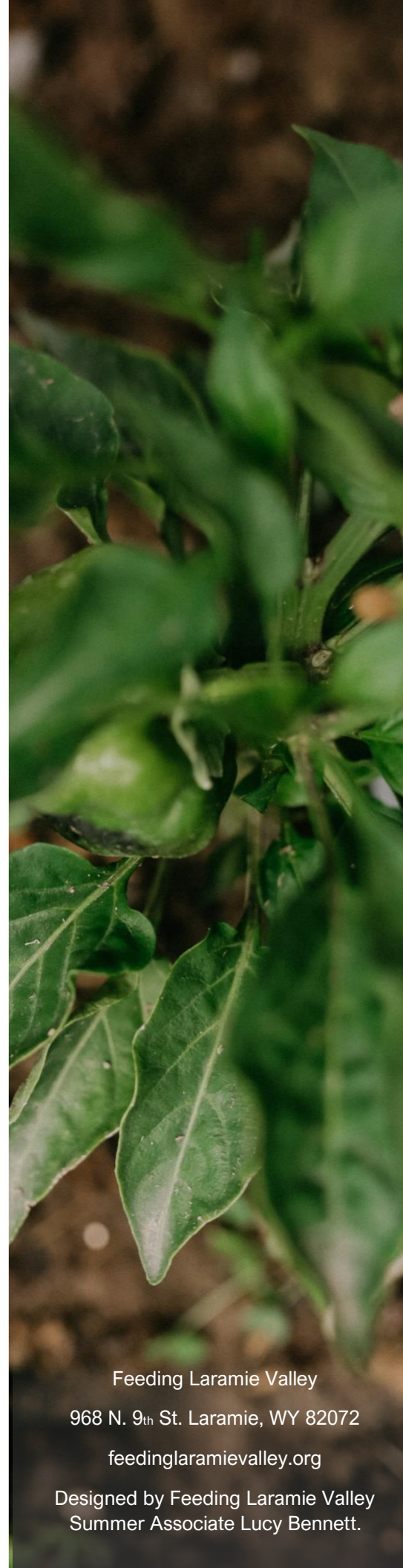
gayle@feedinglaramievalley.org

Parks Manager

Scott Hunter

307.721.5257

shunter@cityoflaramie.org



Feeding Laramie Valley

968 N. 9th St. Laramie, WY 82072

feedinglaramievalley.org

Designed by Feeding Laramie Valley
Summer Associate Lucy Bennett.