

Kiwanis Park Community Garden Proposal

Overview

Feeding Laramie Valley (FLV) proposes to develop, install and maintain a community garden in Kiwanis Park. Drawing on FLV's experience with similar projects in two locations at LaBonte Park and partnership food development sites at First United Methodist Church, on East Sheridan Street, 8th and Harney, Albany County Fairgrounds, and current installation work at Unitarian-Universalist Church, the community garden at Kiwanis Park will be established at a site with convenient access to parking (including existing or capacity for a disability parking space and an accessible walkway to the garden), city water and general public viewing and use. The garden will be designed for optimum vegetable production for up to 15 - 30 community gardener plots, supplemental pollinator gardens and a community food education and production space.

The Kiwanis Park community garden will be overseen by Feeding Laramie Valley staff in conjunction with a community advisory committee (CAC) and an emphasis on community-based volunteer assistance for general maintenance. Individual plots will be available to community stewards on a first-come, first-served basis. The gardens in general and at least 30% of the individual community plots will be developed with ADA accessibility and specialized FLV-CAC defined garden-ability in mind, and full use of the gardens will be guided by FLV and the City of Laramie non-discrimination guidelines (see separate section in this proposal).

Site Dimensions and Infrastructure

The proposed size of Kiwanis Park Community Garden is 75' x 80' (a total of 6000 square feet), which will allow for the following configuration (which can be adjusted according to need over time).

Note: All garden plots will be constructed as raised bed gardens.

Five (5) large individual plots of 150 sf each (approximately 10' x 15') — 750 sf.
\$20/yr.

Fifteen (15) medium individual plots of 75 sf each (approximately 10' x 7.5') — 1125 sf.
\$15/yr.

Ten (10) small individual plots of 40 sf each (approximately 5' x 8') — 400 sf
\$10/yr.

Seating/harvest & sorting/educational workshop area (approximately 20' x 20') — 400 sf

Butterfly/pollinator garden area (approximately 10' x 20') — 200 sf

FLV community food access production area (approximately 40' x 40') — 1600 sf

Approximate space usage for pathways, spigots, storage shed, etc. area — 1725 sf

Total proposed square footage usage: 6000 square feet

Infrastructure needs:

3 water spigots and piping (overseen by City of Laramie parks management - installation costs and materials covered by FLV)

Linear fencing 310 linear feet - natural wood fencing with pest-control field fence interior; raised bed plots created with natural wood and stone materials (as approved by City of Laramie parks management - cost covered and installation overseen by FLV).

Additional needs, labor and cost provided by FLV - design elements as approved by City of Laramie parks management.

Storage shed for garden-related tools and supplies.

Raised beds and soil as described under site dimensions.

Pathways - with central pathway fully ADA accessible and all pathways constructed with ease of movement and work in mind.

Gardening tools for use by staff, volunteers and gardeners with prior FLV approval.

Community Planning Advisory Committee Garden Design

The Kiwanis Park Community garden design was developed by Feeding Laramie Valley and a community advisory committee (CAC) made up of Laramie gardeners and members of the West Laramie community interested in having a community garden offered in Kiwanis Park.

Collectively, the group decided on the need for a garden that is accessible, inviting, and natural in look. This includes all raised beds for community-use vegetable gardening, made of natural stone and high quality new and re-purposed wood. The Kiwanis Park location ensures the high likelihood of wildlife seeking access to the gardens (in particular deer, squirrels and rabbits), necessitating a fenced-in area. The CAC chose the idea of natural-post-and-rail perimeter fencing for the overall garden, with decorative and wind-protection elements including slatting, along with high quality, medium-mesh field fencing as wildlife deterrents. The CAC desires a garden area that not only provides community members with space for food production, but provides space for educational activities and encourages visitors to enjoy and learn from the space.

Installation and Maintenance

Feeding Laramie Valley will be responsible for the garden's full installation and ongoing maintenance, with prior approval from the City of Laramie's parks management, and assistance from park staff as they determine (in particular the placement of spigots and their connection to the park's underground water access system).

Management

Feeding Laramie Valley will be responsible for overall management of the Kiwanis Park Community Garden, including the development and support of community gardener self and group management efforts, and in keeping with formal partnership agreements between FLV and the City of Laramie Parks and Rec. (See also sample gardening guidelines, agreement and liability waiver FLV has used with previous Laramie area community gardening efforts and that may be used as guidelines/templates for the Kiwanis Park Community Garden).

Statement of Inclusivity

No one will be denied access to garden plot and other approved use of the Kiwanis Park Community Garden on the basis of financial capacity to cover the cost of plot rental, tool usage,

soil amendment or seeds/seedlings as outlined in the Kiwanis Park Community Garden access guidelines to be developed by FLV and informed by the garden's CAC. Feeding Laramie Valley, Kiwanis Park Community Garden and its agents shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations.

Sample Forms

Attached are sample forms FLV has used in the past to help ensure a consistent management approach to community gardening and a sound partnership between FLV and the City of Laramie Parks and Rec.

Participation Agreement
Gardening Guidelines
Liability Waiver Form

SAMPLE FLV Community Garden

Introduction and Agreement

Thank you for your interest in being part of the FLV Community Garden Project. This project is a cooperative effort between the City of Laramie, Laramie Parks and Recreation, and Feeding Laramie Valley.

Located in Kiwanis Park, the project is designed to not only serve the individuals who are accepted as garden plot stewards, but to provide an attractive, inspirational and educational resource for all Kiwanis Park visitors and nearby residents.

If you are accepted into the project and assigned a garden plot, 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 garden plot stewards to use organic practices in the preparation, planting and care of their gardens. A list of suggested, permitted and excluded plants and practices will be provided to each steward accepted into the program.

The Kiwanis Park Community Garden project 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 overall project.

In application for participation in the Kiwanis Community Garden Project, please read and sign this agreement.

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

The Kiwanis Community Garden Coordinator for the 2022 season is:

SAMPLE Kiwanis Community Garden Project Agreement

As a plot steward in the Kiwanis Park Community Garden Project, I agree to the following terms:

- I will pay an annual fee to help cover general garden maintenance expenses, DETAILS.
(Important note: contact the Garden Coordinator if this fee would be a financial hardship for you and we will make arrangements to help.)
- I understand that my fee is not refundable if I abandon my plot after May 15.
- I will volunteer for a minimum of three hours during the season at work sessions scheduled between me and the garden coordinator.
- I will sign the City of Laramie waiver and return it to the Garden Coordinator before beginning any work on my garden plot, *and* do the same for anyone who works on my plot with or for me.
- I will provide and be responsible for my own seeds, “starts” and gardening tools. I understand that hoses will be provided by the Community Garden Project, and that I am expected to use them as directed and return them to their storage location immediately after use.
- 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.
- **Especially crucial!** I agree to follow water conservation practices, **watering only while I, or a helper with my plot, is personally and immediately in attendance** (this includes sprinklers and drip irrigation watering). I will be certain any hoses running to/ from my plot are rewound and disconnected when I leave the gardens.
- I understand that I am responsible for planning, planting, harvesting and all other phases of gardening, including weeding.
- I agree to work cooperatively with the coordinator, staff and other plot stewards for a successful garden.
- I will keep my address, phone number and email current with the Community Garden coordinator.
- 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 s/he sees fit, and that I am not permitted to transfer or sell my assigned plot to another person.

SAMPLE Kiwanis Community Garden Project Agreement

- 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 coordinator for help with watering, weeding and harvesting.
- 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.
- If my plot is overgrown with weeds, I understand I will receive a warning. After two weeks of no action, my plot may be cleared out and/or reassigned.
- I will notify the coordinator if I see or have any problems with the Community Garden.
- I will not grow plants that are invasive (a list will be provided upon acceptance into the program), and will do my best to follow the organic practices suggestions given to me by the coordinator, including all pest control and other standards it recommends.
- 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 project participants are provided with instructions for proper use.
- 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.
- I understand that with the exception of certified service animals, no pets are allowed within the gardens.
- I will notify the coordinator of any disabilities I have that require accommodation, use of the raised garden beds on casters or other consideration.
- 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).
- I understand that as a community garden project participant, I have the right to equal opportunity and non-discrimination.

Attached is the signature page of the Kiwanis Park Community Garden Rules. One of the Garden Coordinators must have a signed signature page as well as a signed 20?? waiver form for the City of Laramie in hand before you begin any work on your garden plot.

**Please mail the signed page to:
FLV Community Garden Coordinator, P.O. Box 536, Laramie WY 82073**

— or —

email, with a scanned signature, the page to:

Signature page for this agreement is attached.

You must also submit a signed liability waiver for the City of Laramie, for every person who will work in the Kiwanis Park Gardens. Contact the Garden Coordinator if you did not also receive that form. Extra forms are available in the greenhouse for unexpected guests assisting you.

I have read, understood and agree to abide by the 20?? Kiwanis Community Garden rules.

Printed Name:

Mailing Address:

Email Address:

Personal Phone: _____ Work Phone: _____

Signature:

Date: _____

The Kiwanis Park Community Garden Coordinator for the 20?? season is:

Emergency Back-Up:

**Mail or email (with scanned signature) this signed page to
Garden Coordinator at the above address
prior to beginning work on your garden plot.**

SAMPLE Kiwanis Community Garden Project Agreement

Please include signed copies of the liability waiver for the City of Laramie, for every person who will work in the Kiwanis Park Gardens.

Contact Gayle if you did not also receive that form. Extra waiver forms are available in the greenhouse for unexpected guests assisting you.

Please Make Checks Payable to Action Resources International

(the fiscal sponsor for Feeding Laramie Valley)

Thank You!

Sample Garden Guidelines

Community Gardens Coordinated by Feeding Laramie Valley

Questions? Contact us at info@feedinglaramievalley.org or call 307.223.4399

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

Attract beneficial insects:

Plant dill, fennel, buckwheat, or clover in garden borders

Wash aphids off with water

If you need chemical controls, try:

Insecticidal oils, Insecticidal soap, Neem oil, Pyrethrins

Soil Fertility

We've 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 is provided for your use a couple of times a year or as you contact us to request it)

- Cover crops/Green manures

Legumes (peas, alfalfa, sanfoin, clover, vetch)

Buckwheat

Grasses (oats, rye, ryegrass)

- Add organic matter

Compost Bin

We have provided the garden with a compost bin system, which is labeled with instructions for its use. Please follow those instructions, and contact COORDINATOR if you have any questions. (S)he can be reached at:

Sticks & Stones

As you're gardening you'll probably find rocks and sticks

Please place them in the "Sticks & Stones" bin near the compost bin

Feel free to use them yourself for:

Artistic borders

Heat sinks around sensitive seedlings

Markers for new plantings, etc. . .

Water Conservation

All watering must be done by hand by you, while you are in attendance at the garden. Please put hoses away as soon as you are done using them, and be certain all spigots and sprayers are turned off before you leave.

Tips on effective watering:

Overhead sprinkling is an inefficient way to deliver water to plant roots

- The key is DELIVER WATER TO PLANT ROOTS

- Better options include:

Water by hand at each plant

Water less frequently, but water deeply (i.e. for a longer time)

Soak the root zone of the plants rather than the whole garden

Set emitters at base of each plant

- Use mulch to help hold moisture in soil (also helps reduce weeds!)

Compost, Straw, Grass clippings, Leaves, Newspaper

What NOT to plant

Some plants can escape your control and invade your neighbors' plots. Please don't plant the following plants anywhere in the community garden:

Yarrow, Hollyhocks, Cornflower/Bachelor's buttons, Flax, Calendula

SAMPLE ONLY!
VOLUNTEER/PLOT STEWARD LIABILITY RELEASE AND CONSENT FORM

In consideration of the City of Laramie and Feeding Laramie Valley for allowing _____ (my **full name**) to volunteer helping with the LaBonte Outdoor Learning Center projects (including stewarding a community garden plot) and related activities on City of Laramie property, I _____ (my full name referred to as "Volunteer and Releaser"), now residing at _____ (City, State/Zip), agree to the following terms and conditions of this Release and Indemnification (the "Agreement").

I know and understand the scope, nature and extent of the risks involved in volunteering for helping with the FLV COMMUNITY GARDEN projects and gardens on City of Laramie property, and the related activities.. Specifically, I understand that projects and related activities can be dangerous in which there is a risk of injury and/or death. I expressly and voluntarily assume all risk of death or personal injury to Volunteer; or damage to or loss of property while volunteering to help with the FLV COMMUNITY GARDENS projects or related events on the City of Laramie's property (referred to as "Activities"), including the risk of active or passive negligence by any Releasee as set forth below. I understand that by assuming this risk I may relinquish legal rights.

I exempt and release the FLV COMMUNITY GARDENS, City of Laramie and its Council, City Manager, officers, employees, agents and subcontractors, Feeding Laramie Valley and Action Resources International (the "Releases") from any and all liability, responsibility, claims, demands, actions, or causes of action whatsoever arising out Participant's injury or death, or damage or loss of property while upon any Releasees' premises or while participating in any of the activities. I specifically release and discharge Releasees for liability for any injury, death, damage or loss of property arising out of the negligence, active or passive, of any Releasee(s) or from some other cause while participating in the activities. I understand that I am giving up legal rights which I may otherwise have by entering into this Agreement.

I agree not to institute any suit, action, arbitration, or claim against any Releasee or arising out of any injury, death or damage or loss of property suffered while upon Releasees' premises or while participating in any of the activities. It is my intent that this Agreement will be binding on my estate, executors, personal representatives, administrators, heirs, assigns, or other successors and I instruct my executors, personal representatives, administrators, heirs, assigns, or other successors not to institute any suit or action, arbitration, or other action or claim arising out of Participant's death or injury, or damage or loss to property while upon any Releasees' premises or while participating in any of the activities.

I agree to defend, indemnify, and hold harmless any or all Releasees from any or all losses, claims, actions, or proceedings of every kind and character, including attorney's fees, costs and expenses incurred, which may be presented or initiated by any person or organization and which arise directly or indirectly from the activities.

I have read this Agreement and understand its terms and conditions. I understand that I am giving up important legal rights by executing this Agreement and that if I institute any suit or other action or claim as a result of Participant's injury or death, or any property damage or loss arising out of the activities covered by this Agreement that this Agreement can and will be used against me and that waivers of this type have been upheld by courts in similar circumstances. This Agreement and all rights, duties, and obligations related hereto shall be governed by the law of Wyoming and jurisdiction of any legal proceedings shall be Albany County, Wyoming.

The terms of this Release and Indemnification are contractual and not a mere recital. The undersigned acknowledges by execution of this Release and Indemnification that he/she understands these provisions and freely and voluntarily enters into them.

I understand that the City of Laramie requires that all volunteers driving personal vehicles while volunteering are required to have auto liability insurance on their vehicles in at least the minimum amounts required by State Law and that no vehicle may be driven for volunteer purposes unless there is personal auto insurance in effect. Further, it is understood that personal vehicles are not to be used in any official capacity to conduct City of Laramie business, or in the provision of any service to the City of Laramie, its employees, agents or subcontractors. _____ (initial here)

General Information: Volunteers are urged to wear a hat or cap, sun screen, sturdy shoes or boots with good ankle support, gloves, work clothing, and dress according to weather forecast for the day. ***I am aware that the water from the faucets are to be used for irrigating only – it is nonpotable (not meant to drink).***

Dated this ____ day of _____, 20??

Please Print Name Below Signatures

Participant Signature

Parental Signature if Participant is a Minor
