

## **School Garden Reservation Instructions and Safety For Aspen Staff**

### **Reserving Space at the Garden**

Process for Reserving “Garden Classroom” space with the Community Garden Coordinator:

1. Seating areas must be reserved using this [FORM](#).
2. The form must be at least submitted two weeks before use
3. When the requested time is approved, it will be put on the [Garden Calendar](#), and the recipient who submitted the form will be invited to the event. This will serve as confirmation that the time is reserved.
4. If you did not plan ahead but want to use the space, you may contact the Garden Coordinator or Community Schools Coordinator to see if the space is available, but you may not use the space for a classroom without prior approval.
5. All visitors sign in using the QR code posted at the garden, with the date, time, number of students, and number of additional guests upon arrival.

### **As the staff responsible for taking students to the Garden, I will :**

1. [Submit permission slips](#) to the Community Garden Coordinator and school office manager for each student prior to arrival. If they are already on file, I will notify them that I have checked on permission status for each student prior to arrival.
2. Bring at least one radio and one cell phone to the garden, and radio the SRO when you leave campus.
3. Sign into the garden using the QR code provided or the Garden Sign In Form
4. Ensure students follow all Aspen school expectations and the dress code. I will review these with students before crossing the street and entering the garden.
5. Help students understand clearly that it is a Community and a School Garden. We are a community school and it exists for us all to enjoy and take care of!
6. Community members are using plots and growing food for their families. Students may look, but may not touch any community garden plots without prior permission from the gardener.
7. Take all trash back with me to campus unless there is space in a trash can at the garden.

8. Have students wash hands with soap and water after using the garden.
9. Supervise students at all times. I am always the primary one responsible for students.
10. Report any concerns to the Community Garden Coordinator (or if unavailable, the Community Schools Coordinator).

**Community Schools Contact information:**

Community Garden Coordinator: Claire Doles  
[CommunityGarden@aspenps.org](mailto:CommunityGarden@aspenps.org) or [claire.doles@aspenps.org](mailto:claire.doles@aspenps.org)

Work cell: 559-939-2551

Community Schools Coordinator: Jessica Pittman  
[CommunitySchools@aspenps.org](mailto:CommunitySchools@aspenps.org) or [Jessica.Pittman@aspenps.org](mailto:Jessica.Pittman@aspenps.org)

Work cell: 559-939-1802