



# Evanston Community Garden Lottery Process

In-person Lottery

**Saturday, March 9, 2019, 3:00 pm**

Ecology Center, 2024 McCormick Blvd., Multi-Purpose Room, 847-448-8256

## **Registration for the lottery will end at 5:00 p.m. Tuesday, March 5, 2019**

The Lottery will work as follows:

1. Turn in your Community Garden Registration Form in person with proof of Evanston residency (60201, 60202) by valid Driver's License or State ID by the **March 5, 2019** deadline at the Evanston Ecology Center (Open M-F 8:30 a.m-5:00 p.m. / Call for Sat. hours)
2. Upon our receipt of your Registration Form and proof of residency, you will be entered into the lottery registration system.
3. Available garden plots will be posted at the Evanston Ecology Center starting March 7, 2019 by location, size and details (for example: Twiggs, half plot, full sun).
4. **On Saturday, March 9 at 3:00 p.m.**, check in at the Multi Purpose Room of the Evanston Ecology Center, 2024 McCormick Blvd., Evanston, IL to receive your random computer generated Lottery Number.
5. Garden site maps will be marked with the available plots.
6. When it is your turn, you will select your garden plot. **PLEASE BE ON TIME: If you are not present when your name is called, you will forfeit your turn until ALL lottery participants' names are called that day.**
7. At 3:05 p.m., garden plot selection will begin in lottery number order until all available garden plots are assigned. Plots will be crossed off the map as selected.
8. Once you have selected your garden plot, you will receive the Community Garden Contract to read and sign.
9. Proceed to the Evanston Ecology Center office to pay for your plot. If you do not pay for your plot immediately after selection, the plot will go back to the lottery pool that afternoon (exact cash, check or credit card).

## **Frequently Asked Questions:**

- If I cannot attend the lottery, can I send a proxy to select my garden plot?
  - Yes, but you will need to inform Mary Jaminski Community Garden Coordinator in writing or by e-mail ([mjaminski@cityofevanston.org](mailto:mjaminski@cityofevanston.org)) by Friday, March 8, 2019.
  - The proxy needs to have a copy of this correspondence.
  - When your name is called, your proxy will make your garden plot selection.
  - Payment is due immediately after selection by exact cash, check or credit card.
- What if I submit my Community Garden Registration Form late or miss the lottery?
  - If your registration to enter the lottery is received after 5:00 p.m. Tuesday, March 5, it will be too late to enter your name for the 2019 growing season.
  - If you are not present when your name is called, you will forfeit your turn until ALL lottery participants' names are called that day.

- How much does a garden plot cost?

| <u>Rates</u>            | <u>Resident</u> |
|-------------------------|-----------------|
| Half Plot (all sites)   | \$42.50         |
| Raised Bed (Twiggs)     | \$38.00         |
| Raised Bed (James Park) | \$25.00         |

Half Plot – Approximately 200 sq. feet

Raised Bed (Twiggs) – Approximately 4' x 19'

Raised Bed (James Park) – Approximately 2.5' x 4'

- How many garden plots can I have through the lottery system?
  - One full garden plot per Evanston household address.
- How will I know which garden plots are available for the 2019 growing season?
  - Available garden plots will be posted at the Evanston Ecology Center starting March 7, 2019 by location, size and details (for example: Twiggs, half plot, full sun).
- How many garden plots are available for the 2019 growing season?
  - Returning gardeners have first priority to renew their garden contract.
  - Availability is dependent on the number of non-renewed garden plots.
- How long does the Garden Plot Assignment take the day of the Lottery?
  - Depending on the number of available plots, it usually takes about 60 to 90 minutes.