Community Garden Rules

Garden rules inform the gardener of the expectations of participating in the community garden. Good garden rules also provide a context or a reason for the rules and, when necessary, provide information about how one can abide by the rules. A manual for one's community garden can also provide much of this information as well, but it helps new gardeners understand the reasons for the rule, and how important that rule is to the garden.

Twin Cities community gardens (and some from outside the area) sent in their gardener agreements in the Spring of 2006 to be consolidated into a menu of options to be used by other gardeners when drafting or revising their garden's rules. Not all rules will be pertinent to each garden, as these came from 20 different community gardens representing many different kinds of community gardens with differences in size, location (urban, suburban, rural), arrangements and organization.

With gardener agreement forms, have gardeners sign the form, and then provide them a copy of the agreement for them to take home to review again and again!

Reading these Rules...

We did not change the language in the rules so some will read "I" (the gardener) and others will be in the third party. Specific names were replaced with general terms, two of which might cause some confusion:

- 1. A "garden group" is the community of gardeners at the garden or the group of gardeners whether formal or informal.
- 2. A "sponsoring organization" is typically a 501(c)3 nonprofit organization that acts on the behalf of the garden group as a leasee of the garden site for the gardeners and can be the liaison between the gardeners and the landowner.

A community garden does not necessarily need a sponsoring organization, but in some cases it may be required by the landowner.

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LEASE REQUIREMENTS, PAYMENT AND PLOT AGREEMENTS

Fees and plots

FEES AND SECURING A PLOT			
	Gardeners can officially garden at [name of garden] after reading and signing this agreement, and after the official [year] gardening opening. If you are a past gardener wanting to retain your plot, you will additionally need to pay [garden group] a \$20.00 garden fee.		
	I agree to pay $_$ to the [garden group] to cover the cost of gardening at the site for the [year] gardening season. I understand that part of this fee is refundable at the end of the gardening season upon satisfactory cleanup of my garden plot by the end of the gardening season, return the gate key, and return the water key. Fees must be paid by June 1^{st} .		
	I will pay a deposit of $\$$ for use of tools, land, and as a contribution to other garden expenses. I understand that half of this deposit will be refunded to me when I clean up my plot at the end of the season.		
	Pay the rent for your plot by March 1, 2006. Registrations postmarked March 2-March 15, add \$ for late registration . Registrations received after March 15 will not be accepted.		
	The basic fee for a garden plot is \$, payable no later than Good Friday of each year. I will only be granted a plot when I have paid my fee. Plot fees include one-year use of the plot and water.		
	Garden plots are chosen and paid for at the annual meeting, the second Saturday of February at noon at [location].		
	Renters to pay rent and clean up deposits by May meeting. Payments to be made at May meeting. Any not paid for will be reassigned any time there after.		
CHOOSING A PLOT			
	Plots are assigned on a first come/first serve basis. Gardeners who have previously gardened at the site are given preference as are members living in the [name of neighborhood] area. Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup and other duties at the site will be the responsibility of the individual whose name is assigned to the plot		
	You can request specific plots, but please remember that since it is a first-come, first-served program, you may not get your first choice. Reserving more than one garden is permissible but, if you do, you must still leave the required walkway between each individual garden. Obstructions in walkways will be removed.		
	It is the responsibility of each gardener to follow Community Garden rules and to take an active role in administering the gardens. All gardeners are required to attend the Annual Spring Meeting, April 22, 2006, 9:30am, at the [location] and to participate in the maintenance of their garden section. Failure to attend that meeting (or to send a representative) may result in forfeiture of your plot and the return of your fee. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting).		
	Plot requests are filled according to the order in which the registration forms arrives BY MAIL . Check or money order must be included with the application form. If requests cannot be filled, the fee will be refunded. A waiting list will be maintained for applicants for whom no plot was available.		

I will have right of first refusal to my plot for the following season. As an established
participant, I will have first choice of any open plots for the following season. Plot-
selection disputes will be settled by seniority first, then randomly by name-draw.

☐ Your plot is not transferable. You may not give your plot to another person. A oneseason temporary transfer is allowed; notify the Garden Committee by voice mail at [phone number].

Start of Season

- ☐ I will have something planted in my garden by June 1 and keep it planted and weeded all summer long. Gardener will call [telephone number] if you decide not to plant your assigned plot.
- ☐ Tend your plot by May 15th. You must tend your plot by May 15th. If the kind of plants you are growing must be planted laster, weed your plot as needed before then. You are responsible for your plots for the entire season. Keep it free of weeds and harvested through September.
- Plant your plot by the time designated and clean up your plot at the end of the season by removing dead plants and temporary supports. The planting deadline is June 3, 2006. Plots that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund. Plots not planted will be reassigned.
- ☐ Individual plots must be cleaned and started no later than May 1. or they will be given to the next person on the waiting list and the plot fee returned to the original applicant.

- Gardeners must maintain plots (including adjacent aisles) throughout the growing season. Gardeners who do not maintain their plots will not be eligible for a plot in the following year.
- ☐ Each gardener is expected to spend at least 4 hours/week working on his/her plot and the surrounding area.
- ☐ I will maintain my garden on a regular basis of at least 3 times a week; including planting, watering, weeding, and harvesting. I will keep weeks down and maintain the areas immediately surrounding my plot.
- ☐ If, for any reason (health, vacation, work pressure), you will be temporarily unable to maintain your plot, inform the coordinator. If you have a substitute gardener, inform the coordinator.
- Please contact your section manager or the garden coordinator if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your plot throughout the summer. Abandoned plots are reassigned mid-season.
- ☐ I understand that if I abandon my garden for more than 2 weeks, without having given prior notice (i.e. of vacation, sickness, etc.) to the garden coordinator, my plot will be re-assigned to someone else.

Unclaimed or Neglected Plots

- Plots not chosen at the meeting are first come, first served (after payment).
- ☐ June 10 is the day we will let gardeners use unused plots at no charge, if any plots remain.

- ☐ If gardens are not being used nor taken care of, a vote at [the monthly membership] meeting] will be taken whether or not renters will be permitted to any or part of their plots the following year.
- ☐ Gardens in an uncared-for condition by July 4th will be cleared. They will be given to existing gardeners for fall planting only. They will be open for new gardeners in the following season.
- If my plot becomes unkempt, I understand I will be given 2 week's notice by phone or mail address given to us to clean it up. At that time, it will be re-assigned or tilled in and any produce will be donated to charity. Deposit is forfeited to pay for cleanup

End of Season

- Renter must pay clean-up deposit on each plot. Money is to be kept in a savings account. Money will be forfeited if plot is not clean by November 1st. The clean up money will be paid to the person or persons who clean uncleared plots. Renters who do not clean plots will lose one half of the plots they have. If renters have only one unclean plot they will be put on a year's probation and if the plot is not clean the following year, they will lose it.
- Garden cleanup must be accomplished by October 31st. Failure to do so by this date will result in forfeiture of your fee refund.
- Clean up refunds made by request only & by the person getting the refund. Cleaned up means plot is ready for tilling, clean and level.
- ☐ Gardeners must clear annual vegetation by October 31st. Cover crops can be left on plots.
- ☐ At the end of the season, all dead plants and weeds should be removed, boxed and placed at curbside on trash day.
- ☐ Gardens must be cleared and cleaned at the end of the growing season. All stakes should be pulled and piled in the designated location and the ground made ready for fall tilling by October 15, 2006.

Gardener Meetings

- \Box Garden meetings are held the 2nd Thursday of each month in the gardening season: April, May, June, July, August and September. (good to put meeting times within the agreement)
- ☐ I agree to attend meetings of the [community garden group].
- ☐ It is the responsibility of each gardener to follow Community Garden Rules and to take an active role in administering the gardens. All gardeners are required to attend the Annual Spring Meeting, April 22, 2006, 9:30am, at the [location] and to participate in the maintenance of their garden section. Failure to attend that meeting (or to send a representative) may result in forfeiture of your plot and the return of your fee. (before the garden is opened for planting, the ground will be plowed and the plots marked. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting).

Community Service/Volunteering

Gardeners understand that this is a community garden and in order for it to succeed gardener support is needed to maintain the site, manage compost, keep on top of equipment, make signs, deal with wildlife, obtain our donated transplants, plan and execute produce giveaways, help keep site picked up from debris, and plan celebrations.

I agree to participate in general garden maintenance, garden construction and or committee work of up to 3 hours per month. Gardeners are encouraged to work together as a group on communal aspects of the garden for four hours at the beginning of the planting season. Feel free to give notes on the bulletin board in the shed for any useful hints and ideas ALL gardeners will participate in garden activities and events like: filling water barrels, clean-up days, preparation for [event] and special fundraising events. I will participate in the spring and fall cleanups of the garden. I will participate to the best of my ability in group workdays. (dates included elsewhere). Work days may be called and each gardener is responsible to have themselves or a representative there to do work on that day. I agree to volunteer hours toward community gardening efforts such as organized work sessions as well as spring and fall cleanups. Organized work sessions focus on maintaining the community areas of the garden and not your own plot. This will also be the time to discuss members' ideas and concerns. I understand that the Garden Committee meets once a month (please see schedule of meeting days) and my participation, contribution, and ideas for the gardens will be highly valued and I am encouraged to attend. I will participate in garden workbees on a bi-monthly basis during he gardening season (workbees will include; a planting day in May, weeding day in July, harvest day at the end of summer, and a fall clean-up day of the gardens). Gardeners must **perform 4 hours of service** per plot, to the garden each season. Report completed hours within one week to your service coordinator. All service hours must be completed and reported by November 15. Gardeners who have not completed and reported required service hours will receive a citation for rules violation. (See *Procedures below*) ☐ I will participate in the fall clean up of the garden. I understand that the \$5.00 deposit will be refunded only to those who do participate. Participate in monthly cleanup and maintenance: volunteer for general garden upkeep 4 hours per month for each family member over 12 years. Exceptions to this rule may be granted by the general membership upon request. GARDENING RULES One's Plot □ I commit to using organic gardening methods and will not use chemicals (fertilizers, pesticides, etc.) in or near the gardens. Adhere to organic growing practices. [garden] is an organic garden. Do not use synthetic chemical pesticides or fertilizers like miracle-Gro. If you are not sure if something is allowed, please check with another gardeners or call the garden at [phone number]. Gardeners must agree to garden organically. This means toxic fertilizers, pesticides, herbicides & rodenticides may not be applied. Organic definitions can vary and organically labeled pesticides can actually be as toxic or even more toxic than synthetic versions. However, using compost, barriers and weeding are always acceptable. Gardeners agree to check with [sponsor organization] before applying any fertilizers, pesticides, herbicides & rodenticides, even if labeled "organic".

I agree to follow organic gardening principles. I understand only fertilizers allowable under certified organic standards are permitted. I will not use fertilizers, insecticides or weed repellents that will in any way affect other plots, nor any product that is not allowable under certified organic standards. I will be provided with specific allowable and restricted inputs.

WEEDS	AND DISEASE (see also "Compost and Trash")		
	Gardeners agree to keep the garden & garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables. <i>[Landowner]</i> will maintain the greater property.		
	As a community garden, please respect the surroundings and tend to your plot and help keep the area free of litter and weeds.		
	Diseased and infected plants must be removed from the garden and disposed of properly.		
	I will keep weeds down and maintain the areas immediately surrounding my plot.		
	Weeds, if removed from your plot, are to be piled in the labeled areas for hauling to the compost site.		
	Keep your garden neatly weeded on a regular basis. Weeds may not become taller than 8 inches (<i>city ordinance</i>). Weeds are a major complaint of neighbors and other gardeners, and are the leading cause of plot forfeiture.		
LARGE/WOODY PLANTS OR STRUCTURES			
	Do not plant trees or shrubs. If it's woody and perennial, it's not allowed in your plot.		
	Be respectful, tall crops (such as sunflowers and corn), structures, trees, etc should be planted to not shade another garden.		
	Large plants such as raspberries and corn must get the okay of a majority of gardeners at the annual meeting.		
SOIL AMENDMENTS/REMEDIATION			
	Don't bring in sand or gravel. These materials are difficult or impossible to remove later, and the soil is already quite sandy and "well-drained".		
	Mulch with leaves, grass clippings, or hay to reduce water evaporation and unwanted weeds.		
	All rocks should be removed from the garden area and piled in the labeled areas. Rock borders are \underline{not} permitted, including the outside flower beds. Do not dump rocks in the path.		

Adjacent Paths & Borders

- □ Wood chips may be used in the public paths but not in the individual plots. Hay and straw are great mulches and may be used in the plots.
- □ Weed the path adjacent to your plot. You are responsible for maintaining the chipped paths near your plot. Weed them and add wood chips when necessary.
- Renters must keep debris inside own plots. Any plant that protrudes into the next plot or walk-way, may be trimmed or picked by the next plot owner.
- Gardening activity and plant growth must be restricted to the gardener's plot. Please prevent vegetation from attacking walkways and adjacent plots.

- ☐ You are responsible for maintaining half of the **path** next to your plot. Paths must be kept clear of weeds, rocks, garden plants and other obstacles. This includes plants overhanging from your plot, such as raspberry canes. You may use the landscaping cloth covered with wood chips to keep weeds from the path, but you may not use carpeting, roofing material or other non-organic materials on common pathways.
- Please be considerate of plot aisles, which are needed for hose and water movement. Do not create multiple continuous planted plots that obstruct the aisles between plots.
- The assigned garden lots have been established with access paths between them to provide access for all gardeners. Access paths should be no less than 4 feet wide. When planting near paths, leave adequate space for plant growth so as not to encroach into or overhang the paths.
- Gardeners should respect each other's plots. <u>Leave a 6" unplanted border along each</u> plot line where there is no aisle. Do not place opaque structures where they will shade a neighboring plot.

Watering

- Gardeners need to be diligent in shutting the water off after their use (in the past, flooding has occurred due to the water not being shut off!).
- Hydrant needs to be shut off and locked if you are the last one using it. The lock is to be locked to the hydrant when it in use so we don't lose it!
- Water Rules. Gardeners must report all leaks. Shut off faucet when done watering. Keep hoses on the path not in other gardener's garden. No over night watering.
- Water hoses must not cross other plots and must be attended at all times. Water sprinklers are not permitted in the garden.
- □ Water use is limited to 15 minutes per plot per day. Please help avoid water loss in the aisles and be considerate of other waiting gardeners.
- Please refrain from watering your garden with an open-ended hose. The use of a hose nozzle will conserve water and maintain sufficient water pressure for other gardeners. Additionally, if a watering ban is in effect, please comply with regulations.

Garden Site - in general

- Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing the fence, without permission from [landowner or sponsoring organization].
- Gardeners agree to get approval from [landowner] to plant trees, shrubs or bushes (non-herbaceous plant material that does not die to the ground every winter).
- □ Electric fences are not permitted in the garden.
- □ No digging for worms anywhere in the garden.
- Both the access and perimeter paths must be free of garden materials and debris so as not to create a hazard nor to impede their maintenance. It is suggested that gardeners designate a small area at the center of their assigned gardens for storage of garden tools and supplies, etc.
- Glass containers are prohibited from the gardens. In addition, containers, bags, etc of any kind should be secured so as not to blow around and/or detract from the orderliness of the gardens. Such items are best removed when they are no longer needed.

Compost and Trash

- It is strongly recommended that gardeners maintain compost bins at the center of their garden throughout the gardening season to compost weeds and other organic materials. Compost makes excellent mulch; the use of plastic and other non-porous materials for ground cover is prohibited.
- ☐ I will keep trash and litter cleaned from the plot, as well as from adjacent pathways and fences. I will take responsibility for removing all refuse that is not composted.
- Compost and rubbish must be put in the compost bins or trash can and not left in a heap that someone else will have to clean up.
- ☐ Gardeners agree to keep the garden area trash-free during the growing season. [landowner] will designate trash bins and recycling collection bins for disposal of materials found & used in the garden. Trash cannot be brought from off-site. Plant material is not allowed in the trash bins unless it is diseased or infested & there is known risk of contaminating the compost pile.
- ☐ Gardeners are expected to put weeds on compost pile.

☐ Each gardener is responsible for trash removal.

- ☐ Any "leaf/mulch" bag brought to garden must be emptied when brought, any filled bag must be immediately removed.
- ☐ The use of the compost bin will be discussed at a gardener meeting-workday so we all understand the best way to make it useful.

Other Garden Plots

- □ Stay out of other people's plots unless specifically invited.
- ☐ I will not plant, weed, water or harvest from any other members plot.
- □ While you may view the success of other gardeners, refrain from stepping off the access paths and into other garden lots. Gardeners have their own methods of planting, which may be damaged in the process.
- Pick only the plants you are growing, or have permission from the grower to pick.
- No gardener can give permission to any one to go into anyone else's plot for any reason only the gardener who that plot is assigned to can do that.

Property and Tools (and Equipment)

- ☐ **Take care of tools.** When you are finished with your work, hang the tools and neatly coiled hoses in the shed and lock it. Help keep the shed building safe by keeping it free of clutter. Help clean up seemingly random piles and bags of materials around the garden
- ☐ I will sign out the keys to the greenhouse (to access tools and garden supplies) at the front desk and return the keys promptly after use.
- ☐ I understand that the garden tools are for everyone to use and will therefore clean and return them promptly after using them.
- ☐ Gardeners provide their own tools and seeds. Water is available at the garden.
- Each gardener is responsible to return the key to the lock box and locking the gate if there is no other gardener in the garden.
- Power equipment may only be operated by those over 16 who own or lease the equipment. All use is at your won risk (insurance requirement). Return all commonlyowned tools to the shed and store them securely. No personal power tools may be left



in the shed. You must follow all rules concerning rototilling that are posted on the shed bulletin board.

Gardeners, Family, and Pets					
GARDENERS					
	Gardeners agree to take breaks, snack or informally gather within the garden areas only. Gardeners agree not to use [landowner's] or adjacent neighbor's outdoor seating areas.				
	Be considerate of the garden's neighbors (a number of garden rules leave explicit instructions about the neighbors, such as not blocking access to their house, or delivery of large items, such as compost or mulch, or use of a neighbors property for access to the garden).				
	I will respect the privacy of the garden's neighbors and do my best to preserve their [quality of life]. I will not ask neighbors to provide use of telephones (excepting emergencies) or restrooms.				
	Gardeners are reminded to use good personal safety practices when visiting the garden.				
	In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors, and visitors with respect and consideration. No stealing (harvesting from others' plots without authorization), verbal or physical harassment is allowed. Violation of this rule will result in expulsion from the garden.				
CHILD	REN				
	Children are welcome at the garden when accompanied and fully supervised by an adult.				
	Teach young children to stay on paths.				
	Parents are encouraged to bring children to the garden and introduce them to the wonders of gardening. Please monitor their behavior and whereabouts at all times.				
	[Landowner] and [sponsor organization] believe this site is really inappropriate for children. For safety & other reasons parents are encourage not to bring children to the garden.				
PET AI	VIMALS				
	Gardeners agree to not bring pets to any portions of [landowner's] property, garden or otherwise.				
	Keep <i>pets</i> out of other plots. Keep dogs leashed and under your control at all times; clean up after pets (city ordinance)				
	Dogs and other family pets are not allowed in city parks, including these gardens. Please be considerate of others and leave your pets at home.				
	Dogs. Should you wish to bring your best friend to the garden, please remember that [city garden is in] laws apply to this garden (on park land). Leashes and "pick-up" is required at all times. Under no circumstances should dogs be permitted into the gardening area proper because of potential disease from dog feces.				

Miscellaneous

- By [landowner] agreement no driving on the property unless approved by the organization for the common good of the organization.
- □ Vegetables from garden plots may not be sold for personal profit.
- A vote will be taken at August meeting to decide the best garden. Winner will receive (one) free plot the following year.
- Remember the needy: excess produce will be picked up at the garden and delivered to those in need. You may also wish to deliver to your favorite charity.
- Radios. Should you wish to listen to the radio, please use headphones so as not to disturb the tranquility of the gardens.
- Garden Gates. The last gardener to leave the garden regardless of the time of day should securely close the gates.
- Keep the Garden Committee advised of your current address and telephone number; notify the Garden Committee of any change of address or telephone by voice mail at [phone number].
- **Uphold the Terms of our Lease.** According to our lease with [landowner], plots can only be used for production of food, flowers, and legal plants.
- Growing or using illegal substances in the garden will lead to immediate expulsion with no return of plot fee.
- Gardeners are expected to communicate with neighboring gardeners to work out borders, weed issues and size of plant issues.
- Keep the *garden attractive* for neighboring residents and safe for all. Place bags and other objects in a neat and orderly way in your plot, and keep them within your plot boundaries. If you have a compost bin or pile on your plot, it must be neat and properly made to prevent odors. Do not store or mix chemical fertilizers on your plot or in the shed (insurance requirement)

WARNINGS AND PENALTIES

- The Consequences. If you fail to follow any of the above quidelines, a plot monitor will contact you and give you a reasonable amount of time to correct the problem. If you do not respond, your plot will be considered abandoned. Plantings will be removed from abandoned plots and the gardener will not be eligible to return the following
- All gardeners are required to keep their plots as disease- and weed-free as possible. If a garden is not maintained, a warning will be given. If conditions do not improve, the garden will be forfeited.
- ☐ I will keep weeds down and maintain the areas immediately surrounding my plot, if any. If my plot becomes unkempt, I understand I will be given one week's notice to clean it up. At that time, it will be reassigned or tilled in.
- Any rules to be added or eliminated later must be passed by the majority of the participating gardeners.
- Complaints, policies, and mediations are the responsibility of the community garden section managers and the community garden coordinators, with the [Sponsoring Organization] having final authority.

Procedure for Rules Violations

Violation of rules 1 and 2 are grounds for immediate plot forfeiture. The [name of Community Garden] Garden Committee has established these procedures when other garden rules have been violated. If you have questions about rules, call the [the garden's] voice mail at [phone number].

First Rule Violation: Except in the case of rule 3 (service hours), the gardener receives a phone call to explain the problem, and has 10 days to resolve the problem.

If the problem has not been resolved at the end of 10 days, the Garden Committee sends the gardener a letter re-stating the problem and giving the gardener 10 additional days to correct the problem. This letter also states that if the problem is not corrected within the additional 10 days, the plot will be forfeited.

It is the responsibility of each gardener to accurately report service hours (rule 3) to your coordinator within one week of service. If required service hours are not performed and reported by the annual deadline, a violation letter will be sent to the responsible gardener.

For a Second Rule Violation within a two-year period: The above procedures will be followed, and the gardener receives a letter stating they are on probation for two years.

Third Rule Violation within a two-year period: The gardener receives a letter stating the plot has been forfeited.

Questions about rules? Call the [Community Garden's] voice mail [phone number].

GARDENER'S SIGNATURE & LIABILITY WAIVER

- Rules and decisions governing the garden site will be made by the members of the [community garden] at meetings. I agree to abide by any decisions made by the group at its meetings. Leadership and committee heads are elected at meetings of the [garden group name/community garden] on an annual basis by simple majority vote of those attending.
 - I have read and agree to abide by the above garden rules and policies. I understand that failure to abide by these rules will result in forfeiture of my gardening privileges. (signature, name, date, address, phones, email)
- I understand that neither the garden group nor owners of the land are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE GARDEN GROUP AND OWNERS OF THE LAND FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.
 - I understand all these rules and regulations and promise to follow them in good conscience. (signature, name, date, address, phones, email)
- ☐ I understand that neither the garden group nor owners of the land are responsible for my actions. I therefore agree to hold harmless the garden group and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by me or any of my quests. (signature, name, date, address, phones, email)

A special THANK YOU to all the garden groups that shared their garden rules! These garden rules were compiled early in 2006 and later revised in August 2007. - Kirsten Saylor, Gardening Matters