



# COMMUNITY ACTION SERVICES & FOOD BANK

## CASFB Community Garden Rules Updated 01/2023

Violating garden policies may result in loss of garden privileges and forfeiture of crops. Plot fee will not be returned. CASFB Community Gardens (CASFB) reserves the right to make changes or exceptions to these policies at any time.

### Reserving and Renewing a Garden Plot

1. Plots are filled on a first-come, first-served basis, with priority given to returning gardeners without plot violations in the previous year. Plots are generally limited to one plot per household across all CASFB gardens.
2. Secondary plots are assigned by lottery starting May 1st if the garden does not have a waitlist. Secondary plots are temporary, for one growing season only.
3. New gardeners must attend an on-site garden orientation and plot assignment before beginning to garden. The Community Garden Manager will reach out to you to schedule a time.
4. A garden plot fee of \$20 is required. No refunds are issued for plot fees after May 1st.
5. Gardeners who fulfill policy requirements, including plot maintenance, garden service hours, meeting attendance and community behavior expectations, may reapply for the same plot each year, or for another plot, as available. Renewal forms are sent to eligible gardeners in December. The renewal deadline is December 31st .
6. Gardeners are expected to ensure that any guests they invite to the garden also abide by Garden Policies.
7. Gardeners should notify CASFB if their contact information changes.

### Water Use and Drip Irrigation

1. The automatic drip irrigation system is generally on from May through October, weather permitting. Gardeners should not alter the system in any way. Gardeners should report problems to the Community Garden Manager.
2. Each gardener is responsible to know how the system works and how to make light repairs on their plot.
3. Gardeners must keep drip lines in plots, laid straight, without kinks, and connected to the main water line. Holes are pre punched in the drip line provided.

4. Natural mulch (straw, leaves, etc.) is recommended in summer to conserve soil moisture, and to reduce weeds.

#### Plot Maintenance

1. Do not alter plot boundaries or make permanent improvements without CASFB permission.
2. Plots must be cleared of weeds by April 15th, and planted end-to-end by June 1st .
3. Gardeners must control the weeds and trash in their own plots and adjacent pathways during the season.
4. Weeds that have gone to seed, or weeds that reproduce from cuttings (eg. bindweed), are not permitted in compost piles, and should be deposited in trash
5. Gardeners must harvest their ripe produce regularly, to reduce garden pests and vandalism. Extra Produce can be donated and placed in the coolers located in the Garden.
6. Gardeners must remove any plants with heavy pest infestations, and deposit in trash.
7. Brambles, trees, and invasive herbs, are not allowed without permission.
8. Plots are inspected the week of the 15th of each month. Gardeners that do not meet maintenance requirements will be notified. Failure to remedy the situation within 14 days may result in plot forfeiture. If a gardener is unable to tend their plot, it is their responsibility to arrange for someone else to temporarily tend their plot.
9. The fall winterizing deadline is November 1st . Perennials and overwintering crops may remain. Plots must be cleared of debris and trellising, and covered completely in mulch and/or cover crop. Trellising that is too large to transport off site may be stored on the plot in a tidy fashion. Drip lines should be laid out straight, below mulch.
10. Gardeners who fail to meet plot maintenance requirements will lose their gardening privileges and crops, as well as their place on any garden waitlists administered by CASFB . To be considered for a new plot, they must reapply through CASFB Plot Application and complete a make-up activity determined by the Garden Manager.
11. CASFB reserves the right to access all garden plots to check irrigation, and to remove weeds, diseased plants, safety hazards or other materials, as needed for purposes of the Community Garden Program.

#### Land Use Restrictions and Safety

1. CASFB does not own most garden properties and there is a possibility that access to land will be revoked.
2. Public access is required during daylight hours or based on landowner policies.
3. Gardeners and visitors must abide by all rules established by the garden's landowner. Children are welcome in the garden but must be accompanied by an adult and supervised.
4. No pets in the Community Garden.
5. Gardeners and volunteers are required to sign and submit liability waivers to CASFB prior to utilization of the garden space.
6. For liability reasons, hosting visiting groups or public events at the garden requires pre-approval by CASFB .

7. Gardeners must maintain their plot in a safe condition. Metal posts must be securely capped; pathways clear of obstacles and hazards; tools locked away; holes and hazards identified with colorful barriers; irrigation controls secure from public access; and first aid kit and emergency contacts on the premises.
8. Gardeners are not permitted to leave items in garden common areas without permission. CASFB is not liable for lost or stolen items of gardeners or visitors to the garden.
9. Please alert CASFB staff to any safety issues or illegal activities observed at the garden.  
Community Garden

#### Involvement

1. CASFB oversees garden management, but regularly seeks gardener input and participation when appropriate
2. Gardeners are expected to read emails from the Community Garden Manager, and communicate by email and phone.
3. In addition to tending a garden plot, each gardener is required to contribute at least 6 hours per year towards collective garden needs. Hours spent volunteering with other CASFB programs or events do not count towards this 6 hour requirement.
4. Disrespectful or abusive language, harassment, discrimination, illegal activities, activities that endanger others, or destructive behavior (including vandalism and theft) are not permitted, and may result in the immediate loss of all gardening privileges and crops.
5. CASFB staff is available to mediate conflict between gardeners as needed. Gardeners may be required to meet with CASFB staff to address conflict, or other garden-related issues.
6. To participate in the community gardens, labor is required such as bending, reaching, lifting, using tools, etc. Gardeners needing accommodations to complete garden tasks or others required by our Garden Policies due to a medical condition may request accommodation by talking to the Garden Manager.