



Community Gardens Policies and Procedures

1. Garden plots will be available on a first come, first serve basis. All plots are staked and numbered. Gardeners provide their own tools. If you should need tools, do not hesitate to ask and Food Roots will work out a loan program with you.
2. Food Roots Community Garden Program is not responsible for any gardeners' tools, hoses, or any other supplies left in the garden. It is highly recommended that you label any tools you bring, and take them with you when you leave.
3. Community garden plots must be gardened and maintained year-round on a consistent basis. Community gardens are public spaces and must maintain a well-maintained appearance through the year, including winter. Active gardening reflects seasonality and includes spring weeding and planting, summer maintenance, regular harvesting, fall clean-up, winter mulch, and periodic check-ins. Gardeners who have weedy or untended plots will be notified in writing and asked to remedy the problems with their plot by a specified date.
4. Seasonal and temporary gardening structures such as trellises and cloches are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your structures and plantings to avoid casting shade on other plots. All structures should be stored neatly during the winter and removed when a plot is vacated.
5. Organic gardening is required. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed unless they are listed on the Organic Materials Review Institute (OMRI) product list. If you are having a plant pest or disease problem, please come and talk with us. We will work together to find a solution.
6. Gardeners must weed and otherwise maintain the paths bordering their garden plots. Main paths must be unobstructed, and level. Cardboard, paper, or burlap paths must be covered with wood chips and leveled. Plants should not grow into or hang over the paths.
7. WATERING: *At the Junior High*: A large barrel of water is provided and located in the southeast corner of the hoop house. Plot holders should refill the barrel when they notice it is low. In the event of there not being water in the barrel, plot holders may access water from a spigot located within the courtyard of the Junior High School, across from the bus lane. The water key to access the spigot will be hung on a hook below the water barrel. Hoses are located outside the southern entrance of the hoop house. Please return hoses to this location.
 - To access water from the Jr. High School, follow these steps:
 - Connect the courtyard hose (already attached to the faucet) to the hoop house hose located outside the southern entrance. You will have to string the hose across the bus lane. Please take care that the hose's metal fittings are not in the roadway to avoid damage from buses or other vehicles.
 - Once the hose is connected, turn on the water using the water key.

- Open the valve on the splitter attached to the end hose for water to begin flowing. You may water your plot directly if it reaches, *but please fill the water barrel regardless for your own use and the use of others.*
- Once finished, turn the faucet off with the water key, uncouple the hoses, leaving the one hose attached to the faucet in the courtyard and neatly returning Food Roots hose to the southern entrance of the hoop house. *Replace the water key on the hook below the barrel.*

8. **Gardeners must be in the garden while watering.** Water only within your plot and do not let it seep or flood into neighboring plots or paths. Conserve water by using mulch and hand watering plants. Please notify Food Roots of any leaks as soon as possible.

9. Each gardener is responsible for dealing with the garden material generated from their plot. Gardeners should compost within their own garden plot or take material home and dispose of it in a yard waste container. **Do not dump or pile garden materials in common areas. Do not bring food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited.** Do not dump weeds with seed heads or problematic weeds into the shared compost bins. Compost piles should be regularly turned and watered to promote active composting and avoid creating habitat for rats, mice, wasps, and hornets.

10. Children must be accompanied by an adult in the garden. Do not leave children unsupervised. All gardeners and guests should respect others' space and should not enter or harvest from someone else's plot without permission.

11. Well-mannered, leashed dogs are allowed in the garden. Please scoop and remove poop.

12. The hoop house doors will, *and should*, remain open at all times. The hoop house will become too hot if unventilated and plants within will die. **Please do not close the hoop house doors.** Food Roots staff will be responsible for any alteration to this policy during colder times of the year.

13. Gardeners must keep storage shed locked and should not share the combination with others. **Notify the Food Roots if there is a problem with the lock or an ongoing security problem at the site.**

14. Do not plant trees. Do not plant invasive or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, etc. Remove these plants if they are growing in your plot.

15. Plot holders must notify Food Roots if they wish to give up their garden plot. You cannot give your plot to someone else. Garden plots are assigned by Food Roots. If more than one person is gardening in a plot, co-gardeners should be added to the primary plot holder's reservation by contacting Food Roots. Registered gardeners must keep addresses, phone numbers, and email addresses current with Food Roots.

16. In the fall, gardens must be cleaned, cover cropped, mulched, or planted with winter crops. These practices will help protect the soil over the winter, will allow you to start planting earlier in the spring, and will result in a more fruitful garden the next year.

17. Plot holders are required to spend a minimum of 6 hours per year (Nov. 1 – Oct. 31) on community projects at their garden site. Food Roots will facilitate a number of work parties at the garden, and hours spent participating count towards your 6 hours of community garden support. Half of these community hours must be

completed by July 1. This work is meant to help maintain the common areas of your garden, enhance community connections, and complete special projects. It is the plot holder's responsibility to complete and record community hours in the log book in their garden shed.

18. Gardeners are expected to adhere to program policies. Food Roots will regularly monitor plots throughout the year. When gardeners are found to be in non-compliance, they will receive a letter notifying them of the problem and asking them to take action by a specified date. Failure to comply with these policies will result in revocation of plot rental and access. Plots must be cleaned up by January 31st in order to request a refund or transfer of cleaning deposit.

Notice of Non-Discrimination: *Food Roots programs and services reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or ability.*

Hold harmless statement: *By paying or receiving scholarship assistance for the community garden plot, the participant agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless Food Roots, Tillamook School District #9 and its lessees, and their officers, agents, and employees from and against all damages, claims, demands, suits, actions resulting from, or because of, any damage to property or bodily injury or death of any person arising out of the occupancy and/or use of the Garden by the participant, the participant's co-gardener or guests.*