

# TOWN OF ARLINGTON



## Recreation Department

### Community Gardens Policies and Procedures for Magnolia Park

*By paying for the community garden plot, the participant agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless the Town of Arlington 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.*

1. Community garden plots must be gardened and maintained on a consistent basis. Community gardens are public spaces and must maintain a neat 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. A minimum of 3 hours a week of garden upkeep throughout the growing season will ensure success for all.
2. 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. Gardeners are responsible for staying within the defined boundaries of their plots. All structures must be removed when a plot is vacated.
3. 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.
4. Gardeners must weed and otherwise maintain the paths bordering their garden plots. Plants should not grow into or hang over the paths.
5. Each gardener is responsible for dealing with the garden material generated from their plot. Gardeners should compost within their own garden plot, utilize the designated composting bins, or take material home and dispose of it in a yard waste container. Do not dump or pile garden materials in any location other than the shared composting bins. Gardeners are responsible for removing trash and waste. There will be no public works trash pickup. Bringing food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited. Finished compost from home may be brought into the garden.
6. Children must be accompanied by an adult, while 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. Pets must be well behaved, leashed and under owners control.
7. 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 the Public Works Department if there are any leaks in the watering system. Water will be turned on around April 15 and will be turned off after October 31 each year.

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8. At the end of the season, 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. In addition, community gardens are public spaces and must maintain a neat appearance through the winter.
9. The gardens must be cleaned at the end of the season. This involves removing dead plants, stakes, temporary fences, jugs, personal property, trash, etc. Please keep the community gardens looking tidy throughout the year, and pick up common areas, to prevent complaints about the program.
10. Crops are for home use, not commercial purposes and must be legal. Gardeners are prohibited from selling excess produce. 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. In addition, be mindful of plants that need excessive space such as corn, pumpkin, and winter squash, we strongly recommend avoiding such plants.
11. Plot holders must notify the Recreation Department if they wish to give up their garden plot. You cannot give your plot to someone else. If more than one person is gardening in a plot, co-gardeners should be added to the primary plot holder's account by contacting the Recreation Department. Co-gardeners can only become the primary plot holder if they have been registered as a co-gardener longer than those on the waitlist have been waiting for a space at that site. Plot holders must notify program staff if they wish to transfer their plot to a co-gardener. Registered gardeners must keep addresses, phone numbers, and email addresses current with the Recreation Department.
12. Plot holders are required to spend a minimum of 6 hours per year on community projects at the garden site. Half of these community hours should be completed by July 1. This work is meant to help maintain the common areas of the garden, enhance community connections, and complete special projects. It is the plot holder's responsibility to complete and communicate his/her hours to the Recreation Department or their designee.
13. Gardeners are expected to adhere to program policies. Recreation staff will 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. Gardeners who receive two notices in a year must vacate the plot and the plot will be reassigned.

***ADA Statement:*** *To help ensure equal access to programs, services, and activities, the Town of Arlington will reasonably modify policies and procedures and provide auxiliary aids and services to persons with disabilities.*

***Notice of Non-Discrimination:*** *The Arlington Community Gardens program recognizes the diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or ability.*