

LAST YEAR'S GARDENERS: Gardeners who rented plot(s) last year, will be granted preference in renting plot(s) this year. Last year's gardeners will be contacted by the Garden Coordinator before March 1st to inquire if they plan on renting a plot(s) this season. They will be given until March 1st to submit a new application and fee.

NEW COMMUNITY GARDENERS: After March 1st, applications from other interested residents will be taken. Plot requests are filled according to the order in which applications forms arrives by mail. Check or money order must be included with 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. Gardeners will be allowed to rent additional plot(s) if available after use of the waiting list.

GARDEN PLOT(S) ASSIGNMENT: Garden plot(s) are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, clean-up and other duties at your site will be the responsibility of the individual whose name is assigned to the plot(s).

PLOT(S) PLANTING: All rented plot(s) must be planted by Saturday, June 5th. Plot(s) that are unplanted by the planting deadline, are assumed abandoned and will be forfeited without refund. Plot(s) not planted will be reassigned.

ABANDONED OR NEGLECTED PLOT(S):

- Garden Coordinator contacts gardener to set date for work to be done by the gardener. In the event that the Garden Coordinator attempts but does not contact the gardener, a date will be set in the gardener's absence.
- If the gardener does not meet the agreed upon date, gardener will receive a 5 – day notice to clean up garden or lose plot(s).
- If the gardener does not respond, gardener will receive a cancellation letter, and the plot(s) will be assigned to another gardener. Plantings currently in the bed will be harvested for charity and the gardener will not be able to return the following year.

PLOT(S) MAINTENANCE: Gardeners will maintain their plot(s) and adjacent pathways in a clean and neat fashion, promptly removing any weeds, overgrowth, or other waste from their plot(s). Gardeners will promptly harvest edible (ripe) plants. Gardeners are responsible for disposing of their own trash, such as weeds, boxes, trays, bags and similar items in the trash can provided. Gardeners should make arrangements for plot(s) maintenance and notify a Garden Monitor if they will be away more than a week.

CLOSING DATE DUTIES: Gardens must be cleared and cleaned at the end of the growing season. All dead plants and weeds should be removed and the bed(s) made ready for spring planting.

COMPOST BIN: A compost bin is provided for disposal of organic material that cannot be harvested (plants and plant parts). Do not put plant material with diseases, insect infestations, or weed seeds in the compost bin. When in doubt, put it in the trash can.

WATER: Water, watering cans, hose and a watering wand are provided for your use. Use of water should be attended at all times. Water sprinklers are not permitted in the garden. Make sure the faucet is off when you leave the garden. Keep hose neatly coiled on the hose hanger provided near the faucet.

TOOLS: A community tool chest containing hand tools is available for gardener's use. Users are required to return them in clean condition. If damage should occur, please notify the City Youth Bureau at 345-6420.

STRUCTURES/SUPPORTS/TRELLISES: Gardeners will not plant or erect structures in their plot(s) that shade or in any way impede the growth in their neighbor's plot(s). Gardeners will remove all structures, supports or trellises before garden closes for the season.

COMMON GARDEN TASKS: Gardeners will participate in the spring (Saturday, May 14, 2016) and the fall (Saturday, October 22, 2016) garden cleanups. Gardeners will participate to the best of their ability in group workdays.

MULCH: Mulching of beds is encouraged to reduce water evaporation and unwanted weeds. Organic material such as leaves, straw, and shredded bark may be used.

GARDEN FRIENDLY MARKERS: Involves the use of a provided sign with the wording "Garden Friendly", inserted into the soil of your bed, to give another gardener permission to water and/or weed your bed as needed. This program is strictly voluntary, and the gardener may withdraw at any time by removing the sign.

KEYS: One key will be issued to each gardener at the Garden Orientation (Saturday, May 7, 2016, at 10 AM). Gardeners may not duplicate key to any locks at the garden or give their key to another person. The last gardener to leave the garden regardless of the time of day, should securely close and lock the gate.

Each Garden Committee member will be issued one key each to allow them to perform Garden Committee duties.

Garden Coordinator will notify Garden Committee of issues pertaining to key security.

BULLETIN BOARD: The bulletin board is a way for all of us to stay in touch. Please use it for any garden related purpose.

CHILDREN: Gardeners 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.

NOTIFICATION OF PROBLEMS: Gardeners should notify the Garden Coordinator of any problems, concerns or complaints concerning the garden.

PROHIBITED ACTIVITIES:

- **SMOKING:** Smoking and chewing tobacco use is not allowed. Tobacco can transmit a lethal virus to tomatoes.
- **DRUGS AND ALCOHOL:** not allowed.
- **RADIOS:** Radios without ear buds or earphones are not allowed.
- **ILLEGAL OR POISONOUS PLANTS:** (Castor beans, local invasive and drug producing plants) are not allowed.
- **PETS:** are not allowed.

PARKING: The garden shares vehicle access with MacArthur Park and the City of Batavia Youth Center. Caution and respect shall be utilized by participants when entering and leaving the garden. Gardeners are not to drive or park on grass.

GARDEN MEETINGS: The Garden Committee meets once a month (second Tuesday, 9 am, at the Batavia Youth Center). Each gardener's participation, contribution, and ideas for the garden are highly valued and each gardener is encouraged to attend.

GARDENER'S CONTACT INFORMATION: Keep the Garden Coordinator advised of your current address, email address. And telephone number and notify them of any changes as they occur.

Organic Methods Used: The Community Garden was planned and established with organic methods in mind. Organic gardening is all about the soil used. To promote organic gardening to the optimum level, we use raised garden beds filled with specially mixed soil, using the Square Foot Gardening recipe of 1/3 compost, 1/3 vermiculite, and 1/3 peat moss. Our goal is to create and nurture healthy soil and a healthy plant environment in the garden. In a true organic garden, no herbicides, pesticides or chemical fertilizers are used. In a community garden setting, with many different gardeners, this is realistically not possible. With that in mind, the Garden Committee created a list of "suggested" garden products that may be used in the garden. These products have been used over time by gardeners with minimal side effects.

IPM (Integrated Pest Management): IPM is an organized system of pest and disease control. Use the word PAMS when you work in the garden.

- **P** = Prevention – In the spring and summer, plant disease resistant varieties, water in the early morning during dry seasons, and keep the garden tidy all year long to prevent diseases and pest occupations.
- **A** = Avoidance – Got pests? Avoid damage by using barriers like insect/bird netting over your garden bed.
- **M** = Monitoring – Keep track of pests by looking for problems each time your in the garden.
- **S** = Suppression – Suppress weeds by pulling. Suppress pest populations early by picking or spraying.

When thinking of IPM, use the least harmful method (picking pests, homemade recipe for fungicide/pesticide) first and if ineffective, use the next stronger method.

COMMUNITY GARDEN COMMITTEE OVERSIGHT: The City of Batavia and the Community Garden Committee reserve the right to modify, change, or alter the above rules and regulations in the best interest of the community. All gardeners will be notified of changes as they occur.

BEST PRACTICES approved 12-8-15

The City Of Batavia Community Garden Committee reserves the right to maintain Best Practices within the Community Garden.

These Best Practices include, but not limited to:

1. Garden bed sanitation
2. Removal of weeds
3. Removal of dropped produce
4. Removal of dead plants and/or plant parts
5. Pest control
6. Disease control
7. Proper mulching

These Best Practices assist the community gardener in growing healthy, high quality, disease and pest free produce.

Please remember that at a Community Garden site, things that occur in your garden may affect garden beds surrounding yours.

LEGAL: All gardeners shall submit and have on file with the City of Batavia, a signed application, rules agreement and signed release and indemnification form prior to participation in the Community Garden.

Revised 11/11/15

