

All Souls Community Garden Rules and Guidelines

These rules and guidelines must be read and assented to before you begin gardening.

1. WHO CAN HAVE A PLOT?

People living in Okinawa, Japan who agree to abide by the rules and guidelines for this garden and by the decisions made by the All Souls Community Garden Committee (ASCG). A maximum of two (2) raised plots are available to a household, with an initial allowance of one (1) plot only until a working relationship has been established. Preference will be given to people who do not have their own private garden and to people with special needs and their caregivers. Other individuals or organizations may also be eligible for a garden plot at the discretion of the ASCG committee.

2. FEES AND COSTS

There is an annual, nonrefundable membership fee required for each garden plot (\$25) for non-church members; this fee is due by the 1st of the month on the Anniversary month of the signed agreement each year. The fee will be collected by the ASCG committee. The annual membership fee will be re-evaluated as needed to ensure proper cost coverage to maintain the garden. The fee will be used at the discretion of the committee for garden supplies, new infrastructure, maintenance, social gatherings for the gardeners, and other costs. Suggestions for use of the fee are welcome from the gardeners but are not binding on the committee. The fee is for membership in the community garden and does not imply ownership of the plot. At all times the plots belong to the All Souls Anglican Episcopal Church of Okinawa who owns the land the garden is built on. Additionally, there is a monthly charge of \$10 per plot to cover the cost of water. This amount will be reevaluated and adjusted once the actual costs of watering our gardens becomes apparent. Monthly fees will be due at the beginning of each month and payments should be made in cash or by check to ASCG Treasurer, The Rev. Irene Tanabe.

3. APPLYING FOR A RAISED GARDEN PLOT AT THE GOOD NEWS COMMUNITY GARDEN

Community members wishing to apply for a garden plot must complete and sign an application form and submit it to the ASCG committee for evaluation. They must have read the ASCG Rules and Guidelines. If the application is successful, the applicant will sign an agreement and commence gardening within three weeks of the contract signing. One application per plot is required and contract extensions are automatic, provided the annual fee in effect at the time is paid by the anniversary of the original signing of the agreement. The garden plot must have been maintained and utilized in accordance with these rules and guidelines.

4. MANAGEMENT

The responsibility and authority for managing the gardens rest with the All Souls Community Garden committee which is made up of members of the All Souls Anglican Episcopal Church (ASAEC) and community members who have an interest in the community garden. The committee consists of a Chair, Secretary/ Treasurer, and five (5) ordinary members who are endorsed by the ASAEC vestry. The committee has the authority to appoint non-voting consultants to special advisory positions on the committee, including non-ASAEC members who may make management suggestions at any time for consideration by the committee. The committee will work with gardeners to create the best gardening

environment for all members. The bulletin board in the patio in front of the garden is a way for the Committee to inform members of upcoming events and changes to requirements. The bulletin board may also be used by garden members to communicate with other gardeners and the committee.

5. ALLOCATION OF PLOTS

If no plots are available at the time of applying, the applicant's name will go on a waiting list and they will be advised when a plot becomes available. Allocation of plots will be based on:

- A. date of application
- B. the physical needs of the applicant
- C. type of plants that the applicant wishes to grow

If you are on the waiting list but have not been allocated a plot, you will be issued an invitation to help maintain the communal garden plots until a plot becomes available.

6. SECURITY

The garden must be secured when not being actively used. The last gardener out must secure the garden before leaving for home. The doors leading into the building must be locked every day. The last gardener must notify church staff when they are leaving to ensure the building doors are appropriately locked. The outside gate leading into the garden must be securely closed at all times.

7. FORFEITURE OF GARDEN PLOTS

Plots are allocated to the person or persons named in the ASCG Contract. Plots are not transferable. Committee. Gardeners cannot give their plot(s) to another person. If a gardener no longer wishes to maintain their plot or moves away from Okinawa, Japan, they must advise the ASCG Committee and leave their plot in a clean and tidy state. The plot will be reallocated to the next eligible person on the waiting list.

8. NUMBER OF RAISED PLOTS

Each gardener is entitled to one (1) raised plot. If there are vacant plots they may become available to gardeners up to a maximum of two (2) plots, provided there is no waiting list. There will be a membership fee for each additional plot. Gardeners must apply to the ASCG Committee if they wish to have an additional plot. However, when an applicant is added to the waiting list, gardeners with additional plots will be asked to release one of their plots at the end of the growing season. Adequate notice will be given. Gardeners may choose which plot they will keep when they release the additional plot.

9. RESPONSIBILITIES OF GARDENERS FOR THEIR OWN RAISED PLOTS

9.1 General maintenance of plots

Gardeners are responsible for the care and maintenance of their individual plots throughout the year, even during the off season. It is the responsibility of gardeners to maintain their plot and the area around their plot, keeping it free of weeds, rubbish, and any items that may be obstructing the pathways. Mulching of garden plots is strongly encouraged to control weed growth and conserve water. Water is supplied as part of the annual fee but is not to be wasted. If a gardener is unable to tend a plot, temporarily leaves the area due to illness or for the purposes of travel, work, or emergency, for two (2) months or more, they must discuss their situation with a Committee member. Crops must be harvested once they are mature. We also

encourage you to consider giving back to the community with a tithe of your harvest. We encourage you to donate it to the All Souls Food Pantry, a feeding ministry for low income families. Please let The Pantry manager know if you would like to contribute a portion of your harvest for this ministry.

9.2. Climbing plants

Gardeners should use stakes for climbing plants, such as tomatoes and beans. If gardeners wish to store stakes when not in use, they should be bundled, labeled, and stored in the tool storage area. Trellises are permitted but must be well constructed and maintained, material used to construct the trellis should be organic in nature with the exception of the supporting wires or mesh for the plants.

9.3. Building and other materials

Permanent structures must not be built on garden plots or on vacant areas of the Community Garden. Gardeners cannot use the Community Garden to store building materials or other materials not already permitted.

9.4. Communal planting space

The communal areas will be utilized to grow to produce for The Pantry and you are encouraged to contribute to the work in these shared areas as well as working on your assigned plot.

9.5. Types of plants

Community Garden plots are for growing herbs, flowers, and vegetables. Trees and large permanent shrubs are not suitable for garden plots because they may block the sun from other plots. However, it may be possible to allocate a plot that does not shade or affect nearby plots. Gardeners who wish to grow large plants must advise the ASCG Committee before plots are allocated. Known weed species must not be planted, and you will be asked to remove them from the garden when the committee becomes aware of any breaches of this rule. A list of environmental weeds will be posted on the bulletin board.

9.6. Soil

Gardeners are responsible for improving the condition of the soil in their plot. It is important that nutrients are put back into the soil after every season as plants use up the nutrients in the soil as they grow. This can be done by adding manure, compost, and mulch. When a gardener hands back or forfeits their plot, under no circumstances are they permitted to remove any soil from their plot.

10. GENERAL CONDUCT IN THE GARDEN

Gardeners and visitors should respect the gardens as community spaces. Gardeners and visitors must not remove any plants or equipment from another gardener's plot without the gardener's permission. Likewise, plants and equipment must not be removed from other areas in the Community garden without the approval of The ASCG Committee. Wilful damage to any area of the Community garden will not be tolerated. Each gardener has the right to quiet enjoyment of the Community Garden. Threats or abuse of any form will not be tolerated. The consumption of alcohol or any form of substance abuse will not be tolerated in the garden. Gardeners are not permitted to enter the garden under the influence of alcohol.

11. DEALING WITH PROBLEMS OR CONCERNS IN THE COMMUNITY GARDEN

Dealing with garden-related issues is the responsibility of The ASCG Committee. If gardeners have any concerns about the garden or about other gardeners, they are encouraged to contact the ASCG Committee chair at the phone number provided. The ASCG Committee will deal with such matters efficiently and in a fair and reasonable manner.

12. MAINTENANCE OF COMMON GARDEN PLOTS AND PUBLIC AREAS

All gardeners are expected to contribute to the care, maintenance, and development of common garden plots and public areas in the Community garden. The All Souls Community Garden Committee encourages 'active gardening' in the Community garden. This includes:

- A. Removing weeds along the border of garden plots and pathways adjacent to garden plots.
- B. Sweeping pathways.
- C. Picking up and disposing of any rubbish around the garden.
- D. Preparing suitable organic material for the compost heap, worm farms, or for mulching
- E. Participating in at least two (2) Working Parties per year. This does not necessarily mean heavy labor. There are many simple ways of contributing to the communal nature of the gardens. The Committee worker will inform gardeners of the dates of these Working Parties via Facebook, Website, and the Bulletin Board.

13. WASTE MANAGEMENT

Gardeners are encouraged to chop up or break up any plant matter into small pieces and transplant them back into their soil as organic material. Other waste and rubbish should be taken home and disposed of there.

14. WATER MANAGEMENT

All gardeners are required to contribute to the cost of water with the monthly charge, and adhere to the guidelines for water use outlined by the ASCG Committee. All gardeners are asked to avoid wasting water in the garden. Hoses should be handheld and should not be left running unattended. The use of watering cans is strongly encouraged.

15. CONTROL OF GARDEN PESTS

You must control garden pests so that they do not spread to the entire garden. No toxic chemicals are to be used for pests, diseases, and weeds, unless cleared by the ASCG Committee. Gardeners should use safe, environmentally friendly products.

16. GARDEN TOOLS

Gardeners must provide their own hand tools, e.g., hand trowels and pruners. The larger tools will be kept in the storage area. These tools are for the communal use of the gardeners and must only be used in the Community Garden. Please clean the tools before turning it to the storage area. Garden hoses must remain connected to the tap and contained so that they do not lie across pathways. If any garden equipment is missing or damaged gardeners should report this to the ASCG Committee as soon as possible for replacement or repair.

17. CHANGE IN CIRCUMSTANCES

Gardeners must advise the ASCG Committee of:

- A. any change in their address or telephone number.
- B. if they are no longer eligible to keep their plot.
- C. if they are unable to tend their plot for two (2) months or more.

18. DISPUTE RESOLUTION

Any disputes between gardeners must be brought to the attention of the ASCG committee and will be resolved through mediation and negotiation. Where disputes cannot be resolved by the parties involved the committee will decide the way forward. Abuse and violence of any sort will not be tolerated and violators of this rule will be expelled from the garden and revoke their gardening privileges.

19. OTHER MATTERS

19.1. Smoking

The garden is a strictly non-smoking area, cigarette butts do not break down and can find their way into soil and compost.

19.2. Animals

Dogs (unless assistance dogs), cats, and other pets must not be brought into the garden.

19.3. Garden security

Gardeners must close and secure the garden gate when they (enter or) exit the garden unless someone else is still working there. Gardeners must ensure that the building doors are locked by notifying the church staff if the garden is not in use and when they exit the garden.

19.4. Visitors to the Community garden

All visitors to the Community garden are the responsibility of the gardener who has invited them into the garden.

19.5. Children in the Community garden

Children are welcome in the Community garden. Adults must supervise children at all times.

19.6. Sale of Garden Produce

Surplus produce and plants may also be donated to The Pantry. The use of garden plots for growing plants commercially is not permitted.

The Good Life Community Garden Committee

Vacant, Chair

The Rev. Irene Tanabe, Secretary/ Treasurer Interim

Vacant, Vestry Liaison

Anacani Walters, Committee Member

Nicole Love, Committee Member

Nick Love, Committee Member