

St. David's Foundation Community Garden Contract

St. Davids Community Garden Contract, September 2024 - August 2025

I, _____ agree to follow the guidelines listed below, and I accept the following responsibilities. I understand that this is required in order for me to be a participating gardener at St. David's Foundation (SDF) Community Garden.

I accept full responsibility for the maintenance of my individual garden plot, and I accept shared responsibility for maintenance of the common areas, furnishings, and equipment, including fencing, trees, trash receptacles, compost bins, and tool sheds. I will personally control and remove weeds and invasive grass within 2 feet of my garden plot. Items stored in the shed or in areas outside of individual plots are assumed to be communal resources to the SDF Community Garden.

I will contribute two hours of labor per month in one or more of the available Workgroups. Once a quarter (every 3 months), I may opt to pay \$10 lieu of labor of volunteer hours for the month. I will document my work hours each month in the Work Hours Notebook (located in the SDF side of the tool shed) or in the online spreadsheet provided in the ["News and Updates" on the Garden Website](#). I understand that these volunteer hours should total at least 2 hours a month and 24 hours per year. Gardeners in good standing may donate hours to other gardeners in order to help gardeners fulfill their monthly commitment.

I will submit a rental payment of \$ _____ for the 2024/2025 season (Standard \$50/plot/year), and a one time \$10 application fee for new gardeners. Sliding scale/scholarships are available by application in cases of financial hardship or prorated plots if rental is started in the middle of the year), and to pay annual rental payments in the amount set by the Gardeners Meeting in September of each year as long as I remain a gardener. I understand that this payment is not refundable if I leave before the end of the season.

Gardeners may rent more than one plot if space is available and the gardener is in good standing. Additional volunteer hours are not required from gardeners with multiple plots but plot maintenance around all plots being rented is required. If the gardener waiting list exceeds more than 2 requests for more than 2 months, gardeners with multiple plots may be asked to forfeit secondary plots to make space for new gardeners. A pro-rated refund will be provided to these gardeners if plots must be reallocated.

I will notify the garden leadership at SDFCommunityGarden@gmail.com or (512) 920-3271 if I cannot care for my plot. During periods of absence from my garden, I will make arrangements to have my plot covered, watered, or maintained. I understand that I will be notified if my plot appears neglected or abandoned, and if the situation is not corrected after two notices, I may be required to forfeit my plot. If I do not respond to emails and phone calls regarding inactivity at my plot, it will be considered forfeited and may be allotted to another gardener. Upon voluntary termination of my contract I will clear my plot of all dead plants, weeds, trash, tools, sticks, and/or cages.

I will remain on the premises while my garden is being watered and follow the [SDF Community Garden water conservation policy](#). I will not use chemical herbicides, pesticides, fungicides, or synthetic fertilizers in my garden or anywhere on the site. Chemicals used in some commercial nurseries may persist on and in plants long after purchase, therefore I will use care not to source plants from vendors that do not verify they forbid these chemicals. Violation of this rule is grounds for immediate plot forfeiture. Products labeled "organic" are permitted for use.

This contract must be renewed each September and include payment of my yearly plot fee, unless otherwise elected by either me or the Garden Leadership.

I agree to follow the By-laws of the SDF Community Garden (included as an addendum to this document and may be retained by gardeners for their own files). I understand that the SDF Community Garden observes and

complies with all local city and state laws and ordinances . This includes [Austin Animal Protection and laws](#) requiring dogs to be on leash in public places, loitering ordinances, alcohol and drug laws, etc.

I have read the foregoing contract and by-laws and voluntarily execute this with full knowledge of its content and intending to be legally bound.

_____	_____	_____
Signature of Primary Gardener	Printed Name	Date

_____	_____	_____
Signature of Gardening Partner	Printed Name	Date

Primary Gardener Information

Name: _____

Home Address (+zip code): _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Choice of Workgroup: _____

Preference for receiving garden notices: __Email__ Phone Language: _____

Gardening Partner Information

Name: _____

Home Address (+zip code): _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Choice of Workgroup: _____

Preference for receiving garden notices: __Email__ Phone Language: _____

Administrative Information (to be filled out by Garden Liaison)

Plot Number: _____ Payment date: _____ Check/Cash: _____ Amount: _____

By-Laws St. David's Foundation Community Garden January (last updated Aug 2024)

Garden Governance

The gardeners will meet annually in September to select Garden Leadership Positions and Workgroup Chairs. They will also approve changes to the by-laws. Planning and organizing for the garden takes place in monthly Gardeners' meetings. Any gardener in good standing has a vote during the meetings; decisions are made by majority vote. Votes on major issues will be announced a month before the meeting where the vote will happen. People who cannot make it to the meeting may also vote beforehand "by proxy" by asking another gardener to bring their position to the meeting. Everyone is encouraged to attend the meetings but only current gardeners (including fellowship plot gardeners) in good standing and people holding an official position in the garden have the right to vote.

A gardener "In good standing" means:

1. gardeners who have paid the yearly plot fee or been approved for a waiver,
2. are up to date on the required monthly volunteer hours, and
3. have passed the most recent quarterly plot inspection or have taken steps to resolve issues that were flagged.

Garden Mission & Values (last ratified Aug 2024)

Our mission is to cultivate a welcoming and inclusive space where the community can connect, learn, and grow together. We are dedicated to ecological sustainability, education, and providing a safe and peaceful environment that nourishes both people and the planet. We are guided by our shared values:

Welcoming & Inclusive

Our garden is a space where everyone is accepted, respected, and valued. We embrace diversity and create a warm, safe environment where all community members can connect and grow together.

Education & Knowledge Sharing

We are committed to sharing knowledge and best practices with each other and the broader community. Our garden fosters a culture of continuous learning, patience, and curiosity, supporting gardeners of all experience levels as we try new things.

Ecological Responsibility & Sustainability

We prioritize ecologically responsible and sustainable practices, focusing on soil health, biodiversity, and conservation. Our commitment to organic gardening ensures that our garden nurtures both the planet and our community.

Restorative & Supportive

Our garden offers a peaceful, restorative space for mental well-being and self-empowerment. We support each other through teamwork, sharing and collaboration, creating a garden that nourishes both body and spirit.

Community Involvement

Our garden thrives with active members who care for the garden's health. We welcome community volunteers to join us on workdays, learn from our gardeners, and enjoy the space.

Gardeners who do not uphold these values and standards will be asked to leave the SDF Community Garden if their behavior is negatively impacting our community.

Garden Leadership Positions

- **Garden President:** Organizes and leads the monthly meetings, serves as a first contact for the garden. All garden issues that cannot be handled on Workgroup level should be brought to this person.
- **Treasurer / APF Garden Finance Liaison:** Receives money for plot rentals, fundraising and donations. Keeps track of all financial aspects of the garden, maintains a spreadsheet with income and expenditures and maintains the contacts with APF on financial matters.
- **Plot Manager:** Maintains a database of plot assignments and works with the Coordinator, Treasurer, and Volunteer Manager to ensure gardeners remain in good standing according to the contracts.
- **Volunteer Manager:** Reviews the volunteer hours worksheet on a monthly basis and reminds gardeners to update their hours in the worksheet. Alerts leadership of gardeners who have not fulfilled required hours.

Garden Workgroups and responsibilities

A Garden Work Day is held each first Saturday of the month unless otherwise scheduled and posted on the SDF Community Garden Calendar. Gardeners are encouraged to fulfill their 2- hour community work during this workday. Every workgroup elects a workgroup leader who coordinates the work and reports back during Gardeners' Meeting. Each workgroup should also consider involving other community groups such as the Earth Camp Garden, Chicken Coop, and APF in plans since SDF Community Garden shares resources and space with these groups.

Site Maintenance Workgroup

Coordinates all aspects of maintenance of the site, this includes maintenance of pathways between the plots, and maintenance of structures like sheds, benches, tables, tools, etc. Works on the preparation of land for future garden plots. Monitors the maintenance status of plots. Coordinates the use of and maintains the SDF communal plots.

Shed and Inventory Workgroup

Responsible for the inventory of all tools and supplies and the organization of the shed. Works with the maintenance workgroup and garden leadership to ensure supplies are available for gardening and maintenance.

Outreach / Communication Workgroup

Initiates actions to recruit new gardeners, maintains contacts with gardeners who do not have email or do not speak English. Ensures that someone able to translate is present during meetings and takes care that garden documents are available in all languages spoken by gardeners.

Trash and Recycling Workgroup

Coordinates removal of trash, debris, and recycling from the garden. Workgroup may also coordinate obtaining donated cardboard and other supplies that are used for mulching and path maintenance. When the garden is actively composting, this workgroup will also be responsible for the maintenance of compost.

Pollinator Garden Workgroups

The garden maintains North (by the driveway) and South (by the Apiary) pollinator plots that are managed by volunteers. There are workgroups for each of these plots that manage the planting, watering, weeding, and maintenance of these plots.

Garden Plot Quarterly Inspection

Three times a year (November, February, May) Garden Leadership will conduct a garden plot inspection to ensure that each plot is being maintained and in good standing according to the standards outlined in the Garden Contract and Bylaws. The date of this audit will be announced at least two weeks in advance. This inspection will be conducted with a volunteer gardener who will verify the condition of the plot and surrounding area. Key points reviewed include:

1. Are there plants that are actively being maintained or has the plot been seasonally winterized/solarized?
2. Has the area been weeded and clear of invasive plants?
3. Is the garden only using organic gardening materials and plants?
4. Have tools and supplies been properly stored and maintained?
5. Is the plot abiding to the garden water conservation policy?

If plots do not pass this inspection, gardeners will be informed and will have one month to return the plot to good standing or will immediately forfeit their plot.

Garden Application Process

Waiting List: Individuals interested in gardening at SDF Community Garden will be added to a waiting list and offered a plot on a first come, first serve basis. The Plot Manager manages this list and prioritization of assignments. **The waiting list will be purged twice a year to ensure that all individuals on the list still desire to be on the list. Waiting list individuals will be informed of this process and given two weeks to respond via email in order to remain on the list.** Garden Leadership reserves the right to prioritize assignment of plots to individuals who have proven dedication to contributing to the garden community through volunteering, involvement in garden meetings and events, and maintaining communication with gardeners.

Application Process: The application process to obtain a plot includes filling out the garden contract, paying the garden plot rental fee (unless a fellowship plot is being granted), and attending an in-person garden orientation session with a

member of the garden leadership. Upon accepting a plot and completing these requirements, a gardener will be assigned a plot, added to the Garden communication channels and event invites, and provided with lock combinations and other garden sensitive information.

Expenses and Purchases

Garden funds are managed by the "Treasurer / APF Garden Liaison" and reported to garden membership on a monthly basis at the Garden Meeting. All purchases over \$200 must be voted on by the Garden membership and announced in advance to the garden membership (email or current community communications notification is allowed). Purchases less than \$200 may be made without Garden membership votes but must be approved by the Garden President or Treasurer. Purchases should be made using the APF Tax Exempt status and may require additional coordination with the vendor to qualify. All reimbursements will be made by APF as the fiscal sponsor of the SDF Community Garden Funds according to the policy and procedures that APF maintains.