

TAZEWELL COMMUNITY GARDEN MANUAL 2024

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LEASE REQUIREMENTS, PAYMENTS, AND ROW(S) AGREEMENT

Fees And Row(s)

Fees And Securing A Row

Gardeners can officially garden after attending an orientation meeting, pay required fees, read and sign this agreement, and after the official gardening season starts (April 1st). You can start prepping your assigned rows before the start date.

Gardeners agree to pay **\$10** for each row, to the *Groundwork program*, to cover the cost of maintaining the garden throughout the growing season. For an additional fee of \$10, you can purchase some supplies for a row, this includes; drip tape (80') & adapters, mulch (½ square bale), and up to 5 plant starts. Registration fees and any additional fees must be paid before gardeners can plant in their assigned row(s).

There may be additional fees, these fees must be paid before the gardener can be assigned rows. Additional fees will be **\$20** per offense, the same offense cannot count more than once, with a cap of **5** offenses totaling **\$100** in Max additional fees.

Assigned Row(s).

Row(s) are assigned on a first come/first serve basis. Garden row(s) are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup and other duties will be the responsibility of the individual whose name is assigned to the row(s)

Reserving more than one row is permissible but, if you do, you must still leave the required walkway between each individual row. Obstructions in walkways will be removed.

Row(s) are assigned according to the order in which the registration forms are signed. The registration fee must be included with the application form.

Your row(s) are not transferable. You may not give your row(s) to another gardener.

Start of Season

“Plant By” Rules

Row(s) may be tended to by April 1st or when row(s) are assigned. If the kind of crops you are growing must be planted later, remove weeds from your row(s) as needed until then. You are responsible for your assigned row(s) for the entire growing season (April-October). Keep it free of weeds and harvested through October. Individuals who fail to maintain their assigned row(s) may have their rows forfeit and be given to the next person on the waiting list. The registration fee will be returned to the original applicant.

Gardeners must have something planted in their rows by June 10th and keep it planted and weed free during the whole growing season (April-October). Gardeners will email the garden supervisor (dgabbert@asdevelop.org) if they decide not to plant in their assigned row(s).

Plant your row(s) by the time designated and clean up your row(s) by the end of the growing season by removing fencing and temporary supports. **The planting deadline is**

June 10th. Row(s) that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund. The forfeited fees will be considered donations to the Groundwork program and abandoned row(s) will be reassigned.

Row(s) Maintenance Expectations

Gardeners must maintain their assigned row(s), including adjacent pathways, throughout the growing season. Gardeners who do not maintain their row(s) will be notified by the Garden Supervisor. Failure to maintain your row(s) may result in an additional fee(s), the Garden Supervisor will reach out to the gardener before additional fees are incurred.

Each gardener should expect to spend on average about 1 hour/week per assigned row(s), maintaining their assigned row(s) and the adjacent pathways.

If, for any reason (health, vacation, work pressure), a gardener will be temporarily unable to maintain their assigned row(s), please inform the garden supervisor (dgabbert@asdevelop.org). If you have a substitute gardener, inform the garden supervisor as soon as possible.

Please contact the garden supervisor if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your plot throughout the summer. Abandoned or unclaimed row(s) are reassigned as soon as possible.

Unclaimed, Abandoned, or Neglected Row(s)

After June 10th, any unassigned community row(s) can be claimed at no charge, if any row(s) remain.

Unclaimed - Community row(s) are first come, first served (after payment).

Abandoned/Neglected - Community row(s) left in an uncared for condition for more than 30 days will be cleared and the Gardener will have to pay an additional fee. Notifying the Garden supervisor (dgabbert@asdevelop.org) of your absence will ensure Gardeners are excepted from this rule.

Produce left to ripen for too long will be harvested by the Garden supervisor on Fridays. Repeated offenders will be notified, spending about one hour a week per assigned row(s) should prevent this from happening.

End of Season

Gardeners must clean-up their assigned row(s) by October 31st. Failure to do so by this date will result in an additional fee.

Gardeners assigned row(s) must be cleared and cleaned at the end of the growing season. Remove above ground plant matter but leave below ground plant matter such as roots. Remove any property you may have used to support your row such as fencing stakes, trellis, etc. Row markers are to be left alone.

Unless prior permission is given by the Garden supervisor, anything left after November 1st will be considered a donation to the Groundwork program.

Overwinter Crops

Overwinter crops are not permitted at this community garden, if you have any questions or concerns please contact the Garden Supervisor (dgabbert@asdevelop.org).

Annual Garden Meeting

The Annual Garden meeting will be held the 3rd Saturday of October. (11A.M - 12P.M.) Unless it falls on a Holiday weekend, then it shall be moved to the next non-Holiday weekend available.

Community Service/Volunteering

Gardeners may choose to volunteer some of their time to help improve the Community Garden. Starting the first Friday in April from 12PM - 2PM during the growing season (April - September) gardeners may come and volunteer at the community garden. If the volunteer day falls on a Holiday or an event weekend then the volunteer day will be canceled.

GARDENING RULES

Assigned Row(s) Rules

Organic

Adhere to organic growing practices. The Four Seasons “Y” Community Garden is an organic garden. Before applying any chemical, organic or not, please check with the garden supervisor or email the garden supervisor at (dgabbert@asdevelop.org) This is to ensure that all chemicals used in the garden are logged correctly to comply with Good Agricultural Practices (GAP). Failure to do so can result in forfeit of assigned garden row(s) with an additional fee incurred.

Weeds and Disease (see also “Compost and Trash”)

Gardeners are expected to keep their row(s) & boarding pathways free of weeds, diseased plants, insect-infested plants and over-ripe vegetables. The garden supervisor will maintain the greater property.

Diseased and infected plants must be removed from the garden and disposed of properly. Diseased and infected plants are to be placed in either a plastic bin or bag and left beside the garden entrance. The garden supervisor will dispose of the waste as soon as they are able. Do **NOT** place either diseased or infected plants in the compost bin.

Weeds, if removed from your assigned row(s), are to be piled in the appropriately labeled compost site. Keep your garden *neatly weeded* on a regular basis. Weeds may not become taller than 10 inches ((Tazewell city ordinances [Ord. of 5-14-13](#) ; [Ord. of 8-21-14\(2\)](#) ; Ord. of [8-14-18](#))). Weeds are a major issue for most gardeners, and are the leading cause of additional fees. Failure to maintain assigned row(s) without notifying the garden supervisor can result in forfeit of assigned row(s) with an additional fee incurring. Notify the garden supervisor as soon as possible if you will not be able to maintain your assigned row(s).

Large/Woody Plants or Structures

Do not plant trees or shrubs. If it's woody and perennial, it's not allowed in your row(s). If you are unsure, ask the garden supervisor (dgabbert@asdevelop.org).

Be respectful, structures should be placed so they do not shade another gardener's row(s). Large plants such as sunflower and corn are not allowed, unless they are kept under 4' tall. Crops grown taller may be removed and additional fees may be incurred. If you are unsure, ask the garden supervisor.

Soil Amendments/Remediation

Don't bring in sand or gravel. These materials are difficult or impossible to remove later, and the soil is already "well-drained".

All rocks should be removed from the garden area and piled in the assigned areas. Rock borders are **not** permitted, including the outside flower beds. Do not dump rocks in the path. Speak with the garden supervisor if you are unsure where the rocks need to go.

Mulches

Mulch with leaves, grass clippings, hay or landscape fabric to reduce water evaporation and unwanted weeds. Wood chips may **not** be used as a form of mulch, removal of the wood chips can be difficult and decomposition takes time if the conditions are not correct. Talk with the Garden supervisor if you have additional questions or concerns.

Adjacent Pathways & Borders

Gardening activity and plant growth must be restricted to the gardener's row(s). Any plant that protrudes into the neighboring row(s) or pathway, may be trimmed or picked by the Garden supervisor.

The assigned garden row(s) have been established with access paths between them to provide access for all gardeners. Access paths should be no less than 4 feet wide. When planting near paths, leave adequate space for plant growth so as not to encroach into or overhang the paths.

Watering

Gardeners need to be diligent in shutting the water off after their use, you will need to hand water your assigned row(s). A water can and water tank will be made available to water your row(s). When using the water tank, be sure to remove hose off of the water tank when you are done. Gardeners are responsible for any damages occurred due to not removing the hose after use.

Gardeners who row(s) have drip tape will not have to worry about watering. Talk with the garden supervisor for additional information.

Garden Site – In general

Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing the fence, without permission from the Garden supervisor.

Electric fences are not permitted in the garden.

No digging for worms anywhere in the garden.

Both the access and perimeter paths must be free of garden materials and debris so as not to create a hazard nor to impede their maintenance.

Glass containers are prohibited from entering the garden. In addition, containers, bags, etc, of any kind should be secured so as not to be blown around and/or detract from the orderliness of the garden. Such items are best removed when they are no longer needed.

Compost and Trash

Each gardener is responsible for their own trash removal.

Plant matter must be put in the appropriately assigned compost bin, everything else must be properly disposed of.

Gardeners agree to keep the garden area trash-free during the growing season (April - October).

Gardeners are expected to put weeds in the appropriate locations.

Any "leaf/mulch" bag brought to the garden must be emptied when brought, any filled bag must be immediately removed.

The use of the compost bin will be discussed during the garden orientation meeting so everyone will understand the best way to utilize the compost bins.

Other Garden Plots

While you may view the success of other gardeners, refrain from stepping off the access pathways and into other garden row(s). Stay out of other gardeners assigned row(s) unless specifically invited. Gardeners have their own methods of planting, which may be damaged in the process.

Pick only the plants you are growing, or have permission from the grower to pick.

Gardeners may **not** harvest from row(s) that are **not** assigned to them, only harvest from row(s) assigned to you. Harvesting from row(s) that were **not** assigned to you may result in forfeit of assigned row(s) with an additional fee incurred. You may give permission to another gardener to harvest from your row(s) but only after giving written consent to the Garden supervisor (dgabbert@asdevelop.org).

Property and Tools (and Equipment)

Gardeners provide their own tools and seeds. Water will be made available at the garden by the start of the growing season (April 1st) until the end of the growing season (October 31st).

Power equipment may only be operated by those over 16 years old, they must either own or lease the equipment. All use is at your own risk (insurance requirement). If the power tool is gas powered, gardeners must first have the Garden supervisor inspect equipment for any leaks before using equipment inside the garden. Failure to do so may result in forfeit of assigned row(s) with an additional fee incurred.

Gardeners, Family, and Pets

***Gardeners***

Gardeners agree to take breaks, snack or informally gather within the appropriate garden break area only. Gardeners agree not to use Groundwork facilities such as the cleaning station under the carport.

Gardeners are reminded to use good personal safety practices & Good Agricultural Practices (G.A.P) when visiting the garden.

In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors, and visitors with respect and consideration. No stealing (harvesting from others' row(s) without authorization), verbal or physical harassment is allowed. Violation of these rules may result in forfeit of assigned row(s) with an additional fee incurred.

***Children***

Children are welcome at the garden when accompanied and fully supervised by an adult. Parents and guardians 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, especially in regards to the pathways.

***Pet Animals***

Gardeners agree to not bring pets to any portions inside the garden.

Keep *pets* outside of the fence. Keep dogs leashed and under your control at all times; clean up after pets (Ord. of 5-12-81).

Dogs - Under no circumstances should dogs be permitted into the gardening area proper because of potential disease from dog feces.

***Service Animals***

Prior to entering the garden a Service Animals handler must answer these two questions. (1) Is the Service Animal required because of a disability? and (2) what work or task has the Service Animal been trained to perform? These questions can be found under the frequently asked questions sections resources provided by the ADA's website ([Link](#)). The Service Animal will be logged in the Visitors log just like any other visitor.

Miscellaneous

Vehicles

No driving on the property unless approved by the garden supervisor.

Remember the needy

Excess produce will be picked by the garden supervisor and delivered to a local food bank. You may also wish to deliver your grown produce to your favorite local food bank.

Radios/Music/Podcast

Should you wish to listen to the radio/music/podcast, please use headphones so as not to disturb the tranquility of the garden.

Garden Gates

The last gardener to leave the garden regardless of the time of day should securely close the gate(s). Keep the garden supervisor advised of your current address, telephone number, and email; notify the garden supervisor of any change of address, telephone or email by email at { dgabbert@asdevelop.org}.

Growing or using federally illegal substances in the garden will lead to immediate forfeit of assigned row(s) with an additional fee incurred.

Perennial Section

A perennial garden shall have a designated section, this section shall be managed by the garden supervisor. Perennial donations are welcomed if there is a certain type of perennial you are interested in. However, this area is not allowed to be harvested from, the garden supervisor shall be the only individual allowed to harvest from this section. The grown produce shall be made available during the Healthy Tazewell hours, every Friday from 12 - 2 starting the second Friday in June.

Pumpkin/Winter Squash Section

A pumpkin/winter squash patch shall have a designated section, this garden shall be managed by the garden supervisor. Certain requests and donations are welcomed if there is a certain type of pumpkin/winter squash you are interested in. However, this area is not allowed to be harvested from, the garden supervisor shall be the only individual allowed to harvest from this section. The grown produce shall be made available during the Healthy Tazewell hours, every Friday from 12 - 2 starting the second Friday in June.

Three Sisters Section

A section of the garden shall have a designated section for the Three Sisters, this section shall be managed by the garden supervisor. This area is not allowed to be harvested from, the garden supervisor shall be the only individual allowed to harvest from this section. The grown produce shall be made available during the Healthy Tazewell hours, every Friday from 12 - 2 starting the second Friday in June.

WARNINGS AND PENALTIES

Consequences

Failure to follow any portion in this community garden rules, will result in being contacted by the garden supervisor via email or phone. If you do not respond within 30 days, your assigned row(s) will be considered abandoned. Plants will be removed from abandoned row(s) and the gardener will be fined an additional fee.

All gardeners are required to keep their row(s) as disease- and weed-free as possible. If a gardener's row(s) are not maintained, a warning will be given. If conditions do not improve within 30 days, the row(s) will be forfeited.

Gardeners will not plant, weed, water or harvest from any other gardeners row(s). Without first giving written consent to the garden supervisor.

Procedure for Rules Violations

Rule Violation: The gardener will receive a phone call or email, after the Garden Supervisor has made contact and has explained the problem the gardener will have 30 days to resolve the problem.

If the problem has not been resolved within 10 days, the Garden Supervisor will send the gardener a letter re-stating the problem. This letter will also inform the gardener that if the problem is not corrected within the additional 20 days, the assigned row(s) will be forfeited.

Questions about rules? Email the *Garden Supervisor* at (dgabbert@asdevelop.org).

ACKNOWLEDGMENT, LIABILITY WAIVER & SIGNATURE

Acknowledgement of Garden Rules and Expectations

I will pay a deposit of \$_____ for use of land, and as a contribution to the Groundwork program.

I will maintain my assigned row(s) on a regular basis, including planting, watering, weeding, and harvesting. I will keep weeds down and maintain the pathways immediately surrounding my assigned row(s).

I understand that if I abandon my assigned row(s) for more than 30 days, without having given prior notice (i.e. of vacation, sickness, etc.) to the Garden supervisor, my assigned row(s) will be re-assigned to someone else and I'll be responsible for an additional fee.

If my assigned row(s) become unkempt, I understand I will be given a 30 day notice by phone or email. Failure to make needed changes will result in forfeit of assigned row(s), any produce left in row(s) will be donated to a local food pantry. I understand that I will be responsible for paying an additional fee.

I understand I am responsible for the clean up of the assigned garden row(s). I understand that failure to clean up assigned garden row(s) by Oct 31 will result in an additional fee being incurred..

I commit to using organic gardening methods and will not use chemicals (fertilizers, pesticides, soap, etc.) in or near the gardens without first getting in contact with the Garden supervisor.

I agree to follow organic gardening principles. I understand only fertilizers allowable under certified organic standards are permitted. I will not use fertilizers, insecticides or weed repellents that will in any way affect other gardeners assigned row(s), nor any product that is not allowable under certified organic standards.

Gardeners agree to not planting any trees, shrubs or bushes (non-herbaceous plant material that does not die in the ground every winter).

Gardeners understand and consent to being video recorded while visiting the garden.

I will keep trash and litter cleaned from the garden, as well as from adjacent pathways. I will take responsibility for removing all items that are not composted.

Signature: _____

Date: _____

Print Full Name: _____

Gardener's Signature & Liability Waiver

Changes to the garden rules will be made by the Garden supervisor and will be discussed during the garden orientation meeting. I agree to abide by any decisions made by the garden supervisor.

I have read and agree to abide by the above garden rules and policies. I understand that failure to abide by these rules can result in forfeit of my gardening privileges and I am responsible for paying any additional fees incurred.

I understand all these rules and regulations and promise to follow them in good conscience.

I understand that neither the garden group nor owners of the land are responsible for my actions. I therefore agree to hold harmless the garden group and owners of the land for any liability, damage, loss or claim that occurs in connection with use of the garden by me or any of my guests.

Signature: _____ Date: _____

Print Full Name: _____

Email: _____

Phone #: _____

Physical Address: _____
