

## **RULES & POLICIES OF PROSPECT HEIGHTS COMMUNITY FARM**

### **BOX RULES**

#### *Individual Boxes*

- Box-holders must actively maintain their plots.
- Box-holding members who do not till their plots by May 1st of each year may lose their plots at the discretion of the [Box Coordinator](#).
- Box-holders must weed the walkway around their plots.
- Trees are not permitted in individual boxes.
- Members are not allowed to work in another member's planting area or harvest their crops without prior approval of that member.
- Members who are unable to harvest their crops are asked to make arrangements with other garden members or contact the General Coordinator(s) so that harvestable crops are not wasted.

#### *Communal Boxes & Other Gardening Areas*

(Communal beds are available for group tending – see General Coordinator(s) for more info).

- Children under the age of 18 may garden in the children's beds (at the back, by the compost bins) however they must be supervised by adults.
- Members are not allowed to harvest crops from another member's planting area without first seeking the approval of that member.
- Picking flowers from the communal areas of the garden is not allowed, although members wishing to grow flowers for personal harvest in their own boxes may do so.
- The herb garden is available for general harvesting, however please take only what you need and leave enough for others.
- Under the guidance of the [Master Gardeners](#), "Stewards" will act as point-persons of designated common areas, as listed on the [Garden Map](#). Garden members may participate by joining common area teams. The Garden Map, list of Stewards and teams, and area summaries will be posted online and in the Garden.
  - Stewards
    - Set the direction of their respective common area(s) by submitting an initial brief Stewardship proposal, which contains a general planting scheme/ idea for the common area and proposed tasks for team members, as well as a proposal if significantly modifying their plan, by December 31 for the following gardening year; proposals for Steward-less areas may be submitted throughout the year
    - Must be a member in good standing
    - Guide common areas team members to carry out the Stewardship proposal; failure to do so may result in termination as outlined below
    - Remain reasonably available to the garden membership via email, phone, or in person including notifying their team members of possible activities and providing instruction for Garden Work Days when applicable
    - Abide by all the Gardening and Groundkeeping Rules listed below including pruning and tree care
    - Know or learn about the plants in their area and add them to the Plant Directory as needed
    - Will not receive additional service hours or service hour reductions for the role, however may complete activities during Open Hours or Garden Work Days
    - Should notify the Master Gardeners, General Coordinator, and Co-General Coordinator(s) if resigning
  - All members
    - Contribute actively to the care and maintenance of common areas (including watering and

- removing weeds listed on the weed id)
  - Must consult the appropriate Steward before pruning, removing, or adding any plants to or from the common areas
  - Are encouraged to join a common area team at any time of the season
  - May notify the Master Gardeners and [General Coordinators](#) if a Steward fails to consistently respond to an inquiry
- Master Gardeners, General Coordinator, and Co-General Coordinator(s)
  - Advise members of available areas, review proposals and identify and notify Stewards prior to the Winter Meeting
  - Attempt to resolve disputes between Stewards and/or members when escalated
  - Keep track of failures to respond and review requests for termination of Stewardship due to three failed responses
- Disciplinary Action
  - Communication is a key factor in the Stewardship role. Stewards must be reasonably available via email, phone, or in person. Members may notify the Master Gardeners, General Coordinator, and Co-General Coordinator(s) if a Steward consistently fails to respond to an inquiry. Following the procedures set forth in Section 7 – Disciplinary Action of PHCF By-Laws, three failures to respond may result in termination from the Steward role of a particular area or multiple areas as applicable.
  - A disputed response is not a reason for termination, however, members may also bring this up to the Master Gardeners, General Coordinator, and Co-General Coordinator(s)

#### **GARDENING & GROUNDKEEPING RULES**

- Non-organic pesticides, herbicides, or fertilizers shall not be used in the garden.
- Communal tools are available in the shed at the back of that garden but must be returned to the shed when not in use, otherwise they will rust and become unusable.
- Garden scraps or weeds can be added to the compost pile but must be broken down/chopped up before being added. Correct compost etiquette should also be followed (scraps should be turned into the pile and browns added on top).
- Structural additions or alterations to any portion of the garden are subject to the approval of the [Garden Board](#) before proceeding with plans (this would include pruning, major plant removal, changing of communal bed boundaries, etc.).
- All ornamentation not pertaining directly to gardening activities is subject to Garden Board approval before installation in or around the garden.
- Tree pruning and removal shall only be performed by or under the guidance of the Master Gardeners.
- Members fulfilling open hours shifts are encouraged to perform the following tasks: filling water barrels, picking up garbage, tending the compost, clearing paths of weeds and debris, and weeding communal spaces.

#### **OPEN HOURS & GATE/ACCESS RULES**

- In keeping open hours a member must keep the gate open and put the sign out notifying that the garden is open for visitors. Up to two people may sign up for an open hours shift.
- When in the garden outside of open hours, members are encouraged to leave the entrance gate open while in the garden, but this is not required.
- The gate must be locked when a member is not present.
- Members under 18 years old are requested to lock the gate behind them when they enter alone, for safety issues.
- For safety reasons, members are asked to not allow underage (less than 16 yrs. old) family members in the garden alone.
- If you are the last person in the garden, you must lock the gate when you leave. (Please double check to

make sure you do not lock anyone inside the garden!)

- Each garden member is entrusted with a key to the garden. Garden keys may not be shared with non-members. There is a \$5 fee for replacing lost keys. The member must return the key within 10 days of the last day of his or her membership.

## **SERVICE HOURS**

- Service hours include keeping the garden open during scheduled open hours and working on a service project led by a project manager or coordinator.
- Keeping the garden open during unscheduled hours does not count as service hours.
- Seniors sixty-five (65) years and older are exempt from fulfilling service hours (upon request).
- Maternity/paternity leave can be requested for exemption from service hours up to one year after child's birth and does not include exemption from meeting attendance.
- Medical leave requests can be made directly to the Board and will be reviewed on a case by case basis.

## **PETS**

- Member pet owners who wish to bring their animals to the garden must register their animals by signing a [Pet Owner Agreement](#) (available on request) and file this with the Coordinator(s). This indicates the pet owner officially agrees to the policies stated in the Pet Owner Agreement.
- Only registered pets will be allowed in the garden.
- Visitor (non-member) pets are not permitted in the garden. Visitor dogs may be tied at the front gate.
- Any animals used as seeing-eye dogs or as service-animals are welcome in the garden without registration.

## **EVENTS**

- Anyone hosting an event in the garden must fill out an [Event Application](#) (available on the listerve website and in the garden) and submit this to the Coordinator(s) at least two weeks prior to the event. Once an event is approved, the Coordinator(s) will update a calendar posted in the garden.
- The garden may not be used for private parties (members and the public are always welcome).
- Prospect Heights Community Farm is a non-smoking community garden.
- Alcohol and illegal substances are prohibited in and near the garden.
- Excessive noise or disorderly conduct in and near the garden is not permitted at any time out of respect for our neighbors.

## **REIMBURSEMENTS**

- Garden members may request to be reimbursed for incidental gardening expenses related to regular communal gardening operations or approved communal projects up to \$50 without prior approval with the understanding that such reimbursements are subject to final approval by the Treasurer(s).
- In order to be reimbursed for expenses, garden members must submit original receipts.

## **VIOLENCE IN THE GARDEN**

- Physical violence or verbally threatening another member is cause for immediate expulsion.
- If a person walks away from a verbal dispute and the other person follows in a threatening or menacing manner this can be viewed as a threat.
- Other examples of threats are saying such things as "You better watch it or else" are similar examples of verbal suggestions of violence.
- In the event of a conflict both sides in a conflict must meet the Garden Board for mediation.
- If a person has a complaint against another garden member they must bring the complaint before the Garden Board.
- If a member refuses to meet or makes him or herself unavailable for discussion they face a \$25 fine or one-month suspension from the garden.

- Penalties for breaking the garden rules regarding conflicts are as follows:
  - Suspension.
  - Loss of box; you go to the bottom of the list.
  - Expulsion.
  - Non box-holders will be barred from the garden.
  - Other penalties as deemed appropriate by the Garden Board.