

# HIGHLAND'S GIVING GARDEN

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## RULES AND REGULATIONS

Highland's Giving Garden Board of Directors and the Highland Congregational Church, reserve the right to close the Community Garden without notice due to unforeseen circumstances, or non-compliance to the rules and regulations.

Highland's Giving Garden is also referred to as: HGG and the Board of Directors as: BOD

Raised Garden Beds are referred to as: Plots

### OUR MISSION

Our mission at Highland's Giving Garden (HGG) is to grow and provide produce to the less fortunate and those in need, for example; local food banks and soup kitchens. Our mission is to also help educate children and adults about organic gardening through workshops and classes, as well as, to provide an area where individuals and families can grow fruit, vegetables, flowers, and herbs for their own use for a small fee of \$5.00 monthly or \$50.00 annually.

### MEMBERSHIP INTRODUCTION

This is an all-volunteer, active, working, community garden; and as such, requires all of its members to assist in the daily, weekly, monthly, and seasonal care, upkeep, and support of the garden; and to observe HGG's Rules and Regulations as outlined. By doing so, we enhance the health and wellness of the garden community. The following set of rules and regulations have been designed to facilitate: community garden safety; a community garden environment gratifying to work in; pleasant for gardeners, neighbors, and the general public to look upon.

### APPLICATION AND PAYMENT OF FEES

- 1) Applicant must present a driver's license, or valid California ID to confirm ID & address (include physical address not just mailing address) for security purposes.
- 2) The first name to appear on the Application and Waiver is considered the "Primary Gardener", and must be a minimum of 18 years of age. All gardeners on the contract are collectively and severally bound by the contract. Gardeners on multiple gardener contracts agree that the first name on the contract is the designated contact for all business correspondence from the garden. Any new gardener must be added to the contract before being allowed to garden the plot. Even though "additional listed gardeners" may garden at your plot, the responsibility for payment of fees, cleanup, and other duties at the site will be the responsibility of the individual considered as the "Primary Gardener", whose name is assigned to the plot.
- 3) HGG plot rental fees (\$5.00 monthly or \$50.00 Annually) are Non-Refundable. Plots are assigned on a "first come, first served" basis. Plots may be assigned or reassigned at the discretion of the HGG Board.
- 4) Plots must be actively gardened and kept at least 40% planted.
- 5) Garden plots may not be transferred, given away, traded or sublet. All plot holders must notify the HGG Board, by mail or email, when giving up his/her plot and/or membership. All exiting gardeners are responsible for clearing their plot(s) of all plant material and debris and leaving the plot(s) ready for the next gardener. The plot then returns to the HGG for reassignment to the next person in line on the waiting list.
- 6) It is the responsibility of each member to keep the HGG Board notified of your most current address and telephone number and email address. Any correspondence mailed and/or emailed to the current address on file is considered delivered. Contact information for current gardeners, as well as for those on the waiting list, that is incorrect, whether address, email, or phone number, will be considered as unavailable.
- 7) Once a gardener has been contacted regarding an available garden plot, he/she must pay all applicable fees for the membership to take effect. Garden plots are made available for use only after payment of all fees, required paperwork has been received, and applicant has attended a HGG Intro Tour.

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- 8) All payments for plot rentals are due by the 1st of the month. Any fees that have not been received by the 15th of that month will be considered delinquent, membership will be forfeited and the resulting plot(s) will be reassigned to another participant. There is NO grace period after the 15th of the month.

At this time, dues shall be made payable by:

1. Check to Highland Congregational Church (Notes: Highland's Giving Garden)
2. Cash
3. Paypal (HighlandsGivingGarden@gmail.com)

### **WAIT LIST**

When all available garden plots are assigned, prospective gardeners can add their name to the Wait List. Wait List gardeners will be contacted, in the order received, either by telephone, email, or by Facebook Messenger when a garden plot becomes available. Once contact has been initiated, gardeners will have one week to complete all paperwork (Volunteer/Membership Application, Waiver Release and Indemnity Agreement, Rules & Regulations, and Photo ID) and pay all required fees for their plots. After a week has expired, the next gardener on the waiting list will be contacted.

### **COMMUNITY SERVICE COMMITMENT**

All members are required to donate their time at the HGG to help keep things running smoothly and looking nice at the garden. Service hours must be obtained by participating in a garden workday, assisting with fundraisers, or other individual work done for the garden, etc. This does not only include watering and maintenance of your personal plot.

### **CONDUCT AND RESPONSIBILITIES**

- 1) Highland's Giving Garden is for personal use only. Gardening for commercial purposes is not permitted.
- 2) Drugs nor alcohol of any kind is permitted at Highland's Giving Garden.
- 3) No disruptive behavior that will negatively affect other members (and nearby neighbors) will be tolerated, including, but not limited to vulgar language, inappropriate gestures, or raised voices.
- 4) All radios/players may only be used with earphones or at a low volume.
- 5) Except for service dogs, pets of any kind are not allowed in Highland's Giving Garden.
- 6) Children are encouraged to learn and work in the garden but must be supervised at all times. They must stay on the paths of the garden without going through the plots of other gardeners.
- 7) Any umbrellas used must be in good condition, and must be closed and secured down whenever the member is not present. Do not use on windy days.
- 8) If a member becomes ill, or goes on vacation, they must arrange for someone to care for their plot, and they must notify the HGG BOD. Understand that HGG is not responsible for the upkeep of your plot.
- 9) Gardens are not to be left neglected/unattended (unwatered and/or overrun with weeds, etc.) for more than two weeks without prior notice and/or arrangements with the HGG BOD.
- 10) Tools, equipment, etc., belonging to HGG are NOT to be removed from the Garden premises. Return all tools, equipment, etc., to their proper place before leaving the garden.
- 11) Members should strive to resolve differences in a neighborly way. For problems with fellow gardeners, stay polite & listen carefully; usually solutions are easily reached. Contact a Board member for more serious difficulties.

### **SECURITY**

- 1) HGG assumes no responsibility for any loss resulting from theft, animal or gopher damage, adverse weather, vandalism or any other cause.
- 2) For security purposes, If you are the last person in the garden after hours, ensure that all gates are locked upon exiting.
- 3) Garden vandalism and/or theft will not be tolerated. Either incident will be cause for immediate termination of the membership and the loss of all garden privileges.
- 4) Garden plots may not be used to grow illegal plants of any kind.
- 5) Do not touch other plots except with permission, nor allow unsupervised children to do so.

# HIGHLAND'S GIVING GARDEN

## **GARDENING**

- 1) Gardeners may garden at their own convenience during daylight hours only. The garden is open from 6am - 6pm, during the week, and from 9am - 1pm during the weekend. If you need to get into the garden during the day after the gates have been closed you can contact and make arrangements with one of the BOD who has a key to the gate. No gardening shall be conducted during nighttime hours.
- 2) THINK BEFORE YOU PLANT. PLAN AHEAD. Vining plants such as zucchini and squash need a lot of space and must be controlled. Remember to allow room for any pathways, or space for tools you may need, in your plan. The supplying of all seeds, fertilizer, and equipment are the responsibility of the gardeners.
- 3) Alterations to the garden beds are not to be altered in any way, such as, painting, cutting, or adding to the dimensions. Each bed measures 8'Lx12'Hx4'W specifically built with redwood.
- 4) Tires, pressure treated wood, and railway ties may not be used in plots.
- 5) Gardeners are expected to keep their plots clear and free of weeds, grass, and other debris that can harbor insects. Weeds over one (1) foot high or weeds with seed heads must be removed. Do not leave any dead plants in your plot.
- 6) Weeding/plot clearing may not be done via use of flame or fire.
- 7) Crops, plants, vines, and vegetation must be contained within the boundaries of one's garden plot so it does not overlap onto adjacent pathways or plots.
- 8) Garden plots may be used to grow vegetables, herbs, and flowers. Each gardener is encouraged to grow extra produce to donate 10% to a local food bank or community kitchen.
- 9) Pick and remove ripe produce promptly. Keep garden plot(s) free of overripe, rotting and spoiled fruit and/or vegetables.
- 10) Dispose of "healthy" green waste in the designated compost pile. All diseased greens are to be disposed of away from the garden in the churches dumpster, or taken home to be thrown away there.
- 11) When sharing hoses, coil the hose on the storage rack in a neat manner when not in use. Take care to straighten all kinks while coiling the hose. Do not leave in aisle way.
- 12) Blocks, edging, wood boxes and forms once installed remain the property of the garden. If a member changes plots they may move said items to the new plot, but cannot remove them from the garden.
- 13) Structures, such as vine supports may not be taller than 8 feet, and should be able to withstand strong winds.
- 14) ORGANIC ONLY GARDENING - In the interest of health and good stewardship of the land and its produce, HGG and its members shall garden utilizing only organic principles and practices. Organic methods promote a healthy ecosystem for birds, insects, plants, microorganisms, and people. The use of chemical pesticides (including fungicides, herbicides, weed killers, and insecticides) is prohibited. Only natural organic practices, and organic fertilizers, pesticides, fungicides or herbicides may be used. Consideration must be given to weather and wind conditions even when applying any organic treatments or additives to your garden.

## **BANNED PLANTS**

Illegal plants of any kind. Trees of any kind. Remove any "volunteer" trees (those that come up on their own) immediately. Bramble (prickly or with thorns) fruits and plants. Plants that are considered too invasive, poisonous, or may cause physical harm: bamboo, cactus/any succulent, castor beans, morning glories, or roses.

## **PESTS AND DISEASE**

Remove or trim all diseased or pest infested plants and dispose of away from garden to eliminate spread of pests and disease to neighboring garden plots. HGG BOD may instruct a member to control or even remove involved plants. Keep insects and weeds under control and crops trimmed and out of all pathways.

## **STRAY, WILD OR FERAL ANIMALS**

DO NOT provide food or water for any wild or feral animals. Doing so may place your membership status at risk.

## **WATER**

- 1) Water is paid through monthly and annual garden plot rental fees and fundraisers. Gardeners must be present at their plots while watering. Do not leave running water unattended or unsupervised. Do not flood pathways or other garden plots. Timers are NOT allowed.
- 2) PLEASE CONSERVE WATER - Report any leaky faucets or problems with water to the HGG BOD.
- 3) Except upon request of a fellow member, gardeners must not water any plot other than their own!

# HIGHLAND'S GIVING GARDEN

## **MAINTENANCE**

COMMON AREAS ARE MAINTAINED AS A SHARED RESPONSIBILITY BY ALL GARDENERS.

Maintenance of pathways: Throughout the year members must maintain the garden pathways surrounding their plots by keeping them free of weeds, rocks and debris. The pathways and open areas along the common garden areas, and road frontage will be maintained during workdays. However, assistance in maintaining these areas throughout the year is always welcomed.

## **NON COMPLIANCE AND TERMINATION**

Garden plots will be inspected on a monthly basis. Gardeners who neglect their plots will be notified in writing via email of their failure to perform mandatory gardening tasks. Gardeners who do not comply with Highland's Giving Garden Rules and Regulations after receiving written notice will have their membership terminated with no refund of fees.

Non-compliance includes, but is not limited to, growing banned plants, weeds too high, rubbish, diseased plants, and/or plot abandonment.

A garden will be considered as abandoned based on the following:

1. No evidence of plot maintenance in the preceding 14 days;
2. Telephone is disconnected or calls are not returned within 7 days; and
3. E-mail is not answered within a 7 day period.

## **LEGAL NOTICE**

- 1) Highland's Giving Garden and the Highland Congregational Church assume no liability for any injury, damage, theft, or loss of property belonging to gardeners before, during, or after their usage and/or membership.
- 2) Highland's Giving Garden and the Highland Congregational Church reserves the right to have full access to all garden plots at any time in order to insure that all rules, regulations, and laws are being observed and if necessary may terminate a garden membership or activity for the safety and welfare of the garden and church property.

## **TERMINATION OF MEMBERSHIP**

Any member who has failed to observe and follow these rules and regulations, or has provided false information may have their membership terminated. The above list of rules and regulations are not exhaustive, nor can it address every situation. HGG BOD may terminate any membership immediately, for what it believes is cause.

## **Process for Termination**

A membership may be terminated voluntarily or for cause.

Failure to make requested correction to garden plot, upon receipt of a Notice of Correction, in the specified time will result in termination of membership. Any plot member receiving 3 Notice of Corrections within a 12 month period—with the year beginning upon email of the first notice—not the membership year—will result in termination of membership, and plot(s) will be reassigned.

Correction Notices will be sent out via email. No refunds of garden plot fees will be issued to participants whose membership was terminated.

Members may appeal the loss of membership to the BOD within 30 days of the date of termination. The appeal can be either in person or in writing. HGG BOD will discuss the issue at the next Board meeting or at a special meeting called by the President. The decision of the Board of Directors is final. A plot holder whose membership has been terminated may re-apply after one year.

The Board of Directors of HGG is the final arbiter of any disputes or violation of garden rules and regulations. Complaints or questions about the Garden should be brought to the Board either in person or in writing.

It is imperative that you have fully read and understand the current Rules and Regulations and are aware of any and all future changes. By signing below, you signify that you have, in fact, read and understand the above Rules and Regulations.

PRIMARY GARDENER'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PLOT(s)# \_\_\_\_\_