

Town Green Community Garden Rules and Procedures

The Town Green Community “Organic” Garden is designed for gardening activities for the residents of Windsor, CA. Pursuant to the Town of Windsor, no use will be in conflict with Town of Windsor or State ordinances. The garden will be operated and maintained organically. If you have any questions regarding these rules and procedures or about the garden in general, please call 707-837-2041 or e-mail the Windsor Garden Club’s Community Garden Committee at towngreengarden@gmail.com.

Application and payment of fees

1. Participants must be Town of Windsor residents and at least 18 years or older to be eligible for a plot. Participants under 18 years of age must obtain a plot through a parent or legal guardian.
2. Individuals or organizations wanting to lease a garden plot may pick up a rental agreement from the Town of Windsor’s Parks and Recreation Department during business hours, Monday through Thursday, 7:00am-7p.m. Lease applications may also be downloaded from the Windsor Garden Club’s Web site, www.telcs.com/cgarden.
3. Lease agreements must be signed by an adult – 18 years or older.
4. Availability of garden plots will be on a first come/first serve basis. In the event all garden plots are in use, a waiting list will be maintained. The Windsor Garden Club’s Community Garden Committee will maintain the waiting list.
5. Waiting list participants will be contacted by telephone when a garden plot becomes available. Once the phone call has been made, the contacted participant will have one (1) week to contact the Community Garden Committee if they would like to lease the garden plot. After the one week has expired, the next participant on the waiting list will be contacted.
6. In the event plots are available and there are no remaining individuals on the waiting list, existing participants may be offered additional plots.
7. Contacts for waiting lists that have incorrect addresses will be considered unavailable and the next participant on the waiting list will be contacted.
8. Once a participant has been contacted regarding an available garden plot, the participant must pay the annual fee based on the size of the plot to be leased. No credit card payments are accepted – only check or cash. Garden plots are considered leased only after payment of the fee has been received and the rental application and waiver of liability have been signed and completed.
9. Fees are paid annually on or before March 1 of each year. Payment must be received no later than March 1 of each year. Failure to pay the annual fee will result in the garden plot being leased to another participant.
10. The term ‘year’ is defined as January 1 through December 31. Plot terms are not pro-rated.
11. Mail your check (made out to the Windsor Garden Club) or cash to:
The Windsor Garden Club
Community Garden Fee Payment
PO Box 892
Windsor, CA 95492

Conditions of use

Eligibility:

1. Participants must be Town of Windsor residents and at least 18 years or older to be eligible for a plot.

Plots:

1. Garden plots are leased annually for a fee based on the size of the plot.
 - i. 4'x8' (\$50)
 - ii. 4'x4' (\$30)
 - iii. 18"x12" (\$50) *Reserved for the disabled or those with a bad back*
 - iv. 4x12 (\$TBD) *Reserved for non-profit organizations. Please contact the Windsor Garden Club at towngreengarden@gmail.com or call 838-5947*
2. Fees are due in full by March 1 of each year.
3. Participants may not sub-lease their garden plot.
4. Participants who neglect their plots will be notified in writing of their failure to perform the mandatory gardening tasks. The Windsor Garden Club will inspect garden plots on a monthly basis. Persons who have received two notices for failure to remove weeds and debris will have their rental agreements terminated with no refund of fees.
5. Planting in respective garden plots are to be maintained so that mature vegetation does not overlap onto pathways.
6. Weeds and cuttings from your garden plot must be taken the designated section of the community garden for composting. All weeds and cuttings must be removed on a monthly basis. No dumping of debris or rubbish on any other garden plots of areas within the community garden.
7. All seeds, manure, fertilizer and equipment are the responsibility of the garden plot participant. When you rent a plot, you are expected to clear it and keep it clear of weeds, grass and debris which harbor insects. Weeds over (1) foot or with seed heads must be removed. Weed definitions includes "devils" or "crab" grass which must not be allowed to spread.
8. The Windsor Garden Club reserves the right to full access to all garden plots at any time in order to ensure that all rules, regulations and laws are being observed, and if necessary may terminate an activity for the safety and welfare of the community garden property.
9. Participants will not be allowed to build any structures within their plots, unless otherwise approved by the Community Garden Committee.
10. Participants may not attach any structures to the planting boxes.
11. No planting of trees is allowed.
12. No power or gas operated equipment is allowed unless otherwise approved by the Community Garden Committee for maintenance activities.
13. Tall plants and trellises may not excessively shade your neighbors' plots. To maintain safety of the area, no trellis, stakes or other structures may exceed 6 feet in height.
14. Participants should expect to tend to their garden plot at least 1 time every 10 days during the growing season.

Liability:

15. The Windsor Garden Club and the Town of Windsor assumes no liability for any injury, damage, theft or loss of property belonging to garden user participants or their guests, before, during or after their usage.
16. Unsupervised children (under the age of 18) are not allowed in the garden area.
17. You will be required to sign a waiver of liability form from the Town of Windsor. Submit this signed waiver with your application, fee payment and this signed form.

Gardening Hours:

1. Participants may garden at their own convenience during daylight hours only. No gardening shall be conducted during night time hours (after sunset). Participants may garden any day of the week,

seven days of the week, unless otherwise noticed by the Windsor Garden Club due to maintenance or future construction activities.

Pets:

1. Pets or other animals are not allowed in the garden area. Trained service animals are permitted for those with disabilities.

Pesticides/Chemicals/Traps:

1. The Town Green Community Garden is an organic garden.
2. All chemical pesticides, herbicides and fertilizers are prohibited in the garden. The Windsor Garden Club will provide you with a list of supplemental organic ways to manage pests and help your garden thrive.
3. Gophers or any other animals may not be poisoned. Trapping within the garden's fence line may occur under the supervision of the Windsor Garden Club's Community Garden Committee.

Water and Irrigation:

1. The Town of Windsor furnishes municipal water for the garden plots, billed to the Windsor Garden Club on a monthly basis.
2. Each plot will be provided a connection to the irrigation, including a shut-off valve. The point of connection at each plot is designed for drip irrigation only, and the Community Garden Committee will provide participants with the preferred irrigation specifications.
3. The irrigation system will be automated on a scheduled irrigation timer. The timer's schedule will be based on the minimum requirements of the garden as a whole (example: 20 minutes every other day). It is the responsibility of participants to supplement this irrigated water with additional or less water as needed.
4. Hose bibs throughout the garden are available to participants for supplemental watering. It is preferred that participants use watering cans instead of hoses.
5. When hoses are used, participants shall take care to not allow hoses to damage plants within plots. Hoses shall be coiled up and stored after each use by participants.
6. Participants are not allowed to supplement watering by adding timers to communal hose bibs, as all participants share these points of access.
7. Participants are encouraged to use all methods of water conservation. Please report any leaks or problems with water use to the Windsor Garden Club immediately.
8. Participants must not water other garden plots not assigned to them, unless otherwise approved by plot renter in need of assistance.
9. No participants are permitted to relocate, alter or tap into Town water supply without written permission from the Windsor Garden Club.

Trash:

1. Trash bins are available for gardening use only – not for outside trash. Whatever you bring in with you, please take out – such as bags, food wrappings, etc.

Restrooms:

1. Restrooms are not provided in the community garden. Urinating or defecating in the garden is prohibited.
2. Public restrooms are available at the Huerta Gym located near the Town Green Community Garden.

Guests:

1. The behavior of family or friends is the participant's responsibility. All garden policies and rules apply to the guests.

Entry/Exit Gates:

1. The last gardener of the day must lock all the gates leading into the community garden. A combination code will be provided on your rental agreement.
2. It is extremely important to keep the combination lock number confidential.

Vandalism:

1. Garden vandalism and/or theft will not be tolerated. Either incident will be cause for termination of plot lease and law enforcement officials will be contacted.

Termination procedures:

In the event a participant has failed to follow the Community Garden Rules and Procedures, the rental agreement will be terminated. The process for terminating a rental agreement is as follows:

1. Participant is notified via mail regarding non-compliance with the garden plot rules and procedures.
2. From the date notification is mailed, the participant has two weeks to resolve non-compliance with rules and procedures.
3. Failure to comply with rules and procedures will result in a second letter and final written notice of non-compliance mailed to the participant with information regarding the lease being terminated.
4. From the date notification is mailed, the participant has two weeks to comply with rules and procedures.
5. Failure to comply with rules and procedures will result in termination of the rental agreement. Participant will be mailed a letter of termination and the garden plot will be reassigned to another participant.
6. No refunds of garden plot fees will be issued to terminated rental participants.

The above rules and procedures are subject to change at any time. If changes are made, the Windsor Garden Club will notify all participants immediately.

I certify that I have read and understand the policies governing the Town Green Community Garden and agree to abide by and enforce these policies.

Participant signature and date:

X _____ Date: ____ / ____ / ____

Thank you for your time and we look forward to gardening with you!

www.telcs.com/cgarden.com

Note: If you are signing on a behalf of an organization or group, it is your responsibility to communicate these rules and procedures with your group. Please confirm that you have read and understood this additional requirement for organizations or groups.

Initials _____ Date ____ / ____ / ____

Please return only this page along with you application and payment.
Keep Pages 1-4 for reference in case you have questions about the Rules and Procedures for the Town Green Community Garden.

(Official Use Only)

DATE RECEIVED: _____
PLOT NUMBER ASSIGNED: _____

PROCESSED BY: _____
SECOND PLOT TEMPORARILY ASSIGNED: _____