



(Name of garden:) _____

Garden Organization and Rules Document

Garden Organization

1. Leadership Positions & Committees: The garden will have the following leadership positions & committees, elected every year in (month:) _____ .

Position/ Committee	Duties
President	<ul style="list-style-type: none"> • Set agendas for, and facilitate, garden meetings • Recruit gardeners for jobs • Coordinate all other positions • Represent the garden to the public
Plot coordinator/ monitor	<ul style="list-style-type: none"> • Organize registration & assign plots • Collect gardener agreement forms • Ensure that plots are being maintained • Secure help for gardeners requiring assistance with their plots
Secretary	<ul style="list-style-type: none"> • Takes garden meeting minutes, • Keeps documents (garden policies, etc.) • Coordinates communications
Treasurer	<ul style="list-style-type: none"> • Manages budget • Gives budget report at each meeting
Grounds Coordinator(s)	<ul style="list-style-type: none"> • Maintain common areas • Coordinate workdays
Tool & Supply Coordinator(s)	<ul style="list-style-type: none"> • Maintain tools • Arrange for soil/ compost/ mulch deliveries
Education Coordinator(s)	<ul style="list-style-type: none"> • Coordinate educational workshops
Special Events Coordinator(s)	<ul style="list-style-type: none"> • Coordinate social events, fundraisers, open garden days, etc.
(Fill in other positions as needed, e.g., Food Donation Coordinator, etc.): _____ _____	

2. Schedules of meetings and workdays:

- Garden meetings will be held **(frequency, date, time):** _____
_____.
- (Ex: "Every second Thursday of the month from 6:00-7:30 pm.")*
- Workdays to maintain common areas will be held **(frequency, date, time):** _____
_____.
- (Ex: "From March through November, every fourth Saturday of the month from 10 am - 12 pm.)*

3. Plot assignment:

- All gardeners must submit a Gardener Application and Plot-Holder's Agreement in **(month:)** _____ of each year to the Plot Coordinator.
- Gardeners may apply for up to **(#:)** _____ plots.
- Plots will be assigned in **(month:)** _____ of each year by the Plot Coordinator.
- Current gardeners in good standing* will have their plots renewed upon submission of the Gardener Application and Plot-Holder's Agreement. **Good standing requires that a gardener planted and maintained her/his plot and fulfilled common work requirements in the previous year.*
- New gardeners will receive a plot provided there is availability.

Garden Rules

Administration and Fees:

1. Application and Plot-Holder's Agreement. All gardeners (renewing and new members) must submit a Gardener Application and Plot-Holder's Agreement, including a Release of all Claims, each year by **(date:)** _____ to receive a plot assignment.

2. Plot Fee. A fee of \$ _____ is required before a plot can be assigned or renewed. This fee will go toward expenses that benefit the whole garden, including water bills, shared soil and compost deliveries, community tools, etc.)

3. Clean-Up Deposit. A clean-up deposit of \$ _____ is required before a plot can be assigned or renewed. The clean-up deposit will be returned in the fall after gardeners have removed all dead plant material and cleaned up their plots.

Gardener responsibilities for assigned plots:

4. Gardening Season. Gardeners must plant their plots *no later than* **(date in spring:)** _____ and keep them planted *at least* until **(date in fall:)** _____.

5. Plot Maintenance. Gardener are responsible for the maintenance and upkeep of their assigned garden plots, including soil preparation, planting, watering, weeding, deadheading, harvesting vegetables in a timely fashion, and maintaining the area around the plots/planters clean and free of litter. Gardeners *may* arrange to share maintenance of plots (e.g., taking turns watering). Gardeners who need help with certain tasks (e.g., due to physical limitations) should contact the Plot Coordinator to secure assistance.

6. Regular Upkeep. Garden plots should be cared for at least once a week. Gardeners *must* arrange for others to care for assigned plots if they are not able to care for the plots in any given week. If a planter is unkempt a warning notice will be given to the gardener by the Plot Coordinator, at which point the gardener has 1 week to clean up the plot. Any plot that remains unattended for more than three weeks will be reassigned.

7. End-of-Season Clean-Up. At the end of the gardening season, all dead plants and non-plant materials (e.g., stakes, string, wire) must be removed. The plot should then be mulched (e.g., with leaves) or planted to a cover crop. Plots must cleaned up and either mulched or planted to a cover crop by **(date in fall:)** _____.

8. Notification. If a gardener must discontinue use of a plot for any reason, s/he must notify the Plot Coordinator immediately.

Gardening practices:

9. Good (Gardening) Neighbor Policy. Planting tall plants and vines is only permitted when they do not interfere with a neighbor's plot. Please be sure to control all viney plants with regular training/pruning.

10. Weed and Crop Residue Disposal. Weeds without seeds, and dead plants without disease, should be put in the compost pile. Any weeds producing seed or diseased plants should be bagged and put in the trash to avoid contaminating the garden.

11. No Toxic Chemicals. Application of toxic chemicals is prohibited. This includes herbicides (weed killers) and insecticides.

12. Harvesting. Gardeners may harvest vegetables and flowers from their plots only, unless they have received express permission from another gardener.

Gardener responsibilities for common garden tasks:

13. Leadership Position/ Committee Requirement. All gardeners are required to participate in a leadership position or committee each year to ensure the garden runs smoothly and offers materials and programs that benefit all gardeners. Gardeners may serve in positions/committees including President, Plot Coordinator, Secretary, Treasurer, Grounds Coordinator, Tool and Supply Coordinator, Education Coordinator, Special Events Coordinator, or **(fill in other jobs identified by the garden):**

14. Work Requirement. All gardeners must complete a minimum of **(#)** _____ hours at workdays each year to care for common areas. These workdays will be coordinated by the Grounds Coordinator and announced at garden meetings.

15. Meeting and Event Attendance. Gardeners should plan to attend garden meetings, work parties, and special events throughout the season to get to know fellow gardeners, and assist with garden upkeep and special projects.

16. Litter. Gardeners should always pick up litter and dispose of it properly.

17. Reporting Suspicious Activity. Gardeners must promptly report all theft, vandalism, and unusual activity to the garden president and to the police.

Access to tools and water:

18. Tool and Water Use. Tools and water will be made available for use *(indicate when and how gardeners can access tools and water, e.g., if gardeners have keys or a combination to access the shed, or if tools are only available during scheduled work times)*: _____

17. Tool and Hose Care. Do not leave the water on unattended. When finished gardening for the day, be sure to roll up the hose at the faucet area and lock the shed before leaving the garden.

Behavior in the garden:

18. Sober and Clean. The use of alcohol or drugs in the garden is prohibited. Gardeners and their guests may not come to the garden intoxicated or under the influence of drugs.

19. Supervise Children. Children are welcome in the garden but must be accompanied by an adult and must be supervised at all times.

20. The garden leadership team is responsible for ensuring that the rules are followed at all times.

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Forsyth Community Gardening gratefully acknowledges the following resources used in developing these sample garden rules (links verified 14/October/2015):

American Community Gardening Association. *Sample Garden Rules and Regulations.*
<https://communitygarden.org/resources/sample-garden-rules/>

Clinton Community Garden. 2013. *Plot-Holder's Agreement.*
<http://clintongarden.org/wp-content/uploads/2013/02/Plot-renewal-Agreement-2013.pdf>

Gardening Matters. 2009. *Community Garden Start-Up Guide.*
http://www.gardeningmatters.org/sites/default/files/Start-up_Guide_2009_quick%20edits.pdf

McKelvey, B. 2009, 2015. *Community Gardening Toolkit.* University of Missouri Extension.
<http://extension.missouri.edu/explorepdf/miscpubs/mp0906.pdf>