

Community Garden Policy and Application 2010

Riverfront Park

Cottonwood, Arizona

Horticultural Development Group, INC, (HDG) arranges for and manages community gardens and related services for the people of the Verde Valley and surrounding area. HDG collaborates with landowners and community members in order to provide land, water, resources, and garden plots to its residents and families who want to grow vegetables and herbs. HDG works with community members, organizations, and businesses to provide gardening classes and other related educational opportunities. Classes include beginning gardening, seed starting, pest management, canning and preserving, and rainwater collection. HDG provides opportunities for community members to grow their own flowers, herbs, and vegetables as they practice scientifically sound and proven garden procedures learned through research, education, experience, and mentorship. Services include guidance in the wise translation of community resources of water, knowledge, education, and land use in an attractive, peaceful, and safe garden environment and communal setting. Please contact an HDG Board Member if there is a particular topic you would like to have offered.

Because HDG relies on community support and volunteer efforts to operate the gardens, the plot fee structure has been adjusted. A plot clean-up deposit of \$20.00 is due with the application to ensure plots are properly cleaned at the end of each season in preparation for the next season. The deposit will be refunded in full upon completion of seasonal plot cleanup and timely submission of the planting record by the appropriate season's due date.

Spring/Summer 2010 gardening season: 4/1 – 10/31 2010; Due Date is November 1, 2010

Winter 2010-2011 gardening season: 11/1/2010 – 2/18/2011; Due Date is March 15, 2011

To increase our efficiency and to better serve the community, we have made some changes to our garden policy for the 2010-11 growing seasons. There is a required Garden Management Training. This is to ensure clear communication of the community garden changes and guidelines. It is also a perfect opportunity for gardeners and staff to meet and educate each other on growing, composting, and plot management.

Summary of the changes for 2010:

- Change in plot fees
- Increased gardener responsibility
- \$20 plot clean-up deposit (refundable)
- Revised Garden Policy
- Required Garden Management Training (mid April and mid May, make-ups available)

Please fill out the application completely and return it and your security deposit as soon as possible. Carefully read the garden policy before completing the application. Your agreement is required in order to be considered in receiving a plot in one of the gardens. If you have any questions please contact Bobbie at info@hdevgroup.org

Horticultural Development Group, INC

Board of Directors:

Joseph Guthrie
President

Jay Fleishman
Vice President

Bobbie Gooslin
Co-Secretary/Treasurer

Bernadette Selna
Co-Secretary/Treasurer

Important Dates in 2010

March 1: Verde Ditch water no longer available in the garden

March 10: Application available on website

March 31: Application due date. (Late applications will be considered if garden plots are still available)

April: Verde Ditch water turned on again, exact date determined by Verde Ditch Association, not Horticultural Development Group, INC. or City of Cottonwood

Mid April and Mid May: Required Garden Management Training. Make-up sessions are available. You may start gardening after you have successfully completed the training

May 31: Last day HDG will accept request for deposit refund. Formal written request required

June 1: Must have planted in garden plot or it will be given to someone else (No refund)

August 1: Garden Check: Unattended garden plots will be reassigned and/or crops donated

October 1: Returning and/or Continuing gardener applications available for the next year

November 1: Plot must be cleaned per garden policy agreement or lose deposit

November 15: Returning gardener application due date, including planting and rotation record

Garden Plot Fee and Deposit:

A refundable clean-up deposit of \$20.00 is necessary to offset the cost of resources, management, and off-season maintenance. It also increases gardener responsibility and investment in the garden and the program. There is no waiver or reduction of the deposit. There are no refunds on deposit after May 31. Please submit deposit with application.

There is no plot registration fee for Spring/Summer 2010 garden season (April 1 – October 31) or Winter garden season 2010-2011 (November 1, 2010 – February 28, 2011)

The below chart suggests possible garden sizes based on Square Foot Gardening methods. Feel free to ask us for additional help in deciding the right garden size for you.

# of people	Size	Time per week	Total SF
1 person	4'x10'	1 ½ - 2 hours	40 SF
2 people	10'x10'	2 ½ - 3 hours	100 SF
4 people	16'x16'	4 hours	256 SF

Keep this page for your records.

General Rules- (keep this copy for your records)

- 1. Application:** A current application must be on file and fees paid to receive a plot in the garden. Returning gardeners must provide planting records with each new application. You will be notified promptly via e-mail when your application is accepted by HDG.
- 2. Garden Training:** All gardeners are required to attend The Garden Management Training before being able to start gardening each year.
- 3. Gardening Practices:** All community gardens practice the use of particular pesticides and herbicides. Please check with the **Program Manager** for the approved list and methods.
- 4. Returning gardeners** may remain to same plot each season after
 - a) submitting a returning gardener application by November 1
 - b) submitting a planting record (with photos is helpful) with completed application
 - c) cleaning up plot by seasonal due date: November 1 or March 15. Clean-up deposit will be applied to following season.
- 5. Pets:** For the safety and enjoyment of everyone, no pets. Animal assistive aids are welcome.
- 6. Trash:** There are no trashcans at the garden. If you bring it to the garden then you must leave with it. Please pick up any other trash that you see in the garden. No trash of any kind should be left at the site.
- 7. Maintenance:** All gardeners must share in the maintenance of the garden including: sitting areas, compost bins, weeding, mulching paths, turning water off, and properly storing hoses.
- 8. Tools:** Each gardener must provide their own tools. Please remove your personal tools from the garden when you leave.
- 9. Personal Responsibility:** Gardeners are responsible for themselves, children and any personal property brought into the garden.
- 10. Hours:** The garden area is open dawn until dusk, seven days a week. Gate and lock combinations are shared with registered gardeners only and are for use by registered gardeners and their permitted guests.
- 11. Plot Stakes:** Plots are clearly marked with stakes or borders. Please do not remove these stakes during the season. On-site stakes are permanent boundary markers and should not be moved.
- 12. Weeds:** Please dispose of weeds and plant materials in designated areas.
- 13. Harvesting:** Crops must be harvested once they are mature. If you feel you cannot use all of them, please contact the **Site Coordinator** to arrange for donation.
- 14. Absent from garden:** If someone else will tend your plot or pick your vegetables while you are sick or out of town, give the person a signed **note** and notify the **Site Coordinator**. If you cannot garden any more, contact the **Site Coordinator** at info@hdevgroup.org
- 15. Permissions:** If you want someone to work your plot or pick your vegetables when you are sick or away, give that person a signed **note** and notify the **Site Coordinator**. Sub-letting plots for the season is not permitted.
- 16. Behavior:** Alcohol, drugs, violence, abuse, stealing, and/or vandalism **are not allowed** in the community gardens. Participating in any of these activities may result in removal from the program and loss of the garden plot. This includes taking vegetables or plants from other gardens. If you observe any of these activities, please notify Bobbie **immediately** at 634-2165 or info@hdevgroup.org

Garden Plots

- 17. Restricted Plants:** Noxious plants, invasive plants or other illegal plants are not allowed. *Nuisance plants include* Jerusalem Artichokes, Morning glories, Corn, and Bamboo. Mint can be planted in a container but not in the ground.
- 18. June 1:** Garden plots must be planted by June 1 or space will be given to someone else.
- 19. Cleaned Plots:** Plots must be cleaned by November 1 to receive full refund of clean up deposit or to apply deposit to the next season's garden. A cleaned garden means that all tomato stakes & cages are removed and all dead plants, including weeds, are removed. Plot must

look neat and tidy in preparation for the next season to be considered cleaned-up. Plants still growing and being harvested may remain.

20. Keep plants inside your plot. Plants must be kept out of other gardener's plots or paths; any plants growing outside of plot may be trimmed or cut back by **HDG or Site Coordinator** without notice.

21. Tilling: Gardeners are responsible for the tilling of their own plot. We recommend no till garden methods.

22. Tall crops: Plant tall crops where they will not shade other plots.

Water

23. Use: Shut water off after every use and keep hoses rolled up. Report water left on or leaking to the **Site Coordinator**.

24. Water problems: Please report any water problems immediately to the City of Cottonwood water department 634-0186. (water leaks and/or no water) E-mail Bobbie at info@hdevgroup.org regarding what the problem was and the date and time it was reported.

25. Unattended watering is not permitted. Water may **NEVER** be left on after you leave the garden site. Fines or removal from the program may be possible.

26. Conservation: Please conserve water: mulch garden with leaves, straw, or wood chips to reduce water evaporation. Mulching also reduces weeds.

Paths

27. Mulching: Everyone must help maintain the MAIN mulched garden paths. Wood chips are available outside vehicle gate.

28. No weeds or dirt in paths and all food crops must be kept from growing on, into, or over paths.

Compost Bins

29. Maintenance: All gardeners must help maintain garden compost bins. Turn or bury contents each time when adding new material to compost bin.

30. Using compost: Everyone is free to use any of the compost that is ready. Please take only your fair share.

31. Size of material: All material put into compost bins must be smaller than 6 inches. All plant stems must be cut into 6 inch pieces or smaller. Small pieces help the compost to break down quicker.

Other

32. There is no financial aid for the plot clean-up deposit. The deposit is refundable upon proper completion of garden policy guidelines.

33. The community gardens are staffed and managed by volunteers who design their own work and garden schedules. Please e-mail info@hdevgroup.org with questions. Your communication will be directed to its proper recipient.

Your compliance with the above regulations will help everyone have an enjoyable and productive garden. Failure to comply with the regulations during the season may result in the loss of current and/or future gardening privileges. If you have any questions or suggestions, please contact **Bobbie Gooslin**, info@hdevgroup.org.

I understand all these rules and regulations and promise to follow them. I understand that Horticultural Development Group, INC, (HDG), the City of Cottonwood (CoC), and/or the landowners ARE NOT responsible for the safety or success of participants, their family, or their garden visitors and/or guests. I, therefore, agree to hold harmless HDG, CoC, and landowners for any liability, damage, loss or claim that occurs or may arise in connection with use of the garden by my guests, my visitors, and/or me.

PHOTO RELEASE

I hereby grant to Horticultural Development Group, INC, and its employees or agents the right to photograph me and all members of my family and use the photo for publication processes, whether electronic, print, digital or electronic publishing via the Internet.

Gardener _____
Date _____

Horticultural Development Group, INC
Date _____

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Gardener	Date	Horticultural Development Group, INC	Date
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Gardener	Date	*Return this signed page with application
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Part I: Required Information
Registered Gardener: (*Please Print*)

For HDG Use Only:

Season: _____ Plot ID: _____
 Gardener Status: _____
 New Continuing Returning
 Approved Date: _____ HDG by: _____

*Name: _____

*Address 1: _____

*City, State, Zip: _____

*Daytime Phone: _____

*Evening Phone: _____

**E-Mail Address

Address 2: _____

City, State, Zip: _____

*Cell Phone: _____

Other: _____

***Required**

****Communication is primarily web-based**

Gardener Information:

Master Gardener: Y N

Need gardening assistance? Y N

Will teach a class: Y N Topic(s): _____

Will mentor a new gardener: Y N Topic(s) _____

Personal strengths you bring to the garden: _____

Other: _____

Years gardening experience: _____

If yes, how? _____

List all adults that will be gardening with you:

List all children that will be gardening with you:

How will you use your garden plot? **Mark all that apply:**

Part II: Optional Information *(this information will help us to find funding for the program)*

Ethnicity		Hispanic/Latino		Other (Non-Hispanic/Latino)
Race		American Indian Native		Asian
		Black or African American		Native Hawaiian or Other Pacific Islander
		White		Other

1. How many adults in your family/household? _____
2. Do you care for an elderly person in your household? _____
3. How many children in your family/household? _____
4. List children's ages: _____

What is your household income?

\$ _____ yearly OR \$ _____ monthly

Are you a refugee or immigrant? _____ If yes, what is your country of origin? _____

Do you speak English well? _____ If no, what language do you speak? _____

If you do not speak English well, please provide an English-speaking contact: ***REQUIRED**

*Name: _____ *Daytime Phone: _____

*Address: _____ *Evening Phone: _____

*City, State, Zip: _____ *Cell Phone: _____

***Required** *E-Mail Address: