

HIGHLAND'S GIVING GARDEN

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RULES AND REGULATIONS

Highland's Giving Garden 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 referred to as: HGG and the Garden Manager's are referred to as: GMs. Raised Garden Beds are referred to as: Plots.

OUR MISSION

Our mission at Highland's Giving Garden 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.

MEMBERSHIP EXPECTATIONS

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 eighteen (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 (\$30.00 Bi-annually 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 GMs.
- 4) 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)
- 5) 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 Introduction Tour.
 - 6) Plots must be actively gardened and kept at least 40% planted or show intention to continue gardening by maintaining plot and notify GMs in writing.

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- 7) Garden plots may not be transferred, given away, traded or sublet. All plot holders must notify the HGG GMs in writing, 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.
- 8) It is the responsibility of each member to keep the HGG GMs notified of your 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.

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 seven (7) days has concluded, the next gardener on the waiting list will be contacted.

COMMUNITY SERVICE COMMITMENT

All members are required to donate their time of **one (1) hour per month or the equivalent amount of time over the course of a year** to help keep things running smoothly and looking nice at the garden. Service hours must be obtained by participating in a garden workday, adoption of a community plot, assisting with fundraisers, events, or other individual work done for the garden, etc. This does not include watering and maintenance of your personal plot. A logbook will be available to communicate with other gardeners what areas and tasks you have been working on.

CONDUCT AND RESPONSIBILITIES

- 1) HGG is for personal use only. Gardening for commercial purposes is not permitted.
- 2) Drugs and alcohol of any kind is not permitted at HGG.
- 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 HGG.
- 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 and not touching the plots of other gardeners, unless given permission.
- 7) 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.
- 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 GMs. 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 GMs
- 10) 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 HGG GMs for more serious difficulties.

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 community work days. However, assistance in maintaining these areas throughout the year is always welcomed.

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GARDENING

- 1) Gardeners may garden at their own convenience during daylight hours only. The garden is open from 6am - 6pm, during the week except holidays, and weekend hours may vary. 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 key holders 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) The garden plots 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. 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 straw bale compost pile. All diseased, weeds, and pest infested greens are to be disposed of away from the garden in the churches green waste 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) **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 IN PLOTS

Marijuana, any federally recognized illegal plants and trees of any kind are not allowed. Remove any "volunteer" trees or plants (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, mint, sunflowers, or roses.

STRAY, WILD OR FERAL ANIMALS

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

WATER

- 1) Water is paid through 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 GMs
- 3) Except upon request of a fellow member, gardeners must not water any plot other than their own!

SECURITY

- 1) HGG assumes no responsibility for any loss resulting from theft, animal or gopher damage, adverse weather, vandalism, or any other cause.

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- 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.

NON COMPLIANCE AND TERMINATION

Garden plots will be inspected on a monthly basis. Gardeners who neglect their plots will be notified by GM in writing of their failure to perform mandatory gardening tasks. Gardeners who do not comply with HGG 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. Plot rental not paid on time
2. No evidence of plot maintenance in the preceding fourteen (14) days;
3. Telephone is disconnected or calls are not returned within seven (7) days; and
4. E-mail is not answered within a seven (7) day period.

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 GMs 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 three (3) Notice of Corrections within a twelve (12) month period—with the year beginning upon the first written notice (email, text or letter) will result in termination of membership, and plot(s) will be reassigned.
- Correction Notices will be sent out via written notice. No refunds of garden plot fees will be issued to participants whose membership was terminated.
- Members may appeal the loss of membership to the GMs within 30 days of the date of termination. The appeal must be in writing (email, text, or letter). HGG GMs will discuss the issue at the next Board meeting or at a special meeting called by the GMs. The decision of the GMs-is final. A plot holder whose membership has been terminated may re-apply after one year.
- The GMs-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-GMs-either in person or in writing.

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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 ensure 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.

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)# _____