



## **GROW JAMESTOWN COMMUNITY GARDEN POLICIES AND CODE OF CONDUCT**

As a program of the St. Luke's Episcopal Church the GROW Jamestown Community Gardens illustrate a prideful, grassroots community effort dedicated to expanding healthy food access. These policies and conduct procedures were created in 2021 and are subject to change due to feedback from Community gardeners.

## OVERVIEW

**BACKGROUND:** This document sets out the regulations and conduct procedures that govern the GROW Jamestown Community Gardens (aka “Gardens”), located along Lakeview Avenue; and Washington Street in Jamestown). This guide is intended to help all our Gardeners grow fresh, healthy food in a thriving garden, to help create a sense of community among our gardeners, and to help the Garden become a shining example of a sustainable community food system.

A program of the St. Luke’s Episcopal Church of Jamestown (“Sponsor”) the community gardens are located on land leased from community members. These members are integral in supporting the Gardens and play a role in administering some of the operating regulations.

All Rules/Conduct Procedures apply to each person formally renting a Garden Plot (“Gardeners”). Gardeners must sign a legal agreement with Sponsor in which the individual or organization/group agrees to comply with all rules/procedures.

**RENTING OF PLOTS:** All community members are open to seek rental of Gardens’ plot. Rental period will open March 3, 2023 and close May 31, 2023.

**COST:** Each plot will be rented at an **annual fee of \$30**. Fees can be paid for via cash, check or PayPal. Those utilizing PayPal are asked to cover the processing fees which amount to an additional cost of \$1.

**RENTAL PROCEDURE:** Interested community members can contact Sponsor to be placed on a waiting list. Previous season’s Gardeners will be placed on the list with seniority. Approximately 15 beds are available to the public. Following designation of plots for previous season’s Gardeners, community members will be contacted on a ‘first come, first serve’ basis off of the rental list. With limited garden plots available we can not guarantee that all community members placed on the rental list will be assigned a plot. However all interested community members are open to assist with Gardens’ community plots and can participate in any Gardens’ community events/educational opportunities. More information on these events will be shared via our Facebook Page (Jamestown Public Market) or email list.

### ACCESS TO GARDENS

**Season:** The Gardens are open and accessible starting from rental confirmation, and are available until the end of the growing season. Gardens are ‘put to bed’ for the year on October 30, but still accessible for those growing items into the fall/winter.

**Hours:** Gardens are open to all Gardeners during daylight hours

**GARDEN ANNUAL MEETING & WORK DAYS:** Garden Leaders and Sponsor work to coordinate the Annual Garden Meeting, as well as and spring and fall ‘work days’, aimed to assist in the Opening and Closing of the gardens for the season. All Gardeners are asked to attend the Annual Meeting. Community Members MUST also attend least one work day. If Gardeners can not make work days, Gardeners are responsible for the maintenance of their garden plots.

**GARDEN EVENTS:** Garden Leaders and Sponsor will organize events throughout the season to be held at the Garden. where Gardeners are encouraged to work and share resources.

## GARDEN PLOTS

**USE OF PLOTS:** Gardeners are responsible for the plots assigned to them by the Sponsor. Gardeners will decide how best to utilize their gardening space. Gardeners are permitted to assist in maintaining plots that are not assigned to them with permission from that plot's gardener. Such agreements can be put into writing by request of Gardeners. Gardeners will maintain their plot, as well as contribute to the overall maintenance of the Gardens. This means:

- Before pulling weeds from a Community Plot or fellow Gardener(s) plot-with their permission-ensure they are not being purposefully grown.
- Plants are trimmed to prevent extension into neighboring plots
- Raised beds are not neglected
- Plants are regularly cared for (watered; harvested etc.)
- Trash is disposed of appropriately; gardeners are responsible for removing any trash they create; bags are located within the shed
- Organic growing practices are utilized; Gardener(s) must check with Sponsor before applying fertilizers, pesticides/rodenticides, and herbicides even if labeled 'organic'. Using organic mulch is permissible

**PERMISSABLE PLANTINGS:** Gardeners may plant vegetables, fruits, and flowers/herbs seed or seedlings. Gardeners may not maintain plantings or plant-supporting structures that impede the security of the garden or impede adjacent Gardeners' sunlight by the nature of their height, material or density. Gardeners are encouraged to help one another with planting decisions and ideas for plants that thrive within our Growing Zone.

Plantings of marijuana are not permitted. Plants with the intent of selling for profit without Sponsor permission is prohibited. Acceptable forms of 'profitable plantings' include fundraising for the community garden program and/or other non-profit organization; or for community feeding programs.

**We STRONGLY encourage Gardeners to refrain from planting seedlings that are valuable in nature.**

**Sponsor is not to be held liable for any damage to plants placed within the Garden(s).**

**GUESTS:** Gardeners may bring guests, including children, into the Gardens provided that all guests comply with all Rules and expectations. Gardeners will supervise any child under the age of 16. Gardeners will be responsible for the conduct of all guests to ensure that they do not damage or interfere with the activities of other Gardeners. Guest violations of Rules and conduct expectations are treated as violations by the Gardener and responded too appropriately.

## COMMON TOOLS AND RESOURCES

**TOOLS AND SUPPLIES:** Gardeners are solely responsible for the planning and management of their own plots, including providing all seeds, plants, fertilizers, and any tools not provided by Sponsor or fellow Gardeners collectively. Gardeners may bring their own tools into the Gardens for use within plots. Gardeners are responsible for any damage caused by the tools/supplies they bring into the Gardens and as such should utilize them with care. Gardeners are granted access to the Gardens' Tool Sheds and collective tools and supplies. These include, but are not limited to, wheelbarrows; hand shovels; large shovels; and garden hoes). Access to the shed will be shared with Gardeners and Sponsor only.

Tools are 'color-coded' to their corresponding Garden, and Gardeners are asked not to transfer tools from one Garden to another. To ensure all tools are kept in appropriate condition:

- Please use each tool for its intended purpose
- Clean tools when you are finished
- Put each tool back in its designated spot within the storage shed(s)
- If needed, ask a fellow Gardener or Sponsor on the correct use of tools; if you see a fellow Gardener in need, offer assistance
- If a tool needs repair please alert Sponsor/Garden Lead
- Ensure that storage sheds are properly locked when you leave the Gardens

**WATER:** Each Gardener is responsible for watering their individual plot or community plot utilizing the supply provided. Gardeners are encouraged to not overwater their plants. Gardeners are not to leave the hose unattended and ensure they operate the water supply properly. In the event that the water supply is not available, Gardeners are permitted to utilize water collected via the Gardens' Water Collection Buckets. Proper use of this equipment will be shared with all Gardeners prior to the opening of the Gardens.

**COMPOST:** Gardens contain Compost piles available for use by all Gardeners. These piles must stay within their designated spot not within sight from the street. All Gardeners must abide by the following regulations while utilize the compost piles:

- Gardeners are encouraged to place any organic waste (weeds; dead plants; rotted produce) in the compost piles
- Please refrain from depositing any of the following items into the compost: meats; oily/greasy foods; milk products; bread products; heavy inked/printed paper; citrus foods; pet/human/animal feces.
- We encourage all Gardeners to assist in maintaining a healthy compost balance. Should you notice that the compost piles are smelly we request that you contact Sponsor

## COMMUNITY COLLABORATION

**GARDEN LEADERS:** Each Garden will have an assigned 'Garden Leader'. Leaders are chosen by Sponsor, and are responsible for maintaining communication between the gardeners, assisting in promotion of events and volunteer tasks, and working with the gardeners to identify the future of the gardens and ideas.

**COMMUNITY PLOTS:** Each Garden will maintain at least one community plot for the benefit of harvesting food/plants for the general public and/or food security programs. These plots will be collectively maintained by Gardeners and invited community members, groups, and organizations. Gardeners are not expected to assist in maintaining the community plot, however are strongly encouraged to do so. Community plots are designed and maintained by community members. In keeping with the spirit of 'community', we ask that Gardeners not prevent any community member from harvesting Community plots. Instead, we ask that Gardeners invite others in their community to volunteer their time in assisting with garden maintenance in opening the Gardens, closing the Gardens and generally maintaining plots.

Community members are encouraged to refrain from harvesting Community plots via signage that will be posted. Such signage will encourage community members in need to contact Sponsor's *Food Security Hotline* for resources and a food access directory.

Despite the encouragement of Community members to refrain from harvesting from Community plots or Gardeners' rented plots, community members may inevitably pick or harvest produce. We understand this may be aggravating; however ask that Gardeners understand their produce has been harvested by someone in need. Sponsor will not report harvesting of plots to the Jamestown Police Department, nor will we utilize measures such as fencing or cameras. Again, in the spirit of community we encourage Gardeners to be open with our community, and share the joys of our Gardens to all.

**NATIVE PLANTS:** Gardeners are encouraged to assist in the maintenance of the garden's Native Plant gardens, which are located along the boundaries of the garden. These plants do not need to be weeded or tended too in great detail, they should be left alone to grow. We encourage individuals to be mindful of this area, as native plants are important to pollinators and the ecosystem of the garden. Individuals interested in learning more about Native Plants can connect with the Garden Lead.

**With this in mind we STRONGLY encourage Gardeners to refrain from planting seedlings that are valuable in nature. Sponsor is not to be held liable for any damage to plants placed within the Garden(s).**

## GARDEN MAINTENANCE

**SHARING SURPLUS:** Gardens often produce more food than needed. Gardeners are encouraged to donate excess produce to local food security organizations, such as the Jamestown Mobile Market or Salvation Army Food Pantry. A full list can be obtained by contacting Sponsor.

**ABSCENSE & NEGLECT:** Gardeners may not abandon their plots. Abandonment means failing to maintain a plot for two or more weeks. If a Gardener expects to be away from the Garden for more than two weeks, but less than 3 months, they are asked to inform Sponsor. The Gardener and the Sponsor will then determine an alternative, such as a temporary substitute Gardener, acceptable to both that will maintain their plot during their absence. Gardeners who will be away for more than 3 months during the growing season are asked to transfer their plot to another Gardener for that season or lend it to Sponsor as a Community Plot.

**PERSONAL PROPERTY:** Gardeners may not have personal property stored on their plots or in the Garden or tool sheds when they are not in the Garden. Sponsor is not to be held liable for any damage or theft of personal property while it is in the Gardens, or left in the Gardens.

Gardeners that do not make Sponsor aware of their absence will be subject to Garden Probation (see page). Extenuating circumstances, such as healthy concerns or emergencies, will be taken into consideration.

## COMMUNITY RESPONSIBILITIES

**GARDEN MAINTENANCE:** Gardeners are asked to keep clean and neat all common areas, such as pathways and storage sheds. Gardeners will promptly report any concerns about the safety or the Garden(s) to the Sponsor. If there is vandalism, storm damage, or other damage to the Gardens, all Gardeners are expected to help in cleaning up and restoring the Gardens to its prior condition, but the Sponsor will bear the cost of the repairs unless determined otherwise.

**TRASH:** Gardeners will maintain their plots and adjacent paths in a clean and neat fashion, promptly removing weeds, overgrowth, or other waste from their plot or community plots. Gardeners will promptly harvest edible plants. Gardeners are responsible for hauling and disposing their own trash, such as boxes, trays, bags, seed packets and, similar items.

## GARDEN CONDUCT

**EXPECTATIONS:** Gardeners are expected to adhere to the following conduct policies:

- Maintain civil, honest and cooperative attitude in dealing with fellow Gardeners, Sponsor, Landowner, community neighbors and guests of the Garden
- Respect other's property
- Gardeners may not enter other Gardener's plots without explicit permission
- Not utilize other Gardeners' tools or supplies without permission
- Harvest other Gardeners' plots without permission

## **GARDEN CONDUCT CONT.**

- Gardeners must comply with all applicable local, state, and federal laws
- Gardeners may not grown plants considered illegal
- Gardeners may not carry, use, or store firearms in the Gardens
- Gardeners may not smoke in the Garden
- Gardeners may not consume or use alcohol or illegal drugs while on the Garden premises. Gardeners may not bring alcohol or illegal drugs onto the Garden premises. Gardeners may not come into the Garden while under the influence of alcohol or illegal drugs
- Gardeners may not start or maintain a campfire, burn weeds, use a BBQ or other grill, or cook on Garden premises
- Gardeners may not play music or radio loud enough to be a nuisance to other Gardeners or the surrounding community
- Gardeners may not bring pets or other animals into the Gardens, including for burial
- Gardeners may not display political signs without permission of the Landowner. The Landowner may display political signage

## **CONFLICT RESOLUTION**

**DISPUTES:** Gardeners will raise with the Garden Leader and Sponsor any disputes that arise about the Garden or with fellow Gardeners. The Garden Leader and Sponsor hold the responsibility to hear such disputes and will work to find a resolve in the best interest of the Garden and parties involved

**CONDUCT VIOLATION:** Gardeners may lose their rights to participate in the Gardens if they fail to comply with any conduct expectations. These include:

- Violation of the above Conduct Expectations
- Engages in theft of Garden tools or property (garden boxes; signs)
- Fails to pay their plot fee
- Neglects their garden plot

The Sponsor may, at their discretion, terminate immediately the Gardener's right to participate in the Gardens. If this occurs, the Gardner must leave the Gardens by the end of Garden hours on the day of termination and may not re-enter without Sponsor's permission. If a Gardner violates Conduct Expectations, Sponsor will inform Gardener of violation via letter, email, or phone call. Gardner will have 1 week to respond to the violation and a solution will be pursued. If the violation is not met with a solution within 1 week's time, as determined by the Sponsor in its discretion, the Sponsor may terminate the Gardener's Agreement. After termination, Gardner will have 2 weeks to harvest and clean their plot. Terminated Gardeners are not entitled to any refunds or other forms of compensation from the Sponsor or Landowner, or equitable remedy, as a consequence of termination from the Gardens.

## COMMUNICATION

**ENFORCEMENT:** Garden Leaders and Sponsor staff have complete authority to interpret all Rules and make related decisions.

**CONTACT INFORMATION:** Sponsor and Garden Leaders will maintain all Gardeners contact information. Gardeners are asked to alert Sponsor of any changes to their contact information. Sponsor and Garden Leaders will not use any personally identifiable information, including Gardeners' name, e-mails, telephone number, or street address for purposes other than the operation of the Garden.

**INPUT:** Gardeners are encouraged to provide suggestions about Garden operations to Garden Leaders or Sponsor. Gardeners should contact their Garden Leader directly with questions related to day-to-day operational matters.

## OTHER PROVISIONS

**CHANGES IN RULES:** Sponsor may amend these Rules in its discretion without advancing notice. Sponsor will provide all Gardeners with a copy of the current Rules; post a copy of the current Rules at the Garden (door of storage sheds); and post on Sponsor's website. Any changes will be summarized at the Annual Garden Meeting. Gardeners, through the Garden Leaders, may propose additional Rules or edits for the Sponsor's consideration. Rules will also be posted in the shed.

**LANDOWNER LEASE:** The Gardeners' Agreements are subject to Sponsor's agreement with Landowners. As a result, if the Landowner(s) terminates an agreement with Sponsor, the Garden may close and all Gardeners' Agreements will terminate. Should this occur, Sponsor will work with the community to offer additional community garden opportunities to all displaced Gardeners.

**GARDEN AGREEMENTS:** Nothing in these Rules limits, qualifies, or otherwise affects the Garden Agreements between the Sponsor and each Gardener. Should there be any ambiguity or conflict between a Gardener's Agreement and these Rules, the Gardener Agreement will control.

**DISCRIMINATION:** Sponsor will not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, gender identify, or status as a veteran.

**TRANSLATIONS:** Sponsor may provide Gardeners with a translation of these Rules and related summaries or other explanatory materials.

## CONTACT

Interested community members can complete a formal Garden Plot Rental Inquest online via:

**[jtownpublicmarket.org](http://jtownpublicmarket.org)** OR

by directly contacting Linnea Carlson, Market Director, at **[info@jtownpublicmarket.org](mailto:info@jtownpublicmarket.org)**