



## 2020 Thurston Community Garden Plot Use Application

To be a part of the 2020 lottery for a plot in the Thurston Community Garden at Lively Park, please complete all sections below and return to Catholic Community Services, on 1025 G St., Springfield, OR, 97477. Check or Money Order only. Application deadline is the 4:00 pm, February 18<sup>th</sup>, 2020.

### Required Information

Name		
Address		
Telephone Number	Cell:	Other:
Email Address		

**Plots sizes and prices:    22x20--\$60,    20x10--\$30,    5x40--\$30**

**Circle your 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> choice of plot size. You may circle as many or as few as you are interested in.**

1 <sup>st</sup> Choice:	22x20--\$60,	20x10--\$30,	5x40--\$30
2 <sup>nd</sup> Choice:	22x20--\$60,	20x10--\$30,	5x40--\$30
3 <sup>rd</sup> Choice:	22x20--\$60,	20x10--\$30,	5x40--\$30

You will be notified the last week of February regarding your application and plot assignment. Payment for the assigned plot is due by 4 pm March 6<sup>th</sup>, 2020. Make payment at the CCS site at 1025 G St., Springfield, OR. Failure to pay by the deadline will result in forfeiture of the plot. Those not assigned a plot in the first drawing of the lottery will be put on a waiting list based on application date. If assigned a plot after being on the waiting list, payment will be due within 7 days of notice of a plot assignment.

Up to two adults from the same household may be listed on the plot.

Before returning the application, please read attached timelines and expectations of gardeners.

*I have read and agree to the terms and conditions of leasing a plot in the Thurston Community Garden. I understand that failure to comply with the rules and guidelines of the Community Garden, Willamalane or Catholic Community Services, will result in forfeiture of the garden plot, and any fee paid for the lease of the plot.*

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Signature)

\_\_\_\_\_  
Date

*Internal Use Only*

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Application Recvd Date \_\_\_\_\_ Plot Assigned \_\_\_\_\_ Pmt made: \_\_\_\_\_

Orientation Attended \_\_\_\_\_ Signed Plot Agreement Form \_\_\_\_\_

## Thurston Community Garden Timeline and Access

January	Applications available/ <b>Garden closed to the public</b>
February	Applications due mid-month/ <b>Garden closed to the public</b>
March	Gardeners notified of plot assignments/Orientation meeting held w gardeners/ <b>Garden open 6am-Dusk for the season.</b>
April	All leased plots should be active. Waiting list active. Composting training for gardeners.
May/June	Waiting list active.
July	Waiting list closed
Aug/Sept.	Open House for Community and Stake Holders
October	Final harvesting and clean up of all plots. All debris and equip removed. Beds covered for the winter.
November	<b>Garden closed to the public.</b>

Gardeners will be expected to attend an orientation/community meeting before beginning gardening in March.

Gardeners may access the garden between the hours of 6am-Dusk between March and Nov. 1<sup>st</sup>.

Gardeners will be given the code to the gate. Please ensure the gate is secured after entering and leaving. Only those with permission to be in the garden, or a guest of an approved gardener are allowed in the Garden. If you will be out of town, and will have someone taking care of your garden without you present, please inform the Garden Manager.

Communication will go through the Garden Manager. If there is an ongoing concern, or need to speak with someone other than the Garden Manager, you may call Catholic Community Services at (541) 345-3628, and ask for Tami Kinman, or email the Site Coordinator through the Garden/Pantry website at [thurstoncommunitygarden.org](http://thurstoncommunitygarden.org).



## Thurston Community Gardens – Garden Policies

- Members are welcome to garden during the month's the garden is open (March – November). During the main growing season (April – October) they must show they are using their plot by:
  - Preparing the soil for planting.
  - Planting and growing crops.
  - Harvesting ripe produce.
  - Removing weeds, especially those in flower or setting seed.
- When not actively gardening, all members must care for their garden plot in the following way:
  - Remove and/or properly compost all weeds and vegetation.
  - Mulch or plant cover crop on bed for winter months.
  - Remove seasonal structures like tomato cages, stakes and trellis materials.
- Members are responsible for maintaining the paths and fence lines that touch their plot.
  - Keep paths bordering your plot 2 feet wide (smaller paths) to 5 feet wide (main paths) and level so others can safely pass.
  - Remove weeds from the paths and fence, if your plot touches a fence. (No herbicides allowed.)
  - Keep plants within the boundaries of your plot
- Water, hoses and basic garden tools are provided for members' use inside the garden. Tools must be returned to the storage shed before leaving the garden. Make sure the shed is locked when you leave the garden to protect the garden assets. Personal tools may be stored within the shed with consent from the Garden Manager, but owner retains 100% liability for loss or damage to their tools left on site .
- Thurston Community Garden does not provide garbage or plant waste pick up. Members are responsible for managing the plant material and trash from their plot.
  - Trench compost plant material in your plot, use the community compost system if approved, or dispose of it in home yard waste bins.
  - Do not dump material anywhere inside or outside of the garden.
- Prevent rodents and stinging insects from building homes in your garden.
  - Remove piles of debris.
  - Remove food sources by harvesting produce when ripe, and leaving food scraps from your kitchen at home.
  - Dump water that has been standing for more than 3 days to keep mosquitoes from laying eggs.
- Organic gardening is required.
  - Use only organic fertilizers, weed killers, or bug killers
  - If you are unsure whether a product you want to use is allowed, search the Organic Materials Review Institute website at [www.omri.org](http://www.omri.org), or call the Master Gardener Hotline at 541-344-0265.
- Members are not allowed to drive up to or inside the garden.
  - Vehicle access is limited to volunteers delivering produce to Food Pantries, and delivery, construction or maintenance vehicles under the direct supervision of the Garden Manager.
  - Carts are available for garden members to move items from the parking area.
- Contribute and log a minimum of 4 hours per year in service to your community garden.
  - Contact your garden manager for a list of tasks that will count towards your service hours.
  - If you are unable to contribute service hours due to disability or personal circumstance, contact staff to request an exception.
  - Gardeners who do not complete and log service hours and do not contact the Garden Manager to request an exception for 2 years in a row, will not be allowed to renew their membership.

## **Garden Conduct Regulations**

All Thurston Community Garden members and their guests must abide by Willamalane Park and Recreation District rules at all times.

Garden Members (and anyone they bring to the garden) Shall NOT:

- Steal, damage or misuse any Thurston Community Garden or Willamalane property.
- Remove Thurston Community Garden tools from the premises.
- Take produce or materials from another plot without permission.
- Bring prohibited plants or seeds into the garden. (see attached)
- Smoke, Vape or Chew Tobacco or Marijuana in or around the garden area. (Tobacco carries the Tobacco Mosaic virus that can be harmful to other garden plants.)
- Not erect any permanent structures or fences within the garden.
- Commit Harassment of Any Person
- Commit Indecent Exposure
- Bring Weapons into the Garden.
- Possess or Sell Illegal Drugs in or Around the Garden
- Disturb The Peace. This includes but not limited to loud cell phone use, computers, music, offensive language or topics of conversation, and inappropriate public affection.
- Enter the garden when their abilities are impaired by drugs or alcohol.
- Bring pets inside the garden or tie them to the perimeter. Dogs are allowed, only under supervision and only in the designated, adjacent dog park.
- Leave children unattended.

Acting outside of these regulations is grounds for immediate termination of membership. Report all incidences to the Garden Manager. If a crime is being committed, call 911 or the Springfield Police Department at (541) 726-3714.

**Gardener Accountability and Policy Enforcement** Gardeners are responsible for following the garden policies. The Garden Manager will regularly monitor plots throughout the year. If a gardener is not following the garden policies, staff will send them a reminder.

- If a garden plot looks abandoned during the main garden season (April – October), the Garden Manager will check in with the plot holder. The plot holder has 2 weeks to respond and start gardening. If there is no action after 2 weeks, the plot will be reassigned.
- When a gardener receives their third reminder during the garden season, they have the option to enter a trial period where they work with staff to create a garden plan to help them keep their plot.
- Gardeners who receive a fourth reminder in a year will have their membership cancelled and the plot will be reassigned.
- Gardeners may request an appeal of a garden reminder or plot cancellation by submitting that request to the Garden Manager.

**Contact Information** for the Garden Manager, Willamalane Park and Recreation, and Catholic Community Services are posted on the bulletin board at the shed.

**ADA Statement:** *To help ensure equal access to programs, services, and activities, the Thurston Community Garden will reasonably modify policies and procedures for persons with disabilities. Contact the Garden Manager with such requests.*

**Notice of Non-Discrimination:** *Thurston Community Garden services reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age, or ability.*