



## **New Smyrna Beach Community Garden Rules and Regulations**

New Smyrna Beach Garden mission is to create and maintain a sense of community through a Community Garden that promotes healthy lifestyles and offers a place for those who share a common desire to learn more about gardening.

The following set of rules and regulations have been designed for the following reasons:

- To ensure that community gardens are open to members of the community who are interested in learning more about successful organic gardening;
- To assure fairness among community gardeners;
- To encourage environmentally safe practices;
- To protect the future of community gardens in New Smyrna Beach.

The Rules and Regulations will be reviewed annually and revised as necessary in an ongoing effort to improve and keep them relevant to changing conditions. If you have any concerns, please call the Maintenance Operations Department at (386) 424-2202. However, unless official changes are made, community garden members must abide by these rules and regulations as currently written. Failure to do so with result in the termination of gardening privileges.

## **GARDEN MANAGEMENT**

- Management of the Community Garden will be a shared responsibility between the City's Maintenance Operations Director and Park Supervisor or his/her designee. City staff will coordinate any needed repairs, maintenance, additions/changes to the garden, or other applicable related issues to ensure that all issues are addressed in a timely manner.

## **GENERAL INFORMATION**

- Anyone 18 or older who is a resident of the City of New Smyrna Beach can participate in the Community Garden program.
- A primary gardener and/or gardener helper may not garden more than one garden space. Gardeners in good standing wishing to occupy more than one garden space will be placed on a waiting list and allotted a second plot only if a space becomes vacant and no one else is interested.
- A primary gardener may be defined as an individual, husband/wife, family, or domestic partners.
- A primary gardener may choose to have a garden helper to assist with maintaining the space in the gardener's absence due to a family emergency, illness or injury, vacation or other unforeseen circumstance. Garden helpers must be 18 or older, must fill out a Release of All Claims Form in the Leisure Services Department and must notify the Garden Manager as to which gardener they will be assisting.
- The primary gardener and garden helpers are required to notify the Maintenance Operations Director of any changes to his/her contact information, including home address, email address (if available) and telephone number.
- Garden spaces that become available will be re-assigned to new gardeners by the Maintenance Operations Department.

## **USER FEES AND SECURING A SPACE**

- New gardeners are required to complete the Community Garden Application Form and are to provide payment in full of the bi-annual user fee in person to the Leisure Services Department.
- Space user fee for a City of New Smyrna Beach is \$15.00 for a 6-month garden season.
- Garden space use agreements are issued on a bi-annual basis on March 1<sup>st</sup> and September 1<sup>st</sup>.
- Payments are accepted in the form of cash, debit/credit card, and check or money order made payable to the "City of New Smyrna Beach".
- The bi-annual user fee is non-refundable.

## **CHOOSING A SPACE**

- Spaces are assigned on a first-come, first serve basis.
- The Maintenance Operations Department will assign garden spaces bi-annually.

- Space requests are filled according to the order in which in-person registration forms are received. If requests cannot be filled, a waiting list will be maintained for applicants for whom no space was available.
- Current gardeners have the right of first refusal of their space for the following season. Space selection disputes will be settled by seniority.

## **GUIDELINES**

- The New Smyrna Beach Community Garden shall operate based on the gardening recommendations of the Institute of Food and Agricultural Sciences, University of Florida (IFAS/UF) in their handout the *“Florida Vegetable Gardening Guide, #SP103”*. This handout will be available on the Community Garden page of the City website ([www.cityofnsb.com](http://www.cityofnsb.com)). Gardeners will be required to use this handout as a gardening guide. If a gardener is unsure if a plant, vegetable, or fruit is approved for growing, please contact the Parks Supervisor for clarification.
- Gardeners who have been awarded a space will receive a standard 4’ x 8’ space.
- Gardeners are responsible for weeding and harvesting their space.
- Gardeners must contact the Maintenance Operations Director if they decide not to plant in their assigned space.

## **SPACE MAINTENANCE EXPECTATIONS**

- Gardeners must have food crops planted by March 1<sup>st</sup> and October 1<sup>st</sup> of each year depending on which 6-month period the Gardener selected.
- Gardeners must maintain their space (including adjacent aisles) throughout the growing season, including planting, watering, weeding, harvesting, and waste removal. Gardeners who do not maintain their space(s) will not be eligible for a space the following six months.
- If, for any reason (i.e. health, vacation, work obligations), a gardener will be temporarily unable to maintain his/her space, please notify the Maintenance Operations Director. If the gardener has an appointed “garden helper”, he/she may substitute during the primary gardener’s absence.
- Please contact the Maintenance Operations Department if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your space.
- Gardeners must return their space to its original condition, including irrigation connections, if they choose not to utilize or renew their space.

## **GARDENER MEETINGS/CLASSES**

- It is the responsibility of each gardener to follow Community Garden rules and to take an active role in administering the garden. All gardeners are required to attend one business meeting (either spring or fall), as such meetings become available.
- If a gardener cannot make these meetings, please contact the Maintenance Operations Director. A gardener may send a representative in his/her place.
- Gardeners are encouraged to attend and contribute ideas to improve the community garden program.

- Gardeners are encouraged to attend the 8-week gardening program sponsored by the New Smyrna Beach Garden Club, as those classes become available. Classes are free of charge and held at least annually, if sponsors are available, at the Babe James Community Center or the City Gym.

### **COMMUNITY SERVICE/VOLUNTEERING**

- Gardeners understand that this is a community garden and in order for it to succeed, gardener support is needed to maintain the site, manage compost, monitor and maintain equipment, make signs, deal with wildlife, and help keep site picked up from debris.
- Gardeners are encouraged to work together as a group on communal aspects of the garden for four (4) hours at the beginning of each planting season.
- Work days focus on maintaining the community areas of the garden and gardeners are highly encouraged to attend.
- Gardeners will be notified of work days and events in advance via email.

### **GARDENING ORGANICALLY**

- Gardeners must agree to garden organically. The organic definitions can vary; the New Smyrna Beach Garden is planting organically in accordance with the University of Florida IFAS Extension Office.

### **WEEDS AND DISEASE**

- Gardeners agree to keep the garden and garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables.
- Gardeners will be notified if weeds and disease become an issue in their space or surrounding area. Gardeners will be required to address the problem immediately. As a community garden, please respect the surroundings, tend to your space, and help keep the area free of litter and waste.

### **ADJACENT PATHS & BORDERS**

- Weed the path adjacent to your space.
- Gardening activity and plant growth must be restricted to the gardener's space. Please prevent vegetation from invading sidewalks and adjacent spaces.

### **GARDEN SITE**

- Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or altering the perimeter fence. The maximum height for any garden structures, such as trellises, arbors, or other plant supports, shall be four feet (4') from the top of the box and must remain within the perimeter of the space. All plants will comply with this height restriction as well. The maximum height for ADA plots will be two feet (2') from the top of the box due to the box being raised from the ground.

- Both the access and perimeter path must be free of garden materials and debris so as not to create a hazard or impede maintenance.
- Glass containers are prohibited from the gardens. In addition, containers, bags, etc., of any kind should be secured so as not to blow around and/or detract from the orderliness of the garden.

### **COMPOST AND TRASH**

- Each gardener is responsible for trash removal.
- Please refer to signs at the Garden near the Compost bin that define what can be placed in the bin. Weeds from your garden should not be placed in the Compost bin.
- Trash and garden debris must be placed in the appropriate garbage or yard waste Waste Pro green totes and not left for someone else to clean up.

### **OTHER GARDEN SPACES**

- **Pick only the plants you are growing or have permission from the grower to pick.**

### **PROPERTY AND TOOLS**

- Gardeners must bring their own tools. Some basic tools are available in the shed for gardener's use as well. Water is available at the garden – garden hoses or rain barrels.

### **SECURITY**

- Mary Avenue Park (adjacent to the Community Garden) is open sunrise to sunset and it is considered trespassing after hours. Only gardeners with awarded spaces will be given a combination code to have full access to the garden during park operating hours. Gardeners are not allowed to share this combination code. Upon leaving the garden, regardless of time of day, gardeners should securely close the gate.

### **GARDENERS**

- **In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors, and visitors with respect and consideration. No stealing (harvesting from other's spaces without authorization) or verbal or physical harassment is allowed. Violation of this rule will result in immediate expulsion from the garden.**
- **Gardeners have the right to choose how they want to benefit from the "fruits of their labors" and to choose to use their produce for their own families, to share with their neighbors, or give to a charitable organization that provides meals to those in need. The decision of how to use the produce grown by each gardener is solely up to the individual gardener/plot holder.**

### **CHILDREN**

- Parents are encouraged to bring children to the garden and introduce them to the benefits of gardening. Please supervise children at all times.

### **PETS**

- In order to be respectful of all gardeners, pets are not allowed in the garden.

## MISCELLANEOUS

- If you would like to use your music devices, please use headphones.
- Keep the Maintenance Operations Department advised of your current home address, email address, and telephone number.
- Smoking, chewing tobacco, alcohol and/or any illegal substance is prohibited both within the Community Garden as well as at the entrance.
- Growing or using illegal substances in the garden will lead to immediate expulsion.
- Gardeners are expected to communicate with neighboring gardeners to work out borders, weed issues, and size of plant issues.
- Keep the garden attractive for neighboring residents and safe for all.

DISCLAIMER: The City of New Smyrna Beach is not responsible for providing any security for the Community Garden. The Garden area will be fenced with locking gates with access allowed to those who have obtained a garden plot through the City.

## WARNINGS & PENALTIES

**Rule Violation:** Failure to comply with the rules may result in the loss of gardening privileges. You must maintain your garden space. If your space remains unattended for more than a three-week period, the Maintenance Operations Director or designee will assume you have vacated/forfeited your space, unless you have notified the Maintenance Operations Director of your absence. A notice will be e-mailed informing the gardener of his/her space being forfeited if he/she does not respond within five (5) days of the date the notice is sent.

**First notice:** The Garden Manager will send the primary garden holder a first notice via phone call, email, or by regular mail if email is not available, indicating the problem and the deadline for correction which is five (5) calendar days from the notice sent date.

**Final notice:** Final notice via phone/email/regular mail with a deadline of five (5) days from the notice sent date to comply or the space, all contents within the space, and gardening privileges will be forfeited and no refund will be given.

**Immediate Space Forfeiture:** You will be notified that you immediately forfeit your space if you:

- Transfer or sublet your space.
- Exhibit a pattern of behavior that shows disregard of garden rules, such as repeated rule violations (i.e. 3+ violations within six (6) months) even if remedied.
- Grow or use illegal substances in the garden.
- Steal or use verbal or physical harassment in any way.