

Westminster Community Garden (WCG) Policies-updated 11/10/2016

Dear WCG Community Member/Gardeners,

These are policies adapted from a number of successful community gardens across the country. They have been approved and adopted by the Westminster Presbyterian Church Session and the Westminster Community Garden Leadership Council. The Garden Contract that each gardener signed represents a commitment to adhere to these policies. Thank you, and happy gardening!

TOPIC	POLICY	NOTES
Garden Season & Hours	The garden is open all year long. Gardeners may be in the garden from dawn to dusk.	
Access Codes & Security	The Garden Manager will give each gardener the code to the locks on the garden gates and the storage unit. Gardeners are expected to avoid sharing the lock codes with non-members of the garden. On leaving the garden, gardeners are responsible for locking the gate if there are no other individuals in the garden. Gardeners will follow any additional security guidelines that may be announced by the Garden Council.	
Fees	Each gardener will pay a one-time membership fee of \$50. In addition, each 10x10 ft. plot will be subject to a \$35 fee for each 6 month season. A gardener may lease up to two 10x10 ft. plots.	
GARDEN PLOT RESPONSIBILITIES AND MANAGEMENT		
Use of own plot	Gardeners may use only the plots assigned to them by the Garden Manager. Gardeners will maintain their plants within their plots and will trim any plants that extend into neighboring plots or into common areas. Gardeners may not alter the dimensions of their plot. This plot is for your personal maintenance and enjoyment of gardening. Paid professional assistance by a non-garden member to maintain your plot in an ongoing manner is not allowed. Assistance in maintaining your plot in the case of a temporary disability is allowed only with the garden member's direct supervision. Under no conditions should you give the garden gate code to a non-member	
Plantings & structures	Gardeners may plant vegetables, fruits and flowers. No illegal plants or intoxicants may be grown or used in the Garden. Gardeners may not maintain plantings or plant-supporting structures that impede the security of the garden or impede adjacent gardeners' access to sunlight by the nature of their height, material or density.	
Supplies	Gardeners are solely responsible for the planning and management of their own plots, including providing their own seeds, plants, fertilizer and any tools not provided by the Westminster Community Garden.	
Organic Methods	Gardeners will garden organically. Gardeners will check with the Garden Manager or one of the Garden Coordinators before applying any fertilizers, pesticides, herbicides or	

	rodenticides, even if labeled “organic.” Use of compost, organic mulch and weeding is always acceptable.	
Water	Each gardener is responsible for watering his or her own plot. Gardeners may use the common hoses provided by the Garden or provide their own hose, attached to their plot’s faucet. Gardeners will not overwater their plants nor leave a hose unattended while running water unattended. (Note that the cost of water is included in the cost of the plot rental, so any excessive water usage may cause the cost of plot rental to increase the following year. It also flushes nutrients beyond the roots of our plants!)	
Tools	Gardeners may use the WCG tools from the storage shed, but are responsible for checking them out, cleaning them and returning them to the shed at the end of the day. Gardeners may bring their own tools into the Garden to use in their plots, but they cannot store any tools in the garden. Gardeners are responsible for any damage caused by tools they bring into the Garden and so should use them with care. Gardeners may not use any power tools, such as those that require gasoline, batteries or electricity.	After the initial mixing of the compost, rototilling is actually bad for the soil. It kills earthworms, microrhizomes, etc.
Plot Maintenance & Trash	Gardeners will maintain their plots and adjacent paths in a clean and neat fashion, promptly removing any weeds, overgrowth or other waste from their plot. Gardeners will promptly harvest edible plants. Gardeners are responsible for hauling and disposing of their own trash, such as weeds, boxes, trays, bags, packets and similar items.	
Compost	Gardeners will place organic waste such as dead plants, weeds*, rotted vegetables, etc. in the WCG compost bins. Plant material should be cut or chopped into pieces no more than 2” to facilitate composting. Thick plant stems, diseased plants, and weeds or their seeds that reproduce through stolens (e.g., Bermuda grass), should be put in the regular trash cans and not composted. No dog or cat manure can be placed in the composter.	*Weeds that have sprouted seeds should not be placed in composters. The heat they generate won’t kill the seeds.
Abandoned plots	Gardeners may not abandon their plots. Abandonment means failing to maintain a plot for 2 weeks. If a gardener expects to be away from the garden for more than 2 weeks, but less than 3 months, he or she must inform the Garden Manager. The gardener and the Garden Manager will then determine an alternative, such as a temporary substitute, acceptable to both. Gardeners who abandon their plots without contacting the Garden Manager, or in any event, are away from their plot for more than 3 months will lose their plots.	
Personal Property	Gardeners will not leave personal property on their plots, with the exception of “garden art” and plant support structures such as trellises. Garden art must be approved by the Garden Manager or the Garden Council. Any personal property left in the plot after it has been abandoned by the gardener will be sold by the WCG and the proceeds will be added to the garden’s common maintenance fund.	

COMMON RESPONSIBILITIES: BUILDING OUR COMMUNITY		
Garden Orientation	New gardeners must attend a Leadership-led orientation to become familiar with how the garden functions and their responsibilities as a gardener.	
Collective Maintenance of Our Garden	<p>Gardeners will share in the collective responsibility to keep common areas, such as pathways and storage sheds, clean and neat. In particular, each gardener will be assigned a portion of the public space (primarily paths near their plot) to keep weeded and neat. In addition, all gardeners must contribute 20 volunteer hours per year, where they participate in cleaning and maintaining the garden. There will be quarterly work days scheduled to facilitate this, but the hours may be contributed at any time mutually agreed upon by the gardener and the Garden Manager.</p> <p>Gardeners will promptly report any concerns about the safety of the garden to the Garden Manager. If there is vandalism, storm damage, or other damage to the garden, all gardeners are expected to help in cleaning up and restoring the garden to its prior condition, but the WCG will bear the cost of repairs out of the community fund.</p>	
Annual Meeting & Harvest Party	<p>Once a year, in late August, the Leadership Council will invite all gardeners to an annual meeting and Harvest Party to</p> <ol style="list-style-type: none"> 1. Celebrate God's bounty and our community and 2. Notify gardeners of any changes made in how the garden operates, new rules, assignments of plots, to discuss any issues or concerns, and to elect new leadership team. <p>The Leadership Council will give written notice of the annual meetings, sent by email or first-class mail, no fewer than 14 days in advance. Other meetings and parties may be arranged by the Leadership Council or by gardeners in coordination with the Council throughout the year.</p>	
Governance	<p>The Westminster Community Garden will be managed as follows:</p> <ol style="list-style-type: none"> 1. The WCG operates on land owned by the Westminster Presbyterian Church. The Session of Westminster Presbyterian Church has final authority over the Westminster Community Garden, its rules, use and continued operations. The WCG operates at Westminster's pleasure. 2. The WCG will be managed by the following structure: <ol style="list-style-type: none"> a. A community Garden Manager drawn from the Westminster's Session or membership, or otherwise assigned by the Westminster Session, will have primary management responsibility for the garden. The Garden Manager is accountable to the Westminster Session for the garden's management and will report semi-annually to the session on garden issues. 	<p>In addition to managing garden policies, the Leadership Council will assume specific responsibilities, e.g.,</p> <ul style="list-style-type: none"> • Treasurer • Common grounds management • Garden membership (recruitment, vetting, applications, terminating inactive members, etc.) • Event management,

	<p>b. The Community Garden Manager will appoint up to 2 Community Garden Coordinators from among the gardeners to assist him/her in the day to day operations of the garden.</p> <p>c. A WCG Community Garden Leadership Council of 5 members will be elected annually with terms beginning on September 1st by the WCG's gardener membership to set garden policies and manage aspects of the garden's operations under the Garden Manager's direction. Leadership Council membership will be drawn from among WCG Gardener/Plot Holders.</p>	<ul style="list-style-type: none"> • Liaisons with key partners, e.g., PLNU, UCCE Master Gardeners
<p>For the Common good: Sharing from our garden</p>	<p>Westminster Presbyterian Church is allowing the WCG to provide gardeners access to significant resources for growing fruit, vegetables and flowers, including land, common tools, gathering spaces, and other infrastructure. The garden plot fee pays for water and the Garden Membership Fee helps defray a small part of the startup costs of the Garden borne by Westminster Presbyterian Church. Beyond that, our community of Gardeners at the WCG are also committed to sharing the land's goodness with others who may not have access to resources like those provided by the garden. Thus, each Gardener is expected to share 20% of the product from their garden plot to Loaves and Fishes Ministries.</p> <p>The mechanisms for sharing produce will be arranged and announced to gardeners by the Garden Manager and Coordinators at the annual garden meeting.</p>	
<p>Communication; Garden Bulletin Board; Confidentiality</p>	<p>In addition to the Garden Manager, the Garden Coordinators will serve as points of contact between the WCG Leadership Council and gardeners. The WCG will provide a bulletin/announcement board in the Garden. The Coordinators and other members of the Leadership Council will post contact numbers on the board in the garden. Gardeners must tell Coordinators of any change in their contact email addresses or phone numbers.</p> <p>Garden rules and announcements of events, meetings, celebrations, etc. will be posted on the WCG bulletin board. Space will also be provided for gardeners to post their own notes and communications to the gardening community at large.</p> <p>Gardeners are encouraged to provide suggestions about garden operations to the coordinators. Gardeners should contact coordinators directly at the number provided by the coordinator, not Westminster Presbyterian Church's office, with any questions relating to the day-to-day operational matters.</p> <p>The WCG Leadership Council, manager, coordinators and other gardeners will not use</p>	

	any personally identifiable information, including gardener's name, email address, telephone number or street address for purposes other than the operation of the garden.	
General Conduct	Gardeners are expected to be civil, honest and cooperative in dealing with the Westminster Presbyterian Church, the WCG Manager, Coordinators and elected Leadership Council, with garden neighbors, other gardeners and guests of other gardeners.	
Pets	Gardeners may not bring any pets or animals into the garden, including for burial.	Our pets are much loved. But virtually all gardens ban pets. We trust their experience in instituting this rule.
Respect Others Property	Gardeners may not enter other plots, use another gardener's tools, or harvest another gardener's produce, without the explicit permission of the other gardener. Gardeners are welcome to have their children use the playground next to the garden, but retain responsibility supervising their children at all times.	
Guests	<p>Gardeners may bring guests, including children, into the garden, provided that the guests comply with the rules. Gardeners will supervise any child under the age of sixteen. Gardeners will be responsible for the conduct of children and their guests, including making sure they do not damage or interfere with the activities on other plots or otherwise engage in inappropriate conduct. Guest violations of these rules are treated as violations of the gardener.</p> <p>Gardeners are welcome to invite up to 8 family and friends to the garden for potluck dinners, gardening workshops, musical gatherings, etc. Other options are possible as follows:</p> <p>To reserve use of the Gathering Place, contact the reservations coordinator.</p> <p>Any event involving more than 8 guests (for example, a school class visit or special event or musical events) will need the approval of the Community Garden Manager or his/her designated Coordinator or Council Leader.</p> <p>No prohibited substances (alcohol, drugs, etc.) are permitted.</p> <p>Gardeners are encouraged to arrange gatherings (classes, etc.) with others in our own WCG community.</p>	Many gardens encourage gardeners to hold internal garden community-building events.
No Illegal Plants	Gardeners may not grow any plants considered illegal under state or federal law. For example, gardeners may not grow Cannabis Sativa (marijuana), whether or not the use of marijuana may be lawful for medical purposes under state law.	
Compliance	Gardeners must comply with all applicable local, state and federal laws.	
No Firearms	Gardeners may not carry, use, or store firearms in the garden.	
No Smoking	Gardeners may not smoke in the garden. Gardeners who chose to smoke immediately	

	outside of the garden are responsible for placing their cigarette butts in the provided trash receptacles.	
No Alcohol/Drug Use	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.	
No Sexual Relations	Gardeners may not engage in sexual relations in the garden.	
No Fires or Cooking	Gardeners may not start or maintain a campfire, or burn weeds in the garden. If we add a barbecue to the facilities of the garden, the barbecue may be reserved and used for approved events. Permission to use the barbecue must be obtained in advance from the Community Garden Manager or his/her designee.	Many community garden encourage using a barbecue grill for garden-wide events.
No Loud Music	Gardeners may not play music or the radio loud enough to be a nuisance to other gardeners or to the garden's neighbors. Music at pre-approved WCG evens, however, is encouraged.	
Dispute Resolution	Gardeners will raise with the coordinators any disputes about the garden or with fellow gardeners. The Coordinators will have the authority to hear these disputes and will resolve them in the best interest of the garden	
Rules Violations	<p>Gardeners may lose their rights to participate in the garden if they fail to comply with any of these rules:</p> <p>If a gardener:</p> <ul style="list-style-type: none"> Endangers other gardeners, Westminster Presbyterian Church, neighbors, or other individuals; Takes or uses another gardener's tools, supplies, or products without permission; Encroaches on garden neighbors' property; Grows illegal plants; Carries, uses or stores firearms in the garden; Uses alcohol or illegal drugs in the garden; or Has sexual relations in the garden <p>...the Garden Manager in consultation with the Leadership Council may, at his/her discretion, terminate immediately the gardener's right to participate in the garden. If that occurs, the gardener must leave the garden by the end of the garden hours on the termination day and may not reenter without the Garden Manager's permission.</p> <p>If a gardener violates any other of these policies, the Garden Manager will inform the gardener of the violation by email and phone message. Gardener will have one week to correct the violation. If the violation is not corrected within one week, as determined by the garden Leadership Council in its discretion, the garden Leadership Council may,</p>	

	<p>at its discretion, terminate the Gardener’s Agreement. After termination, gardener will have two weeks to harvest and clean up the plot.</p> <p>Upon termination for any reason, a gardener will promptly return to the Garden Manager or a Garden Coordinator any garden property. Terminated gardeners are not entitled to any refunds or other payments from the WCG.</p>	
No limit on Westminster Presbyterian Church’s rights	The process described above does not (i) limit Westminster Presbyterian Church’s ability to enforce its rights under these rules; (ii) limit or qualify a gardener’s obligation to comply with applicable law or the rules; or (iii) limit Westminster’s right to notify and/or involve Government authorities as it may determine.	
No refund or other claims	Gardener’s under no circumstances will be entitled, directly or indirectly, to any refunds, any direct, incidental, consequential, punitive or other damages, any other forms of compensation from Westminster Presbyterian Church or the WCG Leadership, or to obtain an injunction, specific performance, or other equitable remedy, as a consequence of termination from participation in the garden.	
Change in the rules	The Session of Westminster Presbyterian Church may amend these rules in its discretion without advance notice. Westminster Presbyterian Church will provide all gardeners with a copy of the current rules, will post a copy of the current rules at the garden and will summarize any changes in the next annual meeting. The Gardeners, working through the Garden Coordinators and /or Garden Leadership Council, may propose rules for the Westminster Presbyterian Church Session’s consideration.	
Master Lease	The Gardener’s Agreements with individual gardeners are subject to the master lease between the landlords who own the garden’s land and the Garden Leadership Council. As a result, if the landlord terminates the lease, the garden will close and the gardener’s agreement will terminate. At that time the gardeners will no longer have access to the garden.	
Garden Agreement Controls	Nothing in these rules limits, qualifies, or otherwise affects the garden agreements between the Garden Leadership Council and each Gardener. Should there be any ambiguity or conflict between a Gardener Agreement and these rules, the gardener agreement will control.	
Waiver	Any waiver by Westminster Presbyterian Church (the Church) of these rules must be in writing and signed by the Church. Failure, neglect, or delay by the Church at any time will enforce the provision of these rules will not be considered a waiver of the Church’s rights under these rules. Waiver of any breach or provision of these rules or failure to enforce any breach or provision of these rules will not be considered a waiver of any later breach or the right to enforce any provision of these rules.	

No Discrimination	The church and the WCG Leadership will not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition, ancestry, marital status, citizenship, sexual orientation, gender identity or status as a veteran.	
Translations	The Garden Leadership Council may provide gardeners with a translation of these rules and related summaries or other explanatory materials. The Garden Leadership Council does so as a convenience. Should there be any ambiguity or conflict between the English and the translated versions of these documents, the English language versions will control. They, not the translations, are the official, legally binding documents.	