

# **Haverstraw Community Garden - Garden Guidelines for All Plots**

**In case of Emergency call: Town of Haverstraw Police at 845-354-1500**

This Garden is a community, and will not function well unless all members can work together. These guidelines are intended to maximize the safety and enjoyment of the garden by ALL members. Gardeners are responsible for the actions and activities of their guests. Observe the rules of the garden, and be a good neighbor.

## **General Rules and Regulations**

- If you find vandalism and/or theft report it to the police. It is good to let the police know you're having problems so they can visit the site more often.
- Do not smoke within 100 feet of school property including in and around the garden.
- Refuse should be placed in the trashcans supplied by the Haverstraw Community Garden or taken away with you to be disposed of. Trash will be picked up from the garden by the Village of Haverstraw.
- If you discover any problems with the garden, i.e. missing supplies, water problems, excess trash, etc. please notify the Garden Coordinator.
- Shoes must be worn at all times when in the garden.
- No pets in the garden.
- No parking in the elementary school driveway. Follow all local parking rules. Parking is available in Village Lot #3 (50 West Broad Street – Knights of Columbus lot).
- Any questions or concerns should be addressed to the garden coordinator.

## **Good Manners**

- Never take things from other people's plots without asking and without direct approval from them.
- Maintain appropriate conduct including appropriate language.
- Do not pick from your neighbor's garden even if you think they have neglected their plot.
- Keep vines and visitors out of neighboring plots. Plants that can grow to heights taller than 4 feet should not be planted. Any plants that may cast significant shadows should be grown in the middle of the plot, instead of on an edge where they are likely to block the sun in your neighbors' plots.
- You are responsible for your own plot. If you are unable to care for your plot for a time because of illness or vacation, ask a fellow gardener or the coordinator for help with weeding and harvesting.
- Do not send non-members in to harvest for you. If you wish to share your produce/flowers, please pick it and give it.
- Disruptive behavior will not be tolerated. This includes loud radios, vulgar language, raised voices, threats or other intimidation of other gardeners or guests.
- Do not rent, borrow, or use other people's personal information for commercial marketing or political purposes unrelated to the garden. Mailing, phone and e-mail listings are to be used for garden purposes only.

## **Planting Rules and Tools**

- This is an organic garden. This means no pesticides, herbicides, insecticides, etc. If you don't know if a substance is organic, please ask the garden coordinator.
- Please keep your plot as weed-free as possible. Gardeners whose plots have weeds that are likely to cause trouble for neighboring plots (because of height, location, or concentration, among other reasons) will be given a warning. If the first warning is not effective, the gardener will be sent a letter specifying a time by which the weeds must be taken care of. Failure to comply will result in forfeiture of the plot. There are no refunds on abandoned plots.
- Please do not plant mint, catnip, Jerusalem artichokes, comfrey or raspberries, as they are invasive.
- Stakes that mark your plot's corners and have your plot number must be left in place all season.
- The shed is for garden equipment only and for use by gardeners at the Haverstraw Elementary School site only.

- Put all communal tools away neatly in the shed when you are done using them and lock the shed to avoid loss and theft.

### **Hours of Operation**

- The garden is open daily from sunup to sundown.
- The Haverstraw Center is open Monday – Friday 9:00am – 7:00pm and Saturday from 10:00am – 1:00pm
- A Port-O-Potty is located on the Haverstraw Elementary School property and is available for your use.

### **Tools, Equipment, and Supplies**

- Clean the tools before returning them to the shed.
- Make sure you are using the proper tool for the job so it does not break and you do not injure yourself.
- Notify the Garden Coordinator if tools need repair/replacing.
- Do not use the rototiller without permission or instruction from the garden coordinator.
- Do not throw away any item that has been placed in the shed without prior approval.
- Do not permanently remove (aka ‘steal’) items from the shed as they are for all gardeners.
- Do not remove soil from other plots without permission, even if they are not currently assigned to others.
- Do not leave personal items in the shed; the garden is not responsible for personal tools that are damaged or lost.
- Garden hoses are for water only.

### **Safety**

- Please keep garden and other materials out of pathways.
- Wear appropriate clothing including sturdy shoes and face/eye protection when working with tools.
- Supervise children at all times, both for their safety and so that they do not disturb other gardens.
- No human wastes can be used in the garden.
- No ponds or large fountains. Avoid standing water in saucers underneath pots
- Use care in watering so that standing puddles don't develop.

### **Gates/Locks**

- The locks on the shed and gates must be locked when gardeners leave.
- The keys are not to be given out to non-members. An exception is made for persons temporarily taking care of a plot during the member's absence or illness, and only with full knowledge of the Garden Coordinator.
- Do not leave any gates propped open.
- Upon unlocking a gate, lock the lock to the chain so it doesn't get lost while you are gardening. It is a minor inconvenience when leaving, but worth it.
- If you are the last one to leave, check the lock on all gates.
- Notify the Garden Coordinator if you notice that the gates are left unlocked when no members are in the garden.

### **Watering**

- Turn off all faucets before leaving the garden. Water conservation must be practiced.
- Coil the hoses neatly. Don't coil the hoses too tightly or they will break.
- Do not water another gardener's plot unless you have permission.
- Take care when using a sprayer or washing vegetables that you do not spray another garden with stray water or otherwise cause a weed problem near their plot.

### **What to plant, place or bring into the Garden**

- It is acceptable to keep any plant in the shrubs category in an aboveground pot. Do not pile mulch around the pot so that the bottom cannot be inspected. Banned plants in the Controversial plants or Grasses category are not acceptable under any conditions.
- All plants, whether in pots or in the ground, must be trimmed down, no higher than 4 feet from the ground underneath the pot. This includes any trees in pots.

- If your plant escapes its container or is placed in the garden in an incorrect way, the garden steward or designate may remove and/or dispose of the plant and/or pot at any time, without warning.
- Gardeners may not store large tools and equipment, such as tractors, beehives, tillers or bicycles.
- Members may not grow or keep animals
- Gardeners are responsible for keeping plant life out of the garden pathways. Please don't plant or encourage anything you are unwilling to control.
- Chairs, smaller garden tools, trellises, pots, birdbaths, bird feeders and smaller tools are OK.
- Members may encourage beneficial insects or animals to the garden by planting attractive plants or providing a suitable habitat.
- A service dog or animal is not considered a pet and is allowed with its owner at all times.

### **Plots**

- Gardeners may not combine plots by eliminating walkways.
- Plots cannot be inherited or transferred to another person without approval of the Garden Coordinator.
- All plant growth, trellises, pots, etc., must be contained within the garden plots.

### **Structures**

- No permanent structures are allowed. Structures must be removed at the end of the season.
- Gardeners may not tap into the irrigation system or alter it in any way other than attaching hoses to the provided spigots.
- Trellises, flagpoles, birdfeeders and cages must be portable and are subject to height restrictions. They may be up to 5 feet tall generally, and placed in the center of the plot.
- Trellises and cages must be secured to keep them from blowing down. Any tie-downs must be within the plot perimeter.
- All raised beds over 1 foot tall must have written approval of the plot manager.
- Fences around the plots shall be no higher than three feet.
- Gardeners may not restrict access by the Plot Manager by enclosing and locking a garden plot.
- Existing soil should not be removed except to allow addition of amendments.
- No permanent posts are allowed.
- Do not attach any structure to any other common garden structure such as hose posts or outside fencing.

### **Compost**

- The compost pile is for everybody to use.
- Use compost pile for organic waste; chop material as small as possible and water regularly.
- If you notice the compost pile not being maintained, contact the Garden Coordinator. Non-maintained compost piles attract rodents that eat your garden.

### **Debris and things you don't want any more**

- The trashcans are for all waste.
- Wheelbarrows are provided and should be emptied, cleaned and put away after each use.
- Dead animals should be placed in a plastic bag before being put in the dumpster.
- Do not place dirt, trash, plant ties, containers, trellises, rocks or any kind of non-plant material compost pile or common pathway.
- Excess containers, fencing and trellises, etc. can be placed next to the storage shed. Surplus plants and vegetables can go into the Garden Surplus bin designated for gleaning. Rocks and larger fencing materials can be placed behind the shed. Other gardeners can re-use any of these materials. (Note: The material is periodically sorted and thrown away, so if you see something you need, take it right away.)

### **Privacy of Garden Plots**

- Garden plots may not be entered without the gardener's permission.
- The Garden Coordinator, Steward or Plot Manager may go into a garden to remove non-compliant items or to control pests in any plot.

**Notifications and Communications**

- Check the bulletin board in the shed for notices.
- Make sure the Garden Coordinator and Plot Manager has your current address, home phone and cell phone numbers.

**Vacating your Plot**

- Notify the Garden Coordinator and Plot Manager if you are discontinuing your gardening activities.
- Gardeners are responsible for cleaning their plot and removing all items. The plot should be returned in the condition it was received.
- Gardeners do not have to wait until the end of the year to discontinue using their plot or get back their plot deposit, when eligible.
- The deposit will not be returned until the plot clean up has been verified by the Plot Manager. Returned deposits are sent only to the Primary Gardener.

Have a great gardening season!