



## COTTONWOOD COMMUNITY GARDEN Rules & Regulations

1. Community Garden plots (16' x 16' or 8' x 16') are assigned by the Community Garden Manager and may not be transferred without notifying the Garden Manager and a new agreement signed by the transferee.
2. No structures such as plastic portable "tool sheds," site-built tool sheds or storage compartments, or raised beds may be brought in or constructed onsite without permission of the Garden Manager. City code prohibits the building of unpermitted structure on city property without the sole written permission from the Parks and Recreation Director. If found to be in violation of this rule you will be asked to remove your structure. Failure to do so can result in the forfeiture of your garden plot lease immediately.

Temporary garden structures such as hoop houses, trellises, tomato cages, pots, raised beds, and *garden* furniture (i.e., chairs and tables) are permitted if they do not encroach upon pathways, community spaces, or neighboring plots. If garden furniture is light enough to be moved or blown away by wind gusts, such garden furniture must be secured so as not to be blown onto neighboring plots.

Please orient your structures and plantings to avoid casting shade on adjoining plots. Other than hoop houses used for winter gardening, all structures are to be removed during the winter and when a plot is vacated.

No gardener should replace or alter their plot perimeter without the written permission from the garden manager or the Parks and Recreation Director. Your lease is for the space within the perimeter of your plot. If there is an issue with your plot perimeter please report that to the Garden Manager or make a request to have it replaced and if funds are available we will do so.

3. Community garden plots must be gardened and maintained on a consistent basis. Community gardens are public spaces and must be maintained through the year. Gardeners whose plots are weedy or unattended will be notified either by email or in writing and asked to remedy the problems with their plot by a specified date. If not done so the gardener may have their plot permissions removed and the plot will be made available for another to rent.
4. The Cottonwood Community Garden is an organic garden. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed unless they are listed on the Organic Materials Review Institute (OMRI) product list. A copy of the list is available for review online at the following link: [www.omri.org](http://www.omri.org)

Cottonwood Community Garden  
Policies & Regulations/Page 2

5. NO LIVESTOCK ANIMAL MANURE may be brought into the garden, as it may contain invasive grass seed. This includes horse, cow, goat, alpaca, llama, and other like animals. Steer manure sold in stores that has been sterilized is permitted.
6. Gardeners must be in the garden while watering. Water within your plot only and do not let the water seep or flood neighboring plots or paths. Water conservation is highly encouraged--water when it is coolest (mornings or evenings.)
7. No flowers or plants may be planted along the fence or common pathway areas, as they impede the access along the pathways to the plots. Please do not place/plant any plants on the edge of your interior garden plot perimeter that will overgrow into the pathways. That little plant will grow 2-3 feet wide!
8. No additional trees will be permitted to be planted at the community garden. Exceptions can be made by the Director if they are temporary and easily removed and planted in pots that are not buried.
9. Aggressive growing plants such as mint, horseradish, ivy, holly, morning glories, sunflowers etc., are not allowed to be planted in the community garden due to their invasive nature. Crops grown in garden plots are for home use and must be legal.
10. No railroad ties or tires are allowed in the community garden.
11. Each gardener is responsible for dealing with the garden material generated from their garden plot. Two waste containers are located at the front of the garden to dispose of small garden debris. Gardeners must compost within their own garden plot or in an area agreed upon by the Garden Manager. Bringing food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited.
12. **Garden plots are assigned by the garden manager and may not be transferred without the garden manager's permission.** If more than one person is gardening in a plot, co-gardeners must be added to the primary plot holder's account.
13. Garden participants are required to volunteer at least two hours a month in the community garden to help weed and maintain the common and unused areas of the garden. It is the responsibility of the plot holder to report volunteer hours to the garden manager. This function may be fulfilled through organized garden work days.

Cottonwood Community Garden  
Policies & Regulations/Page 2

14. Children must be accompanied by an adult in the garden. Do not leave children unsupervised.
15. No dogs are allowed in the community garden.
16. When a plot holder vacates an assigned plot they must notify the Garden Manager and remove all plants, weeds, and temporary structures from the plot.
17. If gardeners are found to be in non-compliance with the garden policies and regulations, they will be sent a letter notifying them of any problems or complaints and asked to act by a specified date. Repeated behaviors may result in a termination of the user agreement with the assigned plot holder and a forfeiture of all fees paid.
18. ABANDONED PLOTS: if your plot has not been tended to (watered, weeded or produce harvested) for a consecutive period of 30 days, it will be deemed abandoned and made available for lease to another party.
19. Abuse or vandalism of facilities, equipment, artwork or furniture will not be accepted.
20. Harassment of staff, volunteers, or patrons is not tolerated. "Harassment" includes using profane and/or obscene language/activities, directing verbal or physical threats toward another person, and engaging in behavior with the sole intent of annoying another person. Gardening at the Community Garden is a privilege and should be treated as such. Not all lease holders manage their plots the same way and each should be given the freedom to operate how they choose. If there is an issue, the garden manager or parks and recreation staff will determine if it falls within our guidelines and have the SOLE responsibility of addressing it.

I will abide by the rules, regulations and procedures of each facility operated by the Cottonwood Parks & Recreation Dept. which have been distributed to me and partially listed above and abide by the verbal instructions of the staff.

Failure to abide by rules and regulations MAY RESULT IN LOSS OF FACILITY AND PROGRAM PRIVILEGES WITHOUT REFUND.