



CARMICHAEL RECREATION & PARK DISTRICT Community Garden – Guidelines and Agreement 2023

Sutter-Jensen Community Park Hours: Dawn to Dusk, unless otherwise noted
Family members and visitors are welcome to the Carmichael Community Garden

1. GENERAL INFORMATION: This agreement has been developed to ensure that everyone enjoys the Carmichael Community Garden, and to ensure that garden activities and community interactions run smoothly. The Carmichael Community Garden exists to promote a positive environment for community members with a passion for working outdoors to share information, gardening techniques, and build camaraderie. Open to gardeners of all experience levels.
2. PLOT AVAILABILITY & ASSIGNMENT:
 - a. Garden plots are available to the residents of the Carmichael Recreation and Park District and others as space permits.
 - b. All active gardeners must have a current District registration form and waiver on file.
 - c. A separate volunteer waiver must be completed and submitted to the district for each individual participant working on the garden plot. The waiver can be found at www.carmichaelpark.com/community-garden
 - d. Plots are limited to one per family and are available on a first come, first serve basis. Returning gardeners have priority for registration or to exchange plots for a vacated one prior to new assignment.
 - e. Individual gardeners cannot transfer gardens to anyone. Gardeners must agree to comply with the rules and work requirements of the garden. If a gardener is not able to take care of their plot, the gardener must contact the Recreation Supervisor.
 - f. If plots are full, individuals may be added to the waitlist. Once a plot becomes available the District will fill it based on the waitlist.
 - g. Due to the current drought, CRPD reserves the right to not fill vacant plots to conserve water.
 - h. There is an annual \$70 plot fee.
3. PLOT MAINTENANCE:
 - a. Continued use of your assigned Community Garden plot is contingent upon upkeep.
 - b. Weather permitting; gardeners must begin working their plots by May 1, if no work has been done to your plot by May 15th your plot may be immediately revoked. If you are not producing a winter garden, all plots need to be winterized by November 30th.
 - c. Weed abatement is REQUIRED. If health, or any other issue, keeps a gardener from complying he or she must notify the Recreation Supervisor.
 - d. Gardeners are responsible for maintaining their plot and a 5-foot perimeter around their plot, keeping it weed and litter free (this includes pathways near your plot).
 - e. Gardeners must plant within plot boundaries. If gardeners do not comply, you may be removed from the program.
 - i. The District will review each plot between January-March to verify plot sizes and may restructures plot boundaries if needed.
4. FENCES, TRELLISES/ARBORS/STRUCTURES & CONSTRUCTION:
 - a. No fences or construction of any kind can take place on your plot. All pre-existing plot fences **must be removed by November 1st, 2023**.
 - b. No new construction is permitted. If new construction/fence is put up the gardener will be given one warning and 14 days to remove it. If the construction/fence is not removed, your plot will be revoked.
 - c. If you leave the garden during the year, any construction you have done must be removed when you vacate.
 - d. Trellises/Arbors/Structures – Gardeners must submit written plans for any construction of trellises, arbors, other structures to the Recreation Supervisor and be approved prior to being put up.
 - i. Current trellises/arbors/other structures will be evaluated by the District. Gardeners with structures like these may be asked to remove or make changes and will have until November 1st, 2023 to comply.
5. GARDEN WORK HOURS:
 - a. Gardeners MUST put in 10 hours of community work beyond caring for their own plot and pathway area or participate as a member of a specialized subcommittee to help maintain the garden.
 - b. Community workdays will be scheduled on a monthly basis throughout the year per the Advisory Committee. Community workdays typically occur on Saturdays or Sundays.

- c. Workdays are determined in March; if you are unable to attend workdays you must contact the Recreation Supervisor to make alternate arrangements. **Any work that is done without prior approval from Recreation Supervisor may be ineligible for work hours.**
- d. Gardeners who fail to fulfill their 10 hours will be fined at a rate of \$10/hour missing. If the fine is not paid, the plot will be revoked.

6. COMMUNITY GARDEN ADVISORY COMMITTEE

- a. A group of gardeners from the Community Garden volunteer on an Advisory Committee. They work closely with District staff to help advise what projects should be done, assist in planning workdays, communicate with the other gardeners, and help the overall management of the Community Garden. The Advisory Board meet monthly or bimonthly for meetings with District staff.
- b. Each member of the committee will have a defined role and specific duties that they will be responsible for.
- c. Participating on the Advisory Board goes towards your 10 volunteer hours for the Community Garden. If you are interested in joining, please reach out to the Recreation Supervisor to express your interest volunteering.

7. WATERING:

- a. Unattended watering (except for drip systems), surface water, leaving your plot, and overhead sprinkler watering are not allowed.
- b. Do not use another gardener's hose or faucet without permission.
- c. The Recreation Supervisor must approve all timers and watering systems prior to set up.
- d. All faucets must be able to be adjusted and all timer systems must be labeled with contact information in case they malfunction.
- e. If a garden is over-watered (this includes both standing water in your plot, and water leaving your plot), the water will be turned off. The gardener should be notified the same day and will be required to consult with the Recreation Supervisor in order to resolve the issue.
- f. Notify the Recreation Supervisor if there are any water leaks; contact your neighbor if there are leaks, overwatering or flooding on their plot.
- g. A timer is installed on the main water line. Watering times are from dawn to dark.
- h. Open containers of water are prohibited to prevent mosquitoes. Containers or buckets must be covered.

8. PLANT RESTRICTIONS:

- a. Tall plants, vines, structures, or spreading plants must not encroach on the air and light space of adjacent lots and must be confined to plot boundaries.
- b. Invasive plants are not allowed. For more information on invasive plants in California, please visit the California Native Plant Society's website at www.cnps.org. To read an extensive *Invasive Plant Species* list to verify you are not growing these plants in your plot, visit the University of California Agricultural and Natural Resources website [HERE](#) or on Carmichael's website at www.carmichaelpark.com/community-garden
- c. Trees, perennials and shrubs in your plot must be preapproved prior to planting, please contact the Recreation Supervisor for approval.
- d. Trees, perennials and shrubs must also be confined to one-third of your total plot space and cannot exceed 4' x 4' in height and width.
- e. There is no planting on the perimeter Community Garden fence. If your plot is near the perimeter fence and a vine or plant from your plot begins to work its way onto the fence, it is the plot gardener's responsibility to trim it back and confine it to their plot space.

9. PERSONAL PROPERTY:

- a. Removal of produce or property from any garden plot (other than your own) without prior approval will result in disciplinary action including and up to the revocation of your plot.
- b. Vandalism or theft must be reported immediately to the Recreation Supervisor and/or Sheriff.
- c. Sale of produce (plants, flowers, vegetables, fruit) grown in the Community Garden is strictly prohibited except for garden fundraisers.
- d. Ground level soil and amendments are not personal property and cannot be removed from the garden upon vacancy or revocation.

10. GARDEN REFUSE: Vegetative refuse is to be composted or removed. No trash is allowed.

- a. Composting – Composting on your plot, within your boundaries, is encouraged. Gardeners are welcome to participate in the Community Garden Compost Program.

- b. NO FIELD DUMPING – There is no dumping in the field. A dumpster is provided next to the community sheds for green refuse only. No trash, wood or other items are allowed in the dumpster. Gardeners who violate this rule and misuse the dumpster will be subject to revocation of their plot.
- c. Gravel, rocks, wood, or other materials brought into your plot must be removed if you leave.
- d. No concrete or cement allowed.

11. GARDEN ACCESS:

- a. The garden is available from dawn to dark, seven days a week. CRPD staff open the main park gates off Sutter Avenue on weekday mornings and a private security company lock the park gates at night, including weekends and holidays.
- b. If you arrive to the garden and the main park gates are not open, or have not been locked overnight, please notify the Recreation Supervisor.
- c. There is no vehicle access permitted within garden boundaries. Violators will be given a warning and held responsible for the repair or cost of any damage caused to the walkway, adjacent plots and/or irrigation system.

12. COMMUNICATION AND CONFLICTS:

- a. Communication:
 - i. Gardeners must notify the Recreation Supervisor ASAP if they are no longer able to tend to their garden, if they will be gone for an extended period (more than 2 weeks), or if they have a change of address, email, or phone number. Failure to comply may result in plot revocation.
 - ii. The bulletin board is for any gardener to leave messages or garden notes of interest.
 - iii. Gardeners must always communicate respectfully and appropriately to each other. Any profanity, threats, discriminatory remarks, or harassment are prohibited and may lead to revocation of your plot.
- b. Conflicts:
 - i. Any conflicts amongst neighbors should be resolved by respectful communication between the affected parties.
 - ii. If conflicts cannot be resolved amongst plot gardeners, please notify the Recreation Supervisor.

13. TOOLS AND CARE:

- a. Items in the tool sheds are for community use. Please remember to clean and return tools so we can track and maintain an inventory.
- b. Tables, chairs, etc. in the common areas may be used by anyone.
- c. Gardeners should keep all personal belongings they do not want to share on their own plots.
- d. Removal of produce, tools or any personal belongings from another gardener's plot without prior approval will result in disciplinary action, including the possible revocation of your plot.

14. VISITORS & SAFETY:

- a. Visitors are welcome to tour the Community Garden based on the discretion of the gardeners present.
- b. If visitors enter the garden during your time there, welcome them and advise them to tour the garden while staying on the pathways only. Children must be supervised at all times, so as not to disturb other gardeners and/or plots.
- c. If you leave the gates open and visitors enter the garden, it is your responsibility to make sure they exit the garden when you leave.
- d. If you are not comfortable allowing visitors to tour the garden under your watch, please keep the gates closed and/or locked to deter entry.
- e. If multiple gardeners are onsite and visitors enter, please communicate with each other about visitors and your comfort level.
- f. If at any time you feel a concern for your safety, please call the Sheriff and notify the Recreation Supervisor.
- g. Smoking is not allowed (Sac. Co. Ord. 9.36.058).
- h. Dogs must be leashed at all times in the park, (Sac. Co. Ord. 9.36.061). Pets are not allowed in the Community Garden.

15. ORGANIC:

- a. The Community Garden strives to promote healthy, organic gardening techniques. Use of chemicals (pesticides, herbicides and fungicides) is restricted on an individual basis but may be considered by the District in some extreme instances where weeds are rampant in the pathways or garden perimeter.
- b. If a gardener has a need to consider chemical control, please contact the Recreation Supervisor who will attempt to find an alternative.

16. REMOVAL NOTIFICATION PROCEDURE:

- a. Failure to comply with these guidelines will result in the revocation of your plot after three warnings and at the discretion of the Recreation Supervisor. The Removal Notification Procedure is outlined below:

- i. Warning 1: Gardeners will be notified via e-mail of the issue (i.e., weed abatement, water misuse, etc.) and given two weeks to correct.
- ii. Warning 2: If the issue goes unresolved or no clear attempt or communication has been made, the gardener will receive a second verbal or written notification.
- iii. Warning 3: If the violation persists the plot(s) will be revoked by the CRPD Recreation Supervisor.

17. REVISIONS:

- a. This document may be revised, updated and/or modified by Carmichael Recreation and Park District. If such a change is made, all plot holders will be notified via email.

By signing below, you acknowledge your receipt and compliance of this agreement and its contents.

Plot Renter Name (printed)

Plot Number

Plot Renter Signature

Date

Contact Information:

Miranda Ellis, Recreation Supervisor

Carmichael Recreation and Park District

5325 Engle Road Suite #100

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December 16, 2022