



# COUNTY OF YOLO

Health and Human Services Agency

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## **Hanna and Herbert Bauer Memorial Garden Policies and Gardening Contract**

The Yolo County Health and Human Services, Community Health Branch operates the Hanna and Herbert Memorial Community Garden located at 137 N. Cottonwood Ave, Woodland CA. There are currently 32 rentable plots, as well as a demonstration garden, children's garden, garden common space, and garden shed. Full plots are approximately 10'x10' and a few half plots are available. There is no fee for use of the garden, but plot tenants must commit at least 12 hours/year to maintenance activities in common space. A one-time, refundable \$25 deposit per plot is required upon signing of this contract and is payable by cash or check. A payment plan is also available; please speak with the garden coordinator.

These Community Garden policies outlined below foster a positive gardening experience which benefits the entire community. By following the policies and guidelines, you show that you want to garden successfully in a community garden plot.

### **Administrative Procedures**

#### ***Maintenance and Class Participation Commitment***

In lieu of annual plot fees to rent the garden plots, we require a 12 hour/year commitment per plot to maintain the community space in the garden. If you are sharing your plot with another family or a group then the 12 hour commitment can be shared among you. The commitment includes doing 1 hour/month of maintenance activity, unless you are assigned a specific maintenance task, or participate in an organized maintenance activity for multiple hours. Participation in non-required classes can also count toward maintenance hours. If multiple gardeners from 1 plot attend a non-required class, only the time for 1 person's attendance will count. A maintenance hour log will be kept in the garden tool shed so that plot holders can track their maintenance hours. The maintenance commitment is in addition to the requirement to keep your individual plot maintained.

In addition to the maintenance requirement, plot holders are required to attend 1 composting workshop, 1 integrated pest management (IMP) workshop, one gardening 101 workshop (if it includes IMP this may count for both requirements), and one nutrition education or physical activity workshop in their first year. This ensures that all gardeners are educated in key components of growing healthy food in a pesticide-free way. At least 1 person per plot must attend the workshops, though all are welcome. If you continue gardening after the first year, you will be required to attend 1 class of your choice per year. Attendance in any additional classes will count toward maintenance hours, as described above. We will do our best to

provide class dates/times that will accommodate your schedule. Please talk with the coordinator if you have scheduling challenges or questions about attending these classes.

### ***Plot Rentals***

Garden plots are for one year (March 1 – February 28) with registration taking place starting in mid-January of each year. Renewal letters are mailed to current gardeners in good standing in December for the upcoming year. They must be returned by **February 1** if you plan to continue gardening. After we receive your letter of intention to renew, a renewal contract will be sent to you and must be signed within 30-days of receipt. If the signed rental contract is not received by the due date, the plot will be made available to those on the waitlist. There is a limit of 1 plot per household, which must be gardened by the registered renter(s); **no subletting permitted**. However, 2 families or a group may share a plot so long as all renters are listed on the registration form and agree to the policies.

A one-time \$25 deposit is required upon signing the contract and it secures your spot in the garden. Once you leave the garden, if you leave your plot in good condition as outlined below, you will receive your deposit back within 30-days. Your deposit will be forfeited if you do not clean out your plot upon leaving the garden or leave your plot in disarray. Deposits will only be issued in March of each year, thus if you terminate your contract before the garden year is up, you will need to wait until March for your deposit reimbursement. You may also choose to donate your deposit to the garden fund for purchasing tools and supplies. Any forfeited deposits will also be used to purchase garden tools and supplies.

Plots will be assigned on a first come, first served basis. We will do our best to accommodate your plot preferences based upon plot availability.

### **Waitlist**

A waitlist is maintained by the health services department. As plots become available, the first person on the list will be contacted and will have 15 days to respond. If no response is received by this deadline, the next person on the list will be contacted and the first person's name removed from the top of the list.

### **Garden Coordinator and Garden assistant**

The Yolo County Health Services department has a garden coordinator and a garden assistant.

The coordinator duties include: managing the garden advisory group, policy enforcement, assisting with maintenance of the garden as needed, collaborating with other County departments to address garden issues, communicating with gardeners, organizing garden education activities, administrative duties, and other 'hands on' activities as needed.

Contact Information:

Rebecca Tryon: 530-666-8640 rebecca.tryon@yolocounty.org

The garden assistant duties include: maintenance of the children's garden area and demonstration area, leading maintenance activities, providing expertise and consultation to gardeners on planting/harvesting/soil issues, monitoring the compost area, teaching gardening classes, and assisting with other garden needs (facility needs, administrative needs, etc.).

Contact information:

David Linebarger: 530-666-8640 david.linebarger@yolocounty.org OR dline@ucdavis.edu

**Garden Staff Mailing Address:**

Yolo County Health Services Department. Attn: Rebecca Tryon  
137 N. Cottonwood Ave  
Woodland, CA 95695

**Garden Advisory Group**

The garden advisory group meets approximately 8 times per year. The role of the group is to make decisions about procedural or maintenance related issues, plan educational classes, promote the garden to the community, and make recommendations about garden programs and services. Garden plot tenants may sit on the advisory group. If you are interested in being a part of the group, please contact a garden coordinator.

**Garden policies**

***By signing at the end of this document, you are agreeing with the policies outlined below.***

**Smoking and substance use**

The garden is a tobacco-free, non-smoking environment (including e-cigarettes or medicinal marijuana). Use of any illegal substances, alcohol, or medical marijuana in any form at the garden is prohibited.

**Use and Care of Your Plot**

Gardens must be actively used for growing crops and must be cared for throughout the year, **including during the winter**. You may plant cover crop during a season if you don't plan to garden produce or herbs, but want to maintain your plot activity. Plots must be actively gardened monthly. Plots that are untended for 1 month will be reassigned and written notice of this reassignment will be sent to the plot renter's address on file. If you are going to be absent for a month or more, please inform a garden coordinator. It is your responsibility to ask another gardener to care for your plants during any prolonged absence. Growing of illegal plants in your plot or anywhere in the garden is prohibited.

To ensure that weeds and plants do not infringe upon other plots and to support the purpose of the garden, which is to grow food or flowers for personal use, renters are expected to participate in regular plot care, which includes:

- Watering (no watering timers allowed, only hand watering or use of a sprinkler while you are physically present in the garden)
- Harvesting when necessary (do not leave rotting produce, as it attracts pests)
- Prompt removal of weeds and spent crop plants
- Composting spent crop plants or non-invasive plants;
- Keeping plant heights 6' and under and keeping plants within the boundary of your plot

### **Paths and Boundaries**

You may not extend your garden beyond its official defined boundary as marked. All paths between plots must be kept clear, level, and free of all obstructions. This includes weeds and garden plants – plan for growth when planting near the edges of your garden. Any plant extending into the path may be removed or trimmed by the health services staff or garden intern. Do not put boards, plywood or carpet for 'mulch' in the garden paths – they present a tripping danger. Individual gardeners may be held liable for injuries incurred due to placement of these items in a common path.

Paths are the responsibility of all gardeners who rent a plot. Path maintenance activities, both those scheduled by the garden staff, and those performed by plot renters, will count toward the maintenance requirement. Please inform the garden coordinator if you have any concerns about garden paths or access to your plot.

### **Weeds, pests, and diseased plants**

All plots and pathways adjacent to your plot must be maintained weed-free throughout the year. **Please note that chemical herbicides are not allowed.** Bermuda grass is considered an especially invasive weed and should not be allowed to spread; Gardeners should dig out Bermuda grass from plots and adjacent walkways and remove it from the garden area. Organic methods and products (see "Chemicals and fertilizer" section) to remove weeds are acceptable forms of weed removal.

Be very careful with plants that are invasive and hard to eradicate. Ex: mints, morning glories, etc. (see <http://invasivespeciesinfo.gov>). Don't let them get overgrown, or they may be considered weeds and you will be asked to remove them.

Gardeners must attempt to keep insects and other pests under control so they do not spread into other plots. Dispose of diseased plants in a way that limits the spread of disease, such as

putting them in trash bins or removing them from the garden and disposing of them elsewhere. Please do not compost diseased plants.

### **Composting and trash**

Do not litter in the garden, instead use trash bins or take your litter with you when you leave. Littering may result in forfeiture of your plot. **All non-invasive plants and non-diseased plants that you remove should be composted or removed from the garden. All invasive/disease plants must be removed from the garden** or placed in trash bins.

### **Chemicals and fertilizer**

The use of chemical fertilizers in the garden is prohibited. Organic fertilizers such as compost, composted manure, manure tea, seaweed, fish emulsion, bone meal, blood meal, coffee grounds, earthworm castings, bat guano, and cover crops are permitted. Use of soap, vinegar, neem oil, or other organic approaches to weed abatement are permitted.

### **Water**

Hoses are provided. Please notify the coordinator or assistant if hoses are broken. Sprinkler timers are not allowed. Do not leave running water unattended, as it will be turned off. If you cannot water your plot routinely, you may ask another gardener to do so. It is *not* the responsibility of the garden coordinator, garden assistant, nor the health services department to water plot.

Water conservation is important in the garden. If you are routinely found leaving your water on and unattended, **staff will issue you one warning (email or letter). If you leave the water running unattended a second time you will forfeit your garden plot and deposit.**

In the event of a water emergency, such as a broken water line, contact the County facilities department at 530-666-8116 M-F, 8am – 5pm. If the water emergency occurs during the evening or weekend, please following the directions posted in the garden common area to report the emergency. Also, please leave a message for the garden coordinator to let her know that the facilities department has been contacted.

### **Tools**

In the shed you will find a few basic tools for shared use. Please return them promptly when you are through using them. Report missing or broken tools to the garden coordinator or assistant. You are also welcome to donate tools for communal use, but the tools are donated at your own risk. The health services department does not maintain tools donated by plot renters. Please also be considerate of fellow gardeners and reasonably clean any tools that are dirty or caked with mud after use.

### **Pets & Children**

Pets are not allowed in the garden, with the exception of service animals.

Children are welcome in the garden! For their safety and in consideration of neighboring gardeners, children must be supervised at all times and must remain within their household's garden plot or on established paths.

### **Parking**

The garden area is not accessible to motorized vehicles. All supplies should be unloaded in the parking area and transported to the garden area via hand, handcart or wheelbarrow. You may park in the public parking lot in the front of the Bauer Building (North side). Please do not block the access road between the garden and the dirt/gravel lot on the south side of the garden.

### **Maintenance days**

All plot renters can earn maintenance hours by participating in organized maintenance days that are scheduled by garden staff. Throughout the year, such days will be scheduled for activities such as weeding common spaces, clearing out debris, maintaining common paths, etc. Participation in maintenance days is not required, but encouraged, especially since they can be an opportunity to learn new skills from fellow gardeners or the garden assistant.

### **Gates and Locks**

The garden gates are generally locked at all times. The combination will be issued to you by the coordinator or assistant. At least 1 gate may be open during business hours (M-F 8:00 am – 5:00 pm) for Health Services staff to use the garden. Please keep the combination in a safe place where you can remember it and please do not share the combination with others.

You may leave the gate unlocked when you are at the garden. When you leave, if you are the last person to leave the garden at that time, please lock the gate.

### **Vandalism & Theft**

Taking produce, plants, or any items from plots other than yours is considered theft, as is taking communal garden tools. Vandalism and theft in the garden can be a problem, especially during harvest seasons. If you observe an intruder in the garden area, please contact the police department at 530-661-7800. Please report any harvest or tool theft to the garden coordinators.

### **Integrated Pest Management (IPM)**

IPM is an ecosystem based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pest control materials are

selected and applied in a manner that minimizes risks to human health, beneficial and non-target organisms, and the environment. IMP strategies are optimal for pesticide-free gardens, such as this garden. Online resources include:

- [http://www.ourwaterourworld.org/Portals/0/documents/pdf/products\\_by\\_pests.pdf](http://www.ourwaterourworld.org/Portals/0/documents/pdf/products_by_pests.pdf)
- <http://www.ipm.ucdavis.edu/PMG/NE/index.html>
- [http://www.ourwaterourworld.org/Portals/0/documents/pdf/IPM\\_School\\_Booklet\\_9-14.pdf](http://www.ourwaterourworld.org/Portals/0/documents/pdf/IPM_School_Booklet_9-14.pdf)

## **Composting**

**Gardeners are encouraged to compost** any spent crop plants or non-invasive, non-weed plants. You may compost in your own plot or contribute compostable material to the communal compost bin. **Dumping of invasive weeds, invasive plant species, processed food or meats/dairy foods, or trash into the compost may result in forfeiture of your plot and deposit.** Please read the list of compost 'do's' and 'don'ts' for more information on what is compostable.

## **Plot abandonment**

If your plot is unattended for a 1-month period, you will be contacted about maintaining your plot. You will have 15 days to resume gardening or else the plot will be considered forfeited and you will lose your \$25 deposit. If your plot is forfeited, you will not be allowed to rent a plot in the future.

## **Leaving the garden**

Your garden contract obligates you to maintain your plot for 1-year, or any portion thereof based upon when you signed up to garden. If you leave the garden before that year is up, you **will not receive your deposit refund until March, when deposit reimbursement occurs.** When you leave the garden you are required to clean out your plot and leave it in 'gardener ready' condition. This means you must remove all plants, weeds, and debris from your plot. If you leave mid-year and have crops growing you may discuss leaving those crops with garden coordinator. Both parties must be in agreement of what plants will stay.

A renewal letter for the upcoming year will be sent out in December. If you wish to renew your plot, you must inform a coordinator by email or in writing before February 1. You are also responsible for leaving your plot 'garden ready' by February 15 if you do not wish to garden in the upcoming year. Failure to do so will result in loss of your \$25 deposit.

## **Questions or Concerns**

Please direct all questions or concerns to the garden coordinators, contact information provided above.

Thank you for your decision to garden with us, and by signing below you agree with the policies outlined above, as well as the maintenance and class commitment. The Health Services Department reserves the right to modify the policies and will provide written notice to all plot holders of any upcoming policy changes.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date