



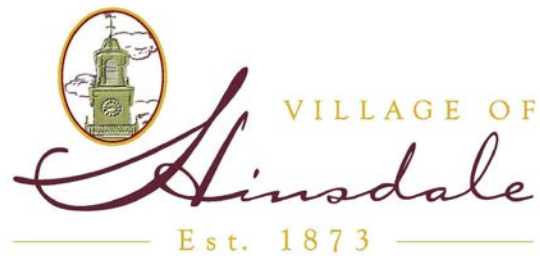
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# Garden Plot Manual

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PEIRCE PARK | 700 E. WALNUT

VILLAGE OF HINSDALE PARKS & RECREATION | (630)789-7090



## **GARDEN PLOT MANUAL**

The Community Garden Plot Program is an opportunity for individuals, families, or organized groups to be part of a community gardening program. Residents and non-residents participating in the program enjoy nature, plant flowers, grow fruits and vegetables for food, and get exercise from the practice of gardening. Six garden plots will be available to rent on a first come first served (one plot per person/group) basis. Renters may keep whatever their plot produces.

Raised Garden Plots measure 4 x 6 feet, and are located at Peirce Park (700 E. Walnut - behind the Wellness House).

The Garden Plot season is June 1 – October 31 (weather permitting).

The rules and guidelines within this manual ensure that all participating gardeners have the opportunity for a positive gardening experience, that garden plot sites are an asset to the community, and that all plots are used in a productive manner. By following the rules and guidelines, gardeners show that they want to garden successfully in a community garden plot program. All gardeners must agree to follow the rules and guidelines of the Garden Plot Program.

## **ADMINISTRATION**

### **Rental Procedure**

Garden Plots are rented on a seasonal basis first-come first-served (one plot per person/group) basis ). You must be at least 18 years of age to rent a plot individually- under 18 years of age must be supervised by an adult. The cost is \$25/plot for residents and \$40 for non- residents. Information on the program will be included in the annual Summer Program Guide. To rent a plot, contact the Parks & Recreation Department at (630)789-7090.

### **Existing Plot Condition**

All plots are rented in their existing condition.

### **Inspection**

The Village of Hinsdale will inspect and contact gardeners whose plots are not in compliance with the rules, who interfere with neighbors, or whose plots are not used appropriately. Gardeners who fail to address a rules violation within seven calendar days, or within an alternative timeframe specified by the Village of Hinsdale staff, risk losing their garden plot rental.

### **Plot Return Policy**

Gardeners may return their plots at any time by contacting the Village of Hinsdale Parks & Recreation Department (plot rental fees are non-refundable). Garden Plot renters may not give away or sublet their rented plot to other renters.

### **Safety**

Renters garden at their own risk. Since all plot locations are in a public park, the public cannot be banned from these areas. The Village of Hinsdale assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.

Should illegal activities, such as theft, alcohol use, malicious damage, illegal dumping, etc. be observed, please contact the Village of Hinsdale Parks & Recreation Department at (630) 789-7090.

### **Share your progress on Facebook and Instagram!**

The Parks and Recreation Department is active on social media and would love to share photos of your plot's progress and yields throughout the season. Tag @HinsdaleParks in your Facebook or Instagram posts, or send your photos and updates to [parkrec@villageofhinsdale.org](mailto:parkrec@villageofhinsdale.org)

## GARDENER RULES

1. All gardening activities must be contained within the plot boundaries as marked by the Village of Hinsdale.
2. The season begins June 1 (weather permitting). Gardeners should prepare their entire plot for gardening and can begin planting on **June 1**. Complete fall clean-up by **October 31**. For a successful fall clean-up, please clear the plot of any weed blanket fabric, tomato cages, garbage, debris, concrete block, fencing, gardening tools and accessories.
3. Plots must be neatly maintained from June 1 to October 31.
4. All non-biodegradable trash must be placed in garbage cans. Garden waste or weeds shall be placed in yard waste bin.
5. Water must **NOT** be misused. Water may be available but limited at the water fountain just east of the Garden Plots or can be self-provided by gardener.
6. Plat support materials may not extend more than 4 feet above soil line.
7. Pets are not allowed inside the plot area.
8. Plot renters that do not plant, maintain, or properly remove debris from plots will lose following year's renewal privileges.
9. Proper attire including shoes and shirts must be worn at all times.

## **GARDENER INFORMATION**

### **Gardener Eligibility**

The following criteria establish eligibility for garden plot rental

1. Rental contracts must be signed and returned prior to beginning work in your rented garden plot.
2. Must grow food in the rental garden plots for personal consumption. Food may not be grown for commercial purposes.
3. Must comply with the Agreement and Code of Conduct.

### **Gardener Responsibilities**

1. Before planting, gardeners should check the numbered stake to be certain they are on the correct plot. If gardeners are not sure of the plot number, they should contact the Village of Hinsdale Parks & Recreation Department before planting. The Village is not responsible for costs incurred for replanting.
2. The Village will take care of areas surrounding the garden site. Plots are not to extend beyond the designated boundary lines.
3. While the Village provides the soil for the bed. Gardeners may need to till the soil at the beginning of the season.
4. Gardeners are expected to weed and maintain their entire plot(s) throughout the season until closing on October 31. Trash barrels are provided; do not leave weeds in aisles. The trash barrels are for garden plot waste only and are not to be used for yard waste from home.
5. If weeds are growing 12" tall on more than 1/3 of your plot for longer than seven days or if you have extended your plot beyond the assigned boundary lines, you will be contacted by the Village of Hinsdale by phone/email. Gardeners will then have one week from the day they are notified to take the appropriate action before the plot is mowed. Gardeners are expected to make arrangements for their plot to be maintained during any extended absences.

6. If gardeners fail to maintain their plot, the Village of Hinsdale will resume maintenance and they will not receive priority registration for the following year.
7. Plastic bags, rocks, string, wooden stakes or other materials should not be left in the garden aisles. These objects can be very dangerous and destructive when mowing. It is the gardener's responsibility to remove items from the plot area at the end of the season.
8. Gardeners that do not have all items listed above removed, will be assessed a \$50 clean-up fee.

### **Plot Identification**

The Garden Plots are located at Peirce Park behind the Wellness House (700 E. Walnut). Weather dependent, the program will run from June 1 through October 31. Plots will be staked and ready for planting with consideration to weather and soil conditions. Garden Plots are identified with a numbered stake. Plots are marked with a number. For example, plots are 1-6.

### **Parking**

Parking for vehicles is located at the Peirce Park parking lots or where street parking is allowed. Please notice and obey the parking signs.

### **Water**

Water is for the use of the garden plots only. Water must NOT be misused. Water may be available but limited at the water fountain just east of the Garden Plots or can be self-provided by gardener.

### **Mulch**

Gardeners may bring in mulch to use on their plots with the following provisions:

- Acceptable forms of mulch include: Alfalfa, Buckwheat hulls, corrugated cardboard, garden residue, grain hulls, hay, lawn clippings, leaves, and shredded newspaper. If gardeners would like to use mulch that is not listed above, please contact the Village of Hinsdale Parks & Recreation Department at (630)789-7090. Mulches such as woodchips, stone, carpet, sludge, cocoa bean hulls and artificial turf are prohibited

# **VILLAGE OF HINSDALE**

## **GARDEN PLOTS AGREEMENT & CODE OF CONDUCT**

1. I will comply with all federal, state and local laws, and all Village ordinances.
2. I am the gardener that will use the plot. I understand I may not transfer or sublet my plot. Payment, planting, maintenance, cleanup and other duties at the plot are my responsibility.
3. I understand all plots are rented in their existing condition.
4. I understand that the garden plots are located in a public park and the public cannot be banned from this area.
5. I understand garden plots are temporary fixtures. The Village of Hinsdale reserves the right to relocate, add or remove plots as needs change.
6. I understand the Village of Hinsdale assumes no responsibility for loss or damage to personal property. The Village of Hinsdale is not responsible for replacement or reimbursement for any lost seeds, plants, produce, tools or any other item that you bring to the garden plot due to theft, vandalism, weather or any other reason.
7. I understand if I observe illegal activity, such as theft, alcohol use or vandalism I should contact the Police Department.
8. I understand the food I grow on my garden plot is for personal consumption and not for commercial purposes. Plants and produce from the garden may not be sold for a personal profit.
9. I will wear proper attire at all times, including a shirt and shoes.
10. I will keep my car the parking lot adjacent to the Garden Plots, parked properly according to posted signage. I will not park or drive in the plots, grass or any other area except the road.
11. I will remove all debris, plant supports, trellises, etc. prior to October 31.
12. I will not expand my plot beyond its boundaries into the paths or other plots.
13. I will not plant perennials, trees or shrubs.
14. I understand that personal property, including tools and clothing, should not be left at the Garden Plots for safety and aesthetic reasons, and the Village of Hinsdale is not responsible for theft of personal items.
15. I will keep my plot free of weeds, rotting produce, trash and other debris. Should my garden become unkempt, I will be notified by the Village of Hinsdale and given 7 days to weed and clean my plot. If I do not maintain my plot within the 7 day grace period, I understand it will be forfeited and no refund will be issued.
16. I understand that weeds must be removed in a timely manner to prevent unsightliness and the propagation of weed seeds into neighboring plots.
17. I will keep my plot, paths and surroundings clean and neat. I will put compost, recyclables and trash in designated areas. I will practice good safety habits for myself and fellow gardeners by keeping paths clear of tools and debris.
18. I will not bring household trash or landscape waste and leave it at the Garden Plots or park. It is illegal to dump on public property.
19. I agree to remove excess lumber, fencing, plant supports, bags and other materials not being used and store them elsewhere for safety and aesthetic reasons.
20. I understand I may use trellis structures and plant supports as long as they do not present a safety hazard or shade another gardener's plot.
21. I will be respectful and keep tall crops and structures from shading my neighbor's plots.
22. I agree to be mindful of other garden plot members when using a hose to water my plot and understand that sprinklers are not allowed.
23. I understand that standing water presents a health hazard as a breeding ground for mosquitoes. I will empty all water containers and store upside down when not in use.
24. I will consider employing the use of mulch to conserve water and prevent unwanted weeds from growing.
25. I understand that water is a precious and limited natural resource and I will practice good water conservation methods and follow Village water restrictions.
26. I will report all hydrant leaks to the Village of Hinsdale.

27. In the spirit of community and cooperation, I will treat the garden, other gardeners, neighbors and visitors with respect and consideration. Violation of this rule will result in expulsion from the garden.
28. I will not enter other gardener's plots, and I will not remove plants, vegetables, tools, or any other item that does not belong to me.
29. I will not move soil, dig channels, create berms or otherwise change the landscape beyond the boundaries of my plot. I will not make any permanent changes to the garden.
30. I will not damage or destroy any property at the Garden Plots.
31. I understand that if my gardening practices negatively affect a fellow gardener, I may be requested to alter the practices by the Village of Hinsdale.
32. I understand that the Village of Hinsdale reserves the right to remove objectionable items from garden plots.
33. I will wear headphones if I wish to listen to music.
34. I will not use profane or abusive language, physically harass or discriminate against others.
35. I will communicate respectfully with neighboring gardeners to work out issues with borders, weeds and other concerns.
36. I will fully supervise my children and prevent them from wandering into other gardener's plots.
37. I have received a copy of the Garden Plot Manual. I have read and agree to abide by the above garden rules and policies and those found in the Garden Plot Manual. I understand that failure to abide by these rules will result in forfeiture of my garden plot without refund and my future gardening privileges will be revoked.

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Signature

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Date

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Printed Name

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Phone Number

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Email Address