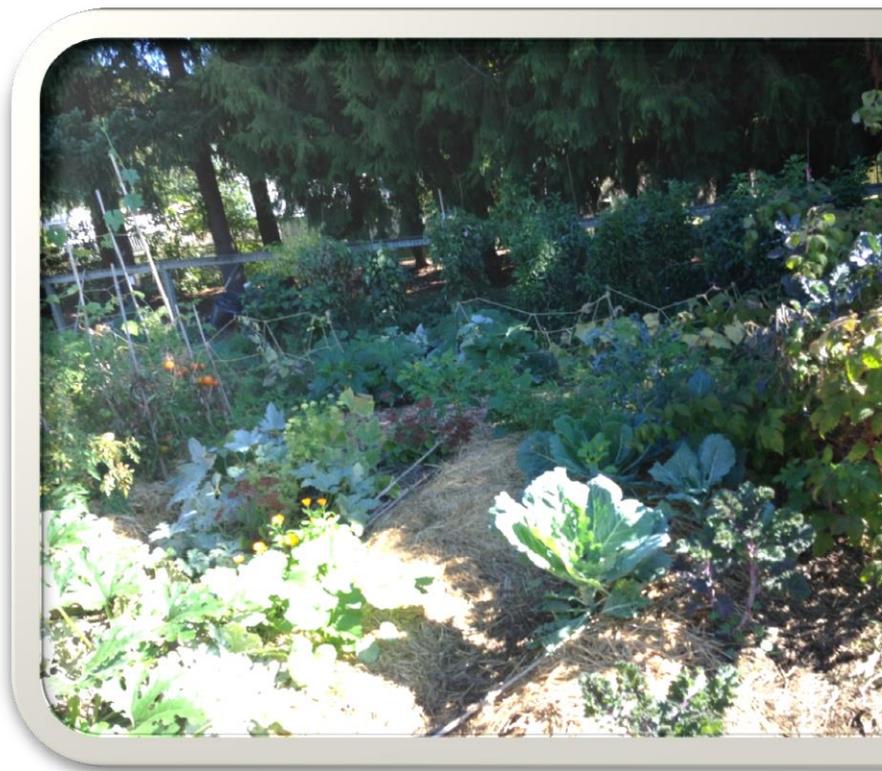


Park Cleone Community Garden Information and Registration 2015



City of Fairview, Public Works
City Hall, 2nd Floor— 1300 NE Village Street
Fairview, OR 97024
503-665-9320

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Welcome to the Fairview Community Garden program and the 2015 growing season!

This registration packet was designed to provide garden information, garden rules and guidelines, registration form, and waiver of liability form.

The Park Cleone Community Garden offers an opportunity for Fairview residents to grow vegetables and flowers in a community setting. The community garden has 9 garden plots that are 15 feet by 15 feet in size. Registration for the garden is handled through the Fairview Public Works office. Gardeners must register and pay in person at Fairview City Hall, Public Works desk, second floor. Office hours are Monday through Friday 8:30 a.m. to 4:30 p.m. A signed registration form, release/waiver form and payment in full are required at time of registration.

The Park Cleone Community Garden was developed to provide a place for local residents to grow food and ornamental crops and to enjoy the relaxation and educational benefits of community gardening. Each gardener is part of a community of gardeners and needs to work with others in relative harmony in order to make a positive gardening experience for everyone. The gardeners are responsible not just for their plot, but for pathways surrounding their plot and helping the garden area as a whole. The gardening program is likely to evolve over time, and it is possible that the rules may evolve as well. As a participating gardener, you may help guide the future of community gardening in Fairview.

This registration packet includes:

- General information about the community garden.
- Garden rules and gardener responsibilities.
- Garden registration and waiver and release form.



2015 Growing Season Important Dates

April 1, 2015	Re-registration begins for current gardeners.
April 20, 2015	Registration begins for unclaimed garden plots.
May 18, 2015	Water turned on.
May 22, 2015	Unassigned plots may be reassigned to current registered gardeners.
May 25, 2015	Garden plots must be in the “getting started” phase (see page 4).
June 15, 2015	Garden plots must be in the “planting” phase (see page 4).
October 2015	Fall clean-up month.
October 31, 2015	Water turned off.
February 2015	Registration begins for existing gardeners.
March 2015	Registration begins for new gardeners.



Garden Rules and Gardener Responsibilities

Definition of a Working Garden

A garden plot must be maintained, planted or mulched, and stay within its boundaries. Plots may not be consistently weedy, untended or filled with debris. Gardeners are expected to spend at least two hours per week, on average, during the growing season, tending the plot.

What is Appropriate to Grow

Vegetables, herbs, flowers, and small fruit plants for home consumption and donation are appropriate. Any large structures, trees, or large collection of non-plant items are not allowed. Crops must be legal and for personal use or donation. Please do not allow your plants to shade an adjoining garden or encroach on the pathway.

Gardening Season

Gardeners are responsible for keeping the plot cultivated, cover cropped or mulched. For most gardeners, the growing season will be from May until September. Some gardeners, however, may have crops growing late in the fall.

No matter what crops you decided to plant, you are responsible for basic plot maintenance. Weedy plots are subject to warning and could result in loss of your garden plot. Perennial crops and some annual winter hardy crops may be over-wintered, but must be maintained.

Spring Preparation and Planting

By May 22, your garden should be in the “getting started” stage. This deadline is to motivate gardeners to show that they are going to use the garden plot, and not waste it. Some garden plots are reserved with the best of intentions, but end up not being planted. If you haven’t started preparations by this date, there is probably someone on the waiting list who would be willing to take over your plot.

The minimum requirements of “getting started” include:

- Weeding and planning; edging weeds along borders;
- Working the soil in preparation for planting;
- Pathway clean-up.

Summer Planting and Growing

By June 11, gardens should be in the “planting” stage. There should be substantial progress towards a productive garden which includes:

- At least half of the plot worked and planted;
- Removal of remaining weeds;
- Establishing and caring for plants;
- Continued pathway maintenance.

By June 11, there should be gardening activity, and weeding in the whole plot. If these deadlines are not met, your plot may be offered to the next person(s) on the waiting list and your registration fee will be forfeited.

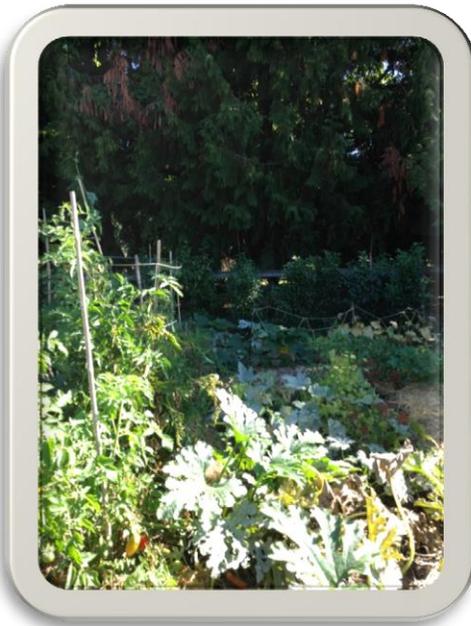
Notify the Garden Manager if you are no longer able to tend your plot; will be absent a long time; or have asked a friend to tend your garden.

Fall Harvest and Clean-up

Annual crops should be harvested and the plants cleaned up and composted. Garden plots should be cover-cropped, and/or mulched around perennial plants by November 15.

Gardening Hours

Gardening hours are from 6:00 a.m. to 9:00 p.m. or dusk, whichever comes earlier. The use of power equipment is restricted to the hours of 8:00 a.m. to 8:00 p.m.



Water Availability

Water in the gardens will be turned on by May 15 and shut off by October 31. Please help conserve water, use mulch and water judiciously, and be courteous to neighbors to take turns with watering.

Unattended watering is not allowed. Please notify the Garden Manager of any leaks in the water line. Make sure all faucets are off when you leave the garden. Keep hoses neatly rolled up near the water acuter.

Natural Gardening

Use of herbicides, weed killers, and non-organic pesticides is prohibited. Use of chemicals or propellants banned by the federal, state, or local government, shall

be grounds for forfeiture of the privilege to use the Community Garden. Gardeners are *strongly* encouraged to use natural gardening techniques. For additional information about natural gardening visit: <http://www.metro-region.org>.

Garbage and Garden Debris

There is limited garbage service at Park Cleone. **Please keep trash and litter cleared from your plot and take it home for disposal.**

Gardeners are encouraged to handle garden debris with onsite composting within their garden plot or within a composting container. Please limit onsite composting to compostable materials produced at the Community Garden site or your personal residence; compost materials from businesses is not allowed.

Pets in Gardens

Pets are not permitted at the Community Garden.

Plot Registration Required Annually

Plots are not transferable without permission of the City. Gardeners are responsible for keeping addresses and phone numbers current with the Public Works office. If, for any reason, you need to relinquish your space, call the City at (503) 674-6230.

No Refunds

If you give up your garden plot after you have registered, or if you fail to maintain your plot and it is transferred to another gardener, your plot fee will not be refunded.

How Many Plots may a Gardener have?

Because the garden is so small, the number of plots a gardener or gardening family may have is limited to one per person/gardening family. If there are unassigned plots after May 1, you may register for additional plots for the current growing season only. The additional plots will be returned to the “new gardener” pool the following year.

Theft

Any gardener reported for taking vegetables, flowers or supplies from another’s plot may have their garden privileges revoked.

If vandalism or theft occurs, notify the Garden Manager immediately. Help us discourage losses by questioning unfamiliar faces.

Questions and Contact Information?

Please contact Sarale Hickson with the City of Fairview at (503) 674-6230 with any questions or suggestions regarding the garden program.

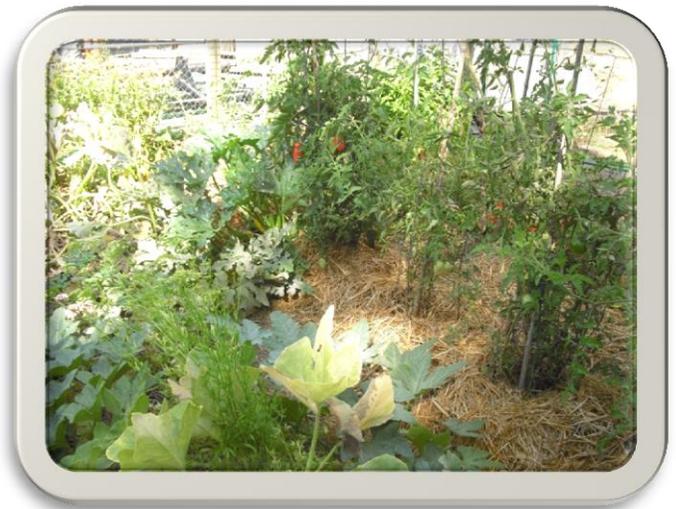
Role of the Garden Manager

We are hoping someone will volunteer or agree to serve as the Garden Manager, providing a contact point for both gardeners and City representatives. As part of our goal to create a sense of community, we are encouraging periodic meetings of the gardeners. The role of the Garden Manager is to:

- Keep track of plots that are used well, or are neglected or abandoned, and report these to Fairview Public Works staff;
- Organize and lead garden meetings or events. Public Works staff can assist, if necessary;
- Form work parties to enhance the maintenance or renovation of the community and shared areas at the garden. This may include plot layout, compost work, planting, mulching, or pathway maintenance;
- Help to resolve conflicts regarding site issues such as pathway lines, water time and use. The best approach is a measure of logic and cooperation;
- Write letters to the gardeners. Public Works staff will copy and mail out the letters;
- Periodically meet with city staff to discuss and resolve garden issues on a timely basis.

Problem Solving Process:

The City of Fairview designates the Garden Manager as the highest governing authority at the Community Garden. The City will assist the Manager as needed. Breaking any rules, terms, and conditions is cause for exclusion from the garden and loss of your plot. You will receive one verbal warning from the Garden Manager. If no response or correction has been made, you will receive written notice one week later. If no response or correction had been made, you will receive notification that you have forfeited your gardening privileges and plot. You will be allowed to reapply for another plot only after one year and only at the discretion of the Garden Manager.



**Park Cleone Community Garden
2015 Registration Form**

I am a Returning Gardener. I am a New Gardener.

Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____

Email: _____@_____

For Office Use Only:
Date Received: _____
Plot #: _____
Receipt # _____
Check # _____
Total Paid: _____

I am interested in acting as Garden Manager for 2015

Returning Gardeners:

New Gardener:

Same plot as previous year. Plot # _____

I will take any plot available.

I would like a different plot if available. Plot # _____

I request specific plot # _____.

Garden Fees:

Garden plots are \$25.00 per plot per year. Please make check payable to the City of Fairview. Only one plot per family will be assigned, however after May 22 any remaining unassigned plots will be available on a first come first serve basis.

Garden Rules:

I have read and understand the 2015 Park Cleone Community Garden Rules and Gardener Responsibilities and agree to follow them, knowing that non-compliance could result in immediate loss of my garden plot **without a refund**.

Signature: _____

Community Garden Waiver and Release for Participants

READ CAREFULLY BEFORE SIGNING

Important Notice: Participation in this Program is at each participant's own risk. Any and all claims for injury or damage must be waived and released as a condition to participation. Even if a waiver and release is not signed, by participating the participant agrees to assume all risk and to hold the City of Fairview completely harmless there from. No security is provided at the Community Garden or within the Program area. Parents are responsible for the safety of their children at all times.

I agree to waive, release, absolve, hold harmless, and indemnify the City of Fairview, and its officers, agents, employees and volunteers from and against all damages, claims, demands, suits, or actions resulting from my occupancy or use of the Community Garden property. Damages may include, but are not limited to, damage or loss of property or physical injury or death to me or to any other person. I assume all risks and hazards for myself and for any minor children with me incidental to the conduct of this activity, including but not limited to the risk of physical injury. I understand there is no insurance coverage provided by the City for this activity. Any insurance is my personal responsibility.

I agree to act in a safe, prudent and responsible manner at all times while using the Community Garden. I agree to be respectful of other people using the Community Garden and of their property.

Signature: _____ Date _____