

Ormond Beach Community Garden Rules and Regulations

January 2022

Ormond Beach Community Garden's mission is to create and maintain public gardens that promote a healthy lifestyle and provide a space for those who share a love and desire to learn more about gardening.

The following set of rules and regulations have been designed for the following reasons:

- To ensure that community gardens are safe.
- To ensure that community gardens are pleasant places to be and to look at for gardeners, neighbors and the general public.
- To assure equity among community gardeners.
- To encourage environmentally safe practices.
- To protect the future of community gardens in Ormond Beach.

The Rules and Regulations are reviewed and revised regularly in an ongoing effort to improve and keep them relevant to changing conditions. If you have any concerns, please call the Leisure Services Department's Environmental Discovery Center at 386-615-7081. Unless official changes are made, you must abide by these rules and regulations as they are currently written.



GENERAL INFORMATION.....

- Anyone age 18 or older can participate in the Community Garden program. Two user fees will be applicable, a Volusia County Resident and a Non-Volusia County Resident user fee.
- A primary gardener may be defined as an individual, husband/wife, domestic partners, or an organization having sole interest in a plot.
- Each Community Garden has at least one (1) Master Gardener. The duties of the Master Gardeners include to educate and provide information to gardeners about organic vegetable gardening; to recommend solutions for horticultural problems in the gardens; and to supervise composting. Each garden also has at least (1) Garden Monitor. The Garden Monitor’s duties include general upkeep and maintenance for the entire Community Garden. All gardeners will report any general gardening issues and concerns to the Garden Monitors. If the Garden Monitors cannot resolve the problem, they will contact the Environmental Discovery Center Coordinator.
- The Environmental Discovery Center Coordinator will conduct weekly garden checks. **Gardeners are expected to keep plot(s) maintained each week.** This includes weeding and harvesting their plot for the term as indicated below.
- The City of Ormond Beach is not responsible for any additional items beyond garden plots and irrigation. Contact your Garden Monitors with any concerns or for more information.
- Gardeners may not use their plots for commercial activities.
- By signing the agreement and paying the user fee, individuals confirm they have read and agreed to the rules and regulations as stated.

USER FEES & SECURING A PLOT.....

- New gardeners are required to complete the Community Garden Registration/Agreement Form and are to provide the user fee payment in full in person to the Environmental Discovery Center.
- Plot user fee for a Volusia County Resident is \$15.00 for a 6-month garden season.
- Plot user fee for a Non-Volusia County Resident is \$22.50 for a 6-month garden season.
- Garden plot use agreements are issued on a 6-month basis and begin on March 1st or September 1st.
- Payments are accepted in the form of cash, debit/ credit card or check/ money order made payable to the “City of Ormond Beach.”
- The user fee is non-refundable.

PLOT ALLOCATIONS.....

- Plots are assigned on a first come, first served basis. Only gardeners requiring an ADA accessible plot may request a specific plot.
- Gardeners who have been awarded a plot will receive a standard 4’x12’ plot or an ADA accessible 4’x4’ plot.
- The Environmental Discovery Center will assign garden plots every 6 months if plots are available.
- A plot may be reassigned during a 6 month period if it becomes available.
- Current plot holders can renew their plot for the next 6 months and will pay the quoted plot user fee.
- Plot requests are filled according to the order in which in-person registration forms are received. If requests cannot be filled, a waiting list will be maintained for applicants for whom no plot was available.
- Current gardeners have the right to first refusal of their plot for the following 6 month term.
- **Gardeners who are moving or have other reasons they cannot use and maintain their plot must notify the Environmental Discovery Center so the plot can be reassigned.**

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- Gardeners who have not requested an ADA accessible 4'x4' plot but have been awarded one must give their plot to a gardener that requests an ADA accessible plot when the next 6 month term begins. The gardener that gives up the ADA accessible plot will receive the first option to move to an available standard 4'x12' plot for new term.

ADDITIONAL PLOTS, TRANSFERS, & GARDEN HELPERS.....

- Gardeners in good standing who wish to occupy more than one garden plot will be placed on the wait list and allotted a second plot only if a plot becomes vacant and no one else is interested.
- The transfer of a plot will only be allowed between a husband and wife or domestic partners. Garden plots that become available are re-assigned to new gardeners by the Environmental Discovery Center.
- A primary gardener may choose to have a Garden Helper to assist with the plot and/ or maintaining the plot in the gardener's absence due to a family emergency, illness or injury, vacation, or other unforeseen circumstance. The primary gardener must provide the Environmental Discovery Center with the name and contact information of the Garden Helper. Garden Helpers must be 18 or older. Prior to assisting with a garden plot a Garden Helper must fill out a Release and Waiver of Liability Form at the Environmental Discovery Center and must complete an orientation with a Master Gardener or Garden Monitor.
- The primary gardener and Garden Helpers are required to inform the Environmental Discovery Center of any changes to his/her contact information, including home address and telephone number.

GARDENER RESPONSIBILITIES

- Gardeners must understand this is a community garden. It is the responsibility of each gardener to follow Community Garden Rules and take an active role in administering the garden.
- Gardeners are expected to manage compost and soil quantities. Any additional materials, such as tools and supplies must be obtained by the Community Garden members through donation requests from the gardeners.
- Gardeners should assist in maintaining the community gardens including maintaining communal equipment, keeping the site picked up from debris and dealing with wildlife as best they can. Gardeners should notify a Garden Monitor if there are problems they cannot resolve.
- **Gardeners must maintain their plot and adjacent aisles/walkways. This includes planting, watering, harvesting, weeding, and removal of diseased or insect infested plants and over ripe vegetables.**
- **Gardeners are expected to put weeds, diseased plants and other trash in the trash can.**
- **Gardeners will be notified if weeds and disease become an issue in their plot or surrounding area and are required to address the problem immediately.**
- Garden plots are expected to be in active use during the growing seasons. Solarization dates are set for June 15th through September 15th. Gardeners must have food crops planted by April 1st and October 15th of each year.
 - Gardeners should communicate with neighboring gardeners to work out borders, weed issues, and plant size issues.
 - All gardeners shall treat the garden, other gardeners and visitors with respect. No stealing (harvesting from other's plots without authorization) or verbal or physical harassment.
 - During a gardener's absence of more than 2 weeks whether planned or unplanned it is expected their plot will continue to be maintained consistent with the garden rules. The maintenance may be done by a fellow plot owner, a previously approved garden helper or a new garden helper who then must be approved by the EDC Coordinator. In all cases the gardener must notify their respective Garden Monitor and the Environmental Discovery Center when a substitute will be maintaining their plot and the estimated date of the gardener's return.

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- Gardeners who give up their plot during a term or do not renew their plot for the next term are asked to return their plot to its original condition including irrigation connections.
- Keep the Environmental Discovery Center advised of your current home address, email address, and telephone number.

COMMUNITY GARDEN SITE.....

- Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or altering the perimeter fence. The maximum height for any garden structures, such as trellises, arbors, or other plant supports, shall be four feet (4') from the top of the box and must remain within the perimeter of the box. The maximum height for ADA plots will be three feet (3') from the top of the box. All plants will comply with this height restriction as well. **Exception:** During the months of June, July, and August both Okra and Sunflowers may be grown. Typically those plants exceed the established height limits but are allowed during those months so long as they do not shade neighboring plots. The okra and sunflower plants must be removed by September 1st. Shading issues at any time of the year will be dealt with by the EDC Coordinator.
- Containers or planters are not permitted outside of a gardener's allocated plot but may be used *within* the plot. Only Master Gardeners may place containers or planters in the demonstration or communal areas.
- Glass containers are prohibited from the gardens.
- If you would like to use your music devices, please use headphones.
- Smoking, chewing tobacco, alcohol and/or any illegal substance is prohibited both within the Community Garden as well as at the entrance or kiosk area.
- Growing or using illegal substances in the garden will lead to immediate expulsion.

ORGANIC GARDENING GUIDELINES.....

- The Ormond Beach Community Garden shall operate based on the gardening recommendations (including lists of vegetables and fruits) of the Institute of Food and Agricultural Sciences, University of Florida (UF/IFAS) in their handout the "Florida Vegetable Gardening Guide, #SP103." This handout will be available on the Community Garden page of the City website (www.ormondbeach.org) and can be emailed upon request. Gardeners will be required to use this handout as a gardening guide. **If a gardener is unsure if a plant, vegetable, or fruit is approved for growing, they must contact the Master Gardener(s) for clarification and approval to grow the plant.** If a gardener fails to obtain approval to grow a plant not listed in the handout they will be required to meet with the Master Gardener(s) and remove the plant.
- Gardeners must agree to garden organically. The organic definitions can vary; the Ormond Beach Community Garden is planting organically in accordance with the UF IFAS Extension Office. If you need further clarification, please contact the Master Gardeners.
- Composting is an integral part of organic gardening. Gardeners are expected to use the finished garden compost from the garden bins or approved, purchased organic compost. Please see your Garden Monitors for more information on Compost Guidelines for your Garden.
- The Community Gardens follow an Integrated Pest Management (IPM) approach in accordance with UF/IFAS. The University of Florida notes that "IPM's emphasis is on the prevention and management of problems, rather than their eradication. Organic pesticides are only one weapon in the arsenal of IPM practices, and they are typically used only after a number of other tactics have been tried." Therefore, insect traps such as flyer paper are not allowed. While traps can help determine the presence of pests, UF/IFAS notes that traps do not sufficiently manage persistent pest infestations.

PROPERTY & TOOLS.....

- If borrowing communal tools/ supplies, clean and return them to their places in the shed in a timely manner.
- Gardeners may also bring their own tools.
- In the shed, space priority will be for communal equipment and materials. Members must share shed space and must include their name on personal property.
- **Garden materials and equipment not labeled with a gardener's name that are left outside a plot will be considered communal property.**
- Do not leave other personal items unattended in the garden area. Neither the Garden Monitors nor the City of Ormond Beach are responsible for any lost or stolen property.
- Donated materials become property of the Community Gardens.

MEETINGS, EDUCATION EVENTS AND WORK DAYS.....

- Business meetings are held once per term. Gardeners are strongly encouraged to attend to get garden updates and help contribute ideas to improve the community garden program. If you cannot attend, please notify the Environmental Discovery Center. A gardener may send a representative in his/her place.
- Gardeners will be notified in advance when educational opportunities for them are scheduled by the Master Gardeners.
- Work days focus on maintaining the community areas of the garden. Gardeners are encouraged to attend. Gardeners will be notified of work days and events in advance via email and phone call. News and notifications will also be posted on the community garden's bulletin board and Facebook page.

SECURITY.....

- Central Park is open from sunrise to sunset, and it is considered trespassing after hours. Only gardeners with awarded plots will be given a combination code to have full access to the garden during park operating hours. Gardeners are not allowed to share this combination code. Upon leaving the garden, regardless of the time of day, gardeners must securely close & lock the gates.
- If you have any safety concerns or issues, please call the non-emergency police number at 386-248-1777 and notify the Environmental Discovery Center as well. In case of an emergency, call 911.

VISITORS, CHILDREN, & PETS

- Visitors are not allowed to enter the gardens unless permitted and supervised by a garden plot holder. Visitors may not disturb others' plots. Any inappropriate behavior amongst visitors must be reported to Garden Monitors.
- Gardeners are encouraged to bring family members and introduce them to the wonder of gardening. Please supervise children at all times.
- In order to be respectful to all gardeners, pets are not allowed in the garden. Service animals are permitted but must be trained and registered.

WARNINGS AND PENALTIES.....

- **Rule Violation:** Failure to comply with the rules may result in the loss of gardening privileges. You must maintain your garden plot and adjacent areas.
- **If you have not notified the Garden Monitor and/ or EDC Coordinator of a temporary absence and your plot remains unattended for more than a two-week period you will be contacted by phone and email to inform you the plot will be forfeited if you do not respond within seven (7) days of the date the notice is sent. If/once contact has been made; you will have ten (10) days, from that date, to bring your plot back to the standards of the gardens. If the issue is not corrected within the 10 days the plot is forfeited.**
- **Immediate Plot Forfeiture:** You will be notified that you immediately forfeit your plot if you do any of the following:
 - Transfer or sublet your plot.
 - Exhibit a pattern of behavior that shows disregard of garden rules, such as repeated rule violations. (i.e. 3 violations within twelve (12) months), even if remedied within the specified time frame.
 - Grow or use illegal substances in the garden.
 - Steal or use verbal or physical harassment in any way.