

# ENFIELD COMMUNITY GARDENS

## RULES AND PROCEDURES



Enfield Community Gardens are intended to be a beautiful, safe and pleasant community garden environment for gardeners, neighbors and the general public. The garden is operated by the Town of Enfield Development Services and will be maintained using sustainable and organic practices by volunteers and garden members. To promote the interest of proper garden operation and to respect the interest of fellow gardeners, the Enfield Community Gardens require all gardeners to read, acknowledge and abide by the following rules.

### APPLICATION AND PAYMENT OF FEES

1. Individuals or organizations wanting to lease a garden bed may fill out the below lease application, download it from <https://www.enfield-ct.gov/291/Enfield-Community-Garden> website or arrangements can be made to pick up an application at Development Services, 860-253-6385 or email them at [developmentsservices@enfield.org](mailto:developmentsservices@enfield.org).
2. Individuals or organizations may rent two or more raised garden bed per season for personal, non-commercial use.
3. Availability of garden beds will be on a first come/first serve basis. Garden bed locations will be assigned by the Master Gardener. In the event all garden beds are in use, a waiting list will be maintained by the Master Gardener.
4. Waiting list participants will be contacted by email, telephone and/or via postal service when a garden bed becomes available. Once the contact has been made, the contacted participant will have one (1) week to contact Master Gardener with payment if they would like to lease the garden bed. If the one week has expired, the next participant on the waiting list will be contacted.
5. Once a participant has been contacted regarding an available garden bed, the participant must pay the annual fee. Payments are accepted check, money order or cash. Garden beds are considered leased only after payment of the fee has been received and the rental application and waiver of liability have been completed and signed.
6. Fees are paid annually no later than opening day of each year, unless otherwise agreed upon. Failure to pay the annual fee will result in the garden bed being leased to another participant. Checks returned due to insufficient funds may result in an additional charge.
7. Gardeners are required to notify Master Gardener of changes to contact information (address, phone, or email). This ensures delivery of renewal forms and other timely information.
8. Mail your garden bed lease agreement and a check or money order (**make check payable to Town of Enfield -Community Garden Plot**) to: *Enfield Community Garden-Lease Agreement, Laurie Whitten, Director, Development Services, Town of Enfield, 820 Enfield Street, Enfield, CT 06082* or bring your garden bed lease agreement and a check or money order to Development Services at the Town Hall.

## CONDITIONS OF USE

### Eligibility:

1. Participants must have a connection of being part of the caring Enfield community and at least 18 years or older to be eligible for a garden bed lease agreement.

### Garden Beds:

1. Garden beds are rented annually for a fee based of \$25.00.
2. Fees are due in full by planting day of each year unless otherwise agreed upon by the Master Gardener.
3. No smoking allowed in the community gardens. Tobacco can carry a plant disease that can impact tomatoes, peppers and other crops.
4. Participants may not sub-rent their garden bed.
5. Garden plots are not to be used for commercial sales unless a special agreement is approved by the Master Gardener.
6. When you rent a bed, you are expected to keep the weeds under control with proper removal and area around the plot clean. Garden bed plantings are to be maintained so that mature vegetation does not overlap onto pathways or neighboring garden beds. If this results the Master Gardener has the right to clear the walkway area.
7. Weeds and cuttings from your garden bed must be taken to the designated section of the community garden for composting at cutting. All weeds and cuttings must be removed on a regular visit basis. No dumping of debris or rubbish on any other garden bed or areas within the community garden is permitted. There is convenient signage to help direct you.
8. Participants who neglect their garden beds for three consecutive weeks will be notified via email of their failure to perform the mandatory gardening tasks. The Master Gardener will inspect garden beds regularly. Notification of neglect will result in the termination of their rental agreement with no refund of fees and they may forfeit future membership.
9. The Master Gardener reserves the right to full access to all garden beds at any time in order to ensure that all rules, regulations and laws are being observed, and if necessary may terminate an activity for the safety and welfare of the community garden property.
10. Participants will not be allowed to build any structures within their beds, unless otherwise approved by the Master Gardener.
11. Participants may not attach any structures to the planting boxes.
12. No planting of trees is allowed in garden beds.
13. No planting of watermelon, squash, or zucchini due to excessive growth area needed along with bug control in garden beds.
14. No planting of marijuana, hemp, or tobacco plants in raised garden beds.
15. Tall plants and trellises may not excessively shade your neighbors' garden beds. To maintain safety of the area, no trellis, stakes or other structures may exceed 6-8 feet in height unless approved by Master Gardener.
16. No power or gas operated equipment is allowed unless otherwise approved by the Master Gardener.
17. Participants should expect to tend to their garden bed at least 2 times every 7 days during the growing season.
18. The Master Gardener has the right to water garden beds, which have been left un-watered or remove produce when plot becomes neglected. Communication is encouraged to let Master Gardener know when you will be away for extended period of time due to vacations, healthy or life become busy so produce or flower can be donated.

### Liability:

1. The Enfield Community Gardens, Master Gardener, and Town of Enfield assumes no liability for any injury, damage, theft or loss of property belonging to participants or their guests, before, during or after their use of the garden.
2. You will be required to sign the attached Waiver of Liability form. Submit this signed waiver with your application and payment fee.
3. Unsupervised children (under the age of 14) are not allowed in the garden area.

**Gardening Hours:**

1. Participants may garden at their own convenience anytime during sunrise to sunset. No gardening shall be conducted during nighttime hours (after sunset). Participants may garden any day of the week, seven days of the week, unless otherwise noticed by Master Gardener due to maintenance or future construction activities.

**Pets:**

1. Pets or other animals are not allowed in the garden area. Trained service animals are permitted for those with disabilities. Please contact Master Gardener with details or any questions.

**Pesticides/Chemicals/Traps:**

1. The Enfield Community Gardens practice sustainable and organic gardening principles.
2. All chemical pesticides such as herbicides and insecticides are prohibited in the garden. Master Gardener will provide you with education regarding pest management and plant disease throughout the garden season. If bags with mulch, debris or soil are left unattended the item(s) will be removed.
3. The use of pesticides are not allowed or used and is an automatic loss of your membership!

**Water and Irrigation:**

1. Community Garden furnishes municipal water for the garden beds. Your water costs are included in your fee. Need for lugging water is a possibility and care is necessary.
2. When hoses are used, participants shall take care to not allow hoses to damage plants within garden beds. Hoses shall be coiled up and stored after each use or returned to designated areas.
3. Participants are not allowed to supplement watering by adding timers to communal hose bibs, as all participants share these points of access.
4. Participants are encouraged to use all methods of water conservation. Gardeners must take steps to ensure that water use is not excessive and does not interfere with adjacent plots or common areas. Please report any leaks or problems with water use to Master Gardener or Town of Enfield Building and Grounds at 860-653-6427. In case of a severe water leak that cannot be controlled, call the [Connecticut Water Department 24/7 at 1-800-286-5700](tel:1-800-286-5700).
5. Participants must not water other garden beds not assigned to them, unless otherwise approved by garden bed renter in need of assistance. Area beds which are donated (could be several and attended to by a volunteer) may have different watering techniques and will be located near an end area to avoid watering other garden beds not assigned to them.

**Trash:**

1. Trash bins are available for gardening use only – not for outside trash. Whatever you bring in with you, please take out – such as bags, food wrappings, etc.

**Restrooms/Smoking:**

1. Restrooms are not provided in the community garden. Urinating or defecating in the garden is prohibited.
2. Smoking is not allowed in the community gardens. Tobacco can carry a plant disease that can impact tomatoes, peppers and other crops.

**Guests:**

1. The behavior of family or friends is the participant's responsibility. All garden policies and rules apply to all guests.

**Entry/Exit Gates:**

1. The last gardener out must lock the gate leading into the community garden. A combination code or key will be provided with your rental agreement. It is important that the garden be locked when no one is present.
2. Please remember as you enter or exit, lock to protect our beds.

3. It is extremely important to keep the combination lock number confidential and safe. The combination is changed each season and may change if warranted. Members will be notified of any changes.

**Vandalism/Theft/Alcohol:**

1. It is recommended that gardeners remove valuables and lock vehicles while at The Enfield Community Gardens.
2. Garden vandalism and/or theft, profanity, or public display of drunkenness will not be tolerated by participants. Such incident will be a cause for termination of the garden bed lease agreement and law enforcement officials will be contacted.
3. If you are experiencing vandalism or theft, profanity, or public display of drunkenness, please report it promptly by calling the non-emergency Enfield police line at 860.763.6400, and then reporting it to Master Gardener (no third party reports will be taken) to discuss.
4. Consumption of alcohol is prohibited in the garden(s).

**Termination procedures:**

In the event a participant has failed to follow the The Enfield Community Garden Rules and Procedures and Condition of Use, the rental agreement will be terminated. The process for terminating a rental agreement is as follows:

1. Participant is notified via email regarding non-compliance with the garden bed rules and procedures.
2. From the date notification is emailed, the participant has two weeks to resolve non-compliance with rules and procedures.
3. Failure to comply with rules and procedures will result in lease being terminated and the garden bed will be reassigned to another participant.
4. No refunds of garden bed fees will be issued to terminated rental participants.

**Acknowledgement of Rules and Procedures:**

Please sign the attached bed rental/bed usage agreement to acknowledge your review of these rules and procedures. Thank you.

**NOTE:** The Enfield Community Gardens rule(s) are subject to change. If changes are made, participants will be notified.

***ENJOY OUR Community Gardens!***  
***These rules and procedures are for us all so we may all enjoy our time together.***

**Notes**

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