

# EARLY STREET COMMUNITY GARDEN

17 Early Street, Morristown, NJ  
[www.growitgreenmorristown.org](http://www.growitgreenmorristown.org)

2023  
Handbook and  
Registration  
Form



Grow It Green Morristown  
14 Maple Ave, Suite 300  
Morristown, NJ 07960  
Phone: 973-936-9180

Email: [earlystreet@growitgreenmorristown.org](mailto:earlystreet@growitgreenmorristown.org)

**\*Para Espanol, por favor envíenos un correo electrónico**



## **Early Street Community Garden 2023 Handbook**

The Early Street Community Garden is unique from most community gardens in that the garden is managed by a 501(c)(3) nonprofit organization with a social mission. The garden is managed with an emphasis on community engagement, environmental sustainability, preservation of green communal spaces and social equity. Opening the garden in 2023, we renew our commitment with our gardeners to continuously transform the garden and parklet into spaces where cultural barriers are dissolved, marginalized residents are empowered and differences are celebrated.

The Early Street Community Garden was established by Grow It Green Morristown with the generous support of the community. Grow It Green's mission is to create sustainable farms and gardens that provide equitable access to fresh local food and educate communities through programming focused on healthy eating and environmental stewardship. As part of this mission, policies, procedures, and resources are being consistently reviewed and evaluated to see how truly inclusive we are being. Your input and involvement as a part of this community is welcomed and respected.

Food brings people together and bridges differences, therefore Grow It Green plans and encourages community-building events, such as potlucks, movie nights, and garden parties, all with the goal of bringing together diverse community members.

Another important aspect of the Early Street Community Garden is that it was recently rebuilt in 2018 as a model of environmentally sustainable design for community gardens across the country. The rain gardens, solar-powered community pavilion, rainwater catchment system and demonstration apiary ensure our garden has a positive impact on our environment, while also helping to improve the water quality of the nearby Whippany River.

We look forward to having you join the garden. Please thoroughly read the entire handbook before accepting our invitation to participate.

### **Registration**

#### Joining the Wait List

Interested parties- visit [www.growitgreenmorristown.org/earlystreet](http://www.growitgreenmorristown.org/earlystreet) and fill out the online form. Persons will be automatically entered into our wait list database in the order in which they're received. Verbal or email requests to join the wait list will not be accepted.

#### Becoming a Gardener

Each winter, Grow It Green staff reaches out to prior season community gardeners to allow renewal for another year. Gardeners will have through **February 17th** to respond positively

by completing their registration, signing the agreement and paying for their plot. If they do not contact Grow It Green Morristown **by February 17th**, they will lose their spot in the garden.

After the renewal period for existing Community Gardeners, Grow It Green will identify how many spots have opened up and offer the vacant spots to people from top of the waitlist. Each person will have 7 days to respond positively via email and are required to submit their registration form and payment within the **same** week. Should they neglect to respond, Grow It Green staff will assume they are no longer interested in gardening with us for that season and will contact the next person on the waitlist.

If individuals aren't able to participate once their name has been selected off the waitlist they forfeit their spot. They are invited to visit our website and rejoin the wait list for the following year.

Senior citizens living in the senior housing facility on Early Street are not charged for a plot. In addition, pending verification, Grow It Green offers subsidized plots so anyone in need may request to have their annual plot fee waived. Please indicate this on the application for follow-up.

Garden plots are \$45 for a 8'x8' plot and \$60 for a 8'x16' plot, plus a \$10 initial deposit for new Gardeners. The \$10 deposit is non-refundable and will be used towards general support of the garden.

### Plot Sharing

Community Gardeners ("Primary Gardeners") can select up to two people to share a plot with them ("Secondary Gardeners"), but are responsible for ensuring all comply with garden rules and have read the handbook.

If a Community Gardener elects to share their plot with someone already on the waitlist, the person on the waitlist can garden with them and remain on the waitlist until they are offered their own plot.

If a Primary Gardener, who is sharing their plot with a Secondary Gardener, decides to leave the garden, the Secondary Gardener will not be eligible to take over the Primary Gardener's plot.

## **Plot Selection**

### Plot Assignments

All **new** Community Gardeners join the garden with an 8'x 8' plot. Plot locations will be assigned to gardeners upon registration. Each plot will be numbered and will correspond with a number indicated on the garden bed.

### Upgrading to a Larger Plot

If gardeners are interested in upgrading to a larger 8'x16' plot, they must request to be added to an upgrade waitlist. Upgrades will be provided in the order in which they are received.

Upgrades for community garden plots will be awarded when an 8'x16' plot becomes available, providing the waitlist to get into the garden is not overly burdensome. If the wait list is longer than 50 people, an 8'x16' bed that opens up will be split into two beds to let two new members into the garden.

### Valid E-mail Address

Each Primary Gardener **must** provide a valid email address to receive important messages from the Garden Manager. It is the Primary Gardener's responsibility to keep Grow It Green Morristown up-to-date on any contact information changes. Information will also be communicated via Email (please check your spam folder), Gardener-led Whatsapp group, and posters at the garden. Secondary Gardeners will be added to the email list for updates, but all communication to Grow It Green Morristown should come from the Primary Gardener.

### Orientation

Both new AND returning gardeners **must** attend a mandatory annual garden orientation and will be notified of physical and virtual orientation dates during the annual registration process. It is preferable for new gardeners to register for an in-person orientation. **Discount cards will only be given out at orientation!**

## **General Garden Information**

### Hours and Access

The garden is open from dawn to dusk from April 1st through November 30th. A combination lock code to access the garden is provided at mandatory garden orientation **after** completing the google questionnaire.

### Emergency Contact

If a garden-related emergency arises while you are in the garden, please contact **Jenna, the Garden Manager, at 973-936-9180**. If your matter is not urgent, please email us at [earlystreet@growitgreenmorristown.org](mailto:earlystreet@growitgreenmorristown.org). If there is a true medical emergency or immediate safety risk, please call 911 as appropriate. You may also call the Non-Emergency Police Line of Morristown at 973-538-2200.

### Committees

As a gardener, you will have the opportunity to join garden committees! Being a part of a committee is a great way to meet new people and show your love for your community. If you are interested in a committee, please indicate so on your registration form. You will receive a followup email closer to opening day (April 1st).

- *Events Committee*: led by a garden volunteer and will include the Grow It Green Garden Manager. This committee will organize social gatherings including potlucks, kids activities, etc.
- *Maintenance Committee*: organizes garden clean ups and maintenance projects of the garden and parklet pathways and borders. Helps recruit gardeners/ volunteers for work days.
- *Harvest Committee*: collects, weighs and donates unused or excess produce to the local community. Harvest committee will meet weekly to collect produce for the donation bin in coordination with the Garden Manager for yellow flagged plots.

### Service Hours

All community gardeners are required to volunteer 5 hours during the growing season. There are many tasks that help with the upkeep of the Early Street Community Garden. Tasks may be as small as weeding or as physically demanding as moving or turning compost. These hours can be split throughout the growing season to accommodate gardener's schedules. This

helps to foster a sense of community and ownership along with keeping the garden functioning well for everyone.

### Events

Gardeners and their families are welcome to attend any events held throughout the growing season. Events sponsored by Grow It Green may be open to the general public, and you will be advised accordingly.

### Parking

Grow It Green Morristown does not provide parking for community gardeners. Gardeners are not allowed to park on garden property including the public parklet or walkways. A bike rack is provided in the public parklet, however, Grow It Green is not responsible for the safety of personal property including bicycles.

### Flagging System

Gardeners are to use the following flagging system in the event that they have too much produce, or during an absence:

Place a **YELLOW FLAG** in a visible place in your plot to alert volunteers and your neighbors that you are away. **If you are away, the harvest committee will collect ripe produce while the yellow flag remains in your plot unless advised otherwise.**

Place a **YELLOW FLAG** next to a plant that is over-producing to invite other gardeners to harvest for donation!

### **Excess produce**

Wasted produce adds to food insecurity issues and our target is NO WASTE! We are continuously working to reduce wasted produce in our garden. Volunteers and the harvest committee, on a weekly basis, will collect excess produce from gardeners, weigh, document and place this produce in the donation bin. Gardeners may receive a “Happy Harvest Reminder” email if the garden manager notices there is produce ready to be harvested in your garden plot. Gardeners have 5 days to either harvest or respond to the email acknowledging that they will harvest. If they do not respond in 5 days and the produce is still there I will assume it can be harvested for donation. It is extremely important to me that we always ask for permission when harvesting from a plot without a yellow flag for donation.

If a Gardener is unable to tend to their plot for an extended period of time (2+ weeks) they can select someone to care for their plot in their absence. They must notify Grow It Green Morristown staff in advance. This person will become a Secondary Gardener and must complete the Gardener Registration, read the Handbook, and complete the quiz. If they are unable to find someone to manage their plot, the harvest committee will pick any ripe vegetables and either donate or enjoy themselves. Should they remain unable to tend to their plot as the season continues, they will be asked to forgo a plot to make room for another Gardener. At that time, they can rejoin the wait list if they wish to have a plot again in the future.

If a Gardener must abandon their plot mid-season, they are required to notify Grow It Green Morristown as soon as possible so that we can transition the plot or coordinate assistance to keep the plot viable.

## **Garden Rules**

### General Garden Rules

1. Gardeners must be respectful of both the natural environment and of fellow community members. Harassment of fellow Gardeners will not be tolerated, including inappropriately disturbing them at their work.
2. Digging below the level of the garden bed is not permitted.
3. Trash and litter is expected to be cleaned from plots as well as adjacent areas and removed.
4. **Gardeners can only harvest from their own crops.** Picking from a neighboring plot that does not have a flag present or prior approval from the Garden Manager will result in immediate removal from the garden and forfeiture of a plot. No exceptions.
5. Guests are only allowed when accompanied by a Gardener. Gardener's children age 12 and under must be accompanied by an adult at all times while visiting the garden.
6. Gardeners must not give or share the code with anyone, unless it is a friend that GIGM is advised of who may be tending their plot in their absence. Gardeners must notify Grow It Green Morristown with the name and phone number of that friend. Gardeners are responsible for their visitors. Grow It Green indemnity for injuries extends to guests and visitors and GIGM and the Town of Morristown are not responsible for any injuries sustained by guests or visitors.
7. Grow It Green Morristown provides produce to local food pantries in Morristown. If Grow It Green Morristown notifies Gardeners that they have ripened produce, they have five days to pick it, or it will be picked for donation.
8. The compost bins are for garden materials only; please do not bring compostable materials from home or put non-organic materials in the compost bin.
9. All events to be held in the garden must be scheduled through Grow It Green Morristown, and garden rules will apply at all events.
10. No alcohol, drugs, smoking, weapons, or loud music are permitted.
11. Dogs must be leashed at all times, within your control and not disruptive to other community gardeners.
12. Gardeners may use manual garden tools supplied in the shed. Tools need to be cleaned, sanitized and returned to the shed at the end of each day. If you see a broken tool, please set it aside and email [earlystreet@growitgreenmorristown.org](mailto:earlystreet@growitgreenmorristown.org) so we can arrange for repair or replacement.
13. Gardeners are not authorized to operate the weed wacker unless previously approved by Grow It Green Morristown staff.

### Plot Maintenance

1. Each Gardener is responsible for the maintenance and regular upkeep of their plot, on a **weekly basis at minimum**. All plots are to be maintained in a clean and neat manner for the entire season. Watering, weeding, harvesting and all other garden-related maintenance

issues are the sole responsibility of each Gardener. **If a Gardener's plot becomes unkempt, they will be given 3 warnings to clean it up.** After 3 warnings, the plot will be re-assigned to a new gardener from the waitlist. A gardener whose bed has been re-assigned may rejoin the wait list.

2. Gardeners must plant their plot by May 30. There are no exceptions. **If your plot is not planted by May 30, your spot will be offered to someone off the waitlist.**
3. At the end of the season, all spent plants, weeds, and garden tools such as tomato cages, fencing, and other materials must be removed by November 30.
4. Gardeners must keep on top of weed removal, use only natural mulch and maintain the areas immediately surrounding their plot. Landscaping fabric is not prohibited, but can become a waste and hazard in the garden if not properly used. The improper use of these mulches will result in a Maintenance Warning. Improper use includes and is not limited to being blown off by the wind, being put in the compost bin, getting ripped up in soil/compost bin, being left in the garden bed for an entire season, not disposing of it correctly, ect.
5. Gardeners should not leave objects (such as gloves,- pots, rakes, stakes, etc.) outside their plot as these items can damage the mower. Healthy soil preservation impacts more than the individual plot.
6. Water sources are provided only for plants and washing hands- and not drinking.
7. Plants are not to exceed four feet in height. Trees and shrubs cannot be planted in garden beds. Gardeners must make sure their plants are within their plots and not affecting a neighboring garden. Trim or remove overgrown plants if necessary.
8. Gardeners are prohibited from using fertilizers, insecticides or weed repellents that are not organic. Master Gardener resources are available to assist with garden challenges re: weeds and pests if looking for additional or low cost alternatives.

Approved soil amendment brands:

Neptune harvest  
Organic line of Espoma  
Black Gold compost

Approved foliar spray brands:

Neptune Harvest  
Organic line of Espoma  
Soft soap mix (Dr. Bronner's)  
Neem Oil

9. Gardeners can create a sign for their bed with an individual/ family or group name on it if they choose (size: under 1ft x 1ft).
10. Gardeners must complete the Registration Quiz in order to receive the gate code to the garden. This is to ensure the handbook has been read and understood.

-----  
(Legal Agreement on Next Page)



Plot # \_\_\_\_\_

## Early Street Community Garden 2023 Membership Registration

### Primary Gardener

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

### Garden Committee

Joining a committee is a great way to meet new people and show your love for your community! If you are interested in a committee, please check the corresponding boxes. You will receive a followup email closer to opening day (April 1st).

- Maintenance Committee                       Events Committee  
 Harvest Committee

Emergency Contact \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

### Secondary Gardener

Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Email \_\_\_\_\_ Phone \_\_\_\_\_

### Secondary Gardener Committee

Joining a committee is a great way to meet new people and show your love for your community! If you are interested in a committee, please check the corresponding boxes. You will receive a followup email closer to opening day (April 1st).

- Maintenance Committee                       Events Committee  
 Harvest Committee

Emergency Contact \_\_\_\_\_  
Relationship \_\_\_\_\_ Phone Number \_\_\_\_\_

Please sign up for one of the following **mandatory** orientation dates (in-person is preferred).  
Orientation applies to new AND returning gardeners.

- Saturday, April 1st, 12:00 p.m.                       Thursday, April 6th, 7:00 p.m. (Virtual)  
 Saturday, May 6th, 12:00 p.m.                       Tuesday, April 25th, 7:00 p.m. (Virtual)



(Continued on Next Page)

## Early Street Community Garden Agreement Acknowledgement

I may participate as a gardener in the Early Street Community Garden of Grow It Green Morristown, Inc. ("GIGM"). I understand and acknowledge, and am aware, that my participation is entirely voluntary and these activities may involve moderate physical activity or inherent risks and assume whatever risk or injury or loss may exist.

**Waiver, Indemnification and Hold Harmless:** In consideration of my participation in the activities at or with GIGM, I, for myself, my heirs, executors and administrators, (i) hereby release, waive, forever discharge and covenant not to sue GIGM and/ or Town of Morristown (Town) and all its officers, directors, employees, representatives, volunteers and personnel from all liabilities, actions, claims, demands, costs and expenses, which may now or in the future have against them or any of them arising out of any participation by me in the activities at or with GIGM, including, but not limited to, all injuries, accidents, illness, property damage and wrongful death that may be suffered by me; and (ii) agree to indemnify and hold GIGM and Town harmless against all actions, claims, demands, judgments, debts, costs of litigation and attorney fees of every kind, which may in any way arise out of or result from participation in any GIGM activities.

**Consent For Use Of Name, Likeness and Performance:** Additionally, I hereby grant to GIGM and/or its agents the unrestricted right to copyright, publish or use my likeness, voice, image, picture, photo, videos or pictures in which I may be included, in part or in composite, even if distorted in form and performance in any recording format (the "Images"). I agree that the Images become the exclusive property of GIGM, and I waive all rights thereto. I waive all rights to inspect and/or approve any text that may be used in conjunction with the Images and the use to which it may be applied. I hereby waive any claim for any compensation in connection with the use of the Images by GIGM and/or its agents.

**Acknowledgement of Understanding:** I have read this Early Street Community Garden Handbook, fully understand its terms and that I am signing this Registration Form freely and voluntarily.

Primary Gardener Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Secondary Gardener Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

Tertiary Gardener Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_

OFFICE USE ONLY Entered in LGL \_\_\_\_\_

Registered By \_\_\_\_\_ Date \_\_\_\_\_

Plot # \_\_\_\_\_ Size of Plot:  8 x 8 plot  8 x 16 plot

Plot Rental Fee \$ \_\_\_\_\_ + New gardener fee \$ \_\_\_\_\_ = \_\_\_\_\_ Paid By: Cash Check # \_\_\_\_\_