

# EARLY STREET COMMUNITY GARDEN

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

2024 Handbook  
and Waiver



Contact Information:

Grow It Green Morristown

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\*Para Espanol, por favor envíenos un correo electrónico



## Early Street Community Garden (17 Early Street, Morristown)

### 2024 Handbook

The Early Street Community Garden is overseen by Grow It Green Morristown, 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 2024, 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 promote community health through urban agriculture, discovery-based learning and equitable food access.** 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 active involvement as a part of this community is welcomed and respected. Food brings people together and bridges differences; therefore Grow It Green plans and supports culturally responsive community-building events, such as seed swaps, potlucks, and community work days. Participation is not mandatory.

Early Street Community Garden was 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 through storm water management. Promoting sustainability and food access means we are

This handbook is available to view at [www.growitgreenmorristown.org/earlystreet](http://www.growitgreenmorristown.org/earlystreet) at any time.

focused on minimizing food waste and making excess bounty available to our local neighbors to take home and enjoy in their own homes.

We are consistently looking for ways to increase the sustainability and therapeutic impact of the garden and parklet for people and pollinators. In 2023, we made changes to the design of the garden and parklet, and in 2024, we look forward to sharing the ideas, hearing your input and hoping to have you come on out and continue to improve this local treasure.

Please thoroughly read the entire handbook before renewing or registering to participate. ***There are changes to the policies and procedures for the 2024 season.*** Your acceptance of the agreement will indicate your acceptance of and willingness to follow any changes to the agreement communicated via email to the address you provide.

**We look forward to having you return or join the garden community.**

# Early Street Community Garden Information

## Applications

- Renewals – Renewal applications for gardeners who have met all the requirements of the previous year, and have submitted payment and signed agreement for arrival by **Monday, February 26<sup>th</sup> will be considered for renewal**. Incomplete renewals are subject to the loss of a plot. Please note that efforts are made to offer gardeners their same plot.
- Waitlisted Applicants – After the renewal period, individuals at the top of the waitlist will be contacted via email. You have **three** days to accept your plot and you must submit your registration form/agreement and payment within that time period. If you are contacted from the waitlist and cannot participate (this includes failure to respond or submit the registration form and payment in the allotted time), you will lose your place on the waitlist. You may visit our website and rejoin the waitlist for the following year.
- New Applicants – New applicants can join the waitlist by visiting [growitgreenmorristown.org/earlystreet](http://growitgreenmorristown.org/earlystreet) and filling out the form. Verbal or email requests to join the waitlist are not accepted unless your situation prevents you from being able to complete the form.

## Fees

Community Garden individual plot fees for the full season opening to closing date:

8x8 ft. plot: \$45

8x16 ft. plot: \$60

- New Gardeners pay an additional \$10 Administrative fee.
- Senior citizens living in the senior housing facility on Early Street are not charged for a plot. Check the space in the form for a subsidized plot.
- Subsidized plots: Anyone in need may request to have their annual plot fee waived. Please indicate this on your application.
- **All fees are non-refundable.**

## Plots

- New Gardeners receive an 8x8 ft. plot. A plot number will be assigned to gardeners after registration. Garden plots are offered in AS IS condition and need to be prepared for planting by the participating gardeners.
- If interested in upgrading to an 8x16 ft. plot, email [earlystreet@growitgreenmorristown.org](mailto:earlystreet@growitgreenmorristown.org) for consideration.
- 8x16 ft. plots may sometimes be split into two to accept more new applicants.

## Primary Gardeners

Primary Gardener agrees to be the designated contact for all correspondence and assume full responsibility for the other gardeners on the application. If you or a Secondary Gardener have physical limitations, please note on the registration form.

## Early Street Community Garden Information

- Email – You must maintain a valid email address and are expected to read communications. This method is the primary way to communicate between Grow It Green and gardeners.
- Orientation – Attending an annual garden orientation is mandatory at the beginning of **each** season.
  - New Gardeners must attend an in-person orientation.
  - Returning Gardeners may attend either an in-person or virtual orientation.
  - Failure to abide by these rules may result in expulsion from the Early Street Community Garden.
  - Please note that these rules may change at the discretion of Grow It Green Morristown. Gardeners will be notified.

Discount cards for local gardening supply stores will be available early in the season at ESCG. They will not be available at any other time.

Volunteer Requirements – you must complete and log a minimum of 3 hours of service over the course of the growing season. Areas will be assigned.

### Secondary Gardeners

You may select up to two Secondary Gardeners for your plot. They must be listed on your application with full contact information. Secondary Gardeners may help complete the service requirements for a plot and are encouraged to attend an orientation.

### Committees

As a Gardener, you have the opportunity to join up to two garden committees! Being a part of a committee is a great way to meet people and show love to the community. Please indicate your interest on the application and you will receive a follow-up email by March 30th.

- Events Committee – Organizes social gatherings for gardeners ex. potlucks and may assist with public events including seed swaps, movie viewings, etc.
- Maintenance Committee – Organizes garden clean-ups and maintenance projects of the garden, parklet pathways, and compost bins.
- Harvest Committee – Meets weekly at the garden to harvest and donate excess produce to the local community.
- Advisory Committee- Help with revitalization project including gathering community input, coordinating work groups, evaluating options and helping gain community and gardener involvement.

### Events

Gardeners and their families are welcome to attend events held throughout the growing season. Events sponsored by Grow It Green may be open to the public or community groups and you will be advised accordingly. All events must be scheduled through Grow It Green Morristown.

### Hours and Access

## Early Street Community Garden Information

The garden is open from dawn to dusk from March 30th through November 30th. A combination lock code to access the garden is provided at orientation. **This code may not be shared with anyone who is not listed as a Primary or Secondary Gardener on your application.**

### Parking

2-hour max street Parking is available on Early Street. Parking on garden property including the public parklet or walkways is forbidden. A bike rack is provided in the public parklet. Grow It Green is not responsible for the safety of personal property including bicycles. A public fee lot managed by Morristown Parking Authority is under the Modera building. Note- Parking in the lot behind the garden is private property and subject to towing. Please note posted signs.

### Emergency Contact

In the event of a medical emergency or immediate safety risk, call 911 immediately.

- In the event of an urgent garden-related issue, please contact the Garden Manager at number and email provided at orientation.
- If your matter is not urgent, please email us at [earlystreet@growitgreenmorristown.org](mailto:earlystreet@growitgreenmorristown.org)

# Garden Rules and Responsibilities

## General Rules

1. Be respectful of the garden and parklet facilities, staff and of fellow community members.
2. Carry out all trash and litter from your plot and adjacent areas.
3. Compost bins are for garden materials only; please do not bring compostable materials from home or put non-organic materials in the compost bin. Do not put diseased plants in the compost bin. Please take those out of the garden for disposal.
4. Gardeners agree to accompany and supervise any guest or child at all times and to be responsible for their conduct. All guests are expected to follow the rules and guidelines of the Community Garden. Grow It Green's indemnity agreement extends to guests and visitors. GIGM and the Town of Morristown are not responsible for any injuries sustained by gardeners, guests or visitors.
5. Dogs must remain leashed at ALL times and must not be disruptive to other community gardeners. You must properly clean up after your pets.
6. Gardeners may use manual garden tools supplied in the shed and wheelbarrows. Tools need to be cleaned, 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).
7. Gardeners are not authorized to operate GIGM machinery at the garden unless approved by Grow It Green Morristown staff.
8. No alcohol, drugs, smoking, weapons, or loud music are permitted. Follow all Town of Morristown rules including noise ordinances.

## Plot Rules

1. Gardeners must plant their plot by May 30th. Plots not planted by May 30<sup>th</sup> will be reassigned.
2. Gardeners may not dig below the level of the garden bed.
3. Each Gardener is responsible for dedicating **4 hours per week at minimum** to the maintenance and regular upkeep of their plot. All plots must be maintained in a clean and neat manner for the entire season. Watering, weeding, harvesting, and all other types of plot maintenance are the sole responsibility of the Gardener(s). **At any time during the season, plots that appear neglected or abandoned in the opinion of Grow It Green staff are subject to corrective action and/or reassignment. We will contact you via email and you have 5 days to respond. Please make sure you are reading emails from us.**
4. Gardeners must maintain the areas immediately surrounding their plot. Paths must be kept clear of tools, hoses, stones, or other items to avoid impeding/damaging the mower. Any material left in the paths is subject to disposal. If tools are taken from the sheds, please return them after use.
5. Crops must be harvested when mature. Upon notice from the Harvest Committee, unharvested crops will be collected and donated. These "harvest days" may become reoccurring events in order to prevent food waste and offer it to the community.
6. Gardeners can only harvest 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 your plot.
7. Water sources are provided only for plants and washing hands; **do not drink the water** and turn off water when finished. Town will advise when they turn on and off the water for the season.

## Garden Rules and Responsibilities

8. Plants and plant stands are not to exceed four feet in height. Trees and shrubs cannot be planted in garden beds. Gardeners must make sure their plants stay within their plots. Trim or remove overgrown plants if necessary.
9. If you plan to plant any plant in the mint family (spearmint, peppermint, lemonbalm etc), plant it in a pot in your bed to prevent it from overcrowding your bed or growing outside of the boundaries of your bed.
10. Compost is purchased and made available twice during the growing season to be shared amongst gardeners.
11. Gardeners are prohibited from using fertilizers, insecticides or weed repellents that are not organic. Master Gardener resources are available to assist with garden challenges (i.e. 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
12. At the end of the season, plots must be prepared for winter by putting cardboard and leaves over the bed. All other garden tools such as tomato cages, fencing, and other materials must be laid down over the leaves or removed by November 30th.
13. Gardeners can create a sign for their bed with an individual/ family/group name on it if they choose (size: under 1ft x 1ft).

### Food Waste Prevention

We are continuously working to reduce wasted produce in our garden. Every week, volunteers and the Harvest Committee collect excess produce from gardeners to weigh and document for donation. Donations are to be weighed on the scale in the red barn, documenting the date and weight. Bags are available as needed for the produce before placing in the donation bin at the front of the parklet or you may bring plastic containers. Please keep the donation bin clean. A new donation bin is going to be built by a local Eagle Scout.

### REVISED FLAG PROCEDURES:

***Returning Gardeners please note that the flag system has changed since 2021.***

## Garden Rules and Responsibilities



In the event that you are taking an absence or have too much produce, we ask that you contact the garden manager and place a yellow flag in your plot. The Harvest Committee will collect mature crops for donations while a yellow flag remains in your plot.

- If a Gardener is unable to tend to their plot for an extended period (2+ weeks) and are unable to find someone to manage their plot, please notify Grow It Green Morristown staff in advance.

## Grow It Green Morristown Early Street Community Garden Agreement Acknowledgement and Waiver

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 the Town of Morristown ("Town") and all their 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 the 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, photos 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 certify that I am signing this Registration Form and Waiver, Indemnification and Hold Harmless and Consent freely and voluntarily.

Primary Gardener

Signature\_\_\_\_\_Date\_\_\_\_\_

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

Secondary Gardener

Signature\_\_\_\_\_Date\_\_\_\_\_

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

Third Gardener

Signature\_\_\_\_\_Date\_\_\_\_\_

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