

EARLY STREET COMMUNITY GARDEN

17 Early Street, Morristown, NJ
www.growitgreenmorristown.org

2018
Handbook
and
Agreement



Grow It Green Morristown
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Early Street Community Garden 2018 Handbook

The Early Street Community Garden is unique from most community gardens in that we are run by a 501(c)(3) nonprofit organization with a social mission. Therefore the garden is managed with an emphasis on community engagement, environmental sustainability and social equity.

The Early Street Community Garden was established by Grow It Green Morristown. Grow It Green's mission is to create sustainable farms and gardens that provide equal access to fresh local food and educate communities through programming focused on healthy eating and environmental stewardship. As part of this mission, we donate excess food from the garden to local soup kitchens and food pantries nearby.

In addition to providing space to grow food, Grow It Green plans 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 as a model of sustainable design for community gardens across the country. Our rain garden, 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

To be added to the wait list, interested parties should visit www.growitgreenmorristown.org/earlystreet and fill out the online form. They 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 will reach out to existing community gardeners to see if they are interested in renewing for another year. Gardeners will have 30 days to respond positively by completing their registration, signing the agreement and paying for their key. If they do not contact Grow It Green Morristown within 30 days, they will lose their spot in the garden.

After the 30-day renewal period for existing Community Gardeners, Grow It Green will identify how many spots have opened up and contact that number of people from the top of the wait list. Each person will have 5 days to respond positively via phone or email and

another 7 days after that to complete their paperwork and submit payment. Should they neglect to do either, Grow It Green staff will contact the next person on the wait list. Should the person bypassed contact Grow It Green within 30 days after initial contact, they may remain on the wait list in their existing spot.

If individuals aren't able to participate in the season when their name comes to the top of the list, they will have the opportunity to defer for one season. If, the following season, they are still unable to take a plot, they will be removed from the wait list.

Senior citizens living in the senior housing facility on Early Street will not be charged for a plot. Anyone who can show proof of enrollment in a government assistance program will have their annual plot fee waived as well. Garden plots are \$45 for a 8'x8' plot and a 8'x16' plot, plus a \$10 initial deposit for new Gardeners. The \$10 deposit will be returned when the Gardener leaves the garden, provided their bed is properly cleaned out.

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 sign the Registration Form. Any additional keys will cost \$5.

If a Community Gardener elects to share their plot with someone already on the wait list, the person on the wait list can remain on the wait list 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 able to take over the Primary Gardener's plot.

Plot Selection

Plot Assignments

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

Upgrading to a Larger Plot

If gardeners are interested in upgrading to a larger 8' x 16' plot, they must put in a request and will be added to an upgrade wait list. 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 wait list to get into the garden is not overly burdensome. If the wait list is longer than 75 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 needs to provide a valid e-mail address to receive important messages from Garden Staff. It is the Primary Gardener's responsibility to keep Grow It Green Morristown up-to-date on any e-mail address changes. Information will also be disseminated via Facebook, website notices, 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 be through the Primary Gardener.

Orientation

Each Gardener must attend an annual garden orientation and they will be notified of orientation opportunities during the annual registration process.

General Garden Information

Hours

The garden is open from dawn to dusk from April 1st through November 30th.

Emergency Contact

Should a garden-related emergency arise while you are in the garden, please contact the Garden Manager at 973-206-4177. If your matter is not urgent, please email us at earlystreet@growitgreenmorristown.org.

Committees

Gardeners can sign up to join one of our volunteer committees to help keep the garden beautiful and to ensure we have great programs and events. The following committees are available to join:

- *Events Committee* is run by a garden volunteer and will include a Grow It Green staff member. This committee will organize potlucks and gatherings.
- *Maintenance Committee* will organize garden clean ups and maintenance of the garden and parklet borders.
- *The Garden Mentorship Program* is meant to help new gardeners get acquainted with organic gardening practices. We ask our experienced gardeners to participate as Garden Mentors and new gardeners as Mentees. There is no time requirement for participation; meeting and organization of the program will be left to Gardeners once paired up.

Service Hours

We ask that all community gardeners volunteer 3 hours during the growing season. There are many tasks that help with the upkeep of the Early Street Community Garden. They can be as small as weeding or as big as moving compost. These hours can be split throughout the growing season to accommodate your busy schedule. This helps to foster a sense of community and ownership along with keeping the garden functioning well for everyone.

Events

Events will be held throughout the growing season. All Gardeners and their families will be invited to potlucks, movie nights and other events via email.

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 your bicycle.

Flagging System

Grow It Green Morristown will supply a flagging system to ensure excess produce is donated to those in need. If you have a plant that is producing more food than you can harvest, place a **YELLOW** flag next to the plant. This will signal to Grow It Green and other Gardeners that those vegetables can be harvested. If you'll be on vacation, place a **PINK** flag in the back right corner of your garden. Grow It Green will maintain your plot and harvest anything for donation that will spoil within the week.

Extended Absence

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, if they notify Grow It Green Morristown staff in advance. If they are unable to find someone to manage their plot, Grow It Green Morristown can do it for them. Should they remain unable to tend to their plot the following season as well, they will be asked to leave the garden to make room for another Gardener. At that time, they can re-enter on at the bottom of the wait list if they wish to rejoin at a later date.

If a Gardener must abandon their plot, they must notify Grow It Green Morristown as soon as possible using the contact information above.

Garden Rules

General Garden Rules

1. Gardeners must lock the gate every time they leave.
2. Gardeners must be respectful of both the natural environment and of fellow community members. They must not harass fellow Gardeners, or inappropriately disturb them at their work.
3. Trash and litter must be cleaned from plots as well as adjacent areas.
4. Gardeners can only harvest from their own crops. Picking from a neighboring plot that does not have a flag present 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, and the Gardener is responsible for ensuring they follow all of the rules. Children ages 12 and under must be accompanied by an adult at all times while visiting the garden.
6. Gardeners must not give or share their key with anyone, unless it is a friend 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 is not responsible for any injuries sustained by a visitor.
7. Grow It Green Morristown provides produce to local shelters in Morristown. If Grow It Green Morristown notifies Gardeners that they have ripened produce, they have four days to pick it, before it is picked for donation.
8. The compost bins are for garden materials only; please do not bring compostable materials from home.
9. All events to be held in the garden must be scheduled through Grow It Green Morristown, and all garden rules will apply at all events.
10. No alcohol, drugs, smoking, weapons, or loud music is permitted.
11. Dogs must be leashed at all times.

12. Gardeners may use manual garden tools supplied in the shed. Tools should be returned to the shed when complete. If you see a broken tool, please notify earlystreet@growitgreenmorristown.org so we can arrange for replacement tools.
13. Gardeners should not operate the lawnmower unless previously approved by Grow It Green Morrystown staff.

Plot Maintenance

14. Gardeners should create a sign for their bed with their/their family's name on it by May 30th (size: under 1ft x 1ft).
15. Each Gardener is responsible for the maintenance and regular upkeep of his or her 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 or tilled in.
16. Gardeners must plant their plot by May 30th. There are no exceptions.
17. All spent plants, weeds, and garden tools such as tomato cages, fencing, and other materials must be removed by November 30th.
18. Gardeners must keep weeds down, use only natural mulch (not plastic sheet mulch), and maintain the areas immediately surrounding their plot. Gardeners should not leave objects (such as gloves, rakes, stakes, etc.) outside their plot as these items can damage the mower.
19. Gardeners will only "hand water" their plots with the provided watering cans. Water should only be used for plants and not drinking.
20. 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 not affecting a neighboring garden, and must trim or remove them if necessary.
21. Gardeners are prohibited from using fertilizers, insecticides or weed repellents that are not organic.

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)

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 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 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.