

2019 GUIDELINES FOR COMMUNITY GARDEN PARTICIPANTS

Site coordinators are the liaison between you and VINES. **Site Coordinators are volunteer** positions held by community members. Please be conscious of their additional roles and responsibilities throughout the season and be respectful for their needs to communicate with you regularly. Please read through the rules below and note that **volunteering in the garden is MANDATORY** and the only way VINES can continue to provide garden beds with fertile soil for affordable costs. *Any barriers to volunteering or gardening should be discussed with your site coordinator promptly upon application approval into the community garden.*

1. I will pay a fee each year to help cover garden expenses for each plot requested (as specified on my application) and assigned to me by the Site Coordinator unless I have been given a scholarship.
2. **I will volunteer for 1 hour each month May-Oct toward common gardening efforts in the garden** (in addition to time spent in my own plot). Possible volunteer activities include: weeding common areas, clearing leaves & debris, special work days at garden, or undertaking other assignments as agreed to by my Site Coordinator. I will contact my Site Coordinator for help finding volunteer tasks to fulfill my one hour per month, per bed, requirement. If I rent 2 plots, I will double my volunteer commitments.
3. I will attend my garden site's mandatory orientation. Date TBD by site coordinator. If I cannot make the date, I will arrange a make-up date with my site coordinator.
4. I will obtain my own seeds/plants for my garden be. I will not purchase any items with the expectation of being reimbursed without consent from VINES Staff.
5. My plot will be tilled, weeded and planted by **May 30th** or within 7 days of renting the plot if my plot is rented after May 30th.
6. My garden plot **and** the 5-inch perimeter around the bed will be weeded and maintained throughout the season.
7. If my plot becomes messy or overgrown, I will be notified by the Site Coordinator who will give a deadline for cleanup. Failure to comply will forfeit my opportunity to rent a garden bed in the future.
8. My plot and surrounding pathways and fences will be kept clear of trash and litter.
9. I will plant tall crops where they will not shade neighboring plots.
10. I will pick only my own crops unless given permission by another gardener to pick their crops.
11. I will not use any pesticides, fungicides, weed repellents on my plots or any other plots. I will not weed or apply any soil amendments to another plot without permission of the plot user.
12. I will not bring pets or other animals to the garden.
13. If I must abandon my plot, I will notify the Site Coordinator immediately. I understand that if my plot becomes messy or I fail to follow the guidelines, the Site Coordinator may reassign my plot within 15 days.
14. I understand that unharvested produce that is sitting more than five days may be gleaned (taken to be used for food donations) from my bed, and harvested by my Site Coordinator or a VINES volunteer. IF I DO NOT want this produce to be harvested, I must contact my Site Coordinator and/or place a flag in my bed to ensure that my bed remains untouched. Gleaning should not be mistaken for free-garden bed care. This effort is simply to eliminate food waste at the gardens.
15. I understand that the fees are not refundable; however, with the permission of the Site Coordinator, the plot may be transferred to someone else.
16. I understand that keeping bees and other livestock are currently prohibited in the garden.
17. VINES is not responsible for items lost/stolen in and around my garden bed.
18. Community Garden Members **may not** use a community garden space for personal use or parties, political campaigns or the promotion of any private organization, religious institution or campaign.
19. I understand that public presentations presented by myself regarding VINES should be coordinated and approved by VINES staff to receive VINES' standard presentation and notes to ensure accuracy, clarity and consistency of VINES diverse and growing organization and programming areas.
20. I understand that VINES has a sexual harassment policy in place and that the details of this policy, as well as any and all concerns, can be addressed to VINES Executive Director, Amelia LoDolce, at any time by phone at 607-215-8108 or by email at amelia@vinesgardens.org

VINES COMMUNITY GARDEN APPLICATION ... NEXT STEPS



FIRST

Once your garden member application is received, reviewed and processed, VINES will add your name to the following two communication sources:

- VINES email list: you will receive VINES updates like free workshops, fundraisers, and general farm updates from this email listing.
- REMIND for VINES: REMIND is an automated text or email service that will provide updates directly to you via text or email (whichever you preferred on your application) and is how VINES communicates with its 200+ garden members! Please note that your specific garden may also use REMIND for garden-specific updates.

Contact your Site Coordinator or the Community Garden & Youth Program Manager if an alternative method of communication is required.

VINES will notify your selected Garden Site of your application and your Site Coordinator will be in contact with you shortly. If you do not hear from your Site Coordinator, please reach out to VINES at the number below.

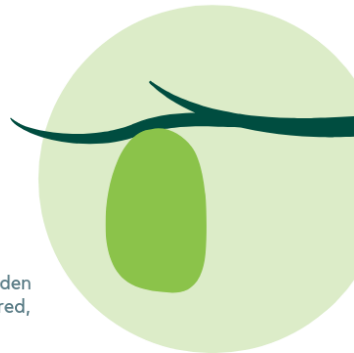
New Garden Member Applications are held until March 1 when applications are open to the public to allow returning garden members an opportunity to sign up earlier than others.

THEN

Your Site Coordinator will contact you with the date for the mandatory orientation for both new and returning garden members.

At Orientation you will:

- Tour the garden
- Receive your bed assignment
- Learn composting basics
- Obtain the lock combo to the community garden
- Discover where and how tools should be stored, and the function of each tool.
- Determine your monthly volunteer task
- Meet your fellow gardeners and begin building a community!



WORKDAYS AND PLANTING

Be on the lookout for communication from your site coordinator regarding Workdays, Seeds, and Starters.

Workdays are so important because they enable experienced, returning and new gardeners to all be in the garden at the same time. This is especially helpful when planting for the new growing season.



Happy Gardening!

YOUR VINES CONTACT IS:
KAITLYN SIRNA, COMMUNITY GARDEN
& YOUTH PROGRAM MANAGER
(EMAIL) KAITLYN@VINESGARDENS.ORG
(PHONE) 607-205-8108





Community Garden Member Plot Application

Submit this application and payment to VINES by May 1, 2018

Name(s):

Address and Zip:

Telephone number:

Email

Preferred method of communication: Phone Email Text

Household size: # adults # children

Preferred day/time for group workdays: weekday evenings weekend mornings weekend evenings

Garden Members are required to **volunteer 1 hour per month, minimum**. What are your preferred garden tasks?

- maintaining beds* *physical labor* *social engagements* *organizing* *communication*
 group projects *individual projects*

Please mark how many plots you would like at which garden. VINES Garden Beds are standardly 10x4 foot, however some garden sites may vary slightly in size, which is reflected in price. Price is per single plot, unless otherwise noted.

Community Garden Sites	Payment Details
___ Abbott Street, 19.5 Abbott St. [\$20] ___ Corbett Avenue, 26 Corbett Ave. [\$30 /pair] ___ Columbus Park, 26 Columbus Park East [\$20] ___ Davis Avenue (Endwell), 1605 Davis Ave. [\$20] ___ Deerfield (Vestal) Place, 4737 Deerfield Place [\$25] ___ Front Street, 250 Front Street [\$20 per plot] ___ Gregory Lane, 10 Gregory Lane. [\$25] ___ Laurel Avenue, 128 Laurel Ave. [\$25] ___ Liberty Street, 79 Liberty Street [\$20] ___ Mather St, 26 Mather Street [\$20] ___ Northside (Salvation Army), 530 State Street [\$20] ___ Park St, 46 Park Street [\$25] ___ Pine Street, 67 Pine Street [\$20] ___ Sherman (FEN) Street, 52 Sherman Street [\$20]	<p>I would like to rent (#) garden beds Please note that due to demand of some garden sites, your garden beds may be limited to just 1 to provide the opportunity for others to garden.</p> <p><input type="checkbox"/> I am requesting a scholarship for a free or reduced price plot (see below)</p> <p><input type="checkbox"/> I am including a donation of \$ _____ for the garden, towards garden scholarships and garden supplies</p> <p>Total Payment Submitted \$</p> <p><i>Please include payment with application.</i></p> <p>Mail to VINES at: PO Box 3104, Binghamton, NY 13902 Submit directly to your Site Coordinator (OR) Drop off at the VINES Office at 42 Chenango Street</p>

GARDEN SCHOLARSHIPS Scholarship funds are available because of the generous support of our sponsors. Please tell us a little about why you are requesting a scholarship and why you want a garden plot. If your reason is confidential, you may discuss it with the site coordinator.

I have read the guidelines for participation in VINES community gardens and agree to follow the guidelines:

I agree to hold harmless VINES, the City of Binghamton, and the owners of the garden property for any liability, damage, loss or claim that occurs in connection with use of the garden by me or any of my guests.

Signature

Date

Office Use Only

App Rcvd _____

Payment _____

Payment Details _____