

ISSAQUAH

community garden

RULES AND REGULATIONS

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Welcome

The Issaquah Community Garden is administered and maintained by the City of Issaquah Parks & Recreation Department. The garden is located at Confluence Area Park at 655 Rainier Blvd N. Issaquah, WA 98027. It comprises 31 individual parcels, each measuring 4 feet by 12 feet, on an area of land separated by fencing from the adjacent open space and residential neighborhoods.

Garden members maintain the grounds at the garden, working in a spirit of cooperation and fellowship. Our goal is to offer a safe and attractive environment to people desiring a place to grow organic edible produce and/or flowers. There are no staff located on site.

The Garden operates on the organic method of gardening. The use of inorganic pesticides, synthetic fertilizers, inorganic rodenticides or inorganic herbicide is not permitted. Only biological pesticides, beneficial insects, and organic cultural practices are allowed for the control of garden pests. Parcel renters are also required to use approved organic gardening, watering and soil conservation methods. Use of non-organic materials can result in termination of gardening privileges.

These Rules and Regulations are intended to ensure the maintenance of a neat and productive garden area and assure a pleasant environment for all persons in the garden. The City of Issaquah reserves the right to change and/or update the Rules and Regulations at any time and will notify plot holders immediately when changes and/or updates occur.

If at any time you have questions or concerns about the garden, please contact the Community Garden Manager at 425-837-3328. For incidents of theft, emergency or if you ever feel unsafe or threatened, please call 911.

General Information

Location

The garden is located at Confluence Area Park at 655 Rainier Blvd N.
Issaquah, WA 98027

Parking

Street parking is available on Rainier Blvd. N and Holly Street

Hours

The garden is open from dawn to dusk

For Who

The Community Garden is open to City of Issaquah Residents, Issaquah School District Residents and area communities

Fees

Plot fees are \$80.00 per year

Plot Size

27 raised cedar garden beds, 4 ADA-accessible garden beds
4-feet-by-12-feet, for a total of 48 square feet

Plot Use

Gardeners are free to grow flowers, herbs, vegetables and fruits in the individual plots, as long as they comply with the rules of the community garden

Growing Season

April 1 through October 31 or the first frost, whichever is the latter.

Amenities

Onsite water, composting, recycling and waste receptacles. Restroom and drinking fountain located in Confluence Area Park

Locks

The garden is locked from the public. Only season plot gardeners will be given the code which changes annually.

Contact Information

Please contact the Community Garden Manager Jera Gilmore at 425-837-3328 or visit issaquahwa.gov/garden

Fees

1. Plot fees are \$80.00 per year
2. Fees are reviewed annually and are subject to change
3. Fees are necessary for maintenance and administration of the Community Garden
4. Fees must be paid in full within 7 business days of your approved application each year
5. If valid payment is not received within 7 business days of your approved application, your spot will be forfeited to another gardener on the waitlist
6. There is no plot proration for mid-season or end-of-season assignments. The benefit to this is; as long as you are in good standing with the City of Issaquah, you have preference to renew your plot the following year
7. Plots cannot be transferred to, sublet to, or exchanged with another person, including relatives
8. All Community Garden Fees are non-refundable

Important Dates

1. Renewal applications are due no later than February 5
2. Growing season begins on April 1
3. Your plot will be reassigned if it is not worked by June 1. Exceptions will be made for weather
4. Harvesting and cleaning up of plots must be completed by October 31 or the first frost, whichever is the latter of the two
5. Spring tilling and Garden preparation will be completed by Parks & Recreation by March 31

Eligibility

6. As the Garden is organized for the benefit of residents of the City of Issaquah, residents will have priority on assignment of plots. A person who is not a resident of the City of Issaquah may apply but will not be assigned a plot until all requesting City

of Issaquah residents have received their assignments. Residency may be confirmed by a Washington Driver's license and/or a current utility bill.

7. A plot holder is a person who 18 years or older and is assigned a plot and actively gardens within the Rules and Regulations of the Garden
8. For purposes of this document, a residence is defined as a structure in which people live and is differentiated from other such structures by having a different mailing address
9. A plot holder must be current in all fees due to Issaquah Parks & Recreation
10. All applicants, returning and new, must be in good standing with Issaquah's Parks & Recreation Department

Applications

11. All individuals interested in a plot at the Issaquah Community Garden must complete a "Plot Application". This applies to both new and renewal applicants.
12. Plot Applications are available:
 - Online at issaquahwa.gov/garden
 - In person at the Issaquah Community Center; 301 Rainier Blvd. S. Issaquah, WA 98027
13. Application Deadlines
 - Applications for new gardeners will be accepted on an on-going basis and added to a waitlist in chronological order until a plot becomes available
 - Renewal applications for returning gardeners will be accepted beginning on November 1 and are due no later than March 15. Renewals received after the deadline will be placed on the waitlist

Assignment

14. All plots will be assigned by the Community Garden Manager. Plots are assigned on a first come, first serve basis.
15. Accepted applicants will be contacted by the Community Garden Manager to complete the plot assignment process no later than March 15
16. Waitlisted applicants will be contacted via mail no later than March 31
17. Accepted applicants will receive a welcome packet that contains their plot assignment, plot map, general guidelines, resources and rules & regulations guide
18. Issaquah residents are given priority, then Issaquah School District residents. If there are any remaining plots, non-Issaquah residents may have the opportunity for a plot
19. Only one plot will be assigned per residence until each applying residence has been assigned a plot. At that time, a residence may apply for an additional plot. When all

Issaquah residence applicants have been satisfied, non-Issaquah resident applicants will be assigned

20. Once assigned a plot, plot holders will retain its use as long as he/she abides by the Rules and Regulations, their fees are current and they have not exhausted their 3 year consecutive term.

Renewals

21. Plots are assigned to a primary plot holder and cannot be transferred to, sublet to, or exchanged with another person, including relatives
22. Second plot requests will be accommodated on a first come, first serve basis beginning March 15 (if available). Maximum of two plots per household. Normal fees are charged for the second plot and the second plot will not likely be near the primary plot
23. Plot holders are eligible to renew their application for two consecutive years after their first assigned plot is granted (a total of three years max). After the third year, the Plot holder may apply to be on the waitlist. This allows our waitlist applicants to have the opportunity to garden and helps build equity among our community.
24. Returning plot holders who have a second plot will only be allowed to renew one plot. Once all Issaquah residents have been satisfied, they will have the option for a second plot pending availability
25. Each plot can have only one primary plot holder with renewal privileges, regardless of how many people share the plot from the household
26. Returning gardeners are not guaranteed the same plot as previous years
27. All renewals must be in good standing with Issaquah's Parks & Recreation Department

Waitlist

28. You may apply to be added to the waitlist at any time there is no fee to be added to the waitlist
29. Plots are offered to waitlist applicants in chronological order after the renewal deadline has passed. City of Issaquah residents are given priority, then Issaquah School District residents. If there are any remaining plots, non-Issaquah residents may have the opportunity for a plot
30. Waitlist applicants must respond to plot offers within 3 business days, or the plot will be offered to the next waitlist designee
31. There is no requirement to accept an offer for a plot in a given year. Declined offers for a plot will be removed from the waitlist unless requested to remain in which they will be placed on the bottom of the waitlist

32. There is no plot proration for mid-season or end-of-season assignments
33. After two years on the waitlist and not accepting a plot offer; the applicant will be placed on an “inactive” list unless they submit a new and current application to re-activate their place on the waitlist

Extended Absence

34. If you are going to be out of town during growing season, please insure your plot is maintained in your absence. It is your responsibility to find someone to water, harvest and weed as needed.
35. If you have a non-community gardener assisting in your absence, it is your responsibility to make sure they are familiar with the boundaries of your plot and comply with the rules and regulations. It's also a good idea to introduce your “garden sitter” to your fellow gardeners and inform the Community Garden Manager.

Unattended / Abandoned Plots

36. When a plot is unattended (overgrown, weedy, unharvested) for more than two weeks during the growing season, the gardener assigned the plot will be contacted and asked to maintain the plot. Failure to comply within one week can result in the reassignment of the plot. No fees will be refunded
37. Maintaining your plot is your responsibility. If you do not maintain and harvest your plot, it may be reassigned and your fees forfeited. If this year will be difficult for you, let us reassign your plot. You may stay on the wait list for four years if you choose.

Resignation and Reassignment

38. Your plot will be reassigned if it is not worked by June 1. Exceptions will be made for weather.
39. If you no longer wish to garden, you must notify the Garden Manager and remove all tools and plants from your garden. After two weeks, all plants and tools remaining will be donated to charity. Gardeners may not transfer their plot(s) to unregistered parties

Maintenance

40. Do not expand your garden plot beyond its designated area. Keep invasive, vining and spreading crops confined to your own plot, or, preferably confined to pots within your

plot

41. Cedar planters may not be altered in any way (i.e. painted, stained, drilled into, nothing can be attached to them, etc.)
42. This is a "Working Garden"; Gardeners are expected to spend at least 2 hours per week, on average, tending the plot during the growing seasons
43. Plots may not be consistently weedy, untended or filled with debris
44. The use of pressure/chemically treated wood is prohibited within the garden. These products contain toxic substances which may leach into the soil.
45. We are an organic garden. Full strength vinegar works well to eliminate weeds.
46. Paint or stain must be safe for vegetable gardening and applied outside of the garden. Non-arsenic treated wood (ACQ or CBA-treated) is preferred in the Garden
47. Winds can be quite strong and growing plants quite heavy. Please make sure you stabilize any structure. Please keep your plants and structures out of paths and neighboring plots
48. Tires, concrete and structures other than basic trestles are prohibited
49. Trestles must be removed when not in use and/or by the closing date
50. Garden Decor is not permitted. This includes but is not limited to; statues, flags, bird baths and signs
51. Terracing above 6" is prohibited. Wire or mesh fencing less than 3' tall is permitted in the garden.

Watering

Application

52. Water using a gentle, light spray. (Experienced gardeners use an upside-down "bubble" stream). Higher pressures compact the soil and, worse, spray dirt and disease causing mechanisms onto your plants. Regular cultivation will keep water from flowing away from the plants you are trying to water

Availability

53. Water in the gardens is available by April 1 and shut off by October 31
54. Water will be available from dusk to dawn 7 days a week

Conservation

55. Remember that water is a precious and expensive commodity that is paid for by your plot fees. Please water responsibly and use mulch to conserve water so that we can keep our plot fees as low as possible

Faucets

56. Each user is responsible to turn the water faucet off at its source after they are done using it. It is not permitted to use a shutoff device at the garden end of the hose and leave the water hose pressurized after they are done

Hoses

57. If others are waiting to use the hoses, please limit your use to 5 minutes max
58. When moving hoses, please make sure you do not damage others' plants, drag them through others' plots or drag them across anything sharp. Please treat hoses carefully and return them when finished
59. Be sure to turn off hoses when you are finished
60. Hoses are stored and pipes are covered for the winter between November 1 and March 31

Proper Use

61. Water as frequently as needed but lightly. Watering less frequently, but more deeply, is effective as your plants roots spread. Please ask experienced gardeners about sensible watering recommendations
62. Shower head nozzle/water wands are encouraged for proper watering. Do not leave water on and hoses pressurized when not in use
Sprinklers/Soaker Hoses
63. Unattended watering is not permitted
64. Independent spraying devices, such as sprinklers, are not permitted

Standing Water

65. Containers of open-standing water should be avoided, because they can be breeding grounds for mosquitoes

Tools & Supplies

66. Gardeners are responsible for bringing their own handheld tools
67. Gas, electric or battery operated tools are not allowed
68. Do not leave full or empty bottles of products in the garden. Please properly dispose of items yourself.

Fertilizers and Insecticides

Blood and Bone Materials

69. Blood and livestock-based bone meals are currently NOT allowed as soil amendments. Fish- and poultry-based products are acceptable

Fertilizer

70. The community garden is for organic gardening only. Organic fertilizer and garden lime are acceptable. Full strength vinegar works very well for controlling weeds.

Herbicides and Insecticides

71. The use of fertilizers, insecticides and herbicides made from synthetic chemical materials is strictly prohibited.

Manures

72. Manures must be fully composted. Raw manure from any animals, as well as any human waste, is prohibited

Organic Insecticides

73. There are a few organic insecticides permitted in the garden, such as rotenone, pyrethrum and insecticidal soap. These are powerful products and some can have undesirable effects. Read and follow label instructions. Misuse of pesticides may result in forfeiture of gardening privileges. Any pesticide application must be kept within the confines of the single rented garden plot. Keep all pesticides out of children's reach

Slug Bait

74. Slug bait based on iron phosphate (e.g. Sluggo) is allowed, as is a slug bait of beer and sugar/yeast/water solution enclosed in containers. The latter must be removed from the site after use. Please make sure that any slugs you remove from your plot are dead before being placed in the trash

Synthetic Chemical Materials

75. The use of synthetic fertilizers in powder form or in pre-packaged potting soils are prohibited. Organic fertilizers are encouraged

PLANTS

Composting

76. Green compost bins are provided. Please do not put trash in the compost bins. Use the trash bins or take it home with you to dispose of it
77. Compost will be removed on a regular basis

Diseased Plants

78. Diseased and pest-ridden plants must be disposed of promptly to prevent the spread of infection.

Growing Season

79. Plots are assigned for the growing season which is approximately April 1 through October 31
80. Exceptions may be made for foul weather

Height Restrictions

81. Please be careful that sunflowers or tall trellised plants do not shade your neighbor's plot. Trees and permanent structures are not allowed in any plot.
82. Crops over six feet high are not allowed in the garden due to the shadow effect it causes for neighboring gardeners. Sunflowers or tall, trellised plants must not shade your neighbors' plots

Prohibited Plants

83. Plants must be legal to grow, non-invasive and not on the King County noxious weed list: kingcounty.gov/weeds

84. Marijuana, grasses, shrubs, trees and weeds are also prohibited

Stabilizing

85. Winds can be quite strong and growing plants quite heavy. Please make sure you stabilize any structure in your garden. Please keep your plants and structures out of paths and neighboring plots

Vine Plants

86. Vining and spreading crops must be confined to your plot. Consider confining them to pots

What to Grow

87. Gardeners are free to grow flowers, herbs, vegetables and fruits in the individual plots, as long as they comply with the rules of the community garden

Harvesting

Donations

88. Produce you grow may be shared. In keeping with our commitment to the greater community, we encourage you to donate 10% of your produce to the Issaquah Food Bank

General Harvesting

89. As crops mature, keep them harvested. This helps prevent disease and deters vandalism

90. Sharing produce is encouraged, but it may not be sold for compensation

91. If you wish to share your produce, please pick and give it away yourself. Don't invite non-community garden members to come and pick when you are not at the garden

Tilling

92. The City will till all Seasonal plots by the opening date. Unfavorable weather may lead to opening postponement or a cancellation of tilling, in which case gardeners will be notified. Individual exceptions to opening date will not be made

Winterizing

93. Gardeners are responsible for winter preparation of their plots

Common Areas

Gates & Lock

94. Our garden has a coded lock to the garden entry gate. This helps keep non-growers from harvesting the crops grown and disrupting the space. The code to access the garden is changed annually. Approved season gardeners will receive the current code at the start of the new season.
95. The gate code is not to be shared with others.
96. Be sure to re-lock the gate when leaving. Only garden plot participants and City staff will be provided the code.
97. Keep the gates closed at all times. The local critters can consume garden plants quicker than you can imagine. Check to make sure you do not lock any wildlife inside the garden when you leave
98. Some gardeners feel more secure working at their plot with the gate locked as well. Be sure to ask those gardening around you their preference and be considerate of their comfort level.

Parking & Pathways

99. Street parking is available on Rainier Blvd. N and Holly Street
100. Do not dig into the common paths. Keep them level, plant free and wide for walking
101. Keep common paths open while working in your plot
102. Keep your own access paths fully within your own plot
103. Gardeners must keep their borders free from weeds, vines, or other materials that may impact the enjoyment of neighboring plots
104. Gardeners must also help keep the weeds from growing in the common area near their plot. Full strength vinegar works well for this.
105. No plastic or carpet should be used. Cardboard or paper must be covered by wood chips, and leveled
106. Each garden site will designate path maintenance responsibility

Storage

107. There is no on site storage available

Wildlife

108. Wildlife in the area is a reality. Deer, birds, squirrels and other creatures may enter the garden and cause damage. We encourage you to become familiar with wildlife and gardening, if you would like additional resources, please contact the Community Garden Manger.
109. Remember that overgrown and crowded plant areas make it easy for unwanted

pests to invade and enjoy. Staking plants off the ground (especially tomatoes and squash) can help limit pest visits.

110. The City of Issaquah and Parks & Recreation is not responsible for any damage done to garden plots by wildlife that enter the garden.

Conflict and Communication

Conflict

111. This is a community garden. Other gardeners are our neighbors. Resolve differences in a neighborly way. For problems with fellow gardeners, stay polite and listen carefully; usually solutions are easily reached. Verbal or physical abuse or intimidation will not be tolerated. Contact the garden coordinator for more serious difficulties. Issaquah Parks & Recreation staff reserve the final authority for all conflicts.

Communication

112. One of the main goals in community gardening is to work together or next to each other in relative harmony. Contact your Garden Managers for guideline clarifications or plot delineation. Garden Managers will check plots regularly to encourage productive use by participants. Gardeners should make arrangements for plot maintenance and notify the Garden Manager if they will be away for more than a week or have decided to stop working the plot.

General Rules and Regulations

Alcohol

113. No alcohol, marijuana or illegal substances may be brought into or consumed on the entire park site. The sole exception to this is that slug bait containing beer can be used in enclosed containers within a plot.

Children

114. Please supervise your children closely, the garden is not a playground; running and disturbing other gardeners plots will not be tolerated.
115. We encourage children to play in the open space at Confluence Park.
116. The garden provides a wonderful opportunity for children to learn about gardening and be a part of a special community. Please share these rules with your children. Encourage and model respectful behavior toward neighbors and their garden plots.

Composting

117. Community compost bins are provided for organic garden waste only. Please do not

put trash in the compost bins. Use the trash bins or take it home with you to dispose of it.

118. Diseased and pest-ridden plants must be removed from the site. Please treat them as trash and dispose of them in the trash bins or in your trash at home, NOT in the compost bins. Our compost will not get hot enough to destroy pathogens and you will only spread the disease and pests to other plots.
119. Weeds that have developed seeds should be treated as trash and not put in the compost bins. Our compost will not get hot enough to destroy weed seeds. Put them in the trash bins or take them home with you to dispose of them.

Disabled Persons/Service Animal Assisted Persons

120. One of the purposes of this unique community garden is to provide opportunities for people with disabilities to learn gardening skills and interact with their neighbors and the community. Staff and people with disabilities will be working in the 4 community plots. People with disabilities must be treated with dignity and respect at all times. Please interact and get to know these talented citizens of our community

Discrimination:

121. No discrimination will be allowed based on race, religion, ethnic or national origin, gender, disability, or economic status. Such practices will exclude anyone who engages in them. This organization abides by The Americans with Disabilities Act.

Garbage / Waste

122. There is garbage service. Please pick up any trash and dispose of it in the trash receptacle provided
123. Unsightly debris such as plastic bags, milk jugs, buckets, and/or other materials that are clearly not being used lower the overall aesthetics of the Garden and must be removed
124. Dumping, composting or storing any materials in the lawn areas, pathways or natural areas around the Garden is prohibited and will not be tolerated

Music

125. Be considerate. If you bring a radio to the garden, use headphones

Pets

126. Pets are not allowed in the garden. This includes any animal on a leash. Service animals must be cleaned up after , must be under the care and control of the owner at all times

Primary Plot Holder

127. One primary plot holder must be assigned per plot
128. Primary Plot Holder must be 18 years or older

Smoking

129. Smoking any substance, including tobacco and marijuana, is prohibited on the entire site. Research shows tobacco can transmit a lethal virus to tomatoes.

Theft

130. Stealing in any form will not be tolerated and will result in permanent loss of gardening privileges
131. Due to the open nature of parks and garden sites the City of Issaquah is not responsible for recompense in any form (i.e. drought, vandalism, acts of god, animals, broken water supplies)
132. Please notify the police if you witness vandalism or theft

Work Parties

133. If you would like to organize a work party at the garden, first talk to the garden manager about what tasks you'd like to accomplish. Then talk to other gardeners to gauge their interest in forming a work party. Talk to the Garden Managers to finalize the details.

Violations

134. When a plot holder is not in compliance with any of the Operating Rules and Regulations, he/she will be issued a notification of Non-Compliance and will be given two weeks to correct the situation. If the issue is not rectified, a second notification of Non-Compliance will be issued and the plot holder will be given one week to remedy the situation. If the problem has not been corrected by the end of that week, a Final notice of Non-Compliance and Eviction will be sent and the plot holder will have one week to relinquish the parcel back to the Issaquah Parks & Recreation.
135. Anything in the garden parcel that has not been removed by that time will be subject to disposition by Issaquah Parks & Recreation.
136. Issuance of 3 notifications of Non-Compliance to any one plot holder in a 12 month period will result in termination of eligibility. Correction of a problem identified in a notice will not cancel the notice and the notice will be counted. Verbal notices are not counted in the three notice rule
137. Membership in the Garden may be terminated if false information is given
138. Annual fees not paid by the end of the grace period will result in termination of gardening privileges
139. A gardener whose membership has been terminated may re-apply after one year
140. Termination for violent, disorderly or abusive behavior will result in the permanent loss of membership
141. Violent, disorderly or abusive behavior may result in immediate termination without warning and the permanent loss of membership
142. If you ever feel unsafe or threatened, please call 911

ISSAQUAH community garden

USER AGREEMENT WAIVER OF LIABILITY

Primary Plot Holder's Name: _____

Address: _____

Phone: _____ **Email:** _____

AGREEMENT STATEMENT

- I have read and understand the Community Garden Rules and Regulations and agree to abide by them, and recognize that I am responsible for the maintenance of my plot and its surroundings. I understand that failure to comply with the Community Garden Rules and Regulations may result in the loss of current and future gardening privileges and forfeiture of all fees. Issaquah Parks & Recreation staff have the final authority for all conflicts.
- I agree to have my name, email address and primary phone number shared among the gardeners to facilitate garden and private communication (such as arranging for vacation care of my garden plot).
- I am fully aware of the special dangers and risks inherent in the activities that I may encounter in my voluntary participation in the Community Garden and I hereby assume all risk of liability. I also waive any right of recovery for myself, my heirs, executor, or personal representatives, from, or to bring suit against, the City and their responsive officers, officials, employees and volunteers, holding them harmless from any and all claims for any personal injury, loss, death, damage, or other consequences to myself arising out of my voluntary participation in the Community Garden activities, except for injuries and damages caused by the sole negligence of the City.
- I am fully aware that I am not an employee, volunteer or agent of the city while I am an active plot holder at the Issaquah Community Garden.
- I will be fully responsible for the actions of my friends and family that assist me in this garden and will ensure anyone working in the garden with me is fully aware of the rules and regulations of the Issaquah Community Garden. The actions of my guest (s) will be held to all the rules and regulations including termination of my privileges if violated.
- I understand that discrimination will not be allowed based on race, religion, ethnic or national origin, gender, disability, or economic status. Such practices will exclude anyone who engages in them. The City of Issaquah abides by The Americans with Disabilities Act.
- Photo/Video Release: Since the Community Garden is public property, I understand that there is no privacy on this property and that photos/videos may be taken of myself during garden activities and may be used for publicity purposes or other public uses, without recompense.

Signature: _____ **Date:** _____

SEND IN MAIL TO: Community Garden Manager — Jera Gilmore Issaquah Parks & Recreation P.O. Box 1307 Issaquah, WA 98027	OR	DELIVER IN PERSON TO: Community Garden Manager — Jera Gilmore Issaquah Parks & Recreation Issaquah Community Center 301 Rainier Blvd. S. Issaquah, WA 98027
<i>for office use only</i>		
Received by: _____		Date: _____
\$80 Payment Collected: *Credit Card *Check *Cash		