

Ormond Beach Community Garden Rules and Regulations

Ormond Beach Community Garden mission is to create and maintain public gardens that promote a healthy lifestyle and for those who share a love and desire to learn more about gardening.

The following set of rules and regulations have been designed for the following reasons:

- To ensure that community gardens are safe
- To ensure that community gardens are pleasant places to be and to look at for gardeners, neighbors and the general public
- To assure equity among community gardeners
- To encourage environmentally safe practices
- To protect the future of community gardens in Ormond Beach

The Rules and Regulations are reviewed and revised annually in an ongoing effort to improve and keep them relevant to changing conditions. If you have any concerns, please call the Leisure Services Department at 386-676-3293. However, unless official changes are made, you must abide by these rules and regulations as they are currently written. Failure to do so may result in the termination of gardening privileges.



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GENERAL INFORMATION.....

- Anyone age 18 or older can participate in the Community Garden program. Two user fees will be applicable, a Volusia County Resident and a Non Volusia County Resident user fee.
- A primary gardener and/or gardener helper may not garden more than one garden space. Gardeners in good standing wishing to occupy more than one garden space will be placed on the wait list and allotted a second plot only if a space becomes vacant and no one else is interested.
- A primary gardener may be defined as an individual, husband/wife, domestic partners or an organization having sole interest in the space.
- A primary gardener may choose to have a garden helper to assist with maintaining the space in the gardener's absence due to a family emergency, illness or injury, vacation or other unforeseen circumstance. Garden helpers must be 18 or older, must fill out a Release and Waiver of Liability Form in the Leisure Services Registration Office and must notify the Registration Office which gardener they will be assisting. Garden helpers are to assist in the absence of the primary gardener as stated above.
- The primary gardener and garden helpers are required to inform the Leisure Services Department of any changes to his/her contact information, including home address and telephone number.
- The transfer of a space will only be allowed between a husband and wife or domestic partners. Garden spaces that become available will be re-assigned to new gardeners by the Leisure Services Department.

USER FEES AND SECURING A SPACE.....

- New gardeners are required to complete the Community Garden Registration/Agreement Form and are to provide payment in full of the annual user fee in person to the Leisure Services Registration Office.
- Space user fee for a Volusia County Resident is \$30.00 for a 12-month garden season.
- Space user fee for a Non-Volusia County Resident is \$45.00 for a 12-month garden season.
- Garden space use agreements are issued on an annual basis and begin on March 1st. Prorating at half the rate will only be offered if there is a vacant space mid-season (August) or later.
- Payments are accepted in the form of cash, debit/credit card, and check or money order made payable to the "City of Ormond Beach".
- The annual user fee is non-refundable.

CHOOSING A SPACE.....

- Spaces are assigned on a first come, first served basis.
- The Leisure Services Department will assign garden spaces annually.
- Space requests are filled according to the order in which in-person registration forms are received. If requests cannot be filled, a waiting list will be maintained for applicants for whom no space was available.
- Current gardeners have the right to first refusal of their space for the following season. Space selection disputes will be settled by seniority.

GUIDELINES.....

- The Ormond Beach Community Garden shall operate based on the gardening recommendations (including lists of vegetables and fruits) of the Institute of Food and Agricultural Sciences, University of Florida (IFAS/UF) in their handout the "Florida Vegetable Gardening Guide, #SP103." This handout will be available on the Community Garden page of the City website (www.ormondbeach.org) and can be emailed upon request. Gardeners will be required to use this handout as a gardening guide. If a gardener is unsure if a plant, vegetable, or fruit is approved for growing, please contact the Garden Monitor for clarification.
- Gardeners who have been awarded a space will receive a standard 4'x12' space.
- Gardeners are responsible for weeding and harvesting their space for the year.
- Gardeners must contact the Garden Monitor and Leisure Services Department if they decide not to plant in their assigned space.

SPACE MAINTENANCE EXPECTATIONS.....

- Gardeners must have food crops planted by June 15th and November 1st of each year.
- Gardeners must maintain their space (including adjacent aisles) throughout the growing season, including planting, watering, weeding, harvesting, and waste removal. Gardeners who do not maintain their spaces will not be eligible for a space the following year.
- If, for any reason (i.e. health, vacation, work obligations), a gardener will be temporarily unable to maintain his/her space, please notify the Garden Monitor and Leisure Services Department. If the gardener has an appointed "garden helper", he/she may substitute during the primary gardener's absence.
- Please contact the Garden Monitor and Leisure Services Department if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your space.
- Gardeners must return their space to its original condition, including irrigation connections, if they choose not to utilize or renew their space.

GARDENER MEETINGS.....

- It is the responsibility of each gardener with awarded spaces to follow Community Garden rules and to take an active role in administering the garden. All gardeners are required to attend one business meeting in the fall (typically October).
- If a gardener cannot make these meetings, please contact the Leisure Services Department. A gardener may send a representative in his/her place.
- Gardeners are encouraged to attend and contribute ideas to improve the community garden program. Gardeners will also have the opportunity to become a volunteer member if they choose.

COMMUNITY SERVICE/VOLUNTEERING.....

- Gardeners understand that this is a community garden and in order for it to succeed, gardener support is needed to maintain the site, manage compost, monitor and maintain equipment, make signs, deal with wildlife, plan and execute produce giveaways, help keep site picked up from debris, and plan.
- Gardeners are encouraged to work together as a group on communal aspects of the garden for four hours at the beginning of each planting season.
- Work days focus on maintaining the community areas of the garden. Gardeners are highly encouraged to attend.
- Gardeners will be notified of work days and events in advance on the community garden’s bulletin board and via email.

ONE’S SPACE.....

- Gardeners must agree to garden organically. The organic definitions can vary; the Ormond Beach Community Garden is planting organically in accordance with the UF IFAS Extension Office. If you need further clarification, please contact the Leisure Services Department and the Garden Monitor.

WEEDS AND DISEASE.....

- Gardeners agree to keep the garden & garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables.
- Gardeners will be notified if weeds and disease become an issue in their space or surrounding area. Gardeners will be required to address the problem immediately. As a community garden, please respect the surroundings, tend to your space, and help keep the area free of litter and waste.

ADJACENT PATHS & BORDERS.....

- Weed the path adjacent to your space.
- Gardening activity and plant growth must be restricted to the gardener’s space. Please prevent vegetation from invading walkways and adjacent spaces.

GARDEN SITE.....

- Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or altering the perimeter fence. The maximum height for any garden structures, such as trellises, arbors, or other plant supports, shall be four feet (4’) from the top of the box and must remain within the perimeter of the space. All plants will comply with this height restriction as well. The maximum height for ADA plots will be two feet (2’) from the top of the box due to the box being raised from the ground.
- Both the access and perimeter path must be free of garden materials and debris so as not to create a hazard or to impede maintenance.
- Glass containers are prohibited from the gardens. In addition, containers, bags, etc., of any kind should be secured so as not to blow around and/or detract from the orderliness of the garden.

COMPOST AND TRASH.....

- Each gardener is responsible for trash removal.
- Compost and rubbish must be put in the compost bins or trash can and not left in a heap that someone else will have to clean up.
- Gardeners are expected to put weeds on compost pile.

OTHER GARDEN SPACES.....

- Pick only the plants you are growing or have permission from the grower to pick.

PROPERTY AND TOOLS.....

- Some tools are provided for gardener use and should be cleaned and returned to their places in the shed. Gardeners may also bring their own tools. Water is available at the garden.

SECURITY.....

- Central Park is open from Sunrise to Sunset and it is considered trespassing after hours. Only gardeners with awarded spaces will be given a combination code to have full access to the garden during park operating hours. Gardeners are not allowed to share this combination code. Upon leaving the garden, regardless of the time of day, gardeners should securely close the gates.

GARDENERS.....

- In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors, and visitors with respect and consideration. No stealing (harvesting from other’s spaces without authorization) or verbal or physical harassment is allowed. Violation of this rule will result in immediate expulsion from the garden.

CHILDREN.....

- Parents are encouraged to bring children to the garden and introduce them to the wonder of gardening. Please supervise children at all times.

PETS.....

- In order to be respectful to all gardeners, pets are not allowed in the garden.

MISCELLANEOUS.....

- If you would like to use your music devices, please use headphones.
- Keep the Leisure Services Department advised of your current home address, email address, and telephone number; notify the Department of any changes.
- Smoking, chewing tobacco, alcohol and/or any illegal substance is prohibited both within the Community Garden as well as at the entrance or kiosk area.
- Growing or using illegal substances in the garden will lead to immediate expulsion.
- Gardeners are expected to communicate with neighboring gardeners to work out borders, weed issues, and size of plant issues.
- Keep the garden attractive for neighboring residents and safe for all.

WARNINGS AND PENALTIES.....

Rule Violation: Failure to comply with the rules may result in the loss of gardening privileges. You must maintain your garden space. If your plot remains unattended for more than a three-week period, the Garden Coordinator will assume you have vacated /forfeited your plot, unless you have notified the Garden Coordinator of your upcoming absence. A notice will be emailed informing the gardener of his/her site being forfeited if he/she does not respond within (10) days of the date the notice is sent.

First notice- The Garden Coordinator will send the primary garden holder a first notice via email, or by mail if email is not available, indicating the problem and the deadline for correction which is (10) calendar days from the notice sent date.

Second notice- If the violation is not corrected within the guidelines above, the Garden Coordinator will issue a second notice via email. It will restate the issue and indicate the time frame in which it must be corrected, which is (10) calendar days from the notice sent date.

Third notice- Final notice via phone/email with a deadline of (5) days from the notice sent date to comply or the plot, all contents within the plot, and gardening privileges will be forfeited and no refund will be given.

Immediate Plot Forfeiture- You will be notified that you immediately forfeit your plot if you:

- Transfer or sublet your plot.
- Exhibit a pattern of behavior that shows disregard of garden rules, such as repeated rule violations (i.e. 3+ violations within (1) year) even if remedied.
- Grow or use illegal substances in the garden.
- Steal or use verbal or physical harassment in any way.