



2019 Plot Holder Member Agreement

Portage Community Garden Mission and Objective:

The Portage Community Garden is a non-profit organization created to provide community members with an opportunity to participate in gardening. Our purpose is to enhance the wellbeing and the beauty of our City by assisting people to grow fresh produce, providing locally grown food to people in need, increasing social interaction in the community, and creating an educational garden in an attractive setting. The community garden projects serve to provide healthy activities for individuals and families, and strengthen community bonds by creating and maintaining beautiful gardens for people to gather and care for.

Garden Policies and Procedures:

1. Community garden raised beds must be gardened on a consistent basis. Community gardens are public spaces and must maintain a neat appearance. Active gardening reflects seasonality and includes spring weeding and planting, summer maintenance, regular harvesting, and fall clean-up. Plot holders are expected to begin planting before June 1st and perform a final clean up including removing any temporary structures by November 1st. Gardeners who have weedy, untended, or unsightly plots will be asked to remedy the problem by a specified date. Garden personnel will turn the soil and plant cover crop if the problem is not addressed or if the plot has been abandoned for two or more weeks.
2. Seasonal and temporary gardening structures such as trellises and cloches are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your structures and plantings to avoid casting shade on other plots.
3. Organic gardening is required. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed without approval by the garden manager.
4. Each gardener is responsible for dealing with the garden material generated from their plot. Do not dump or pile garden materials in common areas. A compost pile is available on garden property for disposal of plot materials only. Bringing grass clippings or other compost materials from home to the community garden compost pile is prohibited. Bringing food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited.
5. Gardening tools can be made available for plot holders to borrow if necessary. Contact the garden manager or any garden personnel to make loan arrangements (no extra cost).

6. Well-mannered, leashed dogs are allowed in the garden. Please scoop and remove poop.
7. Children must be accompanied by an adult in the garden. Do not leave children unsupervised.
8. All gardeners and guests should respect others' space. Plot holders should not enter or harvest from someone else's plot without permission. Doing so is considered stealing and will result in loss of membership.
9. All gardeners are expected to practice water conservation. On site water is available for hand watering, and mulch is recommended in order to retain soil moisture. Please notify the garden manager or any garden personnel of any water leaks as soon as possible.
10. Crops are for home use, not commercial purposes, and must be legal. Do not plant trees. Do not plant invasive or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, etc. Remove these plants if they are growing in your plot.
11. Plot holders must notify the garden manager if they wish to give up their garden plot. You cannot give your plot to someone else. Garden plots are assigned by garden officers and only one plot may be assigned per household. If more than one person is gardening in a plot, co-gardeners should be added to the primary plot holder's account. Co-gardeners can only become the primary plot holder if they have been co-gardening in the plot longer than those on the waitlist have been waiting for a space at that site. Plot holders must notify the garden manager if they wish to transfer their plot to a co-gardener. Registered gardeners are responsible for keeping addresses, phone numbers, and email addresses current with the garden manager.
12. Plot holders are encouraged to volunteer time towards community projects at the garden site. This work is meant to help maintain the common areas of our garden, enhance community connections, and complete special projects.
13. Gardeners are expected to adhere to program policies. The garden manager and officers will regularly monitor plots throughout the year. When gardeners are found to be in non-compliance, they will receive a letter notifying them of the problem and asking them to take action by a specified date. Gardeners who receive three notices in a year must vacate the plot and the plot will be reassigned.

***PCG suggests that any gardener with a surplus of produce contact us. We will gladly add it to our harvest for donation to one of several local Charitable organizations.**

-I agree to follow the spirit of the Portage Community Garden Mission and Objective.

-I have read and agree to follow Portage Community Garden Policies and Procedures, understanding they are subject to change depending on the needs of PCG to fulfill its mission.

**-I agree to pay \$25 per year to be a PCG Plot Holder Member
or**

**-I agree to pay \$35 per year to be a PCG Plot Holder and General Member
(includes one PCG t-shirt)**

-I understand the Portage Community Garden is not responsible for any theft, injury or loss occurring on garden property.

Print Name: _____ **Date:** _____

Signature: _____

Email: _____ **Phone:** _____

Address: _____

Keep pages 1 and 2. Sign and mail this page to:
PO Box 442, Portage, Indiana 46368

Do not send payment until assigned a plot

Once PCG receives your agreement, you will be contacted and either assigned a plot or placed on a waiting list. Payment is due upon receiving a plot assignment.
Checks payable to - Portage Community Garden
Do not mail cash

BED# _____ (for office use only)