



***BUILDING A SENSE OF COMMUNITY AND PRIDE***

***COMMON GROUND NORTH RICHLAND HILLS COMMUNITY GARDEN***

***P.O. Box 821353, North Richland Hills, Texas 76182-1353***

***Policies /Procedures /Guidelines***

***Revised 2020***

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*The Common Ground North Richland Hills Community Garden is a public facility and one gardener's actions may impact another's use and enjoyment of the site. In order to effectively manage and protect the community resource and assure that everyone can enjoy the community gardening experience, the following procedures and guidelines have been established. We are a tobacco, alcohol and drug free area.*

***PLEASE PRACTICE THE SOCIAL DISTANCING GUIDE LINES DURING THE COVID-19 OUT BREAK. SEE THE MOST CURRENT GUIDE LINES ON THE CITY OF NORTH RICHLAND HILLS WEBSITE AT [WWW.NRHTX.COM](http://WWW.NRHTX.COM)***

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## **Registration Information**

### ***Returning Gardeners***

**The Common Ground North Richland Hills Community Garden will e-mail a reminder of plot renewal to all current gardeners the 1<sup>st</sup> of November. To renew your plot please send payment to: Common Ground NRH Community Garden, P.O. Box 821353, North Richland Hills, Texas 76182-1353.**

**Payment is due by the last business day of December of the current year. If payment is not received by January 15<sup>th</sup> of the new year, we will notify the member in writing, 2 e-mails and a phone call. If no response by the end of January of the new year, the member shall lose their membership and all Common Ground North Richland Hills Community Garden privileges.**

### ***New Gardeners***

Beginning the 3rd week of January, the Common Ground North Richland Hills Community Garden will provide information about plot availability for the coming season. New gardeners should look at different plot sites before registering if requesting a specific plot within the garden. Please note demand is high for garden plots, and the turnover rates are low.

Individuals receiving a plot assignment will be contacted by telephone or e-mail and may choose to accept the garden plot and complete the registration process within 15 days of notification. If registration for a new plot is not completed by this deadline, the vacant plot may be offered to the next person on the waiting list. Those individuals who are not successful in obtaining a garden plot assignment for the current year will maintain their numerical position, but must register again for the following year.

Gardeners are required to keep the Common Ground North Richland Hills Community Garden Coordinator notified of changes to home address, phone number and e-mail addresses. Accurate contact information ensures delivery of renewal forms and other information in a timely manner. Your garden plot cannot be transferred to any person or persons.

#### **Plot Maintenance Standards/Definition Standards**

Naturally, a garden filled with well tended plots inspires pride in both gardeners and neighbors. A public program, however, includes a broad range of people whose differing backgrounds, life circumstances, and expectations influence their gardening styles and abilities. As an inclusive program, we try to strike a balance between acceptance of individual differences and the community need for productive garden spaces that meet minimum standards.

>All gardeners are required to keep individual plots in a planted, productive state and free of debris during the growing season. Weeds and other vegetation must be controlled to limit the spread of disease, insects and growth into adjacent plots or neighboring homeowners. Keep dead vegetation cleared from your plot year round. Gardens must be planted by April 1<sup>st</sup> and winterized by December 1<sup>st</sup> of the current growing year.

Exception: *Winter gardens are encouraged, but must be maintained to minimum standards*

>Before adding arches, cattle panels, pallet planters, potato towers, etc., please contact the garden coordinator for proper placement. *Do not screw or nail items to your plot boards.*

>Gardeners with plots that are not maintained to the minimum standards above or do not meet the April 1<sup>st</sup> or December 1<sup>st</sup> deadline will be notified, and must take action to bring plots into compliance of minimum standards or meet the intent of the deadline within ten

**(10) calendar days. Plots that do not meet these requirements after ten-day deadline will start the termination process as outlined in the by-laws and will be reassigned and the gardener's agreement will be cancelled without refund. If individual plots do not meet minimum standards or the conditions and deadlines above on more than two occasions the gardener's agreement will be cancelled without additional notification, and the plot will be reassigned.**

**>Garden plots must be winterized by December 1<sup>st</sup> of the current growing season. Annual crops should be harvested and all dead vegetation (tomato and squash vines, etc.) must be removed from garden plots. Soils must be protected from damaging winter rains and garden plots can be cover-cropped, mulched or covered with landscape cloth to control grass and weed growth during the winter and early spring. Winter gardens are encouraged, but must be maintained to minimum standards including any enclosures, i.e. Hot Houses/Hoop Houses. Please do not erect any permanent structures. Hoses should be coiled and placed in the garden plot and items such as pallet planters and other miscellaneous items must be removed from the garden plot.**

**>Garden plots are restricted to the area within the boundary of your plot board enclosure. Plot vegetation may not extend beyond these boundaries into adjacent plots or common areas. Vertical crops such as pole beans or corn should be oriented in such a way as to allow adequate light to neighboring plots and must not interfere with pathways or adjacent plots.**

**>Common areas such as walkways and roadways must be kept clear in order to facilitate maintenance activities. Do not pile or throw mulch, weeds, rocks, or other materials into these areas. When not in use, keep hoses on a hose holder or coiled inside of your plot and out of these common areas.**

**>Trash removal service is provided by the Parks and Recreation Administration of the City of North Richland Hills.**

### **Be a Good Neighbor Guidelines**

**One of the key objectives in community gardening is to work together or next to each other in relative harmony. Please be courteous in all interactions and work together to resolve any disagreements. Please contact your Garden Coordinator or Garden Steward for guideline clarifications.**

**>Please lend a helping hand to others in need. Common Ground North Richland Hills Community Garden encourages gardeners to share a portion of your crop with those less fortunate. Contact the Garden Coordinator for up to date donation guidelines.**

**>Gardening in a public setting requires a fair amount of time and commitment. Please make appropriate arrangements to ensure a well-maintained garden space for everyone in this shared setting.**

**>Please respect the privacy of neighbors in and surrounding our community garden and be considerate when driving and parking in the area around the garden.**

**>Please be conscientious about water usage and do not leave water on overnight. Soaker hoses and/or timers are not allowed. Some garden areas do not have well-drained soil and neighboring plots or neighboring households can be easily affected by excess water. Limit watering to only intended crops and take steps to ensure that neighboring plots or neighboring households are not the recipients of excess water.**

**>Take care to ensure that the perimeter fencing at the garden site remains clear of vegetation from adjacent plots. In addition, soil, mulch, sod, or debris must not be piled or placed against the fence, as this promotes decay and shortens the life of the fence.**

**>The community garden tools are for everyone's use. Please treat the tools with respect and return them *cleaned* to the shed when not in use so that others may use them. Cleaning instructions and product will be available for your use.**

**>Each gardener will be respectful of other gardeners' crops and plot and will not harvest produce or flowers without the plot owner's permission. When using someone's garden hose, *please put it back as you found it*. Do not remove the sprinkler head, unscrew from the water supply or leave laying in the pathways.**

**>Entrance into the tool shed is through a combination lock and the combination will be changed each year in January. Gardeners will be notified at registration of the new combination numbers.**

**>Please do not drive your vehicle into the garden. Please use a wheel barrow to transport items into the garden.**

**>It is recommended that gardeners remove valuables and lock vehicles while at the Community Garden.**

**>If you are experiencing vandalism or theft. Please report it promptly by calling the non-emergency police line at 817-427-7000, and then reporting it to the Garden Coordinator or Garden Steward.**

