



Tualatin Hills Park & Recreation District Garden Guidelines Guidelines and Plot Rental Agreement Form

Tualatin Hills Park & Recreation District (THPRD) promotes and provides gardening opportunities for residents (gardeners) in our service area. The gardens are intended to be a safe and welcoming place for the community to grow, harvest and consume fresh produce and flowers. The following set of guidelines has been designed to ensure the safety and integrity of the garden space while also supporting healthy lifestyles in our community. By executing this agreement, the gardener agrees to abide by all the guidelines outlined, in addition to those posted at the garden sites. Failure to abide by the guidelines may result in forfeiture of plot(s) or suspension from the program.

Registration:

- Garden fees must be paid at the time of the application. This agreement must be signed and returned with payment **before** you can begin gardening.
- Schedule for renewal of garden plots:
 - Returning ID registration with a maximum of two (2) plots per household: October 1 – January 15. Failure to renew on time will result in the plot being reassigned.
 - Remaining plots made available to those ID residents on the wait list who do not have plots: January 16 – February 28.
 - Remaining plots made available to those ID wait list gardeners who already have plots: March 1 – March 31.
 - Remaining plots made available to OD gardeners, for that season only: April 1.
- No refunds will be issued after 30 days from payment.
- A valid THPRD account is required to rent a community garden plot. Please keep all contact information current with THPRD.
- New gardeners are strongly encouraged to attend a spring kick-off meeting to get to know your fellow gardeners, review the guidelines and begin planning for the year ahead.

Garden Season:

- The garden season is from November to October, which includes the opportunity for winter gardening.
- Plots should be in the “getting started” stage and must have visible signs of weeding by May 15 or plot is subject to forfeit.
- If you are unable to tend your plot by the deadline and have not communicated any special arrangements with staff, your plot is subject to reassignment with **no refund given**.
- Gardens must be cleaned up and winterized by November 15 if you do not plan on winter gardening. If you do not plan on renewing your plot, it must be cleaned out and vacated by November 15.
- Water to the gardens will be available from March 15 through October 15 (weather permitting).

Community Garden Guidelines and Expectations:

- THPRD's community gardens are open from dawn to dusk.
- Gardeners are responsible for their plots the entire season. Gardeners must notify THPRD if they can no longer tend their garden plot. **The transferring of plots to other gardeners is not allowed.**
- Maintenance of garden plot(s) includes **WEEDING**. Weeds must be kept under control at all times. If plot(s) are found to have excessive weeds or are overgrown, the gardener will receive a warning via email and be given one (1) week to rectify the situation. If no email is provided, communication will be via a postcard and/or phone call. If no contact is made or no resolution is reached, a second and final warning will be issued via certified mail with an additional week to clean the plot(s). If no action is taken, the plot will be reclaimed and rented to another gardener on the waiting list. Gardeners who are unable to continue to manage their plots must notify staff immediately.
- Gardeners are responsible for maintaining the pathways that touch your plot. Keep pathways free of weeds and replenish wood chips as necessary so others may safely pass.
- All plants, planters, tools and hoses must fit inside the perimeter of the plot. Absolutely no materials, plants included, will be allowed in the pathways or along the perimeter fencing. Any plants growing outside a plot may be trimmed or cut back without notice.
- Absolutely no expansion of gardens beyond your designated and staked out plot(s) will be allowed.
- Respect for other gardeners' need for sunlight is expected. Do not erect any structure or plant crops that would cause excessive shading on adjacent plots. Trellises or arbors are to be no more than six (6) feet high, may not shade neighbor's plots and may not be installed permanently. Gardeners need to let staff know immediately of any of the following:
 - Irrigation issues
 - Theft
 - Vandalism
 - Rule violations
 - Pest problems
- Gardeners are responsible for disposing of their garden waste. THPRD provides green waste stations for gardeners' use only; they are emptied once per month. Green waste stations are for garden waste only. If you observe any illegal dumping, please contact staff at 503/645-6433 or Park Patrol at 971/246-0169.
- Gardeners provide their own equipment (e.g. hoses, tools, seeds). Motorized vehicles and equipment are prohibited in the garden, with the exception of small rototillers.
- Do your part to conserve water by hand watering plants. Water before 10 am or after 6 pm.
- Please respect other gardener's spaces – do not pick vegetables, fruits or flowers that are not yours.
- THPRD will not be responsible for any improvements (including, but not limited to, garden plot borders, soil amendments, plantings, etc.) made to any garden plots. If for any reason a gardener ceases their gardening in the program they are completely responsible for their garden plot improvements without reimbursement from THPRD.
- The use of pesticides and/or weed killers is not allowed in the gardens at any time.
- Gardeners will supervise children and are solely responsible for the behavior of guests.
- No pets are allowed in the garden area, with the exception of service animals.
- No glass may be brought into the garden area.
- The use of newspaper or cardboard for mulch is not allowed. The use of permeable landscape fabric for ground cover over the winter months is allowed with prior approval.
- No tires or rocks are to be used in the garden at any time.
- The perimeter of the garden areas are fenced by THPRD. Gates and padlocks are provided for access (except Bethany Lake and John Marty). Please remember to close the gates and secure the locks as you leave the garden.

- Plots are not to be used to store materials or other supplies not associated with gardening, this includes tables, chairs, benches and storage containers.
- Absolutely no tampering with the faucets or water lines at any time. Please do not alter the flow or routes of THPRD's water system. Timers may be used if they are not hindering other gardeners' ability to use the water.
- Reminder: You are creating a food source that attracts rodents. THPRD is not responsible for trapping, poisoning, controlling or disposing of rodents. If rodents become a problem at your garden we suggest working with your fellow gardeners to find an effective solution. To help prevent rodents:
 - Remove piles of debris and weed your plots regularly
 - Harvest all ripe produce promptly
 - Empty any containers that collect standing water regularly

Prohibited Plants:

- Crops are for home use, not commercial purposes and must be legal. Do not plant trees Do not plant invasive, perennial or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, etc. These plants will be subject to removal without notice.
- The growing of marijuana on THPRD property is strictly prohibited.

Concerns, Problems & Dispute Resolution:

- Please get to know your neighbors. If a conflict arises, talk to each other.
- For any issues you feel you cannot resolve, always feel free to contact the garden coordinator.
- Positive, constructive problem-solving is our key to success in the program.

Community Garden Contact:

Lindsay Lambert * (503) 645-6433 x1613 * (503) 614-4006 (direct) * llambert@thprd.org

Your attention to the guidelines and expectations provided in this agreement are in place to assure that all gardeners have the opportunity to enjoy their garden

Garden Fee Schedule				
Plot Size	1st plot (ID)	2nd Plot (ID)	1st Plot (OD)	2nd Plot (OD)
Less than 10x10	\$25.00	\$35.00	\$35.00	\$45.00
10x10	\$35.00	\$45.00	\$45.00	\$55.00
12x12	\$35.00	\$45.00	\$45.00	\$55.00
15x15	\$35.00	\$45.00	\$45.00	\$55.00
15x15 +	\$55.00	\$65.00	\$65.00	\$75.00

Please return this registration form to:

Tualatin Hills Park & Recreation District
 Community Garden Program
 15707 SW Walker Road
 Beaverton, OR 97006



**Tualatin Hills Park & Recreation District Garden Guidelines
Community Garden Registration Form**

First Name: _____ Last Name: _____

Address: _____ City: _____ Zip Code: _____

Phone: _____ Work/Cell: _____ Email: _____

in-district out-of-district THPRD ID: _____

I prefer to be contacted by: _____ Email _____ Phone _____ US Postal Service

Returning Gardener: YES NO Garden: _____ Garden: Plot#: _____
Please Note: Maximum two (2) plots per household.

I authorize THPRD to share my information with other gardeners (name and email only): YES NO I would like to receive the Community Garden newsletter via email. YES NO

Interested in becoming a garden steward? (Must be a returning gardener)

**Community Garden
Waiver and Hold Harmless Agreement**

In consideration of my use of the community gardens, I agree to hold Tualatin Hills Park & Recreation District (THPRD) harmless from any claim for damages or injuries arising from my use of the community garden.

I agree and bind to indemnify THPRD against legal liability in respect to bodily injury, personal injury, death and property damage arising from or occurring out of mine or others activities in connection with the use of the community garden. I do not indemnify THPRD from its own gross negligence with the property.

I have read this agreement carefully and know and understand its terms. I further agree to abide by the established community garden guidelines, and by all Tualatin Hills Park & Recreation District policies and regulations. Failure to abide by these guidelines may be basis for denying or terminating participation in this activity.

Signature: _____ Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
Plot #: _____	Amount: _____	Received by: _____