

**SPOKANE VALLEY PARTNERS COMMUNITY GARDENS**  
**Membership Agreement**  
**September 23rd, 2014**



**OUR MISSION:** for our garden is to be an outdoor community center, welcoming all interested people, where the focus is:

- *Increasing access to, and awareness of, nutritionally dense foods for Valley families*
- *Promoting urban agriculture as a vehicle to increasing family incomes*
- *Providing entrepreneurial microenterprise activities*
- *Reducing the SVP food bank's dependence on external food vendors*

**The following guidelines are the Terms of Reference to which everyone has agreed.**

**1. Management of the Spokane Valley Partners Community Garden (SVPCG)**

- Management of the Spokane Valley Partners Community Garden (SVPCG) is by the SVPCG Advisory Board.
- Members who are not part of the Board are warmly invited and encouraged to participate via other means, for example working groups, feedback, discussion groups, project management and various media e.g. website and newsletters.
- SVPCG will be responsible for any damage or repairs required to the site or equipment as a result of vandals.
- A commitment will be made to provide open discussion at every committee and sub-group meeting. Every member and participant will have the right and opportunity to have a voice, be heard, and share any information that is relevant and or will complement the SVPCG.
- All media communication and promotion is required to be directed to and endorsed by the SVPCG Board, or Spokane Valley Partners, prior to distribution.
- SVPCG recognizes and values the diversity of its members and seeks to anticipate and resolve differences. The Rules of Incorporation include procedures for dispute resolution.
- SVPCG has its own bank account through SVP and requires authority from SVP management for drawing funds from this account
- The Board shall make changes to these guidelines as required for the safe and harmonious running of the group. If a member has any complaints or suggestions for improvement, it needs to be put in writing to the Secretary who will table it for discussion at the next Board meeting and inform the member of the result. If the member is not happy with the outcome, they can put the matter up for discussion at the next general meeting of the members

## 2. Who can have a garden plot?

- Application for a plot is open to any resident or any organization operating in Spokane Valley or surrounding suburbs.

## 3. Membership Fees and Plot Rentals

- Fees for renting plots can be reduced or waived and payment over time can be negotiated at the discretion of the SVPCG.
- Plot rentals fees will be determined annually.
- Plot rentals fees are due each year by the 4<sup>th</sup> Friday in June.
- A \$10 plot cleanup deposit will be charged for each bed rented and returned to the plot renter when plot has been cleaned. If the plot is not cleaned up by the fourth Friday in October the plot renter forfeits the deposit.
- The fees collected will be used for minor improvements and garden supplies such as hoses, tap fittings, garden tools, compost, seeds, plants or fruiting trees, and other costs, as determined by SVPCG.

## 4. Garden Plots

- If no plots are available at the time of applying, the applicant's name will go on a waiting list and they will be advised when a plot becomes available.
- Plots are allocated to the person's named on the SVPCG Membership Agreement.
- Plots are not transferable without the permission of the SVPCG.
- If a plot holder no longer wishes to maintain their plot they must advise the Board.
- The proportion of the annual fee that is unused will not be refundable.

## 5. Responsibilities of Members

- Members are encouraged to openly express and discuss their issues, concerns and ideas.
- Gardeners are responsible for the care and maintenance of their individual plots.
- Members are expected to contribute at least one hour of work for or in the community garden each month.
- Garden beds are expected to be well mulched to conserve precious water.
- Plots and surrounds must be kept free of rubbish.
- Weeds and prunings should be placed in compost bins.
- Diseased plants should be taken home and destroyed.
- Plants considered weeds in the local area are prohibited.
- Trellises and bean frames should run in an east/west direction and as far as possible should avoid shading neighbor's plots. Plot holders can work together to achieve this.
- No additional raised beds or containers are to be placed on pathways or vacant areas without permission of the SVPCG Board.
- Herbicides/week killers are prohibited.
- Pesticides are expressly prohibited
- Taps must be turned off before leaving the garden.
- Members using their own or communal equipment are expected to operate the equipment with due care for the safety of other members and the public.
- Produce grown in the garden must be washed thoroughly to remove any soil or pests remaining on the produce, to protect the health of those consuming the produce.
- Produce grown in the mounded beds is to be donated to SVP Food Bank. Any excess produce generated in individual garden beds may be donated to the SVP Food Bank or another charity.

- If a plot holder is unable to tend a plot for 2 months or more for health or other reasons, they must advise the SVPCG Board of the name and contact details of a person who will care for it, or ask the committee to organize tending to it.
- Plots and surrounds must be maintained in a neat and tidy condition and be kept as weed free as possible. Failure to do so will result in a yellow flag being erected on the plot by the SVPCG Board. The plot holder will be notified by mail or email requesting action to be taken. A further inspection will be undertaken after 14 days of mailing the notification. If, in the opinion of the committee, insufficient action has been taken, a red flag will be erected. The plot holder has a further 14 days to rectify the situation or to be notified that the plot has been forfeited.
- A plot holder who has more than 3 warnings per annum may have their plot forfeited.

## 6. Garden Sheds and Garden Equipment

- Garden sheds must be kept in a neat and tidy state.
- The gardener that is the last to leave should ensure that garden sheds are locked before leaving.
- Garden sheds are not to be used as overnight accommodation.
  - Individual Equipment**
    - Gardeners store their own equipment at their own risk.
    - Due to limited space gardeners are expected to limit the amount of storage space they use. If storage space becomes sparse, gardeners with excessive equipment and materials can be asked to remove the excess.
  - Communal Equipment**
    - Gardeners using this equipment should clean it after use and store it in the appropriate space in the shed.
    - Community equipment and materials should not be removed from the Spokane Valley Partners Community Garden.
    - If any gardener damages or breaks communal equipment they should, notify the Board and may be responsible for repairs at the discretion of the Board.

## 7. Code of Conduct of Members

- Rights of Others**
  - The rights and culture of others must be respected at all times, and no individual should be discriminated against because of social background, physical/mental ability, age, gender, race or religion.
- Garden Security**
  - A lock will be used to secure the Spokane Valley Partners Community Garden shed.
  - Gardeners must not give the key or combination of the lock to another person without the permission of the Board.
- Visitors**
  - All visitors to the Spokane Valley Partners Community Garden are the responsibility of the gardener who has invited them to the garden. Members will not allow persons that they invite into the Spokane Valley Partners Community Garden to breach the rules or guidelines in any way. If this occurs the member will be responsible for the visitor's actions.
- Children**
  - Adults are responsible for their children. Adults must supervise and accompany children (under the age of 12) at all times.
- Prohibited Plants**
  - Prohibited plants are not to be grown in the Spokane Valley Partners Community Garden.

**f. Pets**

- Pets must be kept under control while in the community garden grounds. Unrestrained dogs must not be left to roam the garden.

**g. Litter**

- All litter and cigarette butts must be placed in the appropriate recycling or rubbish bins.

**h. Smoking**

- Smoking is not permitted inside the garden.

**8. Partnerships and Sponsors**

- SVPCG encourages partnerships and sponsorships that will enhance and strengthen the SVPCG. All partnerships and sponsors will be reviewed on an ongoing basis.
- SVPCG Board will report to members and Spokane Valley Partners as appropriate.

**9. Liability**

- I understand that neither Spokane Valley Partners nor owners of the land are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS SPOKANE VALLEY PARTNERS AND OWNERS OF THE LAND FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.

**For more information contact:**

Zach Porting  
Community Gardens Coordinator  
Spokane Valley Partners / AmeriCorps VISTA  
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Spokane Valley, WA  
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Email: gardens@svpart.org

# SPOKANE VALLEY PARTNERS COMMUNITY GARDENS SIGN UP SHEET



*Please call us first to reserve your garden plot then fill out and turn in this form.*

1. Name(s) \_\_\_\_\_
2. Address: \_\_\_\_\_
3. Zip code: \_\_\_\_\_
4. Telephone: \_\_\_\_\_
5. Email: \_\_\_\_\_

6. **Size of plot (Circle Plot Size):**  
**Edgecliff Garden in Ground Plots:** Roughly a 10'x10' - 100SF (\$20 + \$10 Deposit)  
4'x8' - 32 SF (\$10+ \$10 Deposit) | U-Shape-75 SF (\$25 + \$10 Deposit)  
**Fresh Start Garden Raised Beds:** 4'x8' - 32 SF (\$10+ \$10 Deposit)  
L-Shape-62 SF (\$20 + \$10 Deposit) | U-Shape-75 SF (\$25 + \$10 Deposit)

7. Plot Number \_\_\_\_\_

***If you pay by check please write two checks one for the plot fee and one for the deposit.***  
*Checks should be made out to Spokane Valley Partners memo line - Community Gardens Only*  
*Payments should be dropped off at the Spokane Valley Partners front desk in a marked envelope along with this form. Fees collected will be used to improve and maintain the community garden.*

8. **Additional Information (Check all that apply):**

- I require an ADA garden bed (30" height).
- I require a reduced cost garden bed.
- I have items/materials I would like to donate to the community garden.
- I would like an experienced gardener to help me.
- I am an experienced gardener and would like to help a new gardener.

9. **Please sign up for at least one of the garden jobs/crews listed below:**

- |                                                   |                                                           |
|---------------------------------------------------|-----------------------------------------------------------|
| <input type="checkbox"/> Garden Leader            | <input type="checkbox"/> Events Crew                      |
| <input type="checkbox"/> Garden Advisory Board    | <input type="checkbox"/> Outreach and Community Relations |
| <input type="checkbox"/> Grounds Crew             | <input type="checkbox"/> Horticulture Advisors            |
| <input type="checkbox"/> Composting Crew          | <input type="checkbox"/> Block Watch                      |
| <input type="checkbox"/> Food Pantry Harvest Crew | <input type="checkbox"/> Translation                      |

All gardeners are required to share their phone number and e-mail addresses with garden leaders. In addition, a gardener phone and email list is shared with all gardeners. Please check here () **if you do not give your permission** to share your contact information with all gardeners.

**I have read, understand, and agree to follow the SPOKANE VALLEY PARTNERS COMMUNITY GARDENS MEMBERSHIP AGREEMENT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_