

Dear Community Gardener,

Welcome to the 2019 gardening season! This document includes updated policies for the Auburn University Community Garden (AUCG), including rental information, gardener expectations, community workday dates, and other information. Please read this document thoroughly and keep a copy for your reference during the 2019 season.

The AUCG is overseen by the Campus Dining Office and a seven-member Advisory Committee. Comprised of garden manager, administrative, faculty, student, and community representatives, the Advisory Committee has worked to update policies to improve the garden and benefit our community. We are a community as much as a garden and as such, the policies herein are grounded in common sense, consideration, and respect.

The strategic plan of Auburn University includes sustainability as an important long-term goal in all aspects of campus life. While our gardeners are not limited to strictly organic practices, AUCG strongly encourages our community to consider sustainable methods in their plots. We encourage the use of organic and sustainable gardening methods, including preventative measures and treatment of diseases and pests.

To be assigned a plot for the year beginning on March 2, please sign the contract and the policies agreement below and return it by March 2, 2019 with your payment. Contracts and payments can be submitted later. Prices will not be prorated for renters starting later in the season. All contracts end February 15, 2020.

If you have any questions or concerns, please let us know. We look forward to working with you!

AUCG Advisory Committee

1. **William Walker** – Chair, Administrative Representative
  - [wwalker@auburn.edu](mailto:wwalker@auburn.edu)
2. **Jeremiah DeVore** – Garden Manager
  - [community.garden@auburn.edu](mailto:community.garden@auburn.edu); [jjd0016@auburn.edu](mailto:jjd0016@auburn.edu)
3. **Jay Black**– Community Representative
  - [jayblack947@gmail.com](mailto:jayblack947@gmail.com)
4. **Gene Galloway** – Community Representative
  - [ggalloway4813@charter.net](mailto:ggalloway4813@charter.net)
5. **Doug Hankes** – Faculty Representative
  - [hankedm@auburn.edu](mailto:hankedm@auburn.edu)
6. **Elizabeth Wilhoit-Larson** – Faculty Representative
  - [ewilhoit@gmail.com](mailto:ewilhoit@gmail.com)
7. **Sarah Wilson** – Student Representative
  - [swilso8@clemsun.edu](mailto:swilso8@clemsun.edu)

**Auburn University Community Garden Policies**

| <b>2019 Plot Prices</b>       |                         |                   |                        |              |
|-------------------------------|-------------------------|-------------------|------------------------|--------------|
| <b>Students</b>               | <b>Planting Area</b>    | <b>Rental Fee</b> | <b>Neglect Deposit</b> | <b>Total</b> |
| <b>15' x 15'</b>              | 225 ft <sup>2</sup>     | \$25              | \$20                   | \$45         |
| <b>20' x 40' OR 30' x 30'</b> | 800/900 ft <sup>2</sup> | \$80              | \$40                   | \$120        |
| <b>1 raised bed (6'x16')</b>  | 96 ft <sup>2</sup>      | \$55              | \$30                   | \$85         |
| <b>2 raised beds (5'x12')</b> | 120 ft <sup>2</sup>     | \$70              | \$30                   | \$100        |
| <b>Non-students</b>           | <b>Planting Area</b>    | <b>Rental Fee</b> | <b>Neglect Deposit</b> | <b>Total</b> |
| <b>15' x 15'</b>              | 225 ft <sup>2</sup>     | \$30              | \$20                   | \$50         |
| <b>20' x 40' OR 30' x 30'</b> | 800/900 ft <sup>2</sup> | \$100             | \$40                   | \$140        |
| <b>1 raised bed (6'x16')</b>  | 96 ft <sup>2</sup>      | \$60              | \$30                   | \$90         |
| <b>2 raised beds (5'x12')</b> | 120 ft <sup>2</sup>     | \$75              | \$30                   | \$105        |

1. This contract applies to the rental period of March 2, 2019 through February 15, 2020.
2. Renewing renters **in good standing** agree to submit signed contract and payment annually between early January and February 1. Failure to do so will result in loss of the plot and the renter will be considered a new renter.
3. New renters must attend an orientation session prior to signing their contract and policies agreement, paying the rental fee, and receiving their plot assignment. Orientation will be Saturday, March 2, 2019. Additional orientation sessions will be scheduled with members joining later as needed.
4. Renters agree to pay all fees and deposits associated with the plot to which they are assigned. If the plot is not maintained in an appropriate manner throughout the year or if renter quits gardening without clearing the plot, the AUCG will retain that renter's neglect deposit. See point 5 for specific expectations of gardeners.
  - a. "Clearing" a plot means removing large plants and weeds, garden materials, and trash. Large plants and weeds are those taller than 2 feet; smaller grasses and herbaceous plants are acceptable. Plant waste must be taken to a waste pile. Garden materials and trash should be taken from the property, donated to the garden, or put in the dumpster. Garden materials include but are not limited to tools, hoses, stakes, containers, garden art, and plant supports (trellises, cages, etc.).
5. All renters agree to maintain their plots in an appropriate manner at all times throughout the contract year. Both the function and the aesthetics of the AUCG are important for our community. Weeds cannot be allowed to take over a plot and pests and diseases need to be appropriately controlled. Renters must adhere to the following expectations throughout the year:
  - Actively garden and control weed growth.
  - If a section of a plot is not being actively gardened at any time during the contract period, uncultivated portions should be cleared of vegetation and managed to prevent unwanted growth. Options for controlling weed growth include soil solarization, heavily mulching with organic matter (grass clippings, straw, wood chips, etc.), or planting a suitable cover crop.
  - Deal with pest or disease problems as needed. Refer to Alabama Cooperative Extension System publications for crop information and problem solving:
    - <http://www.aces.edu/home-garden/lawn-garden/>
  - Relinquish plot to AUCG if unable to maintain it. Relinquished plots may be rented to new gardeners, and refunds will not be given. Deposits may be refunded if the plot is cleared and the gardener has remained in good standing up to that point.
  - Gardeners must remove all dead and rotten vegetation from their plot(s) to avoid attracting rodents and pests. Plant waste should be placed in designated waste piles around the garden perimeter.

- Clippings or compost may be stored in a plot if they are kept in a neat and organized fashion.
  - Plots must remain free of trash and debris. All “landfill” or non-degradable trash (treated wood, PVC, metal, plastics, bags, glass, tires, etc.) should be placed in the on-site dumpster. **Landfill trash must not be placed in plant waste piles.**
  - Each plot has a 12-inch wide perimeter that creates our 24-inch pathways throughout the garden. This perimeter of plots should be kept free of weeds and mulched with wood chips.
  - Pathways are to remain free of personal belongings (tools, containers, bags, etc.). Any garden equipment left in the designated pathways will be removed and placed near the shed.
  - Gardeners must maintain plants within their plot. The AUCG staff reserves the right to trim or remove any growth spilling into pathways and impeding the flow of traffic.
  - Gardeners may put up a fence perimeter around their plot, as long as it is maintained within their designated space and a 12-inch border is left to create the pathway. Note that any structure directly adjacent to paths should not be used as a trellis because plants grown on them will spill into pathways.
  - Hoses may only remain attached if a splitter is used, making additional spigots available for others.
  - Gardeners must remain nearby while watering unless an irrigation timer is in use. The AUCG is not responsible for maintaining irrigation timers. Members using timers are encouraged to check them regularly.
  - If a renter chooses not to renew their plot the next year, it is the renter’s responsibility to notify the garden manager. The plot must be cleared of vegetation and any non-organic material to receive a refund of the deposit.
6. Renters agree to help maintain community spaces for the benefit of the entire garden. Participation in at least one workday is mandatory and additional participation is encouraged. Event dates can be found later in this document. It is a way to give back to the garden, keep rental costs down, meet and learn from others, and benefit everyone in the garden.
  7. Renters will notify the garden manager of any contact information changes and/or if the renter no longer wishes to rent his/her plot.
  8. Renters agree not to harvest from or otherwise disturb another renter’s plot. Gardeners found guilty of theft or destruction will have their contract terminated and their deposit will not be refunded.
  9. Renters will use only their own personal tools or the community tools provided by the AUCG, unless specifically permitted by another renter to use their tools. All AUCG tools must be cleaned and returned to the tool cabinet after use and the tool cabinet locked before leaving.
  10. If bringing any children or animals to the AUCG, renter agrees to supervise children, pick up after pets, and keep them from entering other renters' plots.
  11. First year renters are limited to one 15’x15’ plot, unless said renter has experience gardening in the Southeast USA. First year renters with this experience are limited to one large plot (30’x30’ or 20’x40’). Gardeners will be allowed more space in subsequent years so long as they remain in good-standing.
  12. The AUCG may have beehives placed around the periphery of the garden at some point over the gardening season. By signing this contract, you agree to contact garden management with any concerns regarding placement of your plot in relation to the hives.
  13. Renter agrees to use water in a sustainable, conservative manner. This means avoiding watering between the hours of 10:00am and 4:00pm, with times varying slightly seasonally. Staff will notify gardeners of changes to these times.
  14. **Renters must remain in good standing at all times during the contract period by maintaining their plot in accordance with the policies outlined in this contract.** If the garden manager finds a gardener at risk of losing “good standing,” the gardener will be notified of the issue. Plots will be checked weekly and neglect warnings distributed as needed. If a gardener does not address an issue within 7 days of a 3<sup>rd</sup> warning (21 days after 1<sup>st</sup> warning), the renter’s contract will be terminated and no refund given.

### Responsibilities of the AUCG Advisory Committee

To maintain the community garden for the benefit of all renters. This does not include maintenance of individual plots; renters are responsible for their own space.

To mark plot boundaries and collect signed contracts with payment.

To provide access to water, maintain the water lines, and keep the established pathways and garden perimeter free of tall vegetation. Water will be cut off during winter (roughly November to March) to prevent pipes from freezing.

To provide shared tools (hand tools only, not power tools) in an accessible area. Renters will be given the code to the key box for access.

To identify neglected plots, distribute neglect warnings, and reassign neglected plots as needed.

To maintain communication with renters, including the workday schedule and any changes or proposed changes to policies.

The AUCG **may or may not** also provide resources such as cover crop seed, wood chip mulch for pathways and individual plot perimeters, and educational resources and/or programs.

The AUCG reserves the right to terminate rental contracts if a renter does not adhere to the terms of this contract.

### 2019 Events and Workdays

Events and workdays will be held on the dates listed below. All renters **must participate in at least one workday** during the contract year. Workday tasks will involve maintenance of common areas, AUCG-sponsored charitable plots, and sometimes rented plots. Most workdays will be held on the 1<sup>st</sup> Saturday of every month, with some exceptions. Dates and tasks for each workday are subject to change and will be announced by the garden manager via email.

- March 2, 2019 – New Gardener Orientation and Early Spring Workday
- April 6, 2019 – Mid-Spring Workday
- May 4, 2019 – Late Spring Workday
- June 1, 2019 – Early Summer Workday
- July 13, 2019 – Mid-Summer Workday
- August 3, 2019 – Late Summer Workday
- August 31, 2019 – Early Fall Workday
- October 5, 2019 – Mid-Fall Workday
- November 9, 2019 – Late Fall Workday

**Auburn University Community Garden – 2019 Rental Contract**

The Auburn University Community Garden (AUCG) agrees to rent plot(s) # \_\_\_\_\_ to \_\_\_\_\_ for the period of March 2, 2019 through February 15, 2020. Renter agrees to submit payment and signed contract prior to taking possession of plot(s). By signing this contract and submitting the rental fee, renter agrees to the policies outlined in this document.

The Advisory Committee of the AUCG and its designated staff will be responsible for plot boundaries, plot assignments, and rent collection. The AUCG agrees to provide and maintain water lines with easy access for all plots. AUCG will maintain communication with renters including scheduling work dates and any changes or proposed changes to policies.

All renters must remain “in good standing,” which we define as adhering to the contract and all policy agreements. AUCG staff will contact renters if they are in danger of losing good standing and give adequate time to remedy any problem. However, the AUCG reserves the right to terminate a rental if the renter is not adhering to terms of the contract, including written policies.

Please sign and return this statement of policies with your payment.

I have read all the policies and information in the above document and agree to abide by the rules and policies of the Auburn University Community Garden as a plot renter in 2019.

Printed Name: \_\_\_\_\_

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

| <b>Select your current status (student, non-student) and desired plot size.</b>  |                   |                        |              |
|--|-------------------|------------------------|--------------|
| <b>Plot Sizes</b>  | <b>Rental Fee</b> | <b>Neglect Deposit</b> | <b>Total</b> |
| <b>Students:</b> <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate                                      |                   |                        |              |
| <input type="checkbox"/> 15' x 15'   | \$25              | \$20                   | \$45         |
| <input type="checkbox"/> 20' x 40' OR 30' x 30'  | \$80              | \$40                   | \$120        |
| <input type="checkbox"/> 1 raised bed (6' x 16')   | \$55              | \$30                   | \$85         |
| <input type="checkbox"/> 2 raised beds (5' x 12')  | \$70              | \$30                   | \$100        |
| <b>Non-students:</b> <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Community Member |                   |                        |              |
| <input type="checkbox"/> 15' x 15'   | \$30              | \$20                   | \$50         |
| <input type="checkbox"/> 20' x 40' OR 30' x 30'  | \$100             | \$40                   | \$140        |
| <input type="checkbox"/> 1 raised bed (6' x 16')   | \$60              | \$30                   | \$90         |
| <input type="checkbox"/> 2 raised beds (5' x 12')  | \$75              | \$30                   | \$105        |

Cash, money orders, and checks accepted. Address checks to **Auburn University Community Garden.**

Please send payments and signed contracts to:  
**Auburn University Community Garden**  
**255 Heisman Dr., Suite 1203,**  
**Auburn, AL 36849**

**Auburn University Community Garden - Renter Contact Information**

Renter's name (print clearly): \_\_\_\_\_

Renter's signature: \_\_\_\_\_

Returning gardener?  Yes  No

Current AU student?  Yes  No

AU ID Number (if applicable): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail Address: (print clearly) \_\_\_\_\_

Contact information for additional people sharing a plot:

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail Address: \_\_\_\_\_