

Community Garden Policy Agreement

Please read carefully and initial each section before signing. See the **Community Garden Manual** for more detailed information.

General Information

- Only Hillsboro residents may register in the community garden program. One plot per household.
- Garden plot fees are non-refundable.
- To complete registration you will need to do the following:
 - Pay for your plot lease and sign and return the **Community Garden Liability Waiver** within two weeks of payment. Per our partner agreements, gardeners must have a current, signed Waiver to be on the garden site.
 - Attend one of the annual spring orientation meetings.
 - Sign the **Community Garden Policy Agreement/Code of Conduct** in person at an orientation meeting unless the garden coordinator waives this requirement.

Incomplete registrations canceled and plot leases terminated no later than April 1. Plot fees credited to Parks & Recreation accounts.

Garden Rules Summary

- This is an organic garden: no pesticides/herbicides not approved for organic use allowed. Natural or organic products may be used, but only with garden manager approval.
You will be immediately removed from the program for unauthorized pesticide or herbicide use.
- You are expected to complete eight hours of documented garden community service at approved, hosted work events and seasonal activities scheduled by or approved by the garden manager.
It is necessary to complete the service hour requirement in order to have the privilege to renew for the next season.
- You are expected to keep your plot and pathways well-maintained and weeded.

You are allowed two warnings per season regarding plot and pathway maintenance. A third warning will result in your removal from the program and/or loss of the privilege to renew.

Prohibited Plants

- No federally controlled plants
- No tobacco
- No trees except in pots
- No mint, except in pots
- No cane fruits such as raspberries, blackberries, and marionberries, except in pots kept off the ground.
- All existing cane berries must be removed.
- Other plants may be prohibited if they become a nuisance.

Planting prohibited plants or failing to remove them when asked to do so will result in your removal from the program and/or loss of the privilege to renew.

Garbage/Trash (non-vegetative) Disposal

We have no garbage disposal receptacles or service at the garden. All disposal receptacles are for garden vegetable debris only, not for trash such as packaging, paper, cans, fast food bags, or other garbage.

You will be immediately removed from the program for dumping garbage as this policy document serves as the warning.

Garden Waste & Debris Disposal

(garden-generated weeds etc.)

- Do not dump garden waste or debris outside of designated compost bays.
- **No home-generated green waste is allowed in on-site compost bays.**
- **NOTHING from off-site is permitted in the community compost bins.**

You will be immediately removed from the program for dumping outside designated areas, over-stuffing bins, or dumping off-site waste in garden receptacles.

Community Tool Shed

- Do not share tool shed lock combination with anyone not registered in the program.
- Do not store personal items in tool sheds.
- Tool sheds must be kept locked.
- **Do not abandon unwanted items in tool sheds.**

Garden Plot Upkeep

- Respect neighbors – keep up with your weeding!
- Do not plant tall vegetation that will shade other plots, do not place large plants near borders.
- Keep produce harvested: do not allow crops to rot in plots.
- Composters in plots must be well-managed and manager-approved.

Water Use

- No automatic watering systems allowed. You must be present to water.
- Turn water off after each use.
- Do not leave water keys on towers to avoid unauthorized water use.

Concerns, Problems, & Dispute Resolution

- Please get to know your neighbors. If conflict arises, talk to each other.
- For issues you feel you cannot resolve, please contact your garden manager or the garden program coordinator.
- Positive, constructive, problem-solving communication is our key to success in the garden.
- The Garden Program Coordinator's arbitration is final.

The policies and penalties in this document will be enforced and final decisions are made by the Community Garden Program Coordinator.

Hillsboro Parks & Recreation Community Garden Program

Anti-Discrimination Policy and Code of Conduct

Anti-Discrimination Policy

It is the policy of the City of Hillsboro Parks & Recreation Community Garden Program to maintain a garden and work environment free of discrimination, including harassment. The program prohibits discrimination and harassment against any person because of age, ancestry, color, disability or handicap, national origin, race, religious creed, sex, sexual orientation, gender identity, or veteran status. Discrimination or harassment against program participants or staff will not be tolerated in the Community Garden Program. Direct all inquiries regarding the nondiscrimination policy to the Outdoor Recreation Manager, City of Hillsboro Parks & Recreation Department.

Code of Conduct

All participants in the Hillsboro Parks & Recreation Community Garden Program (hereafter “Gardeners”) agree to the following:

- Gardeners will act with courtesy towards others in the garden, respecting privacy and personal safety.
- No physical, verbal, or written abuse of any kind will be tolerated.
- Gardeners will observe program rules and regulations at all times as laid out in the Policy Agreement and the Hillsboro Community Gardens Information and Guidelines.
- Gardeners will not commit harassment of any person including:
 - ▷ Laying a hand upon, striking, or threatening another gardener, City of Hillsboro staff person or volunteer, partner representative, or community member.
 - ▷ Engage in obscene gestures or objectionable demonstrations.
 - ▷ Use foul language (swearing) or abusive verbal attacks aimed at any fellow gardener, City of Hillsboro staff person or volunteer, partner representative, or community member.
 - ▷ Engage in abusive written communications with any fellow gardener, City of Hillsboro staff person or volunteer, partner representative, or community member.
 - ▷ Gardeners will leave any portion of the gardens immediately upon being told by a City of Hillsboro staff person or volunteer or partner representative.

Any City of Hillsboro representative responsible for officiating, supervising, managing, or otherwise operating the Community Garden Program shall have the authority to enforce the terms of this Code. Failure of any person to abide by this Code of Conduct will result in disciplinary action, including (but not limited to):

1. Removal from the program area
2. Restriction in program participation
3. Suspension or expulsion from the program

No refund of fees shall be given for any suspension or expulsion from the program for violating the Code of Conduct. Appeals of any expulsion or suspension shall be filed in writing with the Outdoor Recreation Manager, Parks & Recreation department, within seven days of the action. The decision of the Outdoor Recreation Manager is final.