



Rules and Guidelines for Surprise Community Garden at Lizard Run

A Partnership of Benevilla, City of Surprise, Rio Salado College Life Long Learning Center and Surprise Community Garden at Lizard Run members; an initiative of the Surprise "Community for All Ages" by Benevilla * 16752 N. Greasewood St * Surprise, AZ 85374. For more information contact Benevilla at 623-584-4999.

1. Membership

- A. Membership is open to individuals, families (minors to be accompanied by an adult or as previously arranged), and not-for-profit organizations who reside in Surprise or neighboring communities of Sun City, El Mirage, Youngtown, and Sun City West. The majority of the membership will be residents of Surprise.

2. Agreement and Fees

- A. All members must complete and sign the agreement form and submit the non-refundable required fee. The signature on the agreement form is a contract to abide by the rules of the garden. Membership is renewable yearly, at the discretion of the Garden Committee.
- B. The annual fee for a garden bed shall be:
 - 1) Wood Beds \$100.00 per year
 - 2) Half Wood Beds \$ 50.00 per year
 - 3) Block Beds \$ 30.00 per year
 - 4) Vine Circle \$ 15.00 per year
- C. Members will receive one key to the garden. It is the responsibility of the member to lock the gate if they are the last one leaving the garden. No extra keys are to be made without the authorization by the Garden Chair. There is a \$10 fee for replacing a lost key.
- D. Garden beds may not be sublet or transferred.
- E. Members agree to contribute at least 16 hours a year toward the operation, maintenance and promotion of the garden (**see #6b**).
- F. Communication about the garden and the other CFAA projects is by email. Members must notify the Garden Chair and/or Benevilla representative if email or other contact information changes.

3. Garden Rules

- A. All members will be expected to work and maintain their bed with civility and respect for other members and in the spirit of a community garden.
- B. Any concerns/issues that arise in the garden must be addressed immediately and only to the Garden Chair and/or Benevilla representative.
- C. Children under the age of 18 must be accompanied by an adult unless previously arranged. Guests must be accompanied by a garden member or Benevilla staff.
- D. Maintain bed and surrounding pathways.
- E. Garden beds will remain "active" September to June.
- F. If a member must leave their garden bed before the annual lease expires, they must notify the Garden Chair and/or Benevilla representative in writing with their last day of gardening and return the garden key to Garden Chair or Benevilla representative. Garden bed must be cleaned out before leaving.
- G. Plants in garden beds cannot infringe on community space and walkways or interfere with adjacent beds.
- H. Use of non-approved chemicals on garden, walkways or grassy areas is grounds for forfeiture of privileges and bed, without a refund (**see #5**).

- I. A hose bib is installed in each garden bed. Members are asked to practice water conservation and follow Garden Bed Irrigation Guidelines (**J**) below for the types of plants in their bed. Hoses and irrigation lines must be kept leak proof. Water can be turned on and off for each bed individually.
- J. Garden Bed Irrigation Guidelines
 - 1. Water only as much as needed to completely moisten the bed's garden soil, watching carefully for run-off from the bed that indicates too much water, and water only as often as needed to keep soil moist enough for growing plants, seeds or new plant transplants.
 - 2. Members will install their own method of irrigation.
 - 3. Members must be present while watering the garden bed, unless other arrangements have been made.
 - 4. Members may use a faucet splitter.
 - 5. Members agree to turn water off when finished with each gardening session.
 - 6. If a member takes a summer season gardening hiatus, it is acceptable not to water in summer, though it is recommended to water once a month to keep some water in the soil. Member must notify the Garden Chair and/or Benevilla representative if they take a summer hiatus or other times away from the garden longer than one week.
- K. Planting trees and shrubs within a garden bed is not allowed.
- L. Members agree to follow guidelines for appropriate use of structures, fencing, trellises, cages and supports as outlined in **Addendum A**.
- M. Dogs are not permitted in the garden. Dogs can be taken to a designated pet area outside the garden.
- N. Members will respect the gardens' property, assets and other members. Members will responsibly use equipment and tools and treat them with care, return them to the shed or designated area promptly and store them neatly and securely for the safety and convenience of other members.
- O. Use compostable materials from the garden only and deposit in the garden compost area as outlined in **Addendum B**.
- P. Parking is permitted in designated areas of Benevilla's parking lot and City Park. Driving onto the garden is prohibited.

4. Use of Chemicals

- A. Members must agree to use only approved chemicals in the garden. **Addendum C** shows approved list.
- B. For use of fertilizers see **Addendum D**.

5. Steps Leading to Garden Bed Forfeiture

- A. In the event a member does not comply with the established Rules and Guidelines outlined in this document the following steps shall be taken:

The member will receive a verbal warning from the Garden Chair and/or Benevilla representative. If the problem is not corrected or addressed within 7 days the Garden Chair or Benevilla representative will send a written notice to correct or address the problem. The member shall have 14 days to correct or address the problem. If the problem is not corrected or addressed within the allotted time frame, the member will be asked to clean out the garden bed accompanied by the Garden Chair and Benevilla representative. At that time, the garden bed will be reclaimed for use of the Surprise Community Garden with **no refund**.

6. Volunteer Procedures for the Community Garden

- A. In keeping with the intention and meaning of a community garden, and in an effort to defray costs and maximize available monies, each member is asked to donate a minimum of 16 hours a year toward the operation, maintenance, and promotion of the garden (see participation activities below). Non-compliance with this requirement will result in an additional fee equal to the rental cost of the bed being used by the member.
- B. Participation activities may include but are not limited to:
- 1) Participate in monthly workdays.
 - 2) Contribute time toward fundraising activities to cover garden costs (e.g., plant sales and special events).
 - 3) Work with the compost committee to complete composting.
 - 4) Inspect and repair shed and shared tools for damage.
 - 5) Help in the construction or repair of raised beds as scheduled by Garden Chair.
 - 6) Police the garden areas for trash and other wind-blown debris as needed and place in appropriate receptacles throughout the garden. Full bagged trash/receptacles can be disposed in the dumpsters.
 - 7) Check to make sure the garden is secured at closing. All water sources must be turned off and gate secured.
- C. All garden volunteers and members shall record their work hours and tasks completed on the volunteer work log on the clipboard inside the garden gate. The volunteer work log shall be maintained by the Garden Chair and/or the Benevilla representative.
- D. Current garden chores will be posted on the board attached to shed by the Garden Chair to identify work to be completed in the garden.
- E. The Garden accepts outside volunteer groups to assist with specific projects in or for the garden. All volunteer groups shall contact the Garden Chair and/or the Benevilla representative for more information.
- F. Members are strongly encouraged to attend the free gardening classes and events being offered throughout the year.

Rental Agreement for Garden Bed Rental at the Surprise Community Garden at Lizard Run

I have read and understand the *Rules and Guidelines for Surprise Community Garden at Lizard Run*. All my questions have been answered, and I agree to adhere to said guidelines. My participation in the Surprise Community Garden is entirely voluntary.

Printed Name

Date

Signature

Phone

Cell

Email Address

Street Address

City

Zip

Emergency Contact Name/Phone

Amount Paid Received \$

Check / Cash / Credit Card (circle one)

Date

Received By

Date

Witness

Date

I acknowledge key areas found in the guidelines by initialing below.

1. Required cost to replace lost key _____
2. Sublet/transfer of beds _____
3. Use of chemicals _____
4. Composting procedures _____
5. Additional hours/fee required to maintain garden _____
6. Addressing concerns/issues _____
7. Steps leading to garden bed forfeiture _____

Addendum A

Use of Garden Structures

Keep any garden structures (supporting posts, etc.) to a height of 4-6 feet tall and 4 feet wide, and do keep it in the center of your garden bed. These structures do tend to shade neighboring beds from early and late day sunshine; often-times robbing your neighbor's garden of needed sunlight, especially in early spring and late fall.

Do not place greenhouses in the community garden beds as they may block sunlight from your neighboring beds.

Do not use twigs, branches, etc. for fencing around your garden bed. This is unsafe as it creates an impalement hazard. Hazardous fences and fences not meeting height and/or material requirements will be removed from the garden beds.

Do not use visquene, sheets, plastic sheets, tarps, orange snow fencing, etc. This will keep the community garden a beautiful and inviting place for your fellow garden members and the neighborhood.

Addendum B **Composting**

The composting area at the garden is located near beds 30 and 31. There are three “stalls” made of concrete blocks. Stalls 1 and 2 are used for composting. Stall 3 is used to store brown stuff (hay and leaves).

We will be composting garden materials—green stuff and fiber—brown stuff.

- *Green stuff* (high in nitrogen) to activate the **heat** process in our compost. Heat-generating materials we will use are plant materials removed from garden beds at the Surprise Community Garden.
- *Brown stuff* (high in carbon) to serve as the "fiber" for our compost. Brown stuff includes fall (autumn) leaves; dead plants and weeds; sawdust; cardboard & cardboard tubes (from foil wraps etc.); old flowers (including dried floral displays, minus plastic/foam attachments); old straw and hay; and small animal bedding.

When you have plant material from you garden bed that is ready for composting please cut it up into small pieces and put it in the wheelbarrow next to the composting stalls. Pieces should be about 3"x 3" or smaller. **Please place materials in the wheelbarrow on Monday or Wednesday only.**

Compostable material—green stuff—will be placed in one of the stalls along with brown stuff. A base layer of brown stuff (3" layer) will be covered with a 3" layer of green stuff. The green layer will be covered with a 3" brown layer and then another 3" layer of green stuff. This will go on until the stall has about 2' of material. Then the next composting stall will be filled. Each layer will be watered and water will be needed throughout the process. The composting process will be completed by the composting committee only.

Turning the top 18"-20" of the pile every two weeks helps keep air flowing inside the pile, which encourages aerobic decomposition. Turning the pile helps to encourage the growth of the right kind of bacteria and makes for a nice, sweet-smelling pile that will decompose faster.

We will have a layer of compost at the bottom of the pile. These stalls are designed to let the compost fall out of the pile into the bottom of the stall. As compost falls out and as the pile shrinks we can add new material to the top of the pile.

Remember:

- **Compostable materials are from the garden only and are to be cut into small pieces (3" x 3").**
- **Compostable materials are to be placed in the wheelbarrow on Monday and Wednesday's only.**

Addendum C

Use of Chemicals - Pesticides and Herbicides

Herbicide - No herbicides will be used in the garden. If weeds are a problem in the garden beds, members will pull them by hand, making an effort to remove the root.

Pesticides and Chemicals - All members in the garden will follow the **Integrated Pest Management (IPM)** guidelines in dealing with garden pests.

IPM Goal - *The acceptable health and appearance of plants with the least environmental impact. NOT the elimination of all insects or other pests.*

Steps in IPM:

- 1) **Identify the problem** - Is the problem an insect, a disease, or abiotic (non-biological, such as wind damage or sun damage)? If several insects are in evidence, which one is most likely doing the damage? Example: "the leaves of my tomatoes are being eaten." After inspecting the plant, a tomato hornworm is found.
- 2) **Gather information about the problem** – Look up tomato hornworms in books or on-line, talk to other members. Identify possible controls for the tomato hornworm.
- 3) **Decide on your management plan and carry it out** – Tomato hornworms may be controlled by physical removal, use of "Bt (*Bacillus thuringiensis*)". Since physical removal has the least environmental impact and there are generally not many hornworms, you remove the hornworms by hand and destroy them.

Always begin with the control method that has the least environmental impact. If that method is not sufficient, go the next level. Water can be a very effective control, as can insecticidal soaps. **Chemicals other than those listed below must be approved by the Garden Chair before they can be used.**

Approved Pest Management Materials & Chemicals for the Garden

1. **Water** - A hard spray with plain water to wash the insects off the plant.
2. **"DE" (*Diatomaceous Earth*)** for ants.
3. **"Bt" (*Bacillus thuringiensis*)** for caterpillars.
4. **Insecticidal Soaps** (preferably commercially made, but can be homemade).
5. **Organic compounds using natural (not synthetic) pyrethrum or Neem oil.**

Addendum D Use of Fertilizers

Our Community Garden makes every effort to function organically. Please refrain from using chemical and non-approved methods for pest control, weed control, fertilizing, and compost.

Fertilizer – Use only organic fertilizers. Do not use fertilizers containing weed killers (herbicides) or insect killers (insecticides) in the garden. Following is a list of recommended products to get you started. Remember to look for the organic label.

All Purpose Plant Food

Blood Meal Fertilizer

Bone Meal Fertilizer

Coffee Grounds

Compost (On Site)

Fish Fertilizer (emulsion)

Steer Manure Blend

Miracle Gro, Earthgro, Kellogg, Pennington, Jobes and **Arizona's Best** all carry an organic line of products in addition to their other non-organic products. Look for 'Organic' labeling, OMRI approved (Organic Materials Review Institute, omri.org) products, and remember to read labels as some organic products such as bagged compost contain sludge and other nasty though 'organic' ingredients.

Compost from the Garden Compost Center is very appropriate as a slow-release fertilizer. **You may also use compost you make at your home for your garden bed provided there are no meat products in it.** All compost must be fully composted and have no smell.