

## Tualatin Hills Park & Recreation District Garden Guidelines

Tualatin Hills Park & Recreation District (THPRD) promotes and provides gardening opportunities for community members (gardeners) in the 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 the registration and hold harmless agreement, the gardener agrees to abide by all the guidelines outlined, in addition to those posted at the garden sites, and by all THPRD policies and regulations. Failure to abide by the guidelines may result in forfeiture of the plot or suspension from the program. 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.

### Registration

- Garden fees must be paid at the time of registration. The registration form must be signed and returned with payment **before** you can begin gardening.
- Schedule for renewal of garden plots:
  - **September 30 - October 31:** Returning in-district registration with a maximum of one (1) plot per household. Failure to renew on time will result in the plot being reassigned.
  - **December 1 - 30:** Remaining plots made available to those in-district patrons on the wait list who do not have a plot.
  - **February 1:** Remaining plots made available to out of district patrons, for that season only.
- No refunds will be issued after 30 days of payment.
- A valid THPRD account is required to rent a community garden plot. Please keep all contact information current with THPRD.

### 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 meaning the plot must show visible signs of weeding and prepping by **April 30** or plot is subject to forfeit.
- Plots should have visible signs of gardening by **June 1**.
- **Plots are to be maintained year-round** even if you are not winter gardening. This ensures that there is no overgrowth and will be beneficial once the getting started date rolls around.
- 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 October 31 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 **October 31**.
- 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, and gardeners must follow THPRD rules & regulations.

- Gardeners are responsible for their plot 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 the garden plot includes WEEDING. Weeds must be kept under control at all times. Gardeners with a plot that is found to have excessive weeds, overgrown, or show little activity in the plot will receive a warning via email and be given a deadline to rectify the situation. If no email is provided, communication will be via a postcard and/or phone call. If no action is taken, the plot will be reclaimed and rented to another gardener on the waiting list, no exceptions. Gardeners who receive notices are encouraged to contact program staff to work out a garden plan to keep their plot. Notices alert gardeners to what must be done to bring their plot into compliance with the guidelines and a deadline is established for completion. THPRD reserves the right to discontinue registration at any time if guidelines and expectations are not continually met.
- Gardeners are responsible for maintaining the pathways and interior fence lines that touch your plot. Keep pathways free of weeds and debris. If the garden site has wood chips as a surface material, please replenish wood chips as necessary so others may safely pass. If the garden site has crushed gravel as a surface material, the district will replenish on a regular basis. Please notify the garden coordinator if areas on the paths become unpassable, or unsafe.
- 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 unless a legacy plan is in place. Any plants growing outside a plot may be trimmed or cut back without notice. Do not use fence lines to grow plants. Plots need to be free of litter.
- Absolutely no expansion of gardens beyond your designated and staked out plot will be allowed.
- Garden plot designs other than the standard issued design must be approved by the garden coordinator prior to installation.
- 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. Do not leave garbage, garden structure materials, hoses, metal cages, plant containers, plastics, burlaps, etc. in the green waste bins. If you observe any illegal dumping, please contact staff at 503-645-6433 or Safety Services 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 gardeners' spaces – do not pick vegetables, fruits or flowers that are not yours. Do not move other gardeners' items.

- 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 their 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 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 is fenced by THPRD. Gates and padlocks are provided for access (except Bethany Lake, Kennedy, John Marty, and Welch Centennial). Please remember to close the gates and secure the locks as you leave the garden.
- Soil/compost deliveries must be approved by maintenance staff before delivery. Please call or email staff to obtain approval.
- Plots are not to be used to store materials or other supplies not associated with gardening which includes tables, chairs, benches, patio umbrellas 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 can only be used if a gardener is scheduled to be away for more than five days, and up to two weeks. If you are scheduled to be away for more than two weeks, you must find someone to tend to the plot. Timers should not be installed and used for more than the allotted time.
- Timers cannot hinder other gardeners' ability to use the water.
- Hydroponic gardening is not allowed. Gardens are set up for traditional garden growing.

**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

## Volunteering

- Gardeners must contribute and log a minimum of two (2) hours per year in service to the community garden program or other THPRD-related volunteer option.
- To find a list of cleanup events, please visit <http://www.thprd.org/connect/volunteer/event-one-day>
- Gardeners do not have to sign up for an event at their location as there is a large selection of events to choose from throughout the year.
- To confirm that you have volunteered, please forward the follow-up email sent by volunteer services after the event takes place, or complete the [Volunteer Completion form](#). This will be evidence that you participated in an event.

- If you are unable to volunteer through the THPRD program, please contact the garden coordinator directly to make other arrangements.

**Prohibited Plants**

- Crops are for home use, not commercial purposes and must be legal. Do not plant trees, grape vines, or raspberry and blackberry varieties. Do not plant invasive, perennial or fast spreading plants such as any mint variety, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, bamboo, etc. These plants are subject to removal without notice.
- The growing of marijuana on THPRD property is strictly prohibited.
- Any existing tree, grape, or raspberry/blackberry varieties planted prior to November 1, 2021 have the opportunity to be inherited as a legacy plant but must be approved by the garden coordinator to remain in the plot. Such trees, plants and berry varieties must not grow over four (4) feet from the soil in the plot or exceed the past perimeter of the plot and shall be removed in the event the gardener no longer participates in the program.

**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.

**Fees**

2023-2024 Garden Season Fee Schedule (cost per season)		
<i>Fees subject to change annually</i>		
Plot Size	In-district	Out of district
Small (<100 sq. ft.) <i>Raised beds and 5x10 plots</i>	\$28.00	\$40.00
Standard plot <i>10x10, 12x12, 15x15 plots</i>	\$40.00	\$51.00
Large (>255 sq. ft.) <i>15x23 and 20x20 plots</i>	\$63.00	\$74.00

**Community Garden Contact:**

Jessica Kittleson ▪ 503-614-4006 (direct) ▪ [j.kittleson@thprd.org](mailto:j.kittleson@thprd.org) or [communitygardens@thprd.org](mailto:communitygardens@thprd.org)