



Tualatin Hills Park & Recreation District Garden Guidelines Guidelines and Plot Rental Agreement Form

Tualatin Hills Park & Recreation District promotes and provides gardening opportunities for residents in our service area. The gardens are intended to be a safe place for the community to harvest its own produce, small fruit plants, and flowers. The following set of guidelines has been designed to ensure the safety and integrity of the garden space and enjoyment for all who participate. By executing this agreement, the gardener agrees to abide by all of the guidelines outlined, in addition to those posted at the garden sites. Failure to abide by the guidelines may result in forfeiture of plot(s) or suspension for the remainder of the season.

Registration/Annual Fees:

- Garden fees must be paid at the time of the application. Plots for in-district (ID) patrons are \$35 for the first plot and \$45 for an additional plot with a maximum of two (2) plots per household. Plots for out-of-district (OD) patrons are \$45 for the first plot and \$55 for an additional plot. Smaller ADA accessible plots located at Schiffler Park, Bethany Lake Park and A.M. Kennedy Park are \$25. This agreement must be signed and returned with payment. Approval from the District must be granted **before** you can begin gardening.
- Schedule for renewal of garden plots:
 - Returning ID registration with a maximum of two (2) plots per household: October 1 – January 15. Failure to renew on time will result in the plot being reassigned.
 - Remaining plots made available to those ID residents on the wait list who do not have plots: January 16 – February 28.
 - Remaining plots made available to those ID wait list gardeners who already have plots: March 1 – March 31.
 - Remaining plots made available to OD gardeners, for that season only: April 1.
- No refunds will be issued after 30 days from payment.
- A valid THPRD account is required to rent a community garden plot. Setting up a THPRD account is free and easy. Please bring a photo ID **and** a property tax statement, rental agreement or current utility bill to establish proof of residency.
- Please keep all contact information up to date with THPRD.

Summer Garden Season:

- The garden season is from November to October, which includes the opportunity for winter gardening.
- Gardeners agree to have their plot planted by June 15 or plot is subject to forfeit. 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 November 15 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 November 15.
- Water to the gardens will be available from March 15 through November 15 (weather permitting).

Community Garden Guidelines and Expectations:

- THPRD's community gardens are open from dawn to dusk.
- Gardeners are responsible for their plots the entire season. Gardeners must notify THPRD if they can no longer tend their garden plot.
- Maintenance of garden plot(s) includes **WEEDING**. Weeds must be kept under control at all times. If plot(s) are found to have excessive weeds or are overgrown, the gardener will receive a warning via email and be given one (1) week to rectify the situation. If no email is provided, communication will be via a postcard and/or phone call. If no contact is made or no resolution is reached, a second and final warning will be issued via certified mail with an additional week to clean the plot(s). If no action is taken, the plot will be reclaimed and rented to another gardener on the waiting list. Gardeners who are unable to continue to manage their plots must notify staff immediately.
- All plants, planters and tools must fit inside the perimeter of the plot. Absolutely no materials, plants included, will be allowed in the pathways or along the perimeter fencing. Any plants growing outside a plot may be trimmed or cut back without notice.
- Absolutely no expansion of gardens beyond your designated and staked out plot(s) will be allowed.
- Respect for other gardeners' need for sunlight is expected. Do not erect any structure or plant crops that would cause excessive shading. 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. Plottolders 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. If you observe any illegal dumping, please contact staff at 503/645-6433 or Park Patrol 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. Water before 10 am or after 6 pm.
- Please respect other gardener's spaces – do not pick vegetables, fruits or flowers that are not yours.
- The Tualatin Hills Park and Recreation District 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 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 or cardboard for mulch is not allowed. The use of plastic sheeting or plastic tarps for mulch, ground cover, or weed barrier is not allowed.
- No tires or rocks are to be used in the garden at any time.
- The perimeter of the garden areas are fenced by THPRD. Gates and padlocks are provided for access (except Bethany Lake and John Marty). Please remember to close the gates and secure the locks as you leave the garden.
- Plots are not to be used to store material/tools or other supplies not associated with gardening.
- Absolutely no tampering with the faucets or water lines at any time. Timers may be used if they are not hindering other gardeners' ability to use the water.

Community Garden Contact:

Lindsay Beckman * 503/645-6433 x1613 * lbeckman@thprd.org

Garden Fee Schedule				
Plot Size	1st plot in-district	2nd Plot in-district	1st Plot out of district	2nd Plot out of district
Less than 10x10	\$25.00	\$35.00	\$35.00	\$45.00
10x10	\$35.00	\$45.00	\$45.00	\$55.00
12x12	\$35.00	\$45.00	\$45.00	\$55.00
15x15	\$35.00	\$45.00	\$45.00	\$55.00

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.



Tualatin Hills Park & Recreation District Garden Guidelines Community Garden Registration Form

First Name: _____		Last Name: _____	
Address: _____		City: _____	Zip Code: _____
Phone: _____		Work/Cell: _____	Email: _____
<input type="checkbox"/> in- District	<input type="checkbox"/> out-of-District	THPRD ID: _____	
I prefer to be contacted by: _____ Email _____ Phone _____ US Postal Service _____			
Returning Gardener: YES NO		Garden: _____	Garden: Plot#: _____
Please Note: Maximum two (2) plots per household.			
I authorize THPRD to share my information with other gardeners (name and email only):		YES NO	I would like to receive the Community Garden newsletter via email. YES NO
<input type="checkbox"/> Interested in becoming a garden steward? (Must be a returning gardener)			

Community Garden Waiver and Hold Harmless Agreement

In consideration of my use of the community gardens, I agree to hold Tualatin Hills Park & Recreation District (THPRD) harmless from any claim for damages or injuries arising from my use of the community garden.

I agree and bind to indemnify THPRD against legal liability in respect to bodily injury, personal injury, death and property damage arising from or occurring out of mine or others activities in connection with the use of the community garden. I do not indemnify THPRD from its own gross negligence with the property.

I have read this agreement carefully and know and understand its terms. I further agree to abide by the established community garden guidelines, and by all Tualatin Hills Park & Recreation District policies and regulations. Failure to abide by these guidelines may be basis for denying or terminating participation in this activity.

Signature: _____

Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
Plot #: _____	Amount: _____	Received by: _____