



Policies and Procedures of Greater Newark Conservancy's Plot-It-Fresh Community Gardens

We are so excited to have you jumping in to grow together with Plot-It-Fresh (PIF)! The following agreements are meant to ensure that everyone has the best possible experience with the Plot-It-Fresh community garden. These agreements have evolved based on input from you and staff's own experience in managing PIF over the years. Please read through the agreements carefully. If you have any additional questions regarding PIF or these policies, please email jv@citybloom.org or call (862) 373-5114.

Greater Newark Conservancy Agrees To:

1. Keep you informed of updates, events, and any other relevant information through postings at the farm and weekly emails.
2. Identify all plots alpha-numerically.
3. Provide a water source.
4. Provide seeds and tools.
5. Maintain the pathways.
6. Refund rental fees if requested prior to Sunday, May 16 (excluding \$5 cancellation fee).
7. Have a staff member present at Hawthorne Avenue Farm during set hours.
 - a. The PIF season runs Monday, April 5- Sunday, November 14, weather permitting.
 - b. The Hawthorne Ave. site will be closed for observed holidays.
 - c. We will notify you of any changes or cancellation of hours in a timely manner.
 - d. (Smith Street gardeners will be contacted separately about access).

General Rental Agreements:

1. Applicants must be 18 years of age or older.
2. Payment will be due upon the first date of attendance at the garden and no later than Sunday, April 11 (cash, card, or check accepted).
3. Supervise any minors and visitors you bring onto the site.
4. Notify Conservancy in advance if you are no longer able to tend to your plot.
5. No illegal drugs, alcohol, weapons, or participation in physical altercations on site.

Plot Assignments:

1. Priority will be given first to returning gardeners and then to Newark residents. Additional interested gardeners will be wait-listed on a first-come, first-served basis.
2. Allotment of a second plot will be determined with priority first to returning gardeners and then to Newark residents.



3. All requests for two beds will be fulfilled before anyone receives a third. Third bed assignments will only occur if there are beds leftover from any late registrations, and not before May.
4. Plots are non-transferable.

On-Site Policies:

1. Wear closed-toe shoes while onsite.
2. Dispose of all trash in designated containers.
3. Do not spray paint or otherwise mark plots, tools, or other Conservancy property.
4. Do not smoke on or within 25 feet of the site entrance.
5. Do not harvest from anyone else's plot without their permission.
6. Do not enter the other farm areas without admittance or permission by the Conservancy staff.

Preventing the spread of COVID-19 (adapted from [Purdue University Extension](#)):

1. Do not come to the garden if you feel sick (even mild symptoms).
2. Masks **MUST** be worn (including for children over 2) when around others and temperatures will be taken upon entrance.
3. Do not come to the garden if you have tested positive for COVID-19 within the last two weeks or have had known contact with someone who has tested positive for COVID-19 within the last two weeks.
4. Wash/sanitize your hands before and after visiting the garden.
5. Maintain distance of at least 6 feet at all times.
6. Limit interactions and time spent in the garden.
7. Minimize contact with surfaces (e.g., doorknobs, gates, latches, railings).
8. Return tools to designated area to be sanitized.
9. Wash any produce you bring home to reduce contamination.
- 10. All procedures are subject to change based on mandates and recommendations from government and public health officials.**

Plot Maintenance & Attendance: Regular maintenance is important to insure the health of your garden. This new policy is also important to maintain fairness; we typically have a waiting list of interested gardeners and do not want plots going to weed or to seed while there are other gardeners waiting for a bed.

1. Plant by Sunday, May 16.
2. Attendance:
 - a. You must come to the garden at least once every two weeks (beginning on the plant-by date of May 16) through Sunday, November 14 (or when the plot is cleaned out, whichever is earlier). You may arrange for your bed to be tended by others for limited periods of time; please inform Conservancy staff.



- b. You will be reminded once (in writing); after a second absence we will give your plot away to be sure it is utilized during the growing season. You may reapply for a plot the following season as a “new” (as opposed to returning) gardener.
- c. You must show garden ID when entering the PIF space and check-in with staff.
- 3. You should maintain your garden within the borders of your plot(s) throughout the season, keeping all pathways clear and placing unwanted plant material (weeds, dead plants, etc.) neatly into the compost rows.
- 4. You should use only approved, certified organic fertilizers and/or pest control products in such a way as to not affect other plots.

Opening & Closing Procedures:

- 1. Opening: Upon initial receipt of plot(s), you should check for any damage/issues and notify staff for documentation.
- 2. Closing: Remove all material from plot(s) by the end of the season (November 14) neatly in designated compost rows.
 - a. Failure to clean out bed will result in revocation of early registration privileges (i.e. status as a returning gardener). If it happens again, you will be barred from participating in the program for one season.
 - b. If for some reason you are unable to clean out your bed or haul away debris, inform staff.

Additional Rules and Regulations:

- 1. You agree to comply with all federal, state, and local laws and regulations.
- 2. You agree to assume all liability and to indemnify and compensate Greater Newark Conservancy for any injury or damage to person or property including Greater Newark Conservancy property or employees occasioned by or arising in connection with the use of the premises by you. You further agree to defend, indemnify and hold harmless the Greater Newark Conservancy against all actions, claims, damages or demands which may be brought or made either against the Greater Newark Conservancy’s interest in the premises by reason of anything done by you, in the exercise or purported exercise of the rights and privileges herein granted.
- 3. Greater Newark Conservancy assumes no liability for accidents or injury to participants or others either on or adjacent to Greater Newark Conservancy property. Neither does Greater Newark Conservancy assume responsibility for acts of vandalism or loss of crops or property due to theft.

Summary of Violations and Conservancy Responses

Violation	Offense 1	Offense 2	Offense 3
Violation of ‘on-site’ policies	Verbal	Written	Suspension, 1



	warning	warning	season
Theft of produce from other PIF gardeners	Suspension, 2 seasons	Expulsion	-
Theft of tools, etc. from Greater Newark Conservancy	Suspension, 2 seasons	Expulsion	-
Missed 'plant by' date (5/16)	Written warning	Suspension, 1 season	Suspension, 2 seasons
Unmaintained plot (weeds, etc.)	Verbal warning	Written warning	Suspension, 1 season
Poor attendance (less than 1x/14 days)	Written warning	Suspension, 1 season	Suspension, 2 seasons
Failure to clean bed at end of season	Written warning	Suspension, 1 seasons	Suspension, 2 seasons

Responses to policy violations

- Warnings
 - *Verbal*: you will receive a verbal communication from staff regarding the policy violation. All verbal warnings will be documented.
 - *Written*: you will receive a written communication (in person and via email) regarding the policy violation.
 - If violation is 'failure to clean bed at end of season,' you will lose your status as a returning gardener for the following season. You may apply during the period of regular registration.
 - If violation is 'missed plant by date' you will have two more weeks to plant. Failure to do so will result in loss of plot for the current season.
- Suspension
 - *1 season*: you will be removed for the remainder of the current season and may re-apply for a plot the following season for a single plot. If violation is 'failure to clean bed at end of season,' you will not be able to apply the subsequent season.
 - *2 seasons*: gardner will be removed for the remainder of the current season and will not be able to apply the subsequent season.
- Expulsion: actions that violate the safety of the community garden or seriously disrespect staff or others will result in immediate removal from the site and prohibition of future participation in Plot-It-Fresh.