Terra BIRDS – Community Garden Guidelines, Terms, & Conditions

I. INTRODUCTION:
Terra BIRDS is a non-profit organization that partners with the City of Flagstaff Sustainability Program to provide community agriculture opportunities on City land. It is our goal to provide a safe and attractive environment for members of the community that desire to grow food in an organic and environmentally friendly manner. The project serves to help the community gain experience in how to sustainably grow food in Flagstaff’s unique high elevation environment, arid climate, and short growing season. The purpose of the Guidelines, Terms, & Conditions is to provide the best experience for gardeners, while working together in this communal setting. As a participating gardener, you agree to abide by the Guidelines, Terms, & Conditions. Please read them carefully. The Guidelines, Terms, & Conditions are posted in the binder in the shed and are available in PDF format by emailing communitygardens@terrabirds.org.

II. RESPONSIBILITIES AND CONDUCT OF GARDENERS
1. Do not pick from other plots unless you have received permission first. Theft from plots is grounds for immediate dismissal from the garden.
2. Children must be accompanied by an adult at all times.
3. Well-mannered, leashed dogs are allowed in the garden. Please scoop and remove poop immediately.

III. MAINTENANCE OF PLOTS AND PATHS
1. Plots Maintenance: Plots are to be well-maintained and weed free at all times.
2. Paths: All pathways and open areas contiguous and surrounding your plot shall be kept free of weeds and mulched at all times. Mulch will be provided on site for this use.
3. Growing Season: All plots must be actively planted and gardened during the growing season. Any plot that has not been planted by June 15th, will be forfeited.
4. Winter Preparation: Plots must be put to bed for the winter by November 1st. This includes final harvesting, removal of non-perennial plants, weeding in and around your plot, and removal of any personal items. If you intend to return to the garden the next season, you may plant an appropriate cover crop.
5. Plot Landscaping: Plantings should not excessively shade a neighboring plot. No hazardous materials nor excess lumber or other materials not intended for gardening in the plot may be stored in the plots. You may use trellises, arbors and supports for plants, but they must not shade your neighbor’s plot. Vines must not extend onto paths or into neighbor’s plots.
6. Plot Walls and Perimeter: Walls around plots, if they exist, should be well-maintained and repaired as needed. Gardeners are urged to consult with Terra BIRDS before building a plot retaining wall. Walls may not exceed 18 inches above plot level. Perimeter walls must be neat and of substantial material, not to be smaller than 2x4 construction and not bulge into pathways or other plots. Chemically treated lumber, plastic, sheet metal, or plywood shall not be used within or around the perimeter of the plots.
7. Water Use: Flagstaff is an arid, high desert climate. Water conservation is a priority. Hoses must be shared. Do not water neighbors’ plots without express permission. Make sure that water is shut off and locked when you are finished. Report any leaks or problems immediately to the Terra BIRDS.
8. Trash Disposal: Neither the City of Flagstaff nor Terra BIRDS provides trash removal service at the community gardens. You are responsible for packing out non-compostable waste you bring to, or generate in, the garden.
9. Composting: There will be two piles at the garden for organic waste – one for woody and brushy material, including branches, and the other for plant matter to be composted. Please no micro trash or household food waste in these piles. When the piles of compostable materials accumulate a significant amount, Terra BIRDS, and interested gardeners, will begin the process of building a compost pile.
10. Bindweed, Cheat Grass, and Beggar’s Tick: Bindweed, cheat grass, and beggar’s tick are invasive weeds that must be controlled at all times. All gardeners are required to remove them immediately when found within their plots and adjacent pathways. These weeds must be disposed of in the trash. If you are unfamiliar with any of these, please refer to the printed photos/description in the shed or ask the Garden Coordinator.
11. Weed Disposal: Do not put invasive weeds (see above) in the compost piles. They must be disposed of in the trash. If you remove these weeds from your plot or the surrounding pathways, you are responsible for off-site trash disposal. Other weeds such as grasses that have not gone to seed or weeds that do not have a rhizome root system, may be disposed of in compost pile.
12. Plastics: Please limit the amount and type of plastics you bring into the garden. Certain plastics tend to break apart and degrade when subject to long-term exposure from the sun and/or leach chemicals into the soil. Please take your six-pack or other similar containers home to recycle. If you use plastic containers, please try to use BPA free plastics and especially avoid #7 PC plastics.

Terra BIRDS is a 501(c)3 non-profit organization. Tax ID: 45-4318103
P.O. Box 605, Flagstaff, AZ 86002
IV. PUTTING THE COMMUNITY IN THE GARDEN

1. **Volunteering**: We request that every gardener put in time helping take care of the community garden at large. This includes, but is not limited to: picking up trash, pulling weeds in pathways and communal plots, tidying up the shed, cleaning and organizing tools, and mulching pathways. You can also help by watering communal fruit trees and shrubs that are marked with a small wooden stake that is painted blue. To avoid over-watering, please first assess the condition of the plant, moisture in the soil, and the weather forecast to determine whether or not the plant actually needs water.

V. COMMON AREAS

1. **Planting**: No gardener may start a new project (temporary or permanent) or plant outside of their plot without first consulting with Terra BIRDS.

2. **Community Beds**: Each of the gardens have community beds that Terra BIRDS uses to host local groups and volunteers for garden workshops and educational work opportunities. Produce grown in these beds is donated to local hunger relief organizations. Community gardeners are welcome to participate in the care and maintenance of these beds and will be notified via the newsletter and posts in the shed regarding work days.

VI. SHED, TOOLS, & WATER

1. **Locks**: The shed and water spigots are locked with combination locks. Each gardener will be given the combination codes to the locks on the shed and water. It is your responsibility to remember the codes and keep them safe. You may not pass on the lock codes to individuals who are not members of your household or that are not actively working in your plot. You may leave things unlocked while you are gardening, but please do not carry around the lock with you. Make sure everything is securely locked when you leave.

2. **Tools**: Terra BIRDS will ensure that the following tools are available at each garden at the beginning of the season: shovels (4), hard rakes (2), pick (1), hand trowels and shovels (6 each), wheelbarrows (2), buckets (2), and sufficient hoses and water containers. Tools are the property of Terra BIRDS and are provided for common use by the gardeners. They are expensive to replace. Please make sure that you use tools appropriately and that you return them to their proper place, cleaned of excess mud and dirt.

3. **Shed**: The shed is to be kept neat and tidy at all times. Please remember that you share this common space with other gardeners and to put things back in their place. You are not allowed to store personal items in the shed. Please do not place material donations, including pots, hoses, composters, and tools, in the shed without speaking to Terra BIRDS first.

VII. PRODUCE SALES

1. **Selling**: A gardener may sell what they have grown in their plot. A potential place to sell is the Flagstaff Farmers Market Backyard Growers Booth hosted by Flagstaff Foodlink on Sundays downtown. The Backyard Growers Booth is not yet available at the Wednesday market in Sunnyside. Contact Flagstaff Foodlink for further information: flagstafffoodlink@gmail.com.

VIII. COMMUNICATION

1. **Group Communications from Terra BIRDS**
   a. **Email Newsletter**: Terra BIRDS will send a monthly group email newsletter with important news and information. A hard copy of this email newsletter will be posted in the shed at each garden on. Please make sure that you have given us your correct email address and our email is not automatically put in a spam or promotions folder. A test email will be sent to you on May 1st. Please check that you have received this communication.
   b. **Bulletin Board**: Please look inside of each shed for notices posted by Terra BIRDS. We will post flyers about workdays, events, and maintenance to be done by gardeners.
   c. **Garden Events**: These are times when Terra BIRDS staff will be in the garden. Dates and times of these events will be communicated in the newsletter.

2. **Individual Communications**
   a. **Email**: This is the way to communicate with Terra BIRDS staff. We check our email regularly, but please allow extra response time during the evenings, weekends, and holidays. Our contact email is: communitygardens@terrabirds.org.
   b. **Phone**: Each gardener will be provided with a cell phone number for Terra BIRDS. Please only use this in the case of a true emergency (i.e. the water won’t shut off or the shed has been broken into) or if you have tried to reach us via email and have not received a prompt response. You will receive a quicker response if you text instead of leave a voice mail. If you choose, you may provide Terra BIRDS with a cell phone number for text alerts.

3. **Social Media**
   a. **Facebook**: There is a closed Facebook group for Flagstaff community gardeners at Bonito, Izabel, or O’Leary. You may request to join this group (search for Flagstaff Community Gardens) and use it as a way to communicate. Terra BIRDS is a 501(c)3 non-profit organization. Tax ID: 45-4318103

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IX. **GARDENER GREIVANCES**: If after contacting Terra BIRDS to try to solve a problem or issue you are experiencing in the garden and you feel that you are not satisfied with the outcome or in the unfortunate case you feel that Terra BIRDS has treated you unfairly, please contact the City of Flagstaff’s Sustainability Program at (928) 213-2153 or sustainability@flagstaffaz.gov.

VII. **NON-COMPLIANCE**

Non-compliance with the rules, terms, and conditions is cause for exclusion from the garden and loss of your plot. In the case of non-compliance:

1. You will receive an initial warning from Terra BIRDS.
2. If no response or correction has been made, you will receive a formal written notice two weeks later.
3. In another two weeks, if no response or correction has been made, you will receive final notification that you have forfeited your gardening privileges and plot, effective immediately.
4. You will be allowed to reapply for another garden plot after one complete year has passed, and only at the discretion of Terra BIRDS.

**IMPORTANT!! Please read each of the following statements below this line carefully, fill out required information, and check the box to signify that you agree.**

- [ ] I have read and understand the application and accept these rules, terms, and conditions stated above for the participation in the ______________________________ Community Garden.
- [ ] I understand that I must actively garden in my plot and that my plot and the surrounding pathways must be kept weed-free at all times.
- [ ] I understand that I should regularly assist with the care of the Community Garden at large.
- [ ] I understand the best way to communicate any problems or issues to Terra BIRDS is through email and that I may text/call in cases of emergency or extenuating situations.
- [ ] I understand that if I fail to comply with the above stated guidelines, I may forfeit my opportunity to participate as a community gardener.

Would you be interested in leading an informative workshop at the garden? [ ] yes [ ] no

If yes, what would you like to teach and what month would you like to lead a workshop? ______________________________

Primary Gardener: __________________________________________________________

Address: __________________________________________________________

City, State ZIP _______________________________________________________

Phone ______________________________ Email _______________________________

Is this a cell phone? [ ] yes [ ] no Can we send you text alerts? [ ] yes [ ] no

Please list the names of other adults that will be gardening in your plot, along with their contact information if they are interested in receiving our email updates and text alerts:

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Primary Gardener Signature: ____________________________ Date: __________________

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Survey Questions:

How many years have you been gardening in this community garden (not counting this year)? ______

How many people will be gardening in your plot this season and what are their ages?

_________________ # of Adults    ___________________ Age of Adults
_________________ # of Youth    ___________________ Age of Youth
_________________ # of Seniors    ___________________ Age of Seniors

How much money do you hope to save on your weekly grocery bill by growing food in your plot?

_______________________________________________________________________________________________

What type of gardening/ farming experience do you have (include where and for how long)?

_______________________________________________________________________________________________

What do you hope to gain from being part of the community garden this year?

_______________________________________________________________________________________________

Do you have a special area of interest and/or experience?

_______________________________________________________________________________________________

How do you travel to the garden? _____ walk _____ car/personal vehicle _____ bike _____ public transportation

How long does it take you to travel to the garden? _________ minutes

Other comments: ______________________________________________________________________________

_______________________________________________________________________________________________

Thank you!