



WILDWOOD FARMS

Community Garden

GARDENER GUIDELINES

The City of Wildwood and the Garden Management Team would like to welcome you to Wildwood Farms Community Garden! The purpose of these guidelines is to ensure a safe and manageable garden environment that promotes community involvement and participation by all. Please familiarize yourself with these guidelines.

A. GARDEN MISSION STATEMENT

Wildwood Farms Community Garden exists to create and nurture community involvement and foster education and appreciation of gardening by providing a safe and enjoyable place for members committed to sustainable gardening practices to meet and share their experiences.

B. DESCRIPTION

Wildwood Farms Community Garden is located at 16860 Main Street, adjacent to the southwest parking area of City Hall. This new garden location consists of one hundred fifty (150) raised plots, each measuring 4x12 feet, with nine (9) being ADA-compliant 4x4x3-foot 'tables.' The garden is managed in an organic manner to limit certain types of chemicals, with a list of allowable pesticides to be provided to each gardener later. The garden is operated collectively by its members, through guidance from the Garden Manager(s), the Garden Management Team of volunteers, and the City of Wildwood's Department of Planning and Parks Staff.

C. MEMBERSHIP AND DUES

Wildwood Farms Community Garden membership is open to Wildwood residents, based on garden plot availability.

1.) **Assignments** - Garden plots are allocated to those residents who were assigned a plot at the previous garden location. Plots are available on a first-come, first-serve basis, with garden plots assigned by the City of Wildwood in this order:

- Returning Gardeners.
- New gardeners, based upon their current place on the waiting list, as plots become available.
- A waiting list is maintained and updated regularly by the City of Wildwood for applicants for whom no plot is available, in the event a registered gardener does not participate at the start of the season.

All members of the garden, who have been offered a plot assignment, must complete the online registration process, including creating an account, acceptance of the Garden Member Agreement, selection of participation days [2 of 5 Member Work Events are required], and pay the associated plot fee. A current member in good standing (no violations) may retain the assigned plot and remain a member of the garden, renewable annually, by adhering to the agreement and paying the required fee.

- 2.) **Non-Transferable Plots** - An individual plot may be shared with one (1) secondary plot holder from a different household. The secondary plot holder will have succession rights to the plot, if the primary plot holder is no longer a member or Wildwood resident.
- 3.) **Fees** - The basic cost is a **\$60.00 non-refundable annual plot fee** [**\$40.00 Senior Rate (65+)**], plus a one (1) time, **\$25.00 deposit**. *The garden deposit will be rolled over each year for returning gardeners, with the annual plot fee due at time of registration.* Please note the garden plot fee includes one (1) year (as dictated by the growing season), use of the assigned garden plot, and provided water source. If your payment and deposit is not received by the annual due date, the plot will be reassigned. The gardening season is annual in nature, from approximately **April 15th to December 31st**. Winter gardening will be accommodated, if garden plots are being maintained [*refer to D.6.) below regarding water availability*]. *Gardeners that do not plan to return the next year will be refunded their deposit at the end of the growing season, when the plot is cleaned out and ready for winter, i.e. all plants, clippings, etc. are removed and disposed of properly.*

D. GUIDELINES

- 1.) **Overview** - Garden guidelines are intended to inform each gardener of the expectations associated with gardening at the community garden. Appropriate garden guidelines provide information about how one can capitalize on the community aspect of the garden and enjoy their time at it more fully. This facility is a community garden and, in order for it to succeed, gardener support and participation is needed to maintain the site, manage compost, keep the area clean, and promote education.
 - a.) Gardeners must all respect the interests of our fellow gardeners and the community that shares the gardening space. To promote this cooperation, while also ensuring the needs of the garden, the City's insurance policy and relevant Wildwood ordinances are met, Wildwood Farms Community Garden requires all gardeners to agree to and abide by these guidelines.
 - b.) Membership and plot privileges may be **revoked** by the City of Wildwood due to violations of the guidelines established by the City and the Garden Management Team. Please note: guidelines and enforcement procedures will be available online for each yearly renewal and the enrollment meeting. All garden members are required to accept these guidelines and procedures (Gardener Agreement) upon registering online. These guidelines and procedures are available through the City's website: www.cityofwildwood.com, as well as the Wildwood Farms Community Garden Facebook Page.
- 2.) **Participation** – Each member of the Wildwood Farms Community Garden must participate in a minimum of two (2) Work Events that are planned during each season. Please see the Wildwood Farms Community Garden Calendar for a list of these work events. Additionally, ALL gardeners are required to attend the mandatory annual meeting. Failure to attend this meeting may result in not obtaining a plot.
- 3.) All garden plots must be planted by **June 1st** of each season or they will be re-assigned and your garden deposit returned.
- 4.) All returning gardeners are required to complete an online registration process that is open for a specified period of time, as scheduled by City staff, along with providing the required annual fee and deposit [1-time refundable escrow collected at the time of new member registration] (*see C.3 above*).
- 5.) Keep your plot and the adjoining pathways tended and maintained. If your plot appears to

be untended for a period of time and you have not contacted the Garden Manager(s), you will be notified by the City and your plot may be assigned to another gardener. Call your Garden Manager(s), if you need help or if you will be out of town for an extended period of time. If you plan to discontinue use of your space, please let the Garden Manager(s) know as soon as possible, so that your plot can be assigned to another gardener.

- 6.) Conserve water by shutting off the hoses and water sources, when you are finished using them. Water is available in the Garden, after the last average frost date [April 15th] to the first average frost date [October 15], so please plan accordingly to bring water with you when planting your plot in the Spring and if you Winter garden.
- 7.) Pets and drugs (including alcohol) are not allowed in the garden.
- 8.) Fires are not permitted, unless otherwise authorized by the City of Wildwood through a Special Events Permit.
- 9.) The planting of illegal plants is prohibited.
- 10.) Do not apply anything to or pick anything from another person's garden plot, without their express approval.
- 11.) Plant tall plants and vines in places within the plot, where they will not interfere with your neighbor's garden or pathways.
- 12.) Permanent fixtures shall not be installed within the garden, or within your garden plot, without the approval of the Garden Manager(s). Permanent fixtures include those types of items that are permanently attached to the garden bed with screws, nails, etc.
- 13.) At the end of the gardening season (**December 31st**), all dead plants and non-plant materials must be removed from the plot and disposed of properly and the area left neat and tidy. If your garden plot is not cleaned out or winter crop planted by the agreed upon date, you could lose your gardening privileges for the next season and your deposit will not be returned.
- 14.) Pick up litter, when you see it.
- 15.) Place weeds and dead plant materials in the area provided. Do not leave them in the pathway. Any diseased plants or seedy or invasive weeds are to be bagged and placed in the trash, so as not to contaminate the garden. Old woody plants are to be placed in the designated brush pile to be carted to the disposal area. If receptacles are full, please contact the Garden Manager(s) or the City.
- 16.) **Smoking** and chewing tobacco is **not allowed** by any person within the garden area. Tobacco can transmit a lethal virus to tomatoes and cigarette butts are loaded with toxins. Failure to comply with this rule by a garden member, their family members, or someone tending a garden plot on a member's behalf, will result in the immediate loss of said gardener's plot.
- 17.) Please supervise children in the garden.
- 18.) For your safety, the garden is open a ½-hour before sunrise and a ½-hour after sunset. Consider gardening in pairs or keeping a mobile telephone nearby.
- 19.) Overnight watering or the use of water sprinklers is not authorized within the garden.
- 20.) Make sure to lock the garden, when you are the last person to leave it.
- 21.) Report theft, vandalism, and unusual activities to the City of Wildwood Community Garden Liaisons (Joe Vujnich, Director of Planning and Parks, or Terri Gaston, Senior Planner, at 636-458-0440) or the St. Louis County Police Department - Wildwood Precinct (636-458-9194).
- 22.) No paint, stain, varnish, or other finishing products shall be applied to garden boxes.
- 23.) Use common courtesy and be considerate of your gardening neighbors.
- 24.) Do not allow your plantings to overflow into pathways or neighboring garden plots.

E. SERVICE COMMITMENT

- 1.) Each garden member shall attend and participate in a minimum of **two (2)** Work Events throughout each season. These two (2) dates are indicated as part of the Garden Member Agreement. Failure to participate in these events could result in the loss of garden privileges. Please refer to the Wildwood Farms Community Garden Online Program Registration for a list of said dates.

F. VIOLATIONS

- 1.) Complaints, policies, mediations, and enforcement are the responsibility of the City of Wildwood and the Wildwood Farms Community Garden Manager(s).
- 2.) If a gardener fails to follow the guidelines, the City will notify him/her and allow up to seventy-two (72) hours to correct the problem. If the violation is not corrected by the 1st deadline, the City will issue a 2nd and final notice. This notice will restate the problem and indicate the deadline for correction (no more than an additional forty-eight (48) hours) and consequence of immediate plot forfeiture, without the refund of their deposit, if the violation is not corrected.

G. GARDEN LEADERSHIP

- 1.) The Wildwood Farms Community Garden Management Team, along with the City of Wildwood, is responsible for decisions regarding the membership, and current and future garden activities. The Garden Manager(s), in conjunction with the City of Wildwood, interpret and enforce the garden guidelines.

H. RECORDS

- 1.) Official records of the garden include the Gardener Guidelines, Gardener Application via online account/registration, Garden Member Agreement/Participation, financial information, a summary of meeting discussions, and other pertinent information. These items will be available at the City's website: www.cityofwildwood.com. *Names, contact information, payment information, and other personal data shall not be distributed to any outside organization, nor to garden members outside the Garden Manager(s).*

🌸 The City and the Wildwood Farms Community Garden Management Team thank you for your cooperation in these matters and look forward to another year full of fun events, fresh fruits and vegetables, and community involvement. Please keep a copy of the Gardener Guidelines for your records. Additionally, a copy will be available for your review at City Hall, posted within the garden, and on the City of Wildwood's website at: www.cityofwildwood.com/wildwoodfarms, and the Garden Facebook page www.facebook.com/wildwoodfarmscg.

🌸 If you have any questions about these materials, please contact the Department of Planning and Parks at 636-458-0440, Joe Vujnich, Director of Planning and Parks, Ext: 115, joe@cityofwildwood.com, or Terri Gaston, Senior Planner, Ext: 118, terri@cityofwildwood.com.

🌸 Thank you for your support and participation of the garden!