

Dear Community Gardener,

Welcome to the 2018 gardening season! This document includes updated policies for the Auburn University Community Garden (AUCG), including rental information, gardener expectations, community workday dates, and other information. Please read this document thoroughly and keep a copy for your reference during the 2018 season.

The AUCG is overseen by campus Dining Services and a seven-member Advisory Committee. Comprised of faculty, student, administrator, and community representatives, the Advisory Committee has worked to update policies to improve the garden and benefit our community. We are a community as much as a garden and as such, the policies herein are grounded in common sense, consideration, and respect.

The strategic plan of Auburn University includes sustainability as an important long-term goal in all aspects of campus life. While our gardeners are not limited to strictly organic practices, AUCG strongly encourages our community to consider sustainable methods when making decisions about their plots. For example, chemical products (pesticides, herbicides, fertilizers, etc.) used in your plot can have both desired and undesired effects in your own plot, as well as neighboring plots. We encourage the use of organic and sustainable gardening methods, including preventative measures and treatment of diseases and pests.

In order to be assigned a plot for the year beginning on March 1, please sign both the contract and the policies agreement below and return them by March 1, 2018 with your payment. Prices will not be pro-rated for renters starting later in the season. All contracts end February 15, 2019.

If you have any questions or concerns, please let us know. We look forward to working with you!

AUCG Advisory Committee

1. **William Walker** – Chair, Administrative Representative
 - wrw0013@auburn.edu
2. **Jeremiah DeVore** – Garden Manager
 - community.garden@auburn.edu; jjd0016@auburn.edu
3. **Jay Black**– Community Representative
 - jayblack947@gmail.com
4. **Gene Galloway** – Community Representative
 - ggalloway4813@charter.net
5. **Audrey Gamble** – Faculty Representative
 - avg0001@auburn.edu
6. **Auston Holland** – Student Representative
 - alh0080@auburn.edu
7. **Elizabeth Wilhoit** – Faculty Representative
 - edw0031@auburn.edu

Policies for AUCG Renters

2018/2019 Plot Prices

Students	Planting Area	Rental Fee	Neglect Deposit	Total
15' x 15'	225 ft ²	\$25	\$20	\$45
20' x 40' OR 30' x 30'	800/900 ft ²	\$80	\$40	\$120
1 raised bed (6'x16') with soaker hose.	96 ft ²	\$55	\$30	\$85
2 raised beds (5'x12') in 15'x15' plot. One soaker hose included per bed.	120 ft ²	\$70	\$30	\$100
Non-students	Planting Area	Rental Fee	Neglect Deposit	Total
15' x 15'	225 ft ²	\$30	\$20	\$50
20' x 40' OR 30' x 30'	800/900 ft ²	\$100	\$40	\$140
1 raised bed (6'x16') with soaker hose.	96 ft ²	\$60	\$30	\$90
2 raised beds (5'x12') in 15'x15' plot. One soaker hose included per bed.	120 ft ²	\$75	\$30	\$105

1. Renewing renters in **good standing** agree to pay rent and to sign the contract and policies document annually between early January and February 1. Failure to do so will result in loss of the plot and the renter will be considered a new renter.
2. New renters must attend an orientation session prior to signing their contract and policies agreement, paying the rental fee, and receiving their plot assignment. The AUCG will schedule these sessions based on the influx of new gardeners. Payment guarantees a plot until Feb. 15 of the following year.
3. Renters agree to pay all fees and deposits associated with the plot to which they are assigned. If the plot is not maintained in an appropriate manner throughout the year or if renter quits gardening without cleaning out the plot, the AUCG will retain that renter's neglect deposit. See point 4 for specific expectations of gardeners.
4. All renters agree to maintain their plots in an appropriate manner at all times throughout the contract year. Both the function and the aesthetics of the AUCG are important for our community. Weeds cannot be allowed to take over a plot and pests and disease need to be appropriately controlled. Renters must adhere to the following expectations throughout the year:
 - Actively garden and control weed growth.
 - If not actively gardening, inhibit weeds through use of mulch, cover crops, or other methods.
 - Relinquish plot to AUCG if unable to maintain it. Relinquished plots may be rented to new gardeners, and refunds will not be given. Deposits may be returned if the plot is cleaned and said gardener has remained in good standing up to that point.
 - Plots must remain free of trash and debris (tires, trash bags, misc. plastics, etc.). If you are storing clippings in your garden, please do so in a neat and organized fashion.
 - Gardeners must remove all dead and rotten vegetation from their plot(s) to avoid attracting rodents and pests.
 - Plant waste should be removed from individual plots and placed in designated waste piles around the garden perimeter.

- All landfill trash (wooden stakes, bags, cups, plastics) should be placed in a nearby dumpster. **Landfill trash must not be placed in waste piles.**
- Pathways are to remain free of personal belongings (hoses, timers, rakes, misc. tools, etc.). Any garden equipment left in the designated walkways will be removed and placed near the shed.
- Gardeners must maintain plants within their plot; AUCG staff reserves the right to remove any growth spilling into pathways and impeding the flow of traffic.
- Gardeners may put up a perimeter around their plot, as long as it is maintained within their designated space and a 12 inch border left to create the pathway. Note that any structure directly adjacent to paths should not be used as a trellis because plants grown on them will spill into pathways.
- Hoses may only remain attached if a splitter is used, making additional spigots available for others. Gardeners must be in the near vicinity while watering unless a timer is in use.
- Irrigation timers may be used but AUCG is not responsible for other gardeners turning off the water. Anyone using timers is encouraged to check them regularly.
- Each plot includes a 12-inch wide perimeter inside the boundaries of the plot that needs to be maintained, including mulching with organic material (such as cardboard/newspaper and sufficient wood chips/grass clippings/other natural material) to prevent weeds; some maintenance will also be undertaken by the AUCG community and staff. No personal items (plants, tools, hoses, supplies) may extend beyond the boundaries of the gardener's rented plot(s). This 12-inch perimeter must be free of tools, hoses, pots and all other items in order to provide a 24-inch passageway between plots for gardeners to move about freely. This is also important for the use of hoses and for maintenance provided by garden staff.
- If a section of a plot is not being actively gardened at any time during the contract period, uncultivated portions should be cleared of vegetation and managed to prevent unwanted growth. Options for controlling weed growth include soil solarization, heavily mulching with organic matter (grass clippings, straw, wood chips, etc.), or planting a suitable cover crop.
- If a previous renter chooses not to renew their plot the next year, it is the renter's responsibility to notify the garden manager. The plot must be cleared of vegetation and any non-organic material to receive a refund of the deposit.

5. Renters agree to help maintain community spaces for the overall benefit of the entire garden, including community spaces such as walkways, shed, border areas, and others. Participation in at least one workday is mandatory and additional participation is encouraged. Event dates can be found later in this document. It is a way to give back to the garden, keep rental costs down, meet and learn from others, and benefit everyone in the garden.

6. Renters will notify the AUCG manager of any contact information changes and/or if the renter no longer wishes to rent his/her plot.

7. Renters agree not to harvest from or otherwise disturb another renter's plot. Gardeners found guilty of theft or destruction will have their contract terminated and their deposit will not be refunded.

8. Renters will use only their own personal tools or the community tools provided by AUCG, unless specifically permitted by another renter to use their tools. All AUCG tools must be cleaned and returned to the shed after use and the shed locked before leaving.

9. If bringing any children or animals to the AUCG, renter agrees to supervise children, pick up after pets, and keep them from entering other renters' plots.

10. Renters must place excess or waste vegetation in the designated waste areas. Gardeners are free to compost organic material within their plot but must do so in a neat and orderly manner. Any material that cannot be composted (i.e. meat, plastics, metal, glass) must be removed from the garden and placed in the dumpster.

11. First year renters are limited to one 15'x15' plot, unless said renter has experience gardening in the Southeast USA.

First year renters with this experience are limited to one large plot (30'x30' or 20'x40'). Gardeners will be allowed more space in subsequent years so long as they remain in good-standing.

12. AUCG MAY have beehives placed around the periphery of the garden at some point over the gardening season. By signing this contract, you agree to contact garden management with any concerns regarding placement of your plot in relation to the hives.

13. Renter agrees to use water in a sustainable, conservation-minded manner. This means avoiding watering between the hours of 10:00am-4:00pm, with these times varying slightly as the seasons change. Staff will notify gardeners of any changes to these times.

14. **Renters must remain in good standing at all times during the contract period by maintaining their plot in accordance with the policies outlined in this contract.** If the AUCG manager finds a gardener at risk of losing "good standing," the gardener will be notified of the issue. Plots will be checked weekly and neglect warnings distributed as needed. If a gardener does not address an issue within 7 days of a 3rd warning, the renter's contract will be terminated and no refund given.

Responsibilities of the AUCG Advisory Committee

To maintain the community garden for the benefit of all renters. This does not include maintenance of individual plots; renters are responsible for their own space.

To mark plot boundaries and collect signed contracts with payment.

To provide access to water as well as maintain the water lines and keep the established pathways and garden perimeter free of tall vegetation. Water will be cut off during winter (roughly November to March) to prevent pipes from freezing.

To provide shared tools (hand tools only, not power tools) in the shed. Renters will be given the code to the shed's key box.

To identify neglected plots, distribute neglect warnings, and reassign neglected plots as needed.

To maintain communication with renters, including the workday schedule and any changes or proposed changes to policies.

AUCG **may or may not** also provide resources such as clover seed for groundcover, wood chip mulch for pathways and individual plot perimeters, and educational resources and/or programs.

AUCG reserves the right to terminate rental contracts if the renter does not adhere to the terms of this contract.

2018 Workdays

At least 4 workdays will be held in 2018 close to the dates listed below. Each workday will be split up into a handful of shifts to accommodate gardeners' schedules. Tasks for each workday are subject to change. Renters are responsible for watching their emails for workday reminders prior to each. Gardeners are welcome to attend as many as they would like, but **must participate in at least one workday** during the contract year.

- Garden Kickoff and Early Spring Workday – March 3, 2018
 - Orientation – Welcome all gardeners and review policies.
 - Decorate individual plot signs (include name and plot number).
 - Re-measure and mark plot boundaries as needed.
 - Pick up trash and debris around garden.
 - Clean out shed and repair tools.
- Late Spring Workday – April 7, 2018
 - Remove trash from and mow unrented and reclaimed plots.
 - Cover unrented and reclaimed plots and mulch/bury edges of tarp to begin solarizing.
 - Mow and/or mulch pathways.
- Early Summer Workday – June 2, 2018
 - Uncover solarized plots (covered April) and sow summer cover crop.
 - Cover any unrented and reclaimed plots that were not yet solarized.
 - Mow and/or mulch pathways.
- Mid-Summer Workday – July 7, 2018
 - Tasks TBD
- Late Summer Workday – August 11, 2018
 - Uncover solarized plots (covered June) and sow fall cover crop.
 - Clean up neglected plots. Sow cover crop or begin solarizing as necessary.
 - Mow and/or mulch pathways.
 - Pick up trash and debris around garden.
- Fall Workday – October 6, 2018
 - Till unrented and reclaimed plots and sow winter cover crop.

Auburn University Community Garden Plot Contract

The Auburn University Community Garden (AUCG) agrees to rent plot(s) # _____ to _____ at the garden on West Samford Avenue for the period of March 1, 2018 through February 15, 2019. Renter agrees to submit rental fee and signed contract prior to taking possession of plot(s). By signing this contract and submitting the rental fee, renter agrees to the policies outlined in this document.

The Advisory Committee of the AUCG and its designated staff will be responsible for plot boundaries, plot assignments, and rent collection. AUCG agrees to provide and maintain water lines with easy access for all plots. AUCG will maintain communication with renters including scheduling work dates and any changes or proposed changes to policies.

All renters must remain "in good standing," which we define as adhering to the contract and all policy agreements. AUCG will contact renters if they are in danger of not being in good standing and give adequate time to remedy any problem. However, AUCG reserves the right to terminate rental if the renter is not adhering to terms of the contract, including written policies.

Please sign and return this statement of policies with your payment.

I have read all the policies and information in the above document and agree to abide by the rules and policies of the Auburn University Community Garden as a plot renter in 2017.

Printed Name: _____

Signature: _____ Date: _____

Select your current status (student, non-student) and desired plot size.			
Students: <input type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate			
Plot Sizes	Rental Fee	Neglect Deposit	Total
<input type="checkbox"/> 15' x 15'	\$25	\$20	\$45
<input type="checkbox"/> 20' x 40' OR 30' x 30'	\$80	\$40	\$120
<input type="checkbox"/> 1 raised bed (6'x16').	\$55	\$30	\$85
<input type="checkbox"/> 2 raised beds (5'x12') in 15'x15' plot.	\$70	\$30	\$100
Non-students: <input type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Community Member			
<input type="checkbox"/> 15' x 15'	\$30	\$20	\$50
<input type="checkbox"/> 20' x 40' OR 30' x 30'	\$100	\$40	\$140
<input type="checkbox"/> 1 raised bed (6'x16').	\$60	\$30	\$90
<input type="checkbox"/> 2 raised beds (5'x12') in 15'x15' plot.	\$75	\$30	\$105

Cash, money orders, and checks accepted. Address checks to **Auburn University Community Garden.**

Please send payments and signed contracts to:
Auburn University Community Garden
255 Heisman Dr., Suite 1203,
Auburn, AL 36849

Auburn University Community Garden - Gardener Contact Information

Renter's name: (print clearly) _____

Signature: _____

Returning gardener? Yes No

Current AU student? Yes No

AU ID Number: (if applicable) _____

Mailing Address: _____

Phone Number: _____

E-mail Address: (print clearly) _____