

# *Welcome* to Enfield's Thompsonville Community Garden Beds!

Welcome and thank you for joining us at Thompsonville Community Garden. We are very excited to have you come and be a part of our community garden.

Thompsonville Community Garden is a community garden project that was established in 2008 by the Town of Enfield, the University of Connecticut Master Gardener Program and a grant from the Connecticut Department of Energy and Environmental Protection. The Thompsonville Community Garden provides garden plots, education, resources and a sense of community for all Enfield gardeners to grow their own organic vegetables.

Approximately 50 garden beds will be communal beds to be tended by members or to be made available to families in need through Loaves and Fishes. Our educational classes will bring people together and provide us with information to teach us how to grow organically. We will learn

- why raised bed gardens are preferred by gardeners,
- the advantages of a raised bed garden,
- how to prep your raised bed garden,
- what are the most popular type, (great for vegetable, and herb gardens, as well as flower gardens and some fruits that do well),
- what materials are provided to you which begins with the perfect soil mix,
- how to plan the right crop for you, and
- how to maintain your bed for a fruitful harvest.

Beds will be filled with new garden soil. All tools in the shed, directions and information will be provided.

To get you started with a bed rental, please read the attached Rules and Procedures and sign the Bed Rental Agreement and Waiver of Liability at the end of this packet. You can attend the Community Garden kick-off meeting on Wednesday, May 11 from 6:00pm to 8:00pm at the Village Center, 100 High Street and/or attend the 2016 Planting Day, which is scheduled for Saturday, May 21, 2016 from 10 a.m. to noon.

Our end of season cleanup day is scheduled for October 12 from 10 a.m. to noon. We look forward to another season of learning from Nature and interacting with some wonderful people.

Thank you and happy gardening,

Peter Bryanton

Acting Assistant Town Manager, Development Services

General Contact Information:

Membership: [DevelopmentServices@enfield.org](mailto:DevelopmentServices@enfield.org) or call 860.253.6385

# ENFIELD'S THOMPSONVILLE COMMUNITY GARDEN BEDS

## RULES AND PROCEDURES

Enfield's Thompsonville Community Garden is intended to be a beautiful, safe and pleasant community garden environment for gardeners, neighbors and the general public. The garden is operated by the Town of Enfield, Assistant Town Manager, Development Services and will be maintained using sustainable and organic practices by volunteers and garden members. To promote the interest of proper garden operation and to respect the interest of fellow gardeners, Thompsonville Community Garden requires all gardeners to read, acknowledge and abide by the following rules. If you have any questions regarding these rules contact at [DevelopmentServices@enfield.org](mailto:DevelopmentServices@enfield.org) or 860.253.6385

### APPLICATION AND PAYMENT OF FEES

1. Individuals or organizations wanting to lease a garden bed may download the lease applications from the [www.ThinkEnfield.com](http://www.ThinkEnfield.com) website or arrangements can be made to pick up an application at Development Services, 860-253-6385 or email them at [developmentservices@enfield.org](mailto:developmentservices@enfield.org). One bed per person.
2. Availability of garden beds will be on a first come/first serve basis. Garden bed locations will be assigned by the Thompsonville Community Garden Team. In the event all garden beds are in use, a waiting list will be maintained by the Thompsonville Community Garden Team.
3. Waiting list participants will be contacted by email, telephone and/or via postal service when a garden bed becomes available. Once the contact has been made, the contacted participant will have one (1) week to contact [DevelopmentServices@enfield.org](mailto:DevelopmentServices@enfield.org) or 860.253.6385 with payment if they would like to lease the garden bed. If the one week has expired, the next participant on the waiting list will be contacted.
4. Individuals or organizations may rent no more than one garden bed per season.
5. Once a participant has been contacted regarding an available garden bed, the participant must pay the annual fee to Town of Enfield Development Services for the Community Garden. Payments are accepted by check, money order, or cash. Garden beds are considered leased only after payment of the fee has been received and the rental application and waiver of liability have been completed and signed.
6. Fees are paid annually no later than May 1 of each year, unless otherwise agreed upon. Failure to pay the annual fee will result in the garden bed being leased to another participant. Checks returned due to insufficient funds may result in an additional charge.
7. Gardeners are required to notify Development Services for the Community Garden of changes to contact information (address, phone email). This ensures delivery of renewal forms and other timely information.
8. Mail your garden bed lease agreement and a check or money order (make check payable to Town of Enfield - Community Garden Plot) to: *Thompsonville Community Garden-Garden Lease Agreement, Peter Bryanton, Acting Assistant Town Manager, Development Services, Town of Enfield, 820 Enfield Street, Enfield, CT 06082* or bring your garden bed lease agreement and a check or money order to Development Services, 2nd floor at the Town Hall.

### CONDITIONS OF USE

#### Eligibility:

1. Participants must have a connection of being part of the caring Enfield community and at least 18 years or older to be eligible for a garden bed lease agreement.

#### Garden Beds:

1. Garden beds are rented annually for a fee based of \$25.00.
2. Fees are due in full by May 1 of each year unless otherwise agreed upon by Thompsonville Community Garden Team.
3. Participants may not sub-rent their garden bed.
4. Garden plots are not to be used for commercial sales unless a special agreement is approved by the Thompsonville

Community Garden Team.

5. When you rent a bed, you are expected to keep the weeds under control with proper removal taught by our Senior Gardener and area around the plot clean. Garden bed plantings are to be maintained so that mature vegetation does not overlap onto pathways or neighboring garden beds.
6. Weeds and cuttings from your garden bed must be taken to the designated section of the community garden for composting. All weeds and cuttings must be removed on a monthly basis. No dumping of debris or rubbish on any other garden bed or areas within the community garden is permitted. There is convenient signage to help direct you.
7. Participants who neglect their garden beds for two consecutive weeks will be notified in writing of their failure to perform the mandatory gardening tasks. Thompsonville Community Garden Team will inspect garden beds regularly. Notification of neglect will result in the termination of their rental agreement with no refund of fees and they may forfeit future membership.
8. Thompsonville Community Garden Team reserves the right to full access to all garden beds at any time in order to ensure that all rules, regulations and laws are being observed, and if necessary may terminate an activity for the safety and welfare of the community garden property.
9. Participants will not be allowed to build any structures within their beds, unless otherwise approved by the Thompsonville Community Garden Team.
10. Participants may not attach any structures to the planting boxes.
11. No planting of trees is allowed in garden beds.
12. Tall plants and trellises may not excessively shade your neighbors' garden beds. To maintain safety of the area, no trellis, stakes or other structures may exceed 6 feet in height unless approved by the Master Gardener.
13. No power or gas operated equipment is allowed unless otherwise approved by the Thompsonville Community Garden Team.
14. Participants should expect to tend to their garden bed at least 2 times every 7 days during the growing season.
15. Tall flowers are welcome in the perennial beds only; please consult before planting.

**Liability:**

1. Thompsonville Community Garden, Team and Town of Enfield assumes no liability for any injury, damage, theft or loss of property belonging to the participants or their guests, before, during or after their use of the garden.
2. You will be required to sign the attached Waiver of Liability form. Submit this signed waiver with your application and payment fee.
3. Unsupervised children (under the age of 14) are not allowed in the garden area.

**Gardening Hours:**

1. Participants may garden at their own convenience anytime during sunrise to sunset. No gardening shall be conducted during nighttime hours (after sunset). Participants may garden any day of the week, seven days of the week, unless otherwise noticed by Thompsonville Community Garden Team due to maintenance or future construction activities.

**Pets:**

1. Pets or other animals are not allowed in the garden area. Trained service animals are permitted for those with disabilities.

**Pesticides/Chemicals/Traps:**

1. Thompsonville Community Garden practices sustainable and organic gardening principles.
2. All chemical pesticides such as herbicides and insecticides are prohibited in the garden. Thompsonville Community Garden Team will provide you with education regarding pest management and plant disease throughout the garden season.
3. The use of pesticides are not allowed or used and is an automatic loss of your membership!

**Water and Irrigation:**

1. Thompsonville Community Garden furnishes municipal water for the garden beds. Your water costs are included in your fee.
2. When hoses are used, participants shall take care to not allow hoses to damage plants within garden beds. Hoses shall be coiled up and stored after each use or returned to designated areas.
3. Participants are not allowed to supplement watering by adding timers to communal hose bibs, as all participants share these points of access.
4. Participants are encouraged to use all methods of water conservation. Gardeners must take steps to ensure that water use is not excessive and does not interfere with adjacent plots or common areas. Please report any leaks or problems with water use to a Development Services, 860-253-6385. In the case that a severe water leak that cannot be controlled, call the Town of Enfield – Connecticut Water Department 24/7 at 1-800-286-5700.
5. Participants must not water other garden beds not assigned to them, unless otherwise approved by garden bed renter in need of assistance.
6. Our Master Gardener, will provide you with great water directions to ensure your bed is successful and it thrives.

**Trash:**

1. Trash bins are available for gardening use only – not for outside trash. Whatever you bring in with you, please take out – such as bags, food wrappings, etc.

**Restrooms/Smoking:**

1. Restrooms are not provided in the community garden. Urinating or defecating in the garden is prohibited.
2. Smoking is not allowed in the community gardens. Tobacco can carry a plant disease that can impact tomatoes, peppers and other crops.

**Guests:**

1. The behavior of family or friends is the participant's responsibility. All garden policies and rules apply to all guests.

**Entry/Exit Gates:**

1. The last gardener out must lock the gate leading into the community garden. A combination code or key will be provided with your rental agreement. It is important that the garden be locked when no one is present.
2. Please remember as you enter or exit, please change the number on the lock to protect our beds...give it a twist.
3. It is extremely important to keep the combination lock number confidential and safe. The combination is changed each season and may change if warranted. Members will be notified of any changes.

**Vandalism/Theft:**

1. It is recommended that gardeners remove valuables and lock vehicles while at Thompsonville Community Garden.
2. Garden vandalism and/or theft will not be tolerated by participants. Either incident will be a cause for termination of the garden bed lease agreement and law enforcement officials will be contacted.
3. If you are experiencing vandalism or theft, please report it promptly by calling the non-emergency Enfield police line at 860-763-6400, and then reporting it to Development Services in writing (no third party reports will be taken) and it will be discuss with the Team.

**Termination procedures:**

In the event a participant has failed to follow the Thompsonville Community Garden Rules and Procedures and Condition of Use, the rental agreement will be terminated. The process for terminating a rental agreement is as follows:

1. Participant is notified via mail regarding non-compliance with the garden bed rules and procedures.
2. From the date notification is mailed, the participant has two weeks to resolve non-compliance with rules and procedures.
3. Failure to comply with rules and procedures will result in lease being terminated and the garden bed will be reassigned to another participant.
4. No refunds of garden bed fees will be issued to terminated rental participants.

**Acknowledgement of Rules and Procedures:**

Please sign the attached bed rental/bed usage agreement to acknowledge your review of these rules and procedures. Thank you.

**NOTE:** Thompsonville Community Garden rules are subject to change. If changes are made, participants will be notified.

*ENJOY OUR Thompsonville Community Garden! These rules and procedures are for us all so we may all enjoy our time together.*

## Notes

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# ENFIELD'S THOMPSONVILLE COMMUNITY GARDEN BED RENTAL AGREEMENT

PLEASE PRINT CLEARLY...thanks!

Name \_\_\_\_\_ Organization \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email \_\_\_\_\_ Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Emergency Contact \_\_\_\_\_

Name

Phone Number

Please list any Co-Gardeners working with you \_\_\_\_\_

Name

Email Address

Phone Number

Name

Email Address

Phone Number

I am an experienced gardener willing to assist beginners.  I am a beginner and would like an experienced gardener to assist me.

## Please Check All That Apply

- I am interested in renting a garden bed for \$25.00.
- I want to volunteer to help with the Loaves & Fishes bed.
- I want to sponsor a bed to donate to an individual or family in need for \$25.00. Please provide more details

## Rental Agreement

This rental agreement is a contract between Thompsonville Community Garden and the applicant; the rights within may not be sold or transferred. Rental fees are due when the rental agreement is signed and must be paid before gardening activities. Applicant must read and agree to comply with the Thompsonville Community Garden Rules and Procedures. Applicant must read and sign the Thompsonville Community Garden Waiver of Liability.

## Acceptance of Terms

*I have read and agree to comply with the Bed Rental Agreement.*

*By signing below I agree to abide by the Thompsonville Community Garden Rules and Procedures.*

*I understand that any infraction may result in cancellation of my rental agreement as outlined in the Rules and Procedures. Note: If signing on behalf of an organization or group, it is your responsibility to communicate all rules and procedures with your group.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Make checks payable to Town of Enfield - Community Garden Plot

### Area For Office Use Only

Processed by: \_\_\_\_\_ Date: \_\_\_\_\_ Garden Bed Number Assigned: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Payment type:  Cash/Money Order  Check # \_\_\_\_\_ Name of Check \_\_\_\_\_

# ENFIELD'S THOMPSONVILLE COMMUNITY GARDEN

## WAIVER OF LIABILITY

Thank you for agreeing to be part of the Thompsonville Community Garden. It is community members like you that make Enfield such an outstanding community. Thompsonville Community Garden is an active garden, that uses sustainable and organic practices and we are required to ask you to read and acknowledge the following risk and liability matters pertaining to your participation. Please initial in each box below that you understand and agree to these terms.

I understand that I have voluntarily agreed to become a part of the Thompsonville Community Garden. As such, I fully acknowledge and accept that I do this "at my own physical risk," i.e. if there is an injury of any kind from participating in any activity or by using any of the available equipment, I will personally assume this liability and agree to waive all claims against Thompsonville Community Garden, Team and Town of Enfield. I am aware that this is a release of certain rights and sign it of my own free will.

I understand and accept that there may be photographs or video taken of me during my participation, and I agree that Thompsonville Community Garden, Team or the media may use these images and my name.

I understand that Thompsonville Community Garden has made tools and equipment available for my use. I agree that I will not use the tools/equipment until I determine that I can safely operate them. In consideration of Thompsonville Community Garden making its tools/equipment available for my use, I agree to indemnify Thompsonville Community Garden, Team and Town of Enfield against claims of injury or property damage arising from my use of the tools/equipment. I agree I will not remove any tools from the property and that they are owned by the Town of Enfield.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name of Co-Gardener

\_\_\_\_\_  
Signature of Co-Gardener

### If your Co-Gardener is a minor:

I, as the parents or legal guardian of \_\_\_\_\_, give him/her my full permission to participate in Thompsonville Community Garden. I fully and voluntarily agree, on his/her behalf, to be bound by all the same risk and liability matters as I have signed/initialed above.

\_\_\_\_\_  
Printed Name of Parent/Guardian

\_\_\_\_\_  
Signature of Parent/Guardian