PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

Community Gardens Policies and Procedures

By paying or receiving scholarship assistance for the community garden plot, the participant agrees to abide by the program policies and procedures and to indemnify, defend, and hold harmless the Bureau of Parks and Recreation, the Community Gardens Program, the City of Portland, the Property Owner and its lessees, and their officers, agents, and employees from and against all damages, claims, demands, suits, actions resulting from, or because of, any damage to property or bodily injury or death of any person arising out of the occupancy and/or use of the Garden by the participant, the participant's co-gardener or guests.

1. Community garden plots must be gardened and maintained year-round on a consistent basis. Community gardens are public spaces and must maintain a neat appearance through the year, including winter. Active gardening reflects seasonality and includes spring weeding and planting, summer maintenance, regular harvesting, fall clean-up, winter mulch, and periodic check-ins. Gardeners who have weedy or untended plots will be notified in writing and asked to remedy the problems with their plot by a specified date.

2. Seasonal and temporary gardening structures such as trellises and cloches are allowed if they do not encroach upon paths, community spaces, or neighboring plots. Be considerate of your neighbors and orient your structures and plantings to avoid casting shade on other plots. All structures should be stored neatly during the winter and removed when a plot is vacated.

3. Organic gardening is required. No synthetic chemicals including herbicides, pesticides, or chemical fertilizers are allowed unless they are listed on the Organic Materials Review Institute (OMRI) product list.

4. Gardeners must weed and otherwise maintain the paths bordering their garden plots. Main paths must be 2.5-3 feet wide, unobstructed, and level. Cardboard, paper, or burlap paths must be covered with wood chips and leveled. Plants should not grow into or hang over the paths.

5. Each gardener is responsible for dealing with the garden material generated from their plot. Gardeners should compost within their own garden plot or take material home and dispose of it in a yard waste container. Do not dump or pile garden materials in common areas. Bringing food scraps from home to compost in your plot, including cooked foods, meats, dairy, eggs, or bones is strictly prohibited. Compost piles should be regularly turned and watered to promote active composting and avoid creating habitat for rats, mice, wasps, and hornets.

6. Well-mannered, leashed dogs are allowed in the garden. Please scoop and remove poop.

7. Children must be accompanied by an adult in the garden. Do not leave children unsupervised. All gardeners and guests should respect others' space and should not enter or harvest from someone else's plot without permission.

8. Gardeners must be in the garden while watering. Water only within your plot and do not let it seep or flood into neighboring plots or paths. Conserve water by using mulch and hand watering plants. Please notify your garden manager or community garden office of any leaks as soon as possible. Water will be turned off after October 31 each year and be turned on by April 1.

9. Gardeners must keep gate and shed locks tumbled and should not share the combination with others. Notify the garden manager or program staff if there is a problem with the lock or an ongoing security problem at the site.

10. Crops are for home use, not commercial purposes, and must be legal. Do not plant trees. Do not plant invasive or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, etc. Remove these plants if they are growing in your plot.

11. Plot holders must notify the garden manager and program staff if they wish to give up their garden plot. You cannot give your plot to someone else. Garden plots are assigned by the program staff and only one plot may be assigned per household. If more than one person is gardening in a plot, co-gardeners should be added to the primary plot holder's account by contacting program staff. Co-gardeners can only become the primary plot holder if they have been registered as a co-gardener longer than those on the waitlist have been waiting for a space at that site. Plot holders must notify program staff if they wish to transfer their plot to a co-gardener. Registered gardeners must keep addresses, phone numbers, and email addresses current with the program staff, garden manager, and PP&R Customer Service Center, 503-823-2525.

12. In the fall, gardens must be cleaned, cover cropped, mulched, or planted with winter crops. These practices will help protect the soil over the winter, will allow you to start planting earlier in the spring, and will result in a more fruitful garden the next year. In addition, community gardens are public spaces and must maintain a neat appearance through the winter.

13. Plot holders are required to spend a minimum of 6 hours per year (Nov. 1 – Oct. 31) on community projects at their garden site. Half of these community hours must be completed by July 1. This work is meant to help maintain the common areas of your garden, enhance community connections, and complete special projects. It is the plot holder's responsibility to complete and record community hours in the log book in their garden shed.

14. Gardeners are expected to adhere to program policies. Garden managers and staff will regularly monitor plots throughout the year. When gardeners are found to be in non-compliance, they will receive a letter notifying them of the problem and asking them to take action by a specified date. Gardeners who receive three notices in a year must vacate the plot and the plot will be reassigned.

ADA Statement: *To help ensure equal access to City programs, services, and activities, the City of Portland will reasonably modify policies and procedures and provide auxiliary aids and services to persons with disabilities. Contact Community Garden Program staff at 503-823-1612 (TTY 503-823-6868) with such requests.*

Notice of Non-Discrimination: *Portland Parks & Recreation programs and services reflect the cultural diversity of our community. We do not discriminate on the basis of religion, race, color, gender, national origin, sexual orientation, age or ability.*

Policies updated October 2013