



LOCATED ON THE SOUTH SIDE OF AVENUE "L" - BETWEEN 3RD AND 4TH

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GARDENING AND STANDING RULES AND PROCEDURES

The Calimesa Community Garden Board of Directors and the Calimesa Seventh Day Adventist Church, reserve the right to close the Calimesa Community Garden with notice due to unforeseen circumstances, or non-compliance to the rules and procedures.

Calimesa Community Garden is also referred to as: CCG and the Board of Directors as: BOD.

MEMBERSHIP INTRODUCTION

This is an all-volunteer, active, working, community garden; and as such, requires all of its members to assist in the daily, weekly, monthly, and seasonal care, upkeep, and support of the garden; and to observe the CCG's Bylaws, and Gardening and Standing Rules and Procedures as outlined. By doing so, we enhance the health and wellness of the garden community. The following set of rules and procedures have been designed to facilitate: community garden safety; a community garden environment gratifying to work in; pleasant for gardeners, neighbors, and the general public to look upon.

APPLICATION AND PAYMENT OF FEES

1. Applicant's must present a driver's license, or valid California ID & a recent utility bill to confirm ID & address (include physical address not just mailing address) for copying and security purposes.
2. The first name to appear on the Application and Waiver is considered the "Primary Gardener". All gardeners on the contract are collectively and severally bound by the contract. Gardeners on multiple gardener contracts agree that the first name on the contract is the designated contact for all business correspondence from the garden. Any new gardener must be added to the contract before being allowed to garden the plot. Even though "additional listed gardeners" may garden at your plot, the responsibility for payment of fees, cleanup, and other duties at the site will be the responsibility of the individual considered as the "Primary Gardener", whose name is assigned to the plot.
3. CCG plot sizes and fees, including non plot holder fees, will be set annually by the BOD. Fees are not prorated, except as noted in #9 below. Fees are Non-Refundable. Plots are assigned on a "first come, first served" basis. Plots may be assigned or reassigned at the discretion of the CCG Board. The number of plot rentals currently allowed per household is 3.
4. Plots must be actively gardened all 4 seasons of the year, and kept at least 40% planted. Plots must attain 40% plantation within 40 days after completing lease agreement.
5. Garden plots may not be transferred, given away, traded or sublet. All plot holders must notify the CCG Board, by mail or email, when giving up a membership. The plot then returns to the CCG for rental again to next person in line on the waiting list.
6. It is the responsibility of each member to keep the CCG Board notified of your most current address and telephone number. Any correspondence mailed to the current address on file is considered delivered. Contact information for current gardeners, as well as for those on the waiting list, that is incorrect, whether address, email, or phone number, will be considered as unavailable.
7. Once a gardener has been contacted regarding an available garden plot, he/she must pay all applicable fees for the lease to take effect. Garden plots are considered leased only after payment of all fees and required paperwork has been received.
8. All lease payments and membership fees are due and payable annually each January 15, and are delinquent on February 15. Any member who has not paid dues by February 15, one notice of failure having been given, has forfeited membership, and will result in the garden plot being reassigned to another participant. Dues shall be made payable to CCG, and when not paid in person, mailed to the Treasurer at CCG P.O. Box 219, Calimesa, CA 92320.
9. Leases will not be prorated regardless of date leased, except plots leased on or after September 15th shall be prorated at 50%, and are subject to same renewal process as listed above.

WAIT LIST

When all available garden plots are assigned, prospective gardeners can add their name to the Wait List. Wait List gardeners will be contacted, in the order received, either by telephone, email, or mail when a garden plot becomes available. Once contact has been initiated, gardeners will have 3 days to complete and pay all required fees. After 3 days has expired, the next gardener on the waiting list will be contacted.

NON PLOT HOLDER MEMBERS

A person may become a Non-Plot Holder member, (one who does not rent a garden plot) of the CCG if she/he is: current in payment of all fees and assessments; completes and signs an Application and Waiver form, and the Gardening and Standing Rules and Procedures. Non Plot Holder members are held to the same standards and requirements as plot holder members, and receive all of the same rights and privileges. The Non-Plot Holder membership fee is set annually, by the CCG BOD.

COMMUNITY SERVICE COMMITMENT

All members are required to give a minimum of 6 CCG community service hours a year. 2 of the service hours must be obtained by participation in a garden workday. The other 4 may be met through additional workdays, assisting fundraisers, or other individual work done for the garden, etc. The minimum 6 hours of service must be completed by May 31st, to avoid membership termination. New members who sign up after April 30th have 90 days to complete their community service hours. If, due to work, vacations, etc., a member is unable to attend a workday, they must arrange with CCG Board to fulfill that requirement in another manner. Only verified hours reported within 2 weeks will be credited. A sign-up list for suggested volunteer tasks will be provided at plot renewal time.

RENEWALS

Plots renewals are assigned on a first come/first serve basis. Current members are given first preference to renew their current plots, and/or change to available plots, followed by prospective gardeners on the Wait List. Garden plots are assigned to one person only and are not transferable.

CONDUCT AND RESPONSIBILITIES

1. The Calimesa Community Garden is for personal use only. Gardening for commercial purposes is not permitted.
2. Neither, smoking, or alcohol of any kind is permitted in the Calimesa Community Garden.
3. No disruptive behavior that will negatively affect other members will be tolerated, including loud radios, vulgar language, or raised voices.
4. Except for service dogs, pets of any kind are not allowed in the Calimesa Community Garden.
5. Children are encouraged to learn and work in the garden but must be supervised at all times, and must stay on the paths of their assigned garden without going through the plots of other gardeners. The garden is not a playground.
6. Any umbrellas used must be in good condition, and must be closed and secured down whenever the member is not present. Do not use on windy days.
7. If a member becomes ill, or goes on vacation, they must arrange for someone to care for their plot, and they must notify the CCG BOD. Understand the CCG is not responsible for the upkeep of your plot.
8. Gardens are not to be left neglected/unattended (unwatered and/or overrun with weeds, etc.) for more than two weeks without prior notice and/or arrangements with the BOD.
9. Tools, equipment, books, etc., belonging to CCG are NOT to be removed from the Garden premises. Return all tools, equipment, etc., to their proper place before leaving the garden.
10. Members should strive to resolve differences in a neighborly way. For problems with fellow gardeners, stay polite & listen carefully; usually solutions are easily reached. Contact the proper Board member for more serious difficulties.

SECURITY

1. The CCG assumes no responsibility for any loss resulting from theft, animal damage, adverse weather, vandalism or any other cause.
2. For security purposes only the individuals whose names are listed on the Application and Waiver agreement are given the garden gate combination. If you are the last person in the garden, ensure that all gates and shed are locked upon exiting. Do not disclose the combination to non-members of the Garden.
3. Garden vandalism and/or theft will not be tolerated. Either incident will be cause for immediate termination of the lease and the loss of all garden privileges.
4. Garden plots may not be used to grow illegal plants of any kind.
5. Do not enter other plots except with permission, or on garden business, nor allow unsupervised children to do so.

GARDENING

1. Gardeners may garden at their own convenience during daylight hours only. The garden is open dawn to dusk, 7 days a week. No gardening shall be conducted during nighttime hours.
2. THINK BEFORE YOU PLANT. PLAN AHEAD. Vining plants such as zucchini and squash need a lot of space and must be controlled. Remember to allow room for any pathways, or space for tools you may need, in your plan. The supplying of all seeds, manure, fertilizer, and equipment are the responsibility of the gardeners.
3. Tires, pressure treated wood, and railway ties may not be used in plots.
4. Gardeners are expected to keep their plots clear and free of weed, grass, and other debris that can harbor insects. Weeds over one (1) foot high or weeds with seed heads must be removed. Weed definitions include Bermuda or nut grass, which can spread and choke off other plants. Do not leave any dead plants in your plot.
5. Weeding/plot clearing may not be done via use of flame or fire.
6. Crops, plants, vines, and vegetation must be contained within the boundaries of one's garden plot so it does not overlap onto adjacent pathways or plots.
7. Garden plots may be used to grow vegetables, herbs, and flowers. Each gardener is encouraged to grow extra produce to donate to a local food bank or community kitchen. A list of donation locations is available on the CCG's website: www.calimesacomunitygarden.org.
8. Pick and remove ripe produce promptly. Keep garden plot free of overripe, rotting and spoiled fruit and vegetables.
9. When sharing hoses, coil the hose on the storage rack in a neat manner when not in use. Take care to straighten all kinks while coiling the hose. Do not leave in aisle way.
10. Composting must be done in an enclosed bin within your plot. No open compost piles permitted.
11. Blocks, edging, wood boxes and forms once installed remain the property of the garden. If a member changes plots they may move said items to the new plot, but cannot remove them from the garden.
12. Structures, such as vine supports may not be taller than 8 feet, & should be able to withstand strong winds.

BANNED PLANTS

Any illegal plants. Trees of any kind. Remove any "volunteer" trees (those that come up on their own) immediately.

CHEMICALS

HERBICIDE, PESTICIDE, CHEMICAL USE: The Calimesa Community Garden encourages the use of organic and environmentally friendly garden products whenever possible. Consideration must be given to weather and wind conditions when applying any chemical treatment or additive to your garden.

PESTS AND DISEASE

1. To control pests and disease, remove or trim all diseased or pest infested plants. The CCG Board may instruct a member to control or even remove involved plants. Keep insects and weeds under control and crops trimmed and out of all pathways.
2. Gophers or other rodents must be trapped not poisoned. Gopher control procedure: upon discovering a NEW gopher hole/mound, place green flag on the spot, and person in charge of gopher control will address the problem.

WATER

1. Water is paid through annual leasing of garden plots and additional fundraising. Gardeners must be present at their plots while watering. Do not leave running water unattended or unsupervised. Do not flood pathways or other garden plots. Timers are NOT allowed.
2. **PLEASE CONSERVE WATER** - Report any leaky faucets or problems with water to the CCG Board of Directors. Overhead watering is not allowed. Striving to conserve water usage, limit furrow size to no wider than 12 inches.
3. **Gardeners must not water any plot other than their own.**

MAINTENANCE

COMMON AREAS ARE MAINTAINED AS A SHARED RESPONSIBILITY BY ALL GARDENERS.

Maintenance of pathways: through out the year members must maintain the garden pathways along both the north & east sides of their plots - keeping them free of weeds, rocks & debris. The pathways along the back fence line, west fence line, garden center, common garden areas, and road frontage will be maintained during workdays. However, assistance in maintaining these areas through out the year is welcomed.

NON COMPLIANCE AND TERMINATION

Garden plots will be inspected on a monthly basis. Gardeners who neglect their plots will be notified in writing of their failure to perform mandatory gardening tasks. Gardeners who do not comply with the Calimesa Community Garden Rules and Procedures after receiving written notice will have their lease terminated with no refund of fees.

Non-compliance includes, but is not limited to, growing banned plants, weeds to high, trash, diseased plants, plot abandonment, failure to complete volunteer hours within the required time limit.

A garden will be considered as abandoned based on the following:

- a. No evidence of plot maintenance in the preceding 30 days; and
- b. Telephone is disconnected or calls are not returned within 7 days; and
- c. E-mail is not answered within a 7 day period, or U.S. Mail directed to the address on file is not answered within 14 days of mailing.

LEGAL NOTICE

- 1. **The Calimesa Community Garden and Calimesa Seventh Day Adventist Church, assume no liability for any injury, damage, theft, or loss of property belonging to gardeners before, during, or after their usage and/or lease.**
- 2. **The Calimesa Community Garden and Calimesa Seventh Day Adventist Church reserves the right to have full access to all garden plots at anytime in order to insure that all rules, regulations, and laws are being observed and if necessary may terminate a garden plot lease or activity for the safety and welfare of the garden and church property.**

TERMINATION OF MEMBERSHIP

Any member who has failed to observe and follow these rules and procedures, or has provided false information may have their membership terminated. The above list of rules and procedures is not exhaustive, nor can it address every situation. The CCG BOD may terminate any membership immediately, for what it believes is cause.

Process for Termination

A membership may be terminated voluntarily or for cause.

Failure to make requested correction to garden plot, upon receipt of a Notice of Correction, in the specified time will result in termination of membership. Any plot member receiving 3 Notice of Corrections within a 12 month period—with the year beginning upon mailing of the first notice—not the membership year—will result in termination of membership, and plot(s) will be reassigned.

Correction Notices shall be sent regular mail, with only the last letter (actual termination) as required to be sent certified. No refunds of garden plot fees will be issued to participants whose lease was terminated.

Members may appeal the loss of membership to the Board of Directors within 30 days of the date of termination. The appeal can be either in person or in writing. CCG BOD will discuss the issue at the next Board meeting or at a special meeting called by the president. The decision of the Board of Directors is final.

A plot holder whose membership has been terminated may re-apply after one year.

The Board of Directors of the CCG is the final arbiter of any disputes or violation of garden rules and regulations. Complaints or questions about the Garden should be brought to the Board either in person or in writing.

PRIMARY GARDENER'S SIGNATURE _____ DATE _____ PLOT(s)# _____