



CITY OF HAPPY VALLEY COMMUNITY GARDEN USAGE AGREEMENT

The Happy Valley Parks and Recreation Department (HVPR) invites all Happy Valley residents to participate in the community organic gardening project. The garden offers 5' x 5' and 5' x 10' plots for planting seasonal crops year-round.

New applications are accepted from February 15th thru March 15th of each year. Applications must be filled out completely. Previous year's garden plot holders, in good standing, will be eligible for renewal. Renewal applications will be submitted from February 1st through February 14th. If renewals are not received by February 15th, the garden plots will be made available to new applicants.

Persons interested in participating in the community garden must:

1. Be at least 18 years old
2. Complete the online application to request one or two plots
3. Attend or send a representative to scheduled orientation, educational and work meetings

All plots will be assigned at the orientation meeting.

GARDEN RULES and GARDENERS RESPONSIBILITIES

1. Access hours are dawn to dusk, seven days a week, seasonally each year.
2. The person whose signature appears on the Community Garden Application is considered the "primary plot holder" and is responsible for assuring that all Community Garden Rules and Regulations are being followed.
3. PETS ARE NEVER ALLOWED IN THE GARDEN.
4. Perimeter fences around individual garden plots are not permitted. Exceptions are trellises and wires, not to exceed 6 feet in height, to support climbing plants.
5. Treated wood is not allowed in the individual plots.
6. Gardeners must provide their own gardening tools. HVCG is not responsible for any tools left in the garden.
7. Water for irrigation will be provided; however, we ask that each individual use water responsibly.

16000 SE Misty Drive, Oregon, 97086
Phone (503)783-3800 Fax (503)658-5174
happyvalleyor.gov

8. Each primary plot holder is responsible for the maintenance and upkeep of their assigned plot. All annual plant material must be removed from plot by the end of the season.
9. Invasive annual plants and seeds, trees, shrubs and illegal plants are not permitted in the garden.
10. Vining plants may not sprawl into the pathways.
11. Gardeners should plant tall plants where they will have the least impact on neighboring plot's sunlight.
12. Each primary plot holder is responsible for watering, weeding, harvesting and all other plot maintenance including the removal of ripe vegetation before it decays. Walkways surrounding plots shall be clear and free of trash, plant materials, tools and supplies.
13. Commercial sales of produce from the City plots is not allowed. There will be opportunities to donate extra produce to the food bank.
14. The application of non-organic pesticides (insecticides, herbicides and fungicides) is prohibited. Only organic methods may be used.
15. Harvesting of any crops shall be restricted to the primary plot holder; or those persons specifically authorized by the primary plot holder.
16. Spring-Summer planting must be completed by June 1st. Discretionary Fall/Winter planting must be completed by November 1st. If the Spring/Summer plots are not planted by the deadline they will be reassigned.
17. Garden plots may **not** be transferred or assigned to another individual, household, group or organization by the plot holder. All assignment or transfer of plots must be done by the City of Happy Valley staff.
18. The City of Happy Valley retains the right to change the Rules and Regulations concerning the Community Garden at their discretion.
19. All federal, state, county and City ordinances shall be followed while engaged in any Park activity or on any public premises.
20. All existing City of Happy Valley Park Rules shall be followed. See City Ordinance 222.

PROCESS FOR VIOLATIONS OF ABOVE GARDEN USAGE AGREEMENT

The Parks Advisory Committee is responsible for ensuring that the rules are followed at all times. Any violation issues will be discussed and acted upon at the Parks Advisory Meeting.

If any plot becomes unkempt through neglect, the Parks Advisory Committee will:

- Submit to the primary plot holder a written 1st Notice of Violation of Community Garden Rules (email is acceptable).
 - Plot holder will have 7 days to correct the violation.
- If violation has not been addressed at the end of the 7 day period:
 - A written 2nd Notice of Violation of Community Garden Rules will be submitted to the primary plot holder (e-mail is acceptable).
 - The plot holder will have 7 days to correct the violation.
- If the violation has not been corrected after the second 7 day period, the garden plot will be subject to re-assignment.

Safety conditions must be maintained at all times:

- If any condition is deemed unsafe, the plot holder will be required to correct the situation or condition immediately. A written notice will be given to the primary plot holder.
- If the condition is not immediately addressed the primary plot holder will relinquish their plot and it will be re-assigned.
- The Parks Advisory Committee reserves the right to restrict any person's access to the Community Garden based on safety and/or conduct concerns at any time.