EARLY STREET COMMUNITY GARDEN

17 Early Street, Morristown, NJ
www.growitgreenmorristown.org

2020 Handbook and Registration Form

A DECADE OF DIRT · 2009 · 2019

GROW it GREEN MORRISTOWN

Grow It Green Morristown
14 Maple Ave, Suite 300
Morristown, NJ 07960
Office: 973-206-4177
Email: earlystreet@growitgreenmorristown.org

Early Street Community Garden
2020 Handbook

The Early Street Community Garden is unique from most community gardens in that we are run by a 501(c)(3) nonprofit organization with a social mission. Therefore the garden is managed with an emphasis on community engagement, environmental sustainability, and social equity.

The Early Street Community Garden was established by Grow It Green Morristown. Grow It Green's mission is to create sustainable farms and gardens that provide equal access to fresh local food and educate communities through programming focused on healthy eating and environmental stewardship. As part of this mission, we donate excess food from the garden to local soup kitchens and food pantries nearby.

In addition to providing space to grow food, Grow It Green plans community-building events, such as potlucks, movie nights, and garden parties, all with the goal of bringing together diverse community members.

Another important aspect of the Early Street Community Garden is that it was recently rebuilt as a model of sustainable design for community gardens across the country. Our rain garden, solar-powered community pavilion, rainwater catchment system and demonstration apiary ensure our garden has a positive impact on our environment, while also helping to improve the water quality of the nearby Whippany River.

We look forward to having you join the garden. Please thoroughly read the entire handbook before accepting our invitation to participate.

Registration

Joining the Wait List

To be added to the wait list, interested parties should visit www.growitgreenmorristown.org/earlystreet and fill out the online form. They will be automatically entered into our wait list database in the order in which they're received. Verbal or email requests to join the wait list will not be accepted.

Becoming a Gardener

Each winter, Grow It Green staff will reach out to existing community gardeners to see if they are interested in renewing for another year. Gardeners will have 30 days to respond positively by completing their registration, signing the agreement and paying for their plot/key. If they do not contact Grow It Green Morristown within 30 days, they will lose their spot in the garden.

After the 30-day renewal period for existing Community Gardeners, Grow It Green will identify how many spots have opened up and offer the vacant spots to people from top of the wait list. Each person will have 7 days to respond positively via email and are required to

submit their registration form and payment within the same week. Should they neglect to respond, Grow It Green staff will assume they are no longer interested in gardening with us and will contact the next person on the wait list.

If individuals aren't able to participate once their name has been selected off the wait list they forfeit their spot. They are invited to visit our website and rejoin the wait list for the following year.

Senior citizens living in the senior housing facility on Early Street will not be charged for a plot. In addition, pending verification, anyone in need will have their annual plot fee waived as well. Garden plots are $45 for a 8'x8' plot and $60 for a 8'x16' plot, plus a $10 initial deposit for new Gardeners. The $10 deposit is non-refundable and will be used towards general support of the garden.

Plot Sharing

Community Gardeners ("Primary Gardeners") can select up to two people to share a plot with them ("Secondary Gardeners"), but are responsible for ensuring all comply with garden rules. Any additional keys will cost $5.

If a Community Gardener elects to share their plot with someone already on the wait list, the person on the wait list can remain on the wait list until they are offered their own plot.

If a Primary Gardener, who is sharing their plot with a Secondary Gardener, decides to leave the garden, the Secondary Gardener will not be able to take over the Primary Gardener's plot.

Plot Selection

Plot Assignments

All new Community Gardeners join the garden with an 8'x 8' plot. Plot locations will be assigned to gardeners upon registration. Each plot will be numbered and will correspond with a number painted on the garden bed.

Upgrading to a Larger Plot

If gardeners are interested in upgrading to a larger 8'x16' plot, they must request to be added to an upgrade wait list. Upgrades will be provided in the order in which they are received.

Upgrades for community garden plots will be awarded when an 8'x16' plot becomes available, providing the wait list to get into the garden is not overly burdensome. If the wait list is longer than 75 people, an 8'x16' bed that opens up will be split into two beds to let two new members into the garden.

Valid E-mail Address

Each Primary Gardener **must** provide a valid email address to receive important messages from Garden Staff. It is the Primary Gardener's responsibility to keep Grow It Green Morristown up-to-date on any contact information changes. Information will also be disseminated via Facebook, website notices, and posters at the garden. Secondary Gardeners will be added to the email list for updates, but all communication to Grow It Green Morristown should be through the Primary Gardener.

Orientation

Both new AND returning gardeners **must** attend an annual garden orientation and will be notified of orientation dates during the annual registration process.

General Garden Information

Hours

The garden is open from dawn to dusk from April 1st through November 30th.

Emergency Contact

Should a garden-related emergency arise while you are in the garden, please contact Emma, the Garden Manager at 973-206-4177. If your matter is not urgent, please email us at earlystreet@growitgreenmorristown.org.

Committees

Gardeners can sign up to join one of our volunteer committees to help keep the garden beautiful and to ensure we have great programs and events. The following committees are available to join:

- *Events Committee* is run by a garden volunteer and will include a Grow It Green staff member. This committee will organize potlucks and gatherings.
- *Maintenance Committee* will organize garden clean ups and maintenance of the garden and parklet borders.
- *Harvest Committee* will be in charge of collecting and donating unused or excess produce to the local community. Harvest committee to meet on Thursdays from 9-11 am to collect produce for donation bin.

Service Hours

We require that all community gardeners volunteer 3 hours during the growing season. There are many tasks that help with the upkeep of the Early Street Community Garden. They can be as small as weeding or as big as moving compost. These hours can be split throughout the growing season to accommodate your busy schedule. This helps to foster a sense of community and ownership along with keeping the garden functioning well for everyone.

Events

Gardeners and their families are welcome to attend any events held throughout the growing season.

Parking

Grow It Green Morristown does not provide parking for community gardeners. Gardeners are not allowed to park on garden property including the public parklet or walkways. A bike rack is provided in the public parklet, however, Grow It Green is not responsible for the safety of your bicycle.

Flagging System

Gardeners are to use the following flagging system in the event that they have too much produce, or during an absence.

Place PINK FLAG in a visible place in your plot to alert volunteers and your neighbors that you are away. **If you are away harvest committee will collect ripe produce while pink flag remains in your plot unless advised otherwise.**

Continued on page 4

Excess produce

New for 2020

Wasted produce is unacceptable! We are continuously working to reduce wasted produce in our garden. This year we will use volunteers and the harvest committee, on a weekly basis, to collect excess produce from gardeners and donate this produce to the donation bin. Gardeners must **e-mail or call the garden manger by Thursday at 9am** to provide bed number the designated crop that harvested committee can collect.

Place a YELLOW FLAG next to the plant that is over-producing to invite other gardeners will harvest and enjoy!

If a Gardener is unable to tend to their plot for an extended period of time (2+ weeks), they can select someone to care for their plot in their absence, and must notify Grow It Green Morristown staff in advance. If they are unable to find someone to manage their plot, the harvest committee will pick any ripe vegetables and either donate or enjoy themselves. Should they remain unable to tend to their plot the following season as well, they will be asked to leave the garden to make room for another Gardener. At that time, they can re-join the wait list if they wish to garden in the future.

If a Gardener must abandon their plot mid-season, they are required to notify Grow It Green Morristown as soon as possible.

Garden Rules

General Garden Rules

1. Gardeners must lock the gate every time they leave, unless there are other gardeners still in the garden. The last person to leave must make sure all gates are locked.
2. Gardeners must be respectful of both the natural environment and of fellow community members. They must not harass fellow Gardeners, or inappropriately disturb them at their work.
3. Digging below the level of the garden bed is not permitted.
4. Trash and litter must be cleaned from plots as well as adjacent areas.
5. **Gardeners can only harvest from their own crops**. Picking from a neighboring plot that does not have a flag present or prior approval from the Garden Manager will result in immediate removal from the garden and forfeiture of a plot. No exceptions.
6. Guests are only allowed when accompanied by a Gardener, and the Gardener is responsible for ensuring they follow all of the rules. Children ages 12 and under must be accompanied by an adult at all times while visiting the garden.
7. Gardeners must not give or share their key with anyone, unless it is a friend who may be tending their plot in their absence. Gardeners must notify Grow It Green Morristown with the name and phone number of that friend. Gardeners are responsible for their visitors. Grow It Green is not responsible for any injuries sustained by a visitor.
8. Grow It Green Morristown provides produce to local shelters in Morristown. If Grow It Green Morristown notifies Gardeners that they have ripened produce, they have four days to pick it, before it is picked for donation.
9. The compost bins are for garden materials only; please do not bring compostable materials from home or put non-organic materials in the compost bin.
10. All events to be held in the garden must be scheduled through Grow It Green Morristown, and all garden rules will apply at all events.

11. No alcohol, drugs, smoking, weapons, or loud music is permitted.
12. Dogs must be leashed at all times.
13. Gardeners may use manual garden tools supplied in the shed. Tools should be cleaned and returned to the shed at the end of each day. If you see a broken tool, please notify earlystreet@growitgreenmorristown.org so we can arrange for replacements.
14. Gardeners should not operate the lawnmower unless previously approved by Grow It Green Morristown staff.

Plot Maintenance

1. Each Gardener is responsible for the maintenance and regular upkeep of his or her plot, on a **weekly basis at minimum**. All plots are to be maintained in a clean and neat manner for the entire season. Watering, weeding, harvesting and all other garden-related maintenance issues are the sole responsibility of each Gardener. **If a Gardener's plot becomes unkempt, they will be given 3 warnings to clean it up.** After 3 warnings, the plot will be re-assigned to a new gardener from the waitlist. A gardener whose bed has been re-assigned can rejoin the wait list.
2. Gardeners must plant their plot by May 30. There are no exceptions. **If your plot is not planted by May 30, your spot will be offered to someone off the waitlist.**
3. All spent plants, weeds, and garden tools such as tomato cages, fencing, and other materials must be removed by November 30.
4. Gardeners must keep on top of weeds, use only natural mulch (not plastic sheet mulch), and maintain the areas immediately surrounding their plot. Gardeners should not leave objects (such as gloves, rakes, stakes, etc.) outside their plot as these items can damage the mower.
5. Water should only be used for plants and not drinking.
6. Plants are not to exceed four feet in height. Trees and shrubs cannot be planted in garden beds. Gardeners must make sure their plants are within their plots and not affecting a neighboring garden. Trim or remove overgrown plants if necessary.
7. Gardeners are prohibited from using fertilizers, insecticides or weed repellents that are not organic.

Approved soil amendment brands:	Approved foliar spray brands:
Neptune harvest	Neptune Harvest
Organic line of Espoma	Organic line of Espoma
Black Gold compost	Soft soap mix (Dr. Bronner's)
	Neem Oil

8. Gardeners can create a sign for their bed with their/their family's name on it should they choose (size: under 1ft x 1ft).

(Continued on Next Page)

Early Street Community Garden Agreement Acknowledgement

I may participate as a gardener in the Early Street Community Garden of Grow It Green Morristown, Inc. ("GIGM"). I understand and acknowledge, and am aware, that my participation is entirely voluntary and these activities may involve moderate physical activity or inherent risks and assume whatever risk or injury or loss may exist.

Waiver, Indemnification and Hold Harmless: In consideration of my participation in the activities at or with GIGM, I, for myself, my heirs, executors and administrators, (i) hereby release, waive, forever discharge and covenant not to sue GIGM and all its officers, directors, employees, representatives, volunteers and personnel from all liabilities, actions, claims, demands, costs and expenses, which may now or in the future have against them or any of them arising out of any participation by me in the activities at or with GIGM, including, but not limited to, all injuries, accidents, illness, property damage and wrongful death that may be suffered by me; and (ii) agree to indemnify and hold GIGM harmless against all actions, claims, demands, judgments, debts, costs of litigation and attorney fees of every kind, which may in any way arise out of or result from participation in any GIGM activities.

Consent For Use Of Name, Likeness and Performance: Additionally, I hereby grant to GIGM and/or its agents the unrestricted right to copyright, publish or use my likeness, voice, image, picture, photo, photos or pictures in which I may be included, in part or in composite, even if distorted in form and performance in any recording format (the "Images"). I agree that the Images become the exclusive property of GIGM, and I waive all rights thereto. I waive all rights to inspect and/or approve any text that may be used in conjunction with the Images and the use to which it may be applied. I hereby waive any claim for any compensation in connection with the use of the Images by GIGM and/or its agents.

Acknowledgement of Understanding: I have read this Early Street Community Garden Handbook, fully understand its terms and that I am signing this Registration Form freely and voluntarily.