

**BROWN COUNTY PARKS & RECREATION**  
**COMMUNITY GARDEN ALLOCATION PROCEDURES**

**General Guidelines for Garden Allocation**

Each gardener (current or new) will be asked to register for a garden plot and pay a fee for the garden for the coming year.

- All current gardeners must pay the fee and complete a registration form for his/her primary garden by the last Wednesday of October.

**Current gardeners only**

When a current gardener registers with the Parks and Recreation office, that person should do the following:

- Sign up for his/her current garden plot (primary plot(s) only). Pay the fee for this space no later than the last Wednesday of October.
- Indicate whether they wish to move to a different category of garden (if available).
- Indicate whether they wish to be considered for a second garden plot (if available). Availability of second gardens will be determined after the deadline for new gardener applications at the end of March. If allocated a second space in the community garden, the gardener must pay the fee for that second space within two weeks of being notified that it is available.

**New gardeners only**

When new gardeners register with the Parks and Recreation office, they should do the following:

- Sign up for the waiting list for available spots no later than the last Wednesday in March.
- Rank his/her priority for a garden category (small, large, organic, raised bed). Note that allocation will be dependent on availability of plots in that category.
- Indicate whether they wish to be considered for a second garden plot (if available). (If allocated a second space in the community garden, the gardener must pay the fee for that second space within two weeks of being notified that it is available.)

## Specific Guidelines for Garden Allocation

Please be advised that email is the method used for communication. It is important that you have an updated email address on file with the office that you check regularly.

Garden preference will be given to county residents. Out of county gardeners will only be permitted if spaces need filled and plot renewal will not be guaranteed.

As announced previously, anyone who currently has a well-maintained garden will be able to renew the lease on that garden. To do so, mail your registration form or visit the Parks and Rec. office and pay the annual fee for the use of this space.

The following rules must be upheld for renewal eligibility:

- 1.) BCPR and/or its appointed representatives will assign plots. Current gardeners have priority in retaining their existing plots.
- 2.) Plots must be cleared of all trash, cages, etc. by October 25th to be eligible for renewal unless you will have winter crops. If so, please inform office staff.
- 3.) Gardeners must consistently maintain their plot(s) throughout the garden season, such as weeding, watering, harvesting ripe produce and removing all dead or diseased plants. Gardeners must plan for someone to weed, water and harvest in their absence. Walkways between plots must be maintained by plot renters.
- 4.) Pathways must be kept clear of overgrowing plants, gardening supplies and equipment.
- 5.) Equipment may be stored in your own plot(s). Items will need to be stored in a way that does not collect water to provide a habitat for mosquitoes. Please advise office staff if you will be storing items in your plot for the winter.
- 6.) A water spigot will be available on site. When using hoses, gardener will make sure there is no damage done to other plots. Please remove nozzle after watering.
- 7.) Gardeners will remove any trash they generate including empty plant pots and trays from the garden area.
- 8.) Pets must always be leashed within the garden area.
- 9.) Report vandalism, theft, or suspicious behavior to staff immediately. BCPR is not responsible for any damage or theft of produce or personal belongings. \*Gates must be kept closed while attending plots and locked upon leaving. \*\*If you can no longer tend your plot, notify us. PLEASE DO NOT ABANDON PLOT.

Garden rental fees are as follows:

- For large gardens (14' X 30'), the fee will be \$35.
- For organic gardens and small gardens, the fee will be \$25.
- For raised beds, the fee will be \$30.
- **Deadline for reserving your primary garden is the last Wednesday in October.**

Anyone wishing to move to a different category of garden (small to large, large to organic, etc.) can request such a move with the Parks and Recreation office.

**Deadline for requesting a move to a different category of garden is also the last Wednesday of October.** Be sure to reserve your primary plot even if you wish to have a different garden category. If you do not reserve your plot by the deadline renewal for the following season will not be guaranteed.

- In November, a list of current gardeners who want to shift to a different category will be compared to the number of gardens available in that category.
- If enough gardens in a category are available to satisfy all those who want them, these changes will be made.
- If more people want to join a garden category than we have lots available, they will be allocated on a first come, first served basis.

Persons who do not currently have gardens will be given priority on all unassigned plots after the shifting of current garden categories. A list of persons wanting gardens is kept at the Parks and Recreation office. However, everyone desiring a garden should complete a program registration form. **Deadline for new applications for garden plots is the last Wednesday in March.**

If any garden plots are available after new gardeners have joined the community garden, these will be allocated on a first come, first served basis to those who wish to have a second garden. No gardener will be permitted more than two plots unless vacant spots need filled after May 15th and any/all other interested gardeners have had the opportunity to rent a second plot if so desired. In the event someone is granted the opportunity for a third plot it will be for one season only.

