**Community Garden at ELI, University of Delaware**

 **(Located at the English Language Institute)**

***General Guidelines 2017 Growing Season***

 **Community Garden Purpose**

The Community Garden at ELI is located at the English Language Institute, at 189 W. Main Street, Newark, DE. The community garden was founded in 2010 as a partnership project of the English Language Institute and a UD graduate student group, through funding form the UD Sustainability Task Force. The ELI currently manages the garden, offering selected beds annually to interested subscribers from the UD community, who would like actively participate in the experience of gardening. Our overall mission is to promote the philosophy of sustainable food practices to a diverse community of students, teachers, and other UD affiliates, through shared learning experiences at the garden. To this end, the ELI organizes regular events, activities, and service learning projects to provide opportunities for plot subscribers and ELI students to interact and work collaboratively. Together we hope to share information, inspiration and fellowship as we work together to grow healthy organic food for ourselves and for service to the larger community.

**Definitions**

The plot subscriber (Community Garden Member or CGM) is the primary individual responsible for each plot. The CGM may designate one or more secondary gardener(s) to monitor and maintain the plot when the CGM is not able to do so. We request that the CGM list on the application all people who will help maintain the plot, and each person must sign a waiver of liability. At this time, primary CGM’s must be affiliated with UD as a ***student, faculty or staff.*** The garden is overseen by the Community Garden Manager, to whom all questions regarding the garden and its operation may be directed. (The 2017 manager is Kate Copeland, ELI Instructor.)

We ask that one individual serve as the main point of contact and primary gardener, and fill out the application on behalf of the subscribing party. All secondary gardeners should also provide contact information. Each person who will be working in the garden is required to sign a waiver and release of liability.

**Growing Season**

CGM’s may access their beds as early as March 25th, **the date of the first mandatory orientation meeting and spring workday.** The gardens are accessible from sunrise to sunset throughout spring, summer and fall.

**Saturday, November 18th will be the final Community Workday,** in which we will do the majority of the tasks to close the garden for the year. **All CGMs who have committed to a fall season must attend this workday.** Depending on weather and temperatures, CGMs may choose to extend their season further, however they must properly close out their plot and remove plant debris by December 16th, 2017.

**Mandatory Orientation Meeting**

**Attendance is mandatory by at least one representative for each issued plot on Saturday, March 25th, OR Saturday, April 8th. Both meetings will begin at 9:00 am.**

The meeting will be held at the garden, located at 189 West Main Street, behind ELI. We will have a short orientation to discuss guidelines, tour the garden, show you your plot, answer questions, and collect signed waivers and plot license fees. Following the meeting, we will be working in the garden to open it up for the season; prepare soil, repair fencing, and other garden tasks. Seedlings to share have been started but may not be ready to plant on this day. You are encouraged to stay for the entire work session.

**Community Participation**

Monthly weekend workdays are hosted throughout the spring and fall months, and workday evening community sessions each week during summer. **You are asked to commit to a minimum of 5 scheduled community garden events through the growing season.** This will be a time to work together on the overall maintenance and care of the garden, build friendships, share gardening tips, ask questions, and foster a community of gardeners. Because you will be in the garden several times a week anyway, you are encouraged to build as many of these community events as possible into your schedule. This garden is operated and maintained solely by volunteers and requires regular maintenance and upkeep in order to remain in operation on UD grounds. Your active participation during scheduled community events is critical to the garden’s success! The calendar will be set at the beginning of the season, shared at the Orientation Meeting, and posted on the garden website at: <http://sites.udel.edu/fgpc/>

**General Guidelines**

* All CGMs are required to complete an application and pay a non-refundable license fee for their selected 2017 growing season. This license fee provides use of one raised bed, garden tools, and a water source for the current growing season. See *Plot License Fees* below, for plot size and fee options. All costs related to the plot (seeds, plants, garden material and any specialty equipment) are the responsibility of the CGM. The Community Garden Manager(s) often provide seedlings for popular vegetables at various times during the growing season, however availability cannot always be guaranteed.
* Applying for a plot license does not guarantee a plot will be received, and receiving a plot in 2017 does not guarantee a plot for subsequent growing seasons.
* CGMs are expected to commit, on average, 3 hours per week to the garden. During the height of the summer growing season, this is the recommended time commitment to keep your plot properly maintained.
* CGMs are asked to complete a portion of the 3 hour weekly commitment during scheduled community garden work sessions. **CGMs should plan to attend a minimum of 5 scheduled events through the growing season.**

**Attendance is mandatory by at least one plot representative at one of the initial Orientation Sessions**

**Saturday, March 25th at 9:00 am Saturday, April 8th at 9:00 am**

* Each CGM is required to be involved in the site maintenance of the community garden. This includes but is not limited to removal of litter, weeding both inside your plot and ***around the plot perimeter,*** return of tools, hoses, and materials to their proper storage locations after each use, and general concern for the overall maintenance of your individual plot and of the overall site.
* At the end of the contracted growing season, all residual dead plant material must be removed and composted, and all wood, plastic, metal, string, or miscellaneous garden materials (trellis, growing guides, etc.) must also be removed from the premises by the CGM. See *Growing Season* and *Plot License Fees* for more information on contracted growing season options.
* No produce from the garden may be sold for commercial use.
* Children under the age of 18 must be supervised at all times by their parents when they are in the garden area.
* Inorganic pesticides, herbicides and chemical fertilizers are strictly prohibited.
* Pets are not permitted in the garden.
* CGMs are responsible for all of their personal equipment or items brought into the garden. UD assumes no liability for personal items left in the garden.
* CGMs may be dismissed from the garden without a refund of license registration fees if these guidelines are not adhered to. See *Plot License Removal* below for details. This is to ensure the garden remains a safe and welcoming environment for all gardeners, and is permitted to continue to operate on ELI grounds.

**Plot License Fees**

Community garden plots are subject to a registration fee, which provides access to a raised bed with soil for the 2017 growing season. The 2017 growing season is between March 25 and approximately November 18.

The following plot sizes will be available for the 2017 season:

\_\_\_\_\_\_ 4’ x 4’ : $20 Entire Season $15 Spring & Summer/Summer & Fall $10 Spring only

\_\_\_\_\_\_ 4’ x 7’ or $ 4’ x 8’: $35 Entire Season $25 Spring & Summer/Summer & Fall $15 Spring only

\_\_\_\_\_\_ 4’ x 12’ or 4’ x 14’: $60 Entire Season $45 Spring & Summer/Summer & Fall N/A

License fees will be due for plot recipients at the March 19th meeting/work day, payable in cash or check. Checks should be made out to: *Food and Gardening Policy Committee at UD*.

**Plot License Removal**

There are three actions that, if committed, will result in immediate removal of a CGM from the Community Garden project with no refunds of the registration fee.

1. Use of chemical fertilizers and non-organic pesticides or herbicides. If you are unsure if a pesticide, herbicide, or fertilizer is acceptable, consult the Garden Manager(s) prior to use;
2. Theft of produce or disrespectful behavior of any kind towards fellow CGMs or the overall project
3. If a plot becomes unmaintained and/or overgrown, the Community Garden Manager(s) will notify the CGM by the contact information listed in the application. The CGM has one week to remedy the situation, or provide an acceptable plan (per Garden Manager discretion) to remedy the problem. **Failure to respond within a week will result in termination of license and loss of registration fee.** Please note that it is very quickly evident if the plot is being neglected, and CGMs should plan to visit the garden several times a week during seed starting, and 1-3x/week once plants are showing growth.

For more information about the garden please access our website: <http://sites.udel.edu/fgpc/>

CGMs are encouraged to join the **Public Facebook Group: “Community Gardeners at ELI”.** This is where the most timely updates will be shared about the garden. You can also share gardening experiences, questions and observations and ideas.

General questions may also be directed to Kate Copeland (copekd@udel.edu)

General planting information can be found at the UD Cooperative Extension, although many good sources can be found online and in gardening shops. <http://extension.udel.edu/lawngarden/>