

Village of Bartlett Community Gardens Rules and Regulations



I. PURPOSE

The Village of Bartlett is providing gardeners with the opportunity to participate in a community garden experience. The 2024 planting season will be the inaugural year for the Bartlett Community Garden and there will be many spots available for rent in the 2024 growing season. Most plots will measure 4 feet by 12 feet with some raised beds available for those who need an accommodation for accessibility purposes, and then for seniors 65+. All beds will be given out on a first come first serve basis. Gardening is permitted between Dawn and Dusk during the gardening season.

The rules and regulations for the Community Garden ensure that all participating gardeners have the opportunity to enjoy a positive gardening experience. Garden plots are an asset to the community not only because they provide organic produce for the gardeners, but also because they create a common space to share a hobby with fellow community members. By following the rules and regulations, gardeners demonstrate their ability to garden successfully in a community garden. All gardeners agree to follow the rules and regulations of the Bartlett Community Garden.

1. **Agreement and Fee: \$35 resident/\$55 non-resident**

Bartlett residents may choose a plot beginning on September 1, 2023. If there are plots still available on February 1, 2024, the Village will open the garden up to non-residents.

2. **Contact Information**

All official communication is through the registered plot holder. Make sure the Village of Bartlett always has your current address, phone number and email address. Gardeners can update their contact information by emailing the Village at shughes@bartlett.gov or calling the Village at 630-540-5915.

3. **Transferability**

You may not transfer or sublet your plot. The Village will strive to allow returning resident gardeners to reserve the same plot in subsequent years, but the Village cannot guarantee that specific plots will be available.

4. **Requirements**

By renting a plot, gardeners agree to be bound by any requirement not named here that the Village of Bartlett imposes as a condition for continued use of the garden space, including undergoing a criminal background check. Gardeners agree to defend, indemnify, and hold harmless the Village of Bartlett, the Bartlett Park District and their officers, agents, volunteers and employees, against all suits, actions, or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any asserted negligent act, error, or omission by the plot holder or other gardeners on the plot.

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5. Planting/Cleanup Deadlines

Clean up and prep of your plot must be completed in accordance with the following deadlines. Your plot must be clean, fully prepared, and at least half planted by June 1. Any unplanted plot failing to meet these conditions is considered abandoned and will be reassigned immediately, with no refund provided. If your plot is not fully planted by June 15, your plot may be reassigned to another Gardener. Remove all plants and temporary structures by the October 31 fall cleanup deadline. The Village of Bartlett will make decisions regarding tillage in the fall and spring, weather permitting. Any soil amendments including compost, manure, top soil, etc. are the responsibility of the plot renter and must be completed in accordance with these rules and regulations.

6. Expected Conduct

To retain your gardening privileges and plot, you agree to:

- Act in a manner considerate of the rights, needs and safety of other gardeners and the community at large and with courtesy toward others.
- Actively garden, maintain, and use your entire plot. You may grow food in the rental garden plots for personal consumption and donation. Food may not be grown for commercial purposes.
- Remove weeds promptly and harvest produce in a timely manner. Keep all plants within your plot boundaries. A notice of rule violation will be issued if a plot is excessively weedy, or is filled with debris or overripe produce. Any plot with numerous weeds or that remains unharvested or obviously untended for 2 weeks will be presumed abandoned and is subject to immediate forfeiture without refund.
- Maintain the path around your plot regularly. Paths must be kept free of rocks, weeds, and all obstacles, including encroaching or overhanging plants. The Village of Bartlett reserves the right to remove any objectionable items. Do not block public paths. The Village of Bartlett will maintain public paths with regular mowing.
- Keep your plot free of perennials, trees and shrubs. Do not excessively shade your neighbors plot. The Village expects any dispute regarding excessive shading to be resolved by the Gardeners after cooperative discussion. If no resolution is reached, the Village, in its sole discretion, will make the determination of whether a planting is producing excessive shading.
- Respect Public Property. Never dump debris or garden materials anywhere else within the Community Garden. Do not use motorized vehicles in the garden area.
 - a) ALL WEEDS AND DISCARDED PLANT MATERIAL MUST BE TAKEN TO THE COMPOST BIN
 - b) ALL GARBAGE MUST BE TAKEN WITH YOU WHEN YOU LEAVE.
- Do not enter other plots except with permission.
- Do not leave children unsupervised.
- Pets are not allowed in the Community Garden at any time, excluding service animals.
- Parking is only allowed along Southwind Boulevard.

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- No parking on the grass by the plots.
- Driving is allowed on the driveway next to the water tower to transport items to/from your plot.
- All devices emitting noise are not permitted.
- No Smoking.

II. Eligibility

The following criteria establish eligibility for having a garden plot.

1. Bartlett residents will receive priority during the application review process.
2. Gardeners must electronically sign rental contract and pay the participation fee by the deadline listed on the contract.
3. Gardeners may have only one garden plot per household.
4. Food must be grown for personal consumption donation purposes. Food may not be grown not for commercial purposes.
5. Gardeners must agree to comply with rules identified in Section IV for the duration of the rental agreement.

III. Raised Beds

The Village is dedicated to providing an accessible, enjoyable experience for all gardeners. Individuals with disabilities who need an accommodation to participate and enjoy the Community Garden are encourage to contact the Village at at shughes@bartlett.gov or calling the Village at 630-540-5915. Raised beds are available for those who need an accommodation for accessibility reasons. If no beds are reserved to provide accessibility accommodations, the raised beds will first be made available to seniors 65+.

IV. Rules

Below are the rules that govern the community garden. These rules ensure that the plots are gardened, the area is safe, and the policies of the Village of Bartlett and all applicable local and state laws are followed.

When gardeners receive the contract each year, they will acknowledge that they have read, signed and understood the Rules and Regulations of the Community Garden.

1. All gardening activities must be contained within the plot boundaries as marked by the Village of Bartlett.
2. Prepare your entire plot for gardening and begin planting by June 1. Complete fall clean-up by October 31. Removal of dead plants and securing plant supports are typical clean-up activities. Perennials, trees and shrubs are not allowed.

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3. Simple, non-permanent structures, such as trellises are permitted. Neither solid walls nor roofs are permitted. All structures must be removed by October 31.
4. Poured concrete may not be used to anchor any structures.
5. Gardeners may not dig channels or create berms outside of their plots. Gardeners may be asked by Village of Bartlett staff to remove objectionable items.
6. Mulches such as stone, carpet and artificial turf are not permitted.
7. No woody plants are allowed. All vines must be kept shorter than 6 feet to prevent shade in neighboring plots. Trees of any sort are not allowed. If a gardener's plant or roots extend and/or create shade in a neighboring plot, the gardener may be asked by Village of Bartlett staff to remove or relocate the plant.
8. No illegal or poisonous plants are allowed in the Community Garden. The cultivation of cannabis (marijuana) or nicotiana (tobacco) plants is prohibited.
9. No inorganic pesticides or insecticides are permitted in the community garden.
10. Place all trash and garden waste in the specially marked bins provided. DO NOT dump plants or trash anywhere outside of your plot, or in surrounding park or wooded areas. It is illegal to dump on any public property.
11. Garden plots are to be maintained throughout the season with active planting, harvesting and weeding.
12. Do not block garden paths and aisle ways with structures, equipment, or debris. Gardeners who are not in compliance with these rules will:
 - a) Receive a notice by mail, email and/or phone from Village of Bartlett staff;
 - b) Have 7 calendar days to correct the problem upon receipt of the notice; and,
 - c) If the problem(s) is/are not corrected or addressed within the allotted time frame, the garden plot may be reclaimed and reassigned.
 - d) No refund will be issued.

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IV. Regulations

These regulations are designed to make gardening enjoyable and successful for you and your garden plot neighbors. For more gardening information, visit the Watch Your Garden Grow, at the University of Illinois Extension website.

1. Existing Plot Condition

- All plots are rented in their existing condition.
- The Village of Bartlett will make all tillage decisions according to best practices and as weather allows.

2. Structures

The gardener supplies the materials and labor for non-permanent structures.

- Simple trellis structures are permitted if they do not shade other gardens. DO NOT use poured concrete for anchoring. Neither solid walls nor solid roofs are permitted.
- Row covers are permitted. Please anchor them to prevent blowing away, and store them when not in use.

All structures must be removed by October 31.

3. Making Good Plant Choices

Gardeners may grow a wide variety of fruits, vegetables, herbs and flowers. Choosing from among the wide range of plants for the garden is challenging and fun! The regulations below will help you make good choices for gardening in a community garden. Talk to your gardening neighbors to share ideas for good plant choices for success.

- No plants on the Invasive Plant of the Chicago Region List may be grown, https://www.chicagobotanic.org/research/invasive_species Many of these are weeds surrounding the plots. Please control them as much as you can.
- Some desirable plants can be weedy, such as mints, morning glories, and fennel. Please keep these plants 1 foot or more away from plot boundaries. Grow plants like mint in pots to contain them. Remove and throw away seed heads before the seeds ripen. Take the plants with you when you leave the community garden program.

5. Mulch

Using mulch in your garden plot has many benefits. As organic mulches break down, they add valuable nutrients to your soil. You will need less fertilizer. They also help conserve water.

- Organic mulches, such as compost, leaves, straw, and shredded bark are highly recommended to conserve water and add nutrients to the soil.

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- Non-biodegradable mulches, such as stone, carpet and artificial turf, are prohibited. Plastic and porous weed blocker covers are permitted, but need to be secured to the ground to prevent them from blowing away.
- Composting plant materials is an excellent way to reduce trash and conserve nutrients. Do not compost animal byproducts or food scraps (such as dairy, meat, oils, or fat), as these attract animals.
- Avoid fresh manure. Manure must be seasoned one 1 year before it can be added to your plot.

6. Watering

The community garden plots will have water hydrants. Gardeners will need to carry water to their plot. We recommend using water conservation methods such as mulching and selecting plants that use less water. Earth-friendly and low-water gardening methods are encouraged.

- Hoses are not allowed.
- Please report water faucet problems to Village of Bartlett Staff.
- Standing water or excessive wet spots are breeding grounds for mosquitoes, which are a health hazard. Empty all containers and store them upside down to avoid the collection of rainwater.

7. Managing Pests

There are many potential pests in the garden, such as weeds, insects, fungi, small mammals, etc. Most can be controlled using good gardening practices. We ask all gardeners to try these actions first. Remember the community garden is like a crowded neighborhood. Your actions can affect everyone. See the University of Illinois Extension site regarding pest management.

- Choose plant varieties that are appropriate for our area and are resistant to pests.
- Keep plants healthy by using compost for fertilizer and mulches to retain water. Overwatering can cause diseases to increase.
- Remove insects by hand, such as caterpillars and beetles.
- Clean up dead and diseased plants immediately.
- Small mammals, such as mice, voles, rabbits, squirrels and groundhogs can be a problem. Barrier methods, such as fencing below the soil line and netting, may help protect your crops.

V. ADMINISTRATION

1. Program Management

The Community Garden Program is managed by the Village of Bartlett and staff can be reached at 630-540-5915.

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2. Rental Procedures

- Garden Plots are rented on an annual basis from the third week of April through October 31st.
- The rental process takes place online at www.bartlett.il.gov
- As a garden plot renter, the gardener and family members agree to abide by the rules and regulations of the program.

3. Inspections

- Bartlett staff will send notices via email to gardeners who are not in compliance with the rules or interfere with neighbors, or whose plots are not used appropriately.
- Bartlett staff will contact the garden plot renter to address problems.
- Gardeners who fail to address a rules violation within 7 calendar days, or within an alternative timeframe specified by village of Bartlett staff, risk losing their garden plot rental.

4. Plot Return Policy

- Gardeners may return their plots at any time by contacting Village of Bartlett staff at 630-540-5915.
- Garden plot renters may not give away or sublet their rented plot to other renters. All garden plot trades or plot rental terminations must be managed by Village of Bartlett staff.
- Fees are not returned or prorated if a garden plot is returned early or if it is reclaimed.

5. Waitlist- When applicable we will maintain a waitlist of potential new garden plot renters.

- New gardeners may enter the waitlist by calling 630-540-5915, when applicable.
- Names do not remain on the waitlist from year to year, if no plot is offered.
- If the offered plot is refused, the person may re-enter at the end of the waitlist.
- Renters whose plots are reclaimed or not renewed may re-enter at the end of the waitlist.

6. Safety

- Renters garden at their own risk.
- Since all plot locations are in public parks, the public cannot be banned from these areas.
- The Village of Bartlett assumes no responsibility for any loss or damage to personal property, plants or produce at the garden plots.
- Should you observe illegal activities, such as theft, alcohol use, malicious damage, etc., please contact the Bartlett Police Department at 630-837-0846.

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- Be a good community garden member and enjoy the benefits of gardening in the Community Garden Program. If you have any questions, please contact Village of Bartlett Staff at 630-540-5915.