

## COMMUNITY GARDEN BYLAWS

### 1. General Responsibilities

- You must agree to the Community Garden Bylaws
- You must pay the **key** fee for use of the community gardens
- You must meet with a staff member from Groundwork Lawrence /or your garden's Community Garden Coordinator to be oriented to the garden (includes introduction to the garden, tool shed, compost bin, water)
- You must live in Lawrence
- Be willing to share your primary phone number with the other gardeners in your garden and your community garden coordinator
- GWL hopes you will share your email address to make communication easier and quicker.

### 2. Your Community Garden

We hope that you begin to see your garden site as a community where gardeners work together collectively to achieve the common goal of growing fresh, healthy produce in our city. We would like to encourage you to share ideas, resources, seeds, and recipes; plan a garden event; and work together to maintain your garden site as a beautiful, safe, vibrant green space in Lawrence. Please go to your Community Garden Coordinator with any thoughts for garden events and improvements.

### 3. Your Garden Space

- You may have one garden plot per family.
- Common areas and walkways CANNOT be used to grow edible produce.
- You are expected to tend your assigned garden plot and are responsible for the maintenance of your plot throughout the year.
- You must be the primary gardener and be present for the duration of the growing season; if you go on vacation, you are responsible for finding someone to help tend your garden in your absence. We encourage you to support and work with other gardeners on site.
- You may only garden annual plants, unless given the permission to plant perennial plants
- **No chemical pesticides or herbicides**
- **You must show activity in your garden bed before May 1 at the beginning of the garden season or speak with your community garden coordinator if you are unable to show activity in your garden bed before May 1 (activities could include turning the soil, removing weeds and leaves, and planting early crops, etc). Otherwise, we will assume you do not want to use your garden bed for the following growing season.**
- **Prepare your plot for winter no later than November 30. Gardens must be cleaned up by this time.**
- If, at any time during the year, a gardener desires to change plots, they can go on the waiting list by informing their Community Garden Coordinator

#### 4. Common Space Responsibilities

- You are responsible for the maintenance of the common areas of the garden, including weeding and removing trash
- You must respect the common tools and please return them clean to the tool shed when finished with work
- **You must show an understanding of the compost bin and use it appropriately; adding kitchen scraps (non meat or dairy items, please refer to Compost Handout) from your home in addition to leaves and weeds from the garden is highly encouraged**
- No dogs or cats
- No drugs, alcohol or smoking
- No ball playing or rough games
- No unsupervised children
- Respect others' plots, and work in them only with their permission!

#### 5. Violations of the Community Garden Bylaws

If any of the bylaws are violated, your community garden coordinator will give you a spoken warning first, indicating the type and date of the observed violation and how long you have to resolve it. If you do not resolve the violation within the time allotted, your community garden coordinator will inform the Gardens Steering Committee and GWL of the violation and you will be given a written warning indicating again the type and date of the violation and how long you have to resolve it. If you do not resolve the violation in the time allotted and the problem persists, you will be asked to vacate your garden bed and it will be reassigned to the next person on the wait list. Gardeners have the right to appeal violations and loss of plots to the Garden Steering Committee.

#### 6. Groundwork Lawrence's Role

Groundwork Lawrence is the managing organization of the Union & Mechanic, Brook Street, Manchester Street, and Cronin Park Gardens, and works in partnership with the City of Lawrence personnel to identify, design, and construct new community gardens as funding allows. Groundwork Lawrence will provide gardeners with a space to garden and gardening workshop opportunities. When funds permit Groundwork will also supply some plants and seeds, as well as non-chemical fertilizer. Groundwork Lawrence will also work with the Community Garden Coordinators, who make up the Gardens Steering Committee, to resolve problems that arise to the best of its ability, **but please contact your Community Garden Coordinator first**. The Garden Coordinator will inform Groundwork Lawrence and the Steering Committee if the issue is beyond their capacity to handle. Coordinator decisions may be appealed to the Gardens Steering Committee and GWL.

#### 7. Community Garden Coordinators' Role

As the number of community gardens in the City of Lawrence grows, there is a greater need to appoint leadership within each garden so that each garden can become more autonomous. While GWL will continue to manage many aspects of the community garden program, it cannot respond to all the needs of each individual gardener in a timely manner as the number of gardeners grows! As such, this year there will 1-3 Community Garden Coordinators at each garden site. This is a volunteer leadership position that will typically be filled by experienced gardeners who have been invested in their garden sites in past years and/or display the capabilities and interest in serving as individuals who both unite their gardening communities and hold them accountable for the collective effort of maintaining a healthy, positive gardening space. They will serve as a direct liaison between



gardeners and GWL. **If any problems arise in the garden, please contact your Community Garden Coordinator(s) to find a solution first. If you fail to call your community garden coordinator and wait to hear their response before contacting GWL, we will ask that you first contact your coordinator (unless there is an emergency).** Coordinators will be contacting gardeners to share any pertinent information regarding the garden and upcoming events, and to inform gardeners of any violations to the bylaws. Garden Coordinators, along with GWL's Community Programs Manager, will make-up the Gardens Steering Committee, which will work together to support the growing network of community gardens and gardeners in the City.

## 8. Release of Liability

The Community garden program is a volunteer program. Gardeners, their families, friends and other guests participate in all activities AT THEIR OWN RISK. No liability of any kind will be conferred upon or acknowledged by Groundwork Lawrence, GWL Recreational Access, Inc. or the City of Lawrence. By signing this agreement, participants, for themselves and on behalf of their agents, assigns, or heirs agree to indemnify, release and hold harmless Groundwork Lawrence and the City of Lawrence and their directors, employees, or agents for any and all injuries incurred in participating in this program.

## 9. Revision of Community Garden Bylaws

In effort to give each community garden greater autonomy, GWL will allow Community Garden Coordinators, along with their fellow community gardeners, to revise these bylaws as needed and to better suit their garden's needs. **If a gardener would like to institute a change, please contact your community garden coordinator, who can speak with the rest of the gardeners, and if it is the consensus of the entire gardening group, submit this change to the Gardens Steering Committee and GWL for approval. If approved, the garden coordinator will make a written change in the bylaws for that garden.** This means that over time, each gardens' bylaws may differ slightly from another garden's bylaws, and if a gardener wishes to switch from one community garden to another, they must first read and sign that garden's bylaws before making the switch.

### ***Special Instructions for Manchester St. Park Gardeners***

- *Please note that the water at Manchester St. Park is **NOT** potable (**NOT** drinkable).*
- *The lock for this garden should always be locked to the DPW lock when you are finished at the gardens, rather than locking directly to the chain.*
- *Common areas and walkways may not be used for any planting, raised beds must be used at all times.*



## COMMUNITY GARDEN MEMBERSHIP AGREEMENT

Name	
Address	
Phone	
Email	
<p>Garden Location: <i>(please check one)</i></p> <p style="text-align: right;"><input type="checkbox"/> Union &amp; Mechanic <input type="checkbox"/> Brook Street <input type="checkbox"/> Manchester Street <input type="checkbox"/> Cronin Park</p>	

***My signature below indicates that I have read, understand and agree to Groundwork Lawrence's Community Garden By-Laws. I also understand that as a member I must pay \$10 for a new key as needed. I agree to release Groundwork Lawrence and the City of Lawrence from all liability as stated in the "Release of Liability" section of this agreement.***

***In signing here, I also grant Groundwork Lawrence permission to share my contact information with other community gardeners at my garden site, and the Gardens Steering Committee, to allow for effective communication of important information and upcoming events.***

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Please return to:**

Janel Wright, Community Programs Manager  
Groundwork Lawrence  
60 Island Street, 2<sup>nd</sup> Floor Lawrence, MA 01840  
Or fax to 978.974.0882

