

Westport Community Gardens 2023 Member Contract

Name: _____

MEMBER NAME (ONLY ONE PERSON)

Address: _____

Phone: _____ email: _____

Plot Size: _____ 10' x 40' _____ 10' x 20' _____ 10' x 10" Plot # _____

Registered Family and Guest

Registered guests are people 18 and over that are permitted in the garden WITHOUT being accompanied by the member. Other visitors, and minors (under 18) do NOT need to be registered but must always be accompanied by the member or registered guest.

Family Member/Guest 1: _____ Address _____

Family Member/Guest 2: _____ Address _____

Family Member/Guest 3: _____ Address _____

Family Member/Guest 4: _____ Address _____

	New Member	Returning Member (by 2/28)	LATE Returning Member (after 2/28)
Annual Membership	\$25	\$25	\$35
Capital Fund (one time)	\$20		
Clean-up Fee Deposit (one time/*refundable)	\$100		
Amount Due	\$145	\$25	\$35

Total amount Included: _____ (checks payable to the **Westport Community Gardens and mailed to: Westport Community Gardens, P.O. Box 582, Westport, CT 06881**) *not 06880

I have read and will comply with all policies and regulations pertaining to the use of the Westport Community Gardens contained in this contract. I will not hold the Town of Westport or its employees responsible for lost, stolen or damaged property.

Signature: _____

Date: _____

POLICIES AND REGULATIONS

INSTRUCTIONS

1. Print only the first page of this contract.
2. Fill out the information.
3. Determine your payment due.
4. Agree to the garden terms by signing the contract.
5. Mail the signed portion of the contract with your check **payable to the Westport Community Gardens to: Westport Community Gardens, PO Box 582, Westport, CT. 06881.**

CONTRACTS

Members must complete and return a signed contract and pay the annual membership fee each year. New members must also include a one-time non-refundable Capital Fund payment and a Clean-up Fee deposit.

Returning members must renew by February 28, 2023 (USPS postmark). We will make an effort to contact you, but if we do not receive your contract by March 15, 2023 you may forfeit your plot.

You are responsible for providing up-to-date address, phone, and email information.

*CLEAN-UP FEE DEPOSIT

Withdrawing gardeners may have their Clean-up Fee Deposit returned to them if they notify the Membership Coordinator of their plans to leave the garden and leave their plots free of weeds, structures, ornaments, objects, and perennial plants, and have completed their required work hours for the year.

ELIGIBILITY

To become a member of the Westport Community Gardens you must be either a Westport town resident, current or retired Town of Westport employee or, Westport Board of Education employee.

MEMBERS AND REGISTERED GUESTS

Each assigned plot has only one designated member. The member is responsible for the terms of this contract. Registered guests are people 18 and over that are permitted in the garden WITHOUT being accompanied by the member. Other visitors, and minors (under 18) do NOT need to be registered but must always be accompanied by the member or registered guest. The garden gate lock code **may not be shared** with anyone other than a member in good standing and their registered guest.

VIOLATION OF POLICIES AND REGULATIONS

If you are advised that you are in violation of any of the garden regulations, policies, and practices, you will have ten (10) days in which to remedy the violation. If you do not remedy said violation within ten (10) days, you will forfeit your plot immediately and will not be permitted to garden the following year. Members who have forfeited a plot and/or are in violation of garden rules will not receive refunds for payment of membership dues, capital fund, or clean-up fee.

The Steering Committee reserves the right to convene and deliberate at any time upon any and all issues that may arise during the season deemed to be in the best interest of the WCG. Any decision and/or action approved by a majority vote of the Steering Committee shall be deemed effective immediately and carried out accordingly.

If any member conducts themselves in a manner that is in violation of the contract and/or is particularly egregious, the Steering Committee may rescind their membership immediately.

The use of chemical pesticides and herbicides are prohibited by State law. Only organic gardening techniques and organic compounds may be used to control pests and weeds. Gardeners found to be using chemical pesticides or herbicides will lose gardening privileges and be subject to prosecution.

USE OF TOWN PROPERTY

The Westport Community Garden (WCG) members share the use of the parking lot with Long Lots Elementary School (LLS). As a result, WCG members share a responsibility to ensure that their activities do not compromise the health, safety and welfare of the school children attending LLS. All WCG members will only use the section of the parking lot closest to the WCG.

All WCG members are expected to ask any person on garden property, whom they do not recognize as a WCG member, to show their photo ID. Anyone without a photo ID should be asked to leave immediately.

WCG members should notify the Westport Police Department (203-341-6000), LLS Principal's office (203-341-1900), and the WCG Chairman in the event of any suspicious activity.

The Town of Westport will be held harmless from any claim for damages or injury arising from the use of the Community Garden property.

HAND PASSES

Members and their registered guests must obtain an annual garden hand pass. Garden hand passes are issued by the Westport Department of Parks and Recreation. All members and registered guests must pass a security check conducted by the Town of Westport. Please carry your garden pass with you at all times when you are in the garden.

Children under 18 do not need a hand pass but must be accompanied by a member or registered guest at all times.

Obtaining Your Garden Hand Pass Photo I.D.: Gardeners must go to the Parks and Recreation Office at Longshore to get a photo I.D. for the garden. There is no charge for the hand pass.

GARDEN HOURS AND ACCESS

The garden is closed from sunset to sunrise.

The garden is closed between 8 - 9 am and between 3-4 pm weekdays when school is in session.

No dogs allowed in the garden

No smoking allowed in the garden.

PLOT ALLOCATIONS

Plot Size

Each gardener is allowed a maximum cumulative total of 400 square feet of plot space. Plot sizes are approximate.

Unallocated Plots

Any plots that are unallocated on June 1 will be made available to interested WCG gardeners on a first come, first served basis. These custodial plots will be assigned to you for the remainder of the current gardening season. Custodial plots can exceed the garden members 400 sq. ft. limit. Custodial plots must be maintained in accordance with garden standards as outlined in this contract. Contact a Membership Coordinator if you are interested in gardening an unallocated plot.

Non-profit Organizations

Non-profit organizations may join the WCG although the number of these organizations may be limited by the Steering Committee on a space-available basis. For an organization to become a WCG member, one eligible member must be designated as the responsible member who completes and signs the contract, pays the required fees and deposits, and is held accountable for adhering to the WCG contract. Non-profit organizations are limited to the same 400 square foot plot maximum as individual members. ***The non-profit plot must be actively managed by and benefit the non-profit organization.***

PLOT MAINTENANCE

Your plot must be weed free, planted or ready for planting by May 15 of the current year.

Plots are to be used for growing plants for non-commercial use. All crops should be harvested as they ripen. Spent plants must be removed in a timely fashion. All gardeners must garden within the confines of their plot.

Raised Beds

Raised beds must be maintained in a condition that does not have exposed nails and screws as this presents a danger to anyone in the garden. Pressure treated wood is prohibited. Any member wishing to stain their raised beds with a plant-based stain must get prior approval from the Steering Committee.

Weeds, Pests and Items in Plots: Weeds should be removed regularly so that they do not go to seed and spread to other gardens. Your membership may be revoked if you don't comply with the weed rules. If you have an extenuating circumstance and need help with your garden, please contact the Weed Patrol Manager. We may also ask you to remove large items stored on your plot such as overturned wheelbarrows and piles of supplies.

Personal supplies are to be stored within the confines of your garden, not in the walkways.

If a pest problem, such as a wasp or bee nest, is discovered on your plot, it is your responsibility to have it removed.

End of Season Clean Up: Degrading plastic such as plant markers, thin weed block, and other debris must be removed by November 15.

Pathways and Borders:

In order to create pathways between garden plots, gardeners may not plant or have raised beds within 6 inches of their border. To maintain control of weeds in pathways, you must cover the soil to the right of your plot with an organic mulch such as wood chips and pine needles. Newspaper and plastic covers are not acceptable.

- You must ensure that plants, vines or weeds do not grow on the fence bordering your plot.
- Plots are to be maintained in a condition which will not interfere with abutting plots.

Prohibited Plants and Materials

- Plants included on the Connecticut Invasive Species list are prohibited (https://cipwg.uconn.edu/invasive_plant_list)
- Mint and Jerusalem artichokes are not allowed in the garden due to their invasive nature.
- Use of pressure-treated wood or paint/stain is prohibited on garden plots.
- Fine plastic bird netting is prohibited.

Garden Compost Pile: Only compostable items may be placed in the designated compost area in the rear of the garden. Diseased plants should be removed from the garden, not placed in the compost pile. Rocks should be placed adjacent to the compost pile, not in it. Only items from the garden may be placed in the compost pile. Do not leave plastic, metal, wood, paper, wire, rope, zip ties, or any other non-biodegradable material in the compost area.

SECURITY

Gardeners should assure the gate is locked (and tumbler rotated) if they are the last person to leave their section of the garden. The gate should be kept closed at all times to keep groundhogs, rabbits and other wildlife out of the garden.

Lock Combination: Lock combinations will be changed periodically. Members will be notified, via email, in advance when the combination will be changed.

COMMUNITY WORK HOURS

Each plot is required to put in three community work hours per year. Work hours may be physical labor and/or managerial tasks. They are an important part of maintaining the gardens and participating in the community. It is the responsibility of each member to sign up for jobs to complete their work hours in one of the following ways:

Workdays: Workdays are announced by email and on the garden website, www.westportcommunitygardens.org. It is the members' obligation to sign in and out on the workdays so that we have an accurate accounting of completed work hours. There will be a sign-in sheet on the picnic table in the common space during workdays.

Periodic emails: If additional non-workday jobs arise, members will be alerted via an email from the jobs coordinator. After you have been assigned and completed a job, you must report your worked hours to the jobs coordinator.

Work hours must be completed by November 15. If the required work hours have not been completed by the deadline, the Steering Committee may revoke your membership immediately, and will retain the cleanup deposit.

If a member is unable to complete work hours due to extenuating circumstances, that member must promptly notify a member of the Steering Committee. **NO EXCEPTIONS** other than medical and other extenuating circumstances.

WATER

Hoses and water are available for gardeners to water their plots. When you finish watering, turn off the water at the tap, drain the hose to prevent bursts, and return the hose to the holder in an orderly fashion and without kinks or knots. Limit the use of the hose to 15 minutes if there are others waiting for the hose. Water is turned on by the Town of Westport around May 1 and turned off around November 1.

WCG PROPERTY

All wheelbarrows, pails, soil screens, hoses and other gardening equipment that are the property of the Westport Community Garden are to remain in the Gardens at all times and are not to be removed.

Common space: The common space is for the enjoyment of all our members. Please leave the common space clean after using it. Do not leave trash, tomato cages, free plants, or any other debris in the common space or on the table.

Bocce Court: Please treat the court with respect and leave it as you found it. Do not remove bocce balls.

MISCELLANEOUS

Soil Deliveries: If you are having soil or compost delivered and dumped outside the garden you must have the grass covered with a tarp and rake the grass when you are done. Deliveries cannot be made on school days between 8a.m. and 4p.m. All soil deliveries must be moved off the grass and on to your plot within 48 hours of delivery.

Vehicles: Cars and trucks are not allowed in the garden unless approved, in advance, by the Chairman.

Gardeners for Hire: A membership coordinator will attempt to keep a list of people available to hire for gardening assistance. Garden helpers not accompanied by a member must have a hand pass. If you know of anyone who would like to be included on this list, please contact a membership coordinator.

Projects

If there is something that you would like to see happen at the garden, research it and propose it to the Steering Committee. You can submit ideas via email: westportcommunitygarden@gmail.com.

Steering Committee

Chairman

Lou Weinberg
boatdoggy@yahoo.com

Membership Co-Coordinators

Toni Simonetti
prtoni@yahoo.com

Members:

Sally Kleinman
Jeff Shorer
Amy Luett
Pamela Davis
Laureen Haynes
Michael Beebe

Treasurer

Andrew Coleman
andrewcoleman2010@gmail.com

Laura Riguzzi
lriguzzi@hotmail.com

POSITION	VOLUNTEER
Locks Manager	Amy Luett
Wheelbarrow Maintenance Manager	Al Gwilliam
Wheelbarrow Maintenance Assistant Manager	Josh Schwartz
Hose and Nozzle Manager (Row 1)	Phil Schemel
Hose and Nozzle Manager (Row 2)	Jeff Weiser
Hose and Nozzle Manager (Row 3)	Andrew Coleman
Compost Site Manager	Peter Swift
Fence Manager	Jeff Schorer
Facebook Administrators	Louis Weinberg
Weed Patrol	Sally Kleinman / Pamela Davis
Bulletin Board Manager	Marjorie Donalds
Milkweed Garden Manager	Melissa Roberts
Wildflower Garden Manager	
Common Space Manager	Marjorie Donalds
Wood Chip Delivery Manager	Lou Weinberg
Garden Tool Coordinator	Amy Unikewicz
Soil Screen Manager	
Varmint Relocation Manager	Alex Jinishian
Work Hours Manager	Michael Beebe
Mason Bee Project Manager	
Instagram	Marjorie Donalds
Website Manager	MarySue Waterman
Member Highlights	Alison Freeland
Jobs Coordinator	Michael Beebe

SOCIAL MEDIA

Facebook: Westport Community Gardens

Website: www.westportcommunitygardens.org

For website matters, contact mswaterman@yahoo.com

Instagram: Follow us at [@westportgardens](https://www.instagram.com/westportgardens)

For Instagram matters, contact Marjorie at marjoriedonalds@gmail.com