



Community Garden of Fox Lake

17 East School Ct., Fox Lake, Illinois 60020

Welcome to the Fox Lake's Community Garden Program! The Community Garden Program is open to any resident of Grant Township and Fox Lake. The Village will provide basic services such as the garden site, water, initial tillage and fencing materials, if needed. Each participating gardener agrees to abide by the established procedures as set forth below (see Community Garden Program Rules and Regulations, pages 3 - 5).

To protect public health, animals and the environment, all gardens will adhere to basic organic gardening methods (no dangerous pesticides, herbicides or synthetic fertilizers).

The Fox Lake Community Garden is located at 17 East School Ct.

BACKGROUND

A Community Garden is a neighborhood green space set aside for local residents to grow their own fresh vegetables, herbs, fruits and flowers. Community gardening revitalizes neighborhoods, promotes social and economic self-empowerment and can serve as the basis for new local entrepreneurship, or "micro-enterprises." Community gardening is also widely recognized for its significant therapeutic value for a variety of conditions. Perhaps most important in today's increasingly hurried and urbanized environment, community gardens are places where people can share their love of nature.

MISSION STATEMENT

The mission of the Fox Lake Community Garden Program is to assist residents, neighborhoods and community organizations in the creation, operation and maintenance of community gardens, to:

- Increase opportunities for healthful outdoor recreation, practical education and positive social interactions, and:
- Improve public nutrition and the neighborhood environment, and:
- Build community self-reliance and sustainability

Community Garden of Fox Lake

2016 Community Garden Program

This application is for the Community Garden of Fox Lake.

Large plots are 4'x24' and small plots are 4'x12'

APPLICATION DEADLINE – April 8th

- On-time applications will be speedily processed. Plot assignments will be posted on the garden bulletin boards and the garden website during March 2016.
Each plot must have a separate application with a different primary gardener at least 17 years of age.
- Applications received after April 8th, 2016 will be processed by date received. Applications will be processed as long as there are plots available.
- A waiting list will be formed when all plots are assigned. All plots are assigned on a first come, first serve basis.
- Gardeners may indicate plots they prefer, but assignment cannot be guaranteed.
- A maximum of two garden beds may be issued to a Grant township resident per their address depending on availability. At no time may more than two garden beds may be issued to a resident at their address.
- Email lists are maintained for garden announcements and are required for communications.

FEES

Application fee per plot as follows:	Large plot-4'x24'	Small plot-4'x12'
Grant Township/Fox Lake Resident	\$40	\$30
Over 65	\$30	\$20
Non-resident	\$50	\$35

- Plots rented after July 1st will only be charged half of the plot fee due to the lateness of the growing season.

THE COMMUNITY GARDEN COMMITTEE! The Community Garden Committee is the management body of the gardens and is made up of village staff and volunteers. Committee members respond to committee discussions (often by e-mail) and manage specific projects for each season. The Community Garden Committee meets monthly in the Village Hall Board Room (66 Thillen Dr.) The meetings are open to the public and gardeners are encouraged to attend, if available. **How to reach the Garden Committee:** E-mail: dayd@foxlake.org or write to us at: Community Garden of Fox Lake, 66 Thillen Dr., Fox Lake, IL 60020. The Village also maintains a Community Garden page on its website. Visit www.foxlake.org for more information.

HOW TO APPLY FOR A GARDEN PLOT: Mail your completed application and payment to: Attn: Garden Plot Applications, 66 Thillen Dr., Fox Lake, IL 60020. Or drop off your completed application at Village Hall. If after hours, put your application in the depository (in front of Village Hall). Make checks payable to Village of Fox Lake.

Community Garden of Fox Lake

COMMUNITY GARDEN RULES AND REGULATIONS

We want everyone to have a good experience in the gardens and need to respect our garden neighbors and their efforts. Gardener cooperation is very important to the Village of Fox Lake's Community Garden Program. As a gardener, you must be physically capable of working your plot or know someone who will work it with you. It is also important that each gardener follow all the rules and regulations regarding garden plots. Each new gardener will be required to attend an orientation meeting and sign a liability waiver.

The Village of Fox Lake will:

- Provide the available garden site.
- Provide initial tilling of the garden site.
- Provide water.
- Provide compost bins throughout the garden.
- Periodically evaluate each garden site to determine if it is fulfilling the criteria established and to assist in addressing any problems or needs that may have arisen, including the construction of additional activities.

Gardeners will:

- Complete the Community Garden Plot Application Form and submit it to the Village of Fox Lake.
- Attend one community garden orientation once assigned a plot.
- Sign and return the Waiver of Liability. Failure to sign and return the Waiver of Liability will not allow the applicant to partake in the Fox Lake Community Garden.
- Begin to work on plots within 10 days after garden has been filled, weather permitting.
- Not use any synthetic fertilizers, herbicides, pesticides or insecticides.
- Not work on gardens between the hours of 9:00 p.m. to 5:00 a.m.
- Not use mechanized equipment.
- Keep gardens free from weeds, rotten produce and plant debris.
- Dispose of stakes, plastics and any garbage in a timely manner.
- Maintain the shared paths adjacent to their garden plot, without digging into the main paths and keep pathways free of toxic materials and rocks.
- Closely supervise children.
- Not grow any illegal crops.
- Not damage or harvest from another garden plot.
- Not bring any tires to the garden site.
- Not bring any pets or animals to the garden site.
- Not smoke or use tobacco products at the garden site.
- Not bring or consume any alcoholic beverages to the garden site.

Community Garden of Fox Lake

In order to maintain respect for our community and our gardeners, we must observe the following rules without exception. In particular, note the following highlighted rules:

1. **Theft:** do not take anything from any plot other than your own even if you think it is abandoned. No warning is given and this offense is immediately referred to the Community Garden Committee for appropriate action.
2. **Trespassing:** do not enter any plot other than your own unless invited.
3. **Boundaries:** do not plant outside of the boundaries of your plot.
4. **Tools:** Do not borrow tools that might have been left on or near a gardener's plot.
5. **Weeds:** Control weeds and remove before they go to seed. Please place them in the designated weed pile for composting.
6. **Water:** Take care in using the water system and do not leave water on when you leave or keep others from getting access.

In the gardens, we also value neighborliness and respect: get to know your neighbors. If you see strangers in your neighbors' plots, email the committee at dayd@foxlake.org. Discuss issues respectfully, and bring disputes to the Community Garden Committee, if appropriate.

Failure to comply with these rules will result in:

1. **Warnings** with dates of needed changes.
2. **Review** of issues by the garden committee with potential loss of privileges.
3. **Confiscation** of plot and banning from the community garden plots.

If you have questions about these rules, email the committee at dayd@foxlake.org. Sign your application to acknowledge that you understand these rules and the specifics that follow. A comprehensive list of garden policies follows on the next page.

Pathways and Boundaries

- No tools, hoses or weeds in the pathways.
- Do not extend your garden plot past the boundary markers.
- All plants in pathways will be mowed.
- Each plot must maintain an unplanted path through or around the edge of the plot so that other gardeners can access water and plantings.
- Fences: Perimeter fences around the exterior of plots are not allowed. Fences harbor weeds and obstruct mowing. Any fences that are built must be easily movable, placed inside the raised bed, and weed free.

Neighborliness

- Garden carts and tools should not be removed from the gardens. Return these items to the shed area.
- Tall plantings should not be placed where they will shade neighboring plots. Tall support structures must be sturdy and unlikely to fall on neighbors' plantings and away from the plot lines.

- Each plot must be used for planting of flowers, vegetables, fruit, cover crops or herbs. Those with underutilized plots may be requested to share with gardeners on the waiting list.
- No permanent structures are allowed; plant supports should be minimal.

Gardening practices:

- The Village of Fox Lake's website maintains a Community Garden page that provides information on how to maintain an organic garden. If in doubt about any material, e-mail the Community Garden Committee.
- The Fox Lake Community Garden is an organically managed property. Only OMRI (Organic Review Institute (www.omni.org) listed insecticides and fungicides may be used. No herbicides permitted. Organic home-made remedies also allowed.
- Perennial plants are not advised; there is no assurance having the same bed annually.

Prohibited Plants and other items:

- No fires are allowed within the gardens.
- Wood chips provided to the gardens by the Village of Fox Lake and may be used in garden plots. For reasons of possible plant disease, pest spread and potential chemical treatment, landscaping wood chips from outside the mulch pile are not allowed. Gardeners should be aware that wood chips decay slowly and leaves may be a better mulch material for most uses.
- No glass shall be used in the gardens for safety reasons since broken glass is difficult to remove.
- Privately-owned power equipment such as tillers and mowers are not allowed in the gardens for safety reasons.
- Do not plant comfrey, annual artemisia, or mint. Do not plant trees in your garden plot. Trees that sprout will be removed.
- Produce from these gardens that won't be consumed can be placed in the "Free Produce" bin.

Weeds:

- WEEDS MUST BE KEPT UNDER CONTROL. Weedy plots will be identified by the Garden Committee. If your garden is identified as weedy you will be notified via email and given one week to clear it of weeds. If your garden is identified twice during the same year, you will forfeit the plot to the waiting list. If you wish to request an appeal to the garden committee, a written plan to avoid problems in the future will be required.
- All weeds should be composted within your plot or taken to the weed pile.

Refund Policy:

- Gardeners who choose to forfeit their plot must contact the Community Garden Committee before July 1st to receive a refund of half the fee. After this date no refunds will be given.
- **If you leave before the end of the season:** If a primary gardener leaves the gardens, he/she may transfer the plot to another individual **ONLY** if this person contacts the Community Garden Committee and is approved by the committee. Any plot "given" to another individual without satisfying these conditions will be **considered forfeit and reassigned**.

Garden Resources and Services

- Please respect natural areas outside the garden boundaries.
- *Parking:* Parking is available in designated spots and on the street where parking is allowed. Vehicles with a state issued handicap parking permit.
- *Gardening Information:* Many resources are available on the Fox Lake website at www.foxlake.org including a manual for beginning organic gardeners.
- *Water:* Spigots are turned on in the gardens by April 1st and turned off in the fall near the end of October. Water turn-on is subject to weather and frost considerations. The water in the garden is the Village's water. Please report any water problems as soon as possible to the Community Garden Committee at dayd@foxlake.org or by calling 847-587-3176.
- *Garden paths:* The common garden paths are maintained by the Village, but gardeners should be mindful of the need to maintain the path integrity and avoid digging or trenching into this area. Paths shall be kept clear and free of obstacles or plantings.
- *Garden carts:* Never tip the carts over sideways. Carts must be shared. Empty and return the cart to the garden shed when you are finished gardening for the day.
- *Compost:* Compost is sometimes available. These are NOT fertilizers, but mixing these materials with the soil in your plot will improve the soil texture.
- *Garbage:* Place all garbage in the garbage cans at the garden entrance. Please use the recycling container for any recyclables.
- No plants in garbage cans. No garbage in the weed piles.
- *Mulch:* Leaves are collected from Fox Lake in October and November and delivered to the gardens. Leaves are NOT fertilizers, but spreading a thick layer will slow the growth of weeds throughout the season
- Maps of the gardens, including plot numbers, are available on the Village of Fox Lake's website at www.foxlake.org
- All plots are rented for a season at a time and we will do our best to honor requests made in advance. Timely, completed applications will be processed first. If plots are still available, these will be assigned by application date in the remaining applicant categories. Returning gardeners will be given priority over new gardeners within priority class and can request to return to their previous plot. Dates of application are considered in assigning plots. Waiting lists by date received will be kept after the due date and plots will be assigned when available.

Volunteer Day

Gardeners are encouraged to assist on Volunteer Day each month to help keep our community garden looking great. Volunteer Days last for ~3 hours and include a variety of tasks. Volunteer days will be held throughout the garden season (mostly on weekends, but also occasional weekday evenings). Prior to each workday, an email will be sent requesting volunteers. To sign up, respond to the announcement email each month with your name and plot number.

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2016 COMMUNITY GARDEN PLOT APPLICATION

Your application will not be processed unless all of the information is provided and fees are paid. This application is valid from April 8th, 2016 through July 1st, 2016. If a plot is not available, your application will be placed on a waiting list. All plots are assigned on a first come, first serve basis. Waiting list applicants will be notified in the event a plot becomes available.

Primary Gardener (must be at least 18 years of age and is responsible for plot):

Last Name/Family Name: _____ First Name: _____

Mailing address: _____

E-mail address (required) _____ Phone Number _____

Secondary Gardeners (optional, will be included on general email list if address provided):

Last Name/Family Name: _____ First Name: _____

E-mail address: _____

The following indicates the order of priority used in plot assignment. Returning gardeners in good standing have priority over new gardeners and may request to renew their previous plot.

Check each category that applies for the primary gardener:

- Grant Township resident/business owner (\$40 per large plot 10x24; \$30 per small plot 10x12)
- Non-resident (\$50 per large plot; \$35 per small plot)
- Over 65 (\$30 per large plot; \$20 per small plot)

Please check applicable boxes:

- I am a new gardener. Preferred plot or areas in gardens _____
- I would like a small plot. (Weeds and other challenges of gardening can be overwhelming!)

Please make CHECKS payable to "Village of Fox Lake"

Total: _____

I have read and understand the application packet and agree to follow the "Gardening Rules." I will make sure that every gardener in my plot knows the rules and observes them.

Signature of Primary Gardener _____ Date: _____

MAIL IN THIS PAGE - KEEP THE REST OF THE PACKET FOR REFERENCE. Mail and drop off address: Village of Fox Lake, 66 Thillen Dr. Fox Lake, IL 60020, or use the drop box in front of Village Hall.

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GARDENER AUTHORIZATION & RESPONSIBILITIES

The following guidelines outline the management of the community garden and its site property. These guidelines have been established by the VILLAGE OF FOX LAKE and are provided to the gardener as a basis for a use agreement between the two parties. In turn, the VILLAGE OF FOX LAKE provides gardeners with the authority and permission to use the garden site. We, as a community, have a responsibility to keep our community garden managed effectively. The community garden is a privilege, and everything works more smoothly when people are involved in its overall upkeep. Please also remember to treat your fellow gardeners as you would like to be treated.

With your signature below, you acknowledge as a participating gardener, responsibility for the following:

1. Participating in tasks such as weeding common areas, caring for community plantings and areas, caring for gardening tools, etc.
2. Submitting dues for the 2016 gardening season totaling \$_____ for each plot. These plot fees cover a range of services including water, compost, and general garden maintenance.
3. If for any reason you find you cannot care for your garden, you are required to notify the Community Garden Committee and make arrangements with other gardeners to water and maintain your plot during your absence. If a garden appears neglected/abandoned (not watered and/or overrun with weeds), you will be given ten (10) days' notice to maintain your plot. After this time your plot will be re-assigned.
4. The VILLAGE OF FOX LAKE requires water restrictions and conservation measures be followed. A gardener MUST remain on the premises while his/her garden is being watered. The garden cannot allow excess water to drain onto the street or adjacent property.
5. The maintenance of common areas and furnishings, fencing, trees, trash receptacles, compost bins, street and alley right-of-way, and water lines are the shared responsibility of all gardeners.
6. Gardeners must have their plot planted by July 1st, or the plot will be forfeited and reassigned.
7. Each gardener is responsible for clearing and tilling his/her plot before the close of the season. All dead plants, weeds, trash, tools, sticks and cages are to be removed or stored by November 1 each year.
8. Garden Committee shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation, gender expression, gender identity, disability, or military status in its garden membership and the administration of its programs.

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2016 COMMUNITY GARDEN PLOT WAIVER OF LIABILITY

1. I desire to participate voluntarily in the gardening and other activities sponsored and coordinated by the VILLAGE OF FOX LAKE on the COMMUNITY GARDEN OF FOX LAKE community garden site.
2. I understand, accept, and assume the risks associated with participation in any and all activities. I also assume the responsibility of conducting myself in a civil manner that is mutually beneficial to all participants. Unacceptable conduct generally includes, but is not limited to, vegetable theft, tool theft, profanity, and any offensive behavior.
3. I assume full responsibility for any injuries which may occur to me, as well as the safety of my family and guests, and do hereby fully and forever discharge and release the community garden site landowner and the VILLAGE OF FOX LAKE, its employees, board members, officers, agents, authorized volunteers, representatives, consultants, insurers and sureties, and their successors and assigns (collectively, the "Released Parties") from any "Claims." "Claims," as used in this document, mean any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my presence or the presence of my family members and guests at the garden, activities at the garden, the use or intended use of the garden, and/or participation in activities connected with the VILLAGE OF FOX LAKE including, without limitation, any of the foregoing resulting from or arising out of the negligence of a Released Party. Further, I hereby waive any and all Claims against a Released Party.
4. I expressly acknowledge that participation in the community garden is for my purposes and convenience and not for the purpose and convenience of any one or more of the Released Parties.
5. In the event that a dispute arises between gardeners or between a gardener(s) and the designated garden committee, and a resolution of the dispute cannot be reached by these parties, I agree to have the VILLAGE OF FOX LAKE act as the arbitrator of the dispute, and I further agree to adhere to the VILLAGE OF FOX LAKE decision as final.

Print Name

Signature

Date