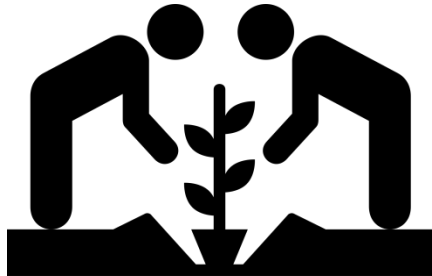


# COMMUNITY GARDEN



## 2016-2017 HANDBOOK



**Parks & Recreation**  
CITY OF PICO RIVERA • CALIFORNIA

## **WELCOME**

The Pico Rivera Community Garden program continues to provide gardening opportunities for the physical and social benefit of the people and neighborhoods of Pico Rivera. Developed and operated by the Department of Parks & Recreation, the Community Garden offers opportunities to learn gardening techniques for a healthier and more organic lifestyle.

It is with great pleasure to welcome you, whether a new or long-time gardener, to the City of Pico Rivera Community Garden. We want you to become the most productive gardener possible. The Parks & Recreation Department strives to strengthen the community by creating experiences that promote healthy lifestyles, connect families and neighbors, encourage lifelong learning, and celebrate life by partnering and supporting the Community Garden participants.

For that reason, we have prepared this handbook to help you understand your rights, responsibilities, and expectations as a gardener. Please keep it available in the event you have questions about a particular issue.

Recreation Coordinator, Ana Guillen, is responsible for direct management of the Community Garden and she can be reached at:

**6767 Passons Blvd.  
Pico Rivera, CA 90660  
aguillen@pico-rivera.org  
(562) 801- 4353**

## TABLE OF CONTENTS

Hours of Operation	Page 4
Fees	Page 4
General Conditions	Page 5 – 6
Rules and Regulations	Page 7 – 9
City Ordinances	Page 10
Hold Harmless Agreement	Page 11
Photo/ Video Release	Page 11
Receipt and Acknowledgment Form	Page 12

## HOURS OF OPERATION

Hours of operation are stated below and are subject to change with little or no notice. Please check with the city website, at [www.pico-rivera.org](http://www.pico-rivera.org), for current hours of operation. Plot applications are valid from July 1, 2016 through June 31, 2017.

<b><u>Months:</u></b>	April – October	November – March
<b><u>Day of week:</u></b>	Sunday – Saturday	Sunday – Saturday
<b><u>Hours of operation:</u></b>	6:00AM – 7:00PM	6:30AM – 5:30PM

## FEES

Fees are determined by plot size and the cost of water and maintenance. The Community Garden has two plots sizes: 8.5' x 22' and 18' x 22'.

### **8.5' x 22' Plots:**

<b>Resident</b>	\$75.00
<b>Seniors 60+</b>	\$50.00

### **18' x 22' Plots:**

<b>Resident</b>	\$85.00
<b>Seniors 60+</b>	\$60.00

<b>Non-Resident</b>	\$85.00
<b>Seniors 60+</b>	\$85.00

<b>Non-Resident</b>	\$95.00
<b>Seniors 60+</b>	\$95.00

## ADDITIONAL FEES

\$15.00 Key Replacement Fee

\$50.00 Plot Maintenance Fee

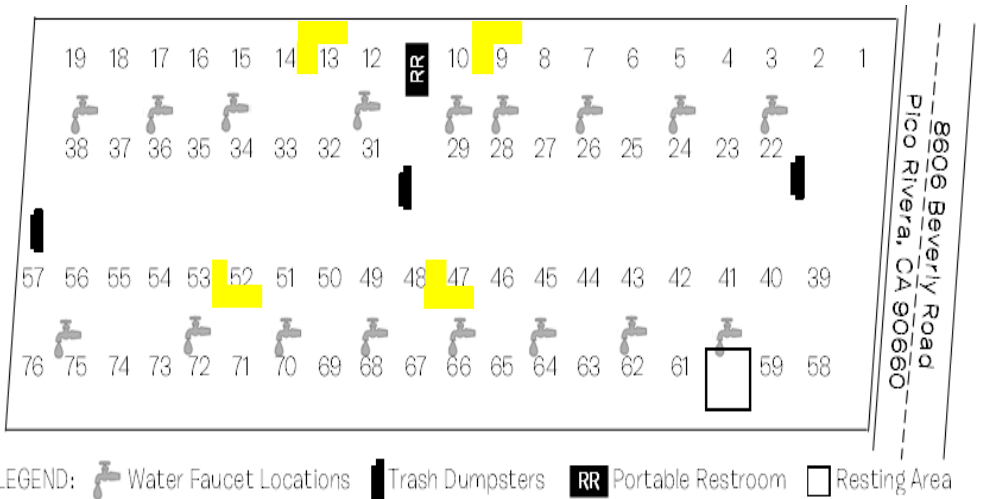
\$10.00 ID Replacement Fee

\$25.00 Non Commitment Fee

## **GENERAL CONDITIONS**

1. Participation in the Community Garden includes attending all mandatory Community Garden meetings and yearly orientation at a time and place to be announced. Gardeners will be notified in advance.
2. There will be four Community Garden Cleanup Days scheduled throughout the year and it is mandatory for all gardeners attend at least two. If Gardener is unable to attend or send someone on their behalf a \$25 non commitment fee will be charged for each mandatory clean up day missed.
3. One Community Garden key is assigned to every plot. If lost, there is a \$15 replacement fee.
4. To ensure the Community Garden serves as many Pico Rivera residents as possible, each gardener may maintain only one plot per household. Plots may not be transferred, loaned or sold to another participant.
5. Every plot must be maintained throughout the year. Gardeners are responsible for weeding and clearing dried shrubbery. If plots are not maintained a notice of corrections will be mailed and corrections must be made within 14 days of the notice date. A \$50 fee will be charged if plots are not properly maintained. Failure to maintain plot can lead to termination of the plot contract.
6. Half of the plots must be planted at all times. Additionally, all walkways must be maintained and cleared of weeds. Gardeners of plots 1 through 38 are required to maintain the left side and the back portion of your plot walk ways. Gardeners of plots 39

through 76 are required to maintain the right side and the back portion of your plot walk ways.



7. A Community Garden identification card (I.D.) will be distributed to each gardener. Garden ID's are required while visiting the Community Garden and must be worn and visible at all times. There will be a \$10 replacement fee for any lost or stolen Community Garden ID's.
8. Outside visitors must request permission to visit the Community Garden. Visitors are given a one day pass that can be obtained through the Recreation Coordinator.

## RULES AND REGULATIONS

1. City Staff have the authority to request any person(s) to leave the Community Garden if they are in violation of any City rule or regulation as defined in the Pico Rivera Municipal Code, Chapter 8.44.010.
2. Participants shall consult with the staff before moving any Community Garden property.
3. Gardeners may not plant trees, permanent shrubbery, and roses. Plants shall not exceed 6 feet in height.
4. All irrigation trenches, furrows and plants must be kept within the boundaries of the plot.
5. Garden borders shall not exceed 18 inches in height. Trellises for vines are permitted.
6. Shade structures are not permitted.
7. Tools, equipment, and supplies provided for the general use by the Community Garden is not to be removed from the premises are to be returned to their proper locations after use.
8. No chemicals of any kind are to be used or stored at the Community Garden.



9. Water is provided at various locations between plots for gardens. Water hose are to remain coiled after each use. If water hose needs to be replaced please contact Recreation Coordinator. Please rinse off garden hose from dirty after every use.



10. Conservation of water is required and at no time should water be left running at a plot in the absence of a gardener. Water **ONLY** when necessary.
11. Flood irrigation is **NOT** allowed.



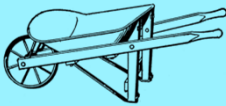
12. Leaving water running without supervision is a serious violation and can result in the termination of the plot contract. Gardeners are requested to turn off water that they observe is left unattended
13. Products grown at the garden are for personal use of Gardeners, their family and friends. Crops are not to be raised for the purpose of commercial sale or profit. Violation of this will result in immediate the termination of the plot contract.
14. All Gardeners are expected to be good neighbors and assist with the Community Garden security, especially the prevention of



theft and vandalism by the public or fellow Gardeners. If you suspect, please report.

15. Dogs and other pets are not allowed in the Garden at any time.
16. Children must be supervised by an adult at all times. At no time shall children be allowed to enter the plots of other Gardeners.
17. No cars allowed on or around the plots. Please use carts to transport equipment and supplies from and to your plot. All carts are to remain stored near the porter potties between plots 10 and 12.

Please **DO NOT** leave wheelbarrows in this area



Por favor, **NO** deje carretas en esta área

Please leave wheelbarrows near the restroom area



Por favor, deje carretillas cerca de la zona de baño

18. No loud music is allowed in or around the Garden.
19. The Community Garden entrance gate must remain locked at all times.
20. The last Gardener to leave the garden unattended must secure the community tool shed before leaving.
21. If you have a long term illness or extended leave, you must make arrangements to have your plot maintained.
22. A Gardener shall forfeit his plot if he is unable to abide by the Community Garden Rules and Regulations and/or does not cultivate his plot consistently throughout the year. A notice of corrections will be mailed and corrections must be made within 14 days of the notice date.

## **CITY ORDINANCES**

All participants and guests shall adhere to all City Ordinances, including but not limited to:

1. Consumption or possession of alcoholic beverages on park property is forbidden (Pico Rivera Municipal Code Sec. 4404). Violation of this will result in immediate termination of plot contract.
2. Goods are not to be sold on park property without approval (Pico Rivera Municipal Code Sec. 3361). Violation of this will result in immediate termination of plot contract.

***City staff has the authority to terminate any plot rental if the general guidelines are not properly followed. Refunds will not be made if in the event a plot rental is terminated early.***

**Hold Harmless Agreement**

By signing the Community Garden Plot Application you agree to waive and release the City of Pico Rivera and its officers, agents, and employees from and against any and all claims, cost liabilities, expenses or judgments, including attorney's fees and court costs arising from your (or a family member) participation in the City's recreation program or any illness or injury resulting therefore, and hereby agree to indemnify and hold harmless the City of Pico Rivera from and against any and all such claims, whether caused by negligence or otherwise, except for illness and injury resulting directly from willful misconduct on the part of the City or its employees. You understand and agree that by signing the wavier, You are freeing the City of Pico Rivera and its employees, officers or agents from any liability resulting from your (or a family member) participation in this event or activity. You hereby represent that you understand and are familiar with the nature of the activities in which you (or a family member) will participate in such recreation program.

**Photo/Video/Audio Release**

By signing the Community Garden Plot Application you give permission to the City of Pico Rivera to Photos/Video/Audio tape(s) you or a family member participating in the programs for use in the city of Pico Rivera publicity and publications and will not seek compensation for such. Photos/Video/Audio will be for the purpose of promoting various programs and services to the community.

## **2016 - 2017 Community Garden Policy Handbook Receipt & Acknowledgement Form**

Dear Gardener,

This Community Garden Handbook is a quick reference for many ongoing issues relating to your Plot Contract with the City of Pico Rivera.

Each Gardener is responsible for their plot. To achieve this goal, gardeners must adhere to established policies, rules, and follow instructions of the Recreation Coordinator and Department Director. Any violation of policies will be considered for removal and immediate termination of Plot Contract.

In order to remain current and eliminate any conflicts and issues, this Handbook treats most topics briefly and provides information on policies and procedures of the Community Garden of the City of Pico Rivera.

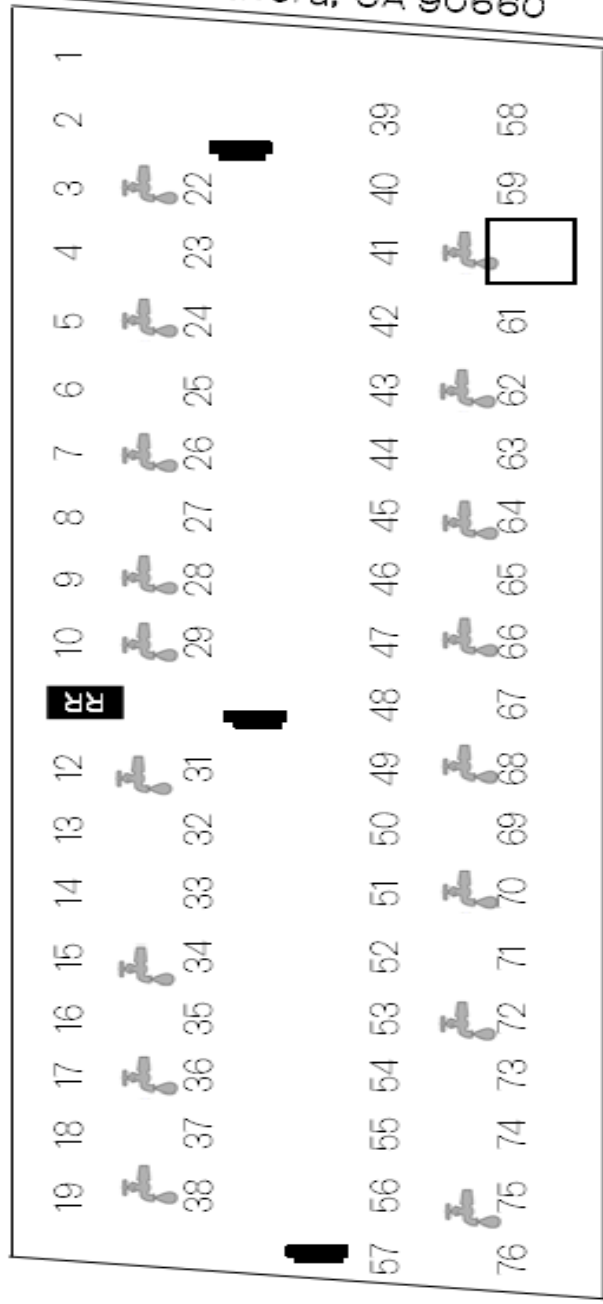
It is important for you to be familiar with the information in this Handbook. Please review it carefully. If you need additional assistance in having a clear understanding of your expectations as a Gardener, the Recreation Coordinator will be there to assist you. It is also expected from you that you clearly understand the responsibilities of a Pico Rivera Community Gardens Gardener.

Please sign below to indicate that you have read this Handbook and give the signed page to the Recreation Coordinator. This page will be kept with your Plot contract.

We hope you will enjoy the Community Gardens of the City of Pico Rivera.



## Community Garden Plot Layout



LEGEND: Water Faucet Locations Trash Dumpsters Portable Restroom Resting Area

**2016 - 2017 Community Garden Policy Handbook Receipt & Acknowledgement Form**

Dear Gardener,

This Community Garden Handbook is a quick reference for many ongoing issues relating to your Plot Contract with the City of Pico Rivera.

Each Gardener is responsible for their plot. To achieve this goal, gardeners must adhere to established policies, rules, and follow instructions of the Recreation Coordinator and Department Director. Any violation of policies will be considered for removal and immediate termination of Plot Contract.

In order to remain current and eliminate any conflicts and issues, this Handbook treats most topics briefly and provides information on policies and procedures of the Community Garden of the City of Pico Rivera.

It is important for you to be familiar with the information in this Handbook. Please review it carefully. If you need additional assistance in having a clear understanding of your expectations as a Gardener, the Recreation Coordinator will be there to assist you. It is also expected from you that you clearly understand the responsibilities of a Pico Rivera Community Gardens Gardener.

Please sign below to indicate that you have read this Handbook and give the signed page to the Recreation Coordinator. This page will be kept with your Plot contract.

We hope you will enjoy the Community Gardens of the City of Pico Rivera.

Print Name: \_\_\_\_\_ Plot #: \_\_\_\_\_

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