

## ISU Community Garden Policies

Gardeners MUST fill out the 2018 application form, attend a garden policy review session, and sign this form and attached liability form before they can do any work in the Indiana State Community Garden. All gardeners must do this same process at the beginning at each garden season.

Below is an abbreviated list of Indiana State's Community Garden Policies:

- The ISU Community Garden is an organic garden. Non-organic pesticides, herbicides and fertilizers are not allowed.
- Gardeners are required to keep their plot(s) planted, harvested, weeded and well maintained. All paths surrounding the plot(s) must be chipped and weeded thru the garden season. See the garden calendar.
- Gardeners must notify the Garden Manager if they unable to maintain the plot(s) or paths. Use the color flag system as needed.
- Gardeners must donate at least 10% of the harvesting produce. Gardeners are required to record their donations. See the donations section for more details.
- Gardeners must volunteer 3 hours per month to the community garden. Gardeners can choose which volunteer job they would like. See the garden service policy section for more details
- Gardeners are prohibited from planting perennial plants in their personal plots, annual plants only. See annual, perennial, and bi-annual policy for more details.
- All tools must be completely cleaned before they are returned to the shed. No garden tools may be taken off the Indiana State Community Garden property. Only small Mantis type cultivators are allowed to be used in the garden. See tiller policy for more details.
- Removing anything from another garden plot(s) without permission is stealing and will result in the permanent loss of gardener's plot(s).
- Report any issues to the Garden Manager or Coordinator. ISU police phone number is located on your ID. See Resources for contact information. For emergency health or security issues, call 911 or ISU police at 812 237 5555.
- Gardeners must wear their garden ID badge at all times when gardening. Ggardeners without their badge can be asked to leave.

### Termination Policy

#### **Warning 1\***

When a Gardener is not in compliance with any of the policies, they will be sent an email notifying them of the Non-Compliance issue and will be given one week to correct the issue.

#### **Warning 2\***

If the issue has not been corrected by the end of that week, a phone call will be made to speak to the gardener. The gardener will then be given five (5) days to correct the issue.

#### **Termination**

If the gardener has not complied with the two notices then they are in non-compliance of the garden policies stated and will be terminated from the garden and relinquish the plot(s). The plot(s) will go back to the ISU Community Garden for reassignment. Anything in the garden plot that has not been removed by that time will be subject to disposition. If a gardener commits a serious violation then they are subject to immediate termination. Serious violations include, but are not limited to and are up to the discretion of the Sustainability Coordinator and Garden Manager, the use of pesticides, tilling, and theft.

\* If there are extenuating circumstances that will not allow you to tend for you plot for a long period of time, please notify the garden manager, sustainability coordinator, or student garden worker. We would be happy to temporarily maintain your plot or assign it to another gardener temporarily.

### Garden Checks Dates

June 15	<b>First Garden Check:</b> Fully planted, weeds controlled, early harvesting and paths chipped. It should be at least 75% clear of weeds; soil prepped and covered; planted; and paths maintained with chips and weeded Notify the Garden Manager if unable to maintain the plot(s).
Aug 1	<b>Second Garden Check:</b> Plot(s) should in full production and harvested weekly. Weeds should be totally under control. The paths surrounding your plot(s) should be completely chipped and weeds maintained. Notify the Garden Manager if unable to maintain the plot(s).
Sept 20	<b>Third Garden Check:</b> The plots(s) should be in full production, weeded, and all path maintenance completed. All Produce harvested on a weekly basis. Notify the Garden Manager if unable to maintain the plot(s).
Oct. 31	<b>Closing Day:</b> All summer plantings should be removed. Plots should be cleared of weeds and mulched or cover-cropped. Final path maintenance should include weeding and final chipping.

### Tiller Usage and Soil Health Policy

Tilling is strictly prohibited in Indiana States Community Garden. The garden soil becomes layered over time into a pattern that plants need and rely on for optimal health. Every tilling event destroys this layering, as well as the earthworms and other life forms that inhabit the soil layers. Adding a compost layer on top of the soil accomplishes many of the same goals as tilling. It prevents weeds, softens the soil, and adds nutrients.

Small Mantis sized cultivators are allowed to be used in the garden. There are several of these located in the garden shed. Soil must be watered before cultivating to avoid the production of dust. If a gardener is found to have tilled their plot of cultivated incorrectly, that gardener is subject to immediate termination.

### Garden Service Policy

The ISU Community Garden is able to operate at no cost to its gardeners because we rely heavily on volunteer work. It is required that each gardener record a minimum of 3 hours of volunteer work in the garden a month.

In order to make this easier to track and easier for gardeners to volunteer, we ask that you sign up for one position for the season. These positions will be managed by the student garden workers. If you sign up for one position, you will be guaranteed 3 hours of volunteer time a month and it will be recorded by the student garden worker.

Below are the approved garden volunteer positions, if you have another idea, please let us know:

- Shed shift duty (20)
- Common pathway weeding (30)
- Adopt a communal bed / area to maintain (water and weed)(15):
  - Blackberry bed
  - Raspberry Bed
  - Strawberry bed

- Communal flower or herb beds (10) (see map for the one closest to your plot)
  - Blueberry bed
  - Asparagus bed
  - Gooseberry and Josaberry bed
  - Rhubarb bed
- Pick up trash around the compost and other public areas (4)
  - Help harvest blue-flagged plots for donation (5)

### Donations Policy

All gardeners are required to donate 10% of their produce. Donations can be left in the bins on the back porch Monday-Friday, these bins will be picked up daily by Infinity House. Gardeners must weigh and record their donations with the scale and donation log which will be located near the donation bins.

If you would like to donate to another charity or individual that is perfectly fine. Gardeners who choose to do this must report to the garden staff where they will be donating. These gardeners are still required to weigh and record their donations.

### Color Flag System Policy

Keeping plots clear of weeds, picking of ripened veggies, removal of rotting produce, healthy plants and good stewardship of path maintenance are all good gardening practice because it helps manage pests (insects, rodents, and other scavengers), plant diseases, excessive weeds and the occasional human thief. Moreover, a commitment to a sustainable world makes it hard to watch good, organic produce go to waste when it could be feeding the hungry in our community. The Color Flag policy helps achieve these goals. Please help make this system work for all.

The gardener is responsible for placing flags in the plot(s). An email should be sent to the Garden Manager or Garden Coordinator so they know and understand the type of assistance that is needed. Below is a guide related to the assistance of the flags to the various colors, and their meanings:

- **BLUE** flag – for assistance with picking ripe produce to be delivered to a donation site by the Garden Coordinator and/or a volunteer.
- **WHITE** flag - for assistance with watering due to gardeners absence of more the 5 days.
- **RED** flag – for assistance needed for maintaining the weeds or path maintenance by the Garden Coordinator and/or a volunteer.

Do not place a flag if no assistance is needed with picking produce, watering, weeding, or path maintenance work.

### Annual, Perennial, Biennial Herbs Policy

The ISU garden operates under a “no-perennial” policy. This means that only annual herbs may be planted in the ground in the plot(s). If gardeners choose to grow herbs, they may keep any and all herbs in above-the-ground pots within their plots.

The garden maintains specially designated permanent “communal beds” that are available for gardeners to harvest perennials herbs from. Please contact the Garden Manager or Coordinator for more details. Read the information below for more details and information on container growing of herbs.

## Container growing Policy

Herbs are extremely useful and attractive when used in containers. A single herb can be grown in a container as a specimen plant or several herbs can be planted together to give the gardener a functional culinary herb garden. These herbs are often grown in containers during the summer months and moved indoors before cold weather where they are overwintered in a sunny location of the home. Then next season they are moved back outdoors.

With container grown herbs, use a suitable sized container with ample drainage holes. Fill the container with a prepared potting mix. After planting, place the container in a sunny location. Regular, timely watering to keep the soil moist as well as a regular fertilization program will result in container herb gardens that produce all summer and maintain good appearance. A general purpose liquid fertilizer mixed properly (as per label direction) and applied every two weeks is sufficient to maintain quality plants.

Herbs can be classified as being annual, perennial or biennial depending on whether they need to grow from seed each year or come back from overwintering crowns, roots, or bulbs. There are many herbs classified as tender perennials that are sold in parts of the country that do not allow them to overwinter successfully outdoors.

- **Annual** (started from seed, died in the winter) Annual herbs such as Basil, Dill, Nasturtiums, Scented Geraniums
- **Biennial** (grows 1st year & flowers 2nd year for seeds) Biennial herbs such as Parsley, Caraway, Garlic, Onions
- **Perennial** (roots overwinter and can be invasive in a small vegetable garden) Perennial herbs such as all Mints, all Sages, Catnip, Chicory, Chives, Comfrey, Garlic Chives, Echinacea, Fennel, Feverfew, Ginger, Horseradish, Hyssop, Lavender, Lemon Balm, Lovage, Marjoram, Oregano, Roman Chamomile, , Sorrel, Tarragon, Thyme , Winter Savory
- **Tender** (can be grown outside, but need to be indoors in the winter) Tender herbs such as Lemon Grass, Rosemary, Bay

## Fall Gardening Policy

Fall gardening is allowed, keep in mind that the water will be turned and access to shed will be limited.