



## **Community Garden Guidelines & Information**

The Williams Bay Recreation Department is dedicated to operating a successful garden plot program that meets the needs of community members and provides them with access to fresh, seasonal produce. In order to operate such a program, gardening guidelines have been established. Please review the information on the following pages carefully as policies will be enforced in an effort to protect gardeners, the community, and the Recreation Department.

If you have questions or concerns about any of the policies, please contact our office at 262-686-8001 or [rec@vi.williamsbay.wi.gov](mailto:rec@vi.williamsbay.wi.gov). Once you've reviewed all the attached information, please fill out and sign the Garden Plot Agreement form.

### **Rental Information:**

- Approved renters must submit their application with payment by February 28th; otherwise, their plot becomes available.
- New resident renters will be accepted starting March 1st, with non-resident renters accepted on March 7th.
- The growing season will start on April 15th every year, with the season ending 14 days after the first hard frost, or November 30th, whichever comes first.
- Renters will have 14 days after the season ends to remove all their supplies from the season. Failure to do so will result in forfeiture of following year rental permissions.

**Visiting Your Plot:** Lions Field Park is open daily from dawn to dusk. Gardeners may work in their plots any time the parks are open. Vehicles must be parked in designated parking areas at Lions Field House Parking lot or in the parking spaces on Stark Street. Vehicles are not allowed inside plot areas, on grass walkways or off roads in any other parts of the parks. Dogs are not allowed in the community garden area.

**Water:** Accessible water is available via a hydrant located within the garden area. Gardeners are asked to report anyone who misuses water to our office at 262-686-8001 or [rec@vi.williamsbay.wi.gov](mailto:rec@vi.williamsbay.wi.gov).

**Tilling:** If you would like to till your plot, prior approval is required. Any tilling must be arranged and approved by the Recreation Department and will be at the expense of the renter.

**Stakes:** In addition to the large, numbered markers, the Recreation Department installs small corner stakes each season. These stakes and the larger markers that designate plot boundaries are not to be removed at any time.

**Maintain Plots:** All gardeners are responsible for maintaining their plots up to the boundaries following the growing season. Plots should be maintained at least once a week and not be home to excessive debris or garden waste. If you will have a period of time where you will not be able to make it to your plot, please arrange with a friend or fellow garden member to keep an eye on your plot and water/weed if necessary. If you cannot maintain your plot and wish to formally abandon it, please notify our office at 262-686-8001 or [rec@vi.williamsbay.wi.gov](mailto:rec@vi.williamsbay.wi.gov). Renters that do not maintain their plots will not be permitted to rent the following year.

**Maintenance:** I agree to upkeep my garden plot and ensure all pathways are clear of overgrown vegetation, debris, and trash.



**Clearing Debris:** I agree to clear all debris from my garden plot 14 days after the first hard frost, or November 30th, whichever comes first. I agree to restore the plot to its original condition before returning it to the Recreation Department.

**Standing Structures:** I understand that any standing structures erected within my garden plot must be removed at the end of the growing season.

**Planting:** I agree that all plantings must consist of organic vegetation and be legally permissible in the State of Wisconsin.

**Pesticide Use:** I agree not to use any pesticides or chemical treatments on my garden plot. All pest management practices must be in accordance with organic gardening principles and approved by the Recreation Department.

**Responsibility:** I acknowledge that the Williams Bay Recreation Department holds no responsibility for the harvesting, quality, or lack thereof of any vegetation due to soil or environmental conditions.

**Theft and Vandalism:** I acknowledge that the Recreation Department bears no responsibility for any theft or vandalism to my garden or its vegetation.

**Plot Entry:** I agree to only enter other plots with permission from the assigned plot holder.

**Supervision:** I agree to supervise children when they are present in the garden area.

**Rules and Regulations:** I agree to abide by all rules, regulations, and ordinances established by the Recreation Department governing the use of Village property. This includes refraining from the consumption of alcohol on Village premises. No glass containers are allowed within the garden area and fires are strictly prohibited in the garden plot areas.

**Compliance:** I agree to comply with all guidelines outlined in this agreement to maintain the use of my designated garden plot.

**Termination of Rental:** I understand that my garden plot usage may be revoked at any time for misrepresentation in the application or violation of the terms outlined in this agreement, Village ordinances, or Wisconsin state laws. I understand and acknowledge that the Williams Bay Recreation Department reserves the right to terminate my rental at any point, should I fail to comply with the terms of this agreement or engage in behavior deemed detrimental to the community garden program or its participants.

By renting a Village of Williams Bay Recreation Department Community Garden Plot I confirm and agree to abide by the terms and conditions listed above.

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