



# I. T. AND LODEMIA TERRELL COMMUNITY GARDEN GUIDELINES AND POLICY AGREEMENT PLANTING SEASON

## Introduction

Welcome and thank you for your interest in community gardening! The following guidelines will allow all gardeners to cooperate and maximize their enjoyment and success in this garden. By your consent, you have access to the growing trend of urban agriculture and are participating in a shared responsibility.

The **I. T. and Lodemia Terrell Community Garden** is administered under the jurisdiction of the City of Austell Public Works Department and is located at **2836 Windy Lane, Austell, GA 30106**. Therefore, please be aware that the operation of this garden is regulated by the municipal codes and the rules and responsibilities stated below.

## Rules, Terms, and Conditions for Participation

- 1. The use of a garden plot will be established each year by November 1 for the following January through December.**
- At the start of each year, a list of the approved types of pesticides, herbicides, and fertilizers will be distributed and must be followed.
- Each gardener is allowed **only two plots**. Additional plots may be used if they are not being used by other gardeners. Please refer to the Garden Manager for details.
- Plots cannot be "***given away***" or "***sublet***." If you no longer wish to participate, you must notify the Garden Manager immediately.
- Any plots not used in two (2) weeks of the date of their application will be forfeited and offered to individuals on the waiting list.
- Plots will be timely planted and maintained during the normal growing seasons for Georgia. During the growing season, the plot cannot be left untended for more than two weeks, more than one time per year.
- Plants will be kept within the limits of your plot. Tall plants (over six feet) are discouraged as they may shade someone else's plot.
- Your plot and surrounding area will be kept free of weeds, pests, and diseases.
- Gardeners are responsible for their own pesticides, herbicides, fertilizers, and any other items needed to produce healthy plants, fruits, and vegetables.
- Trash will be separated into three groups: 1) dead plants, leaves, and other green waste plant parts, 2) rocks, stones, and other inorganic natural matter, and 3) paper, plastic, cardboard, wood, metal, etc. Trash will be disposed of only in the areas designated specifically for each.
- No household trash, garbage, or recyclable materials are to be left in the garden.

- 12. No invasive plants or illegal plants are allowed in the garden (see list handed out at the beginning of each growing season).
- 13. No smoking, drinking alcoholic beverages, or illegal drug use is allowed while in the garden or on any City owned property.
- 14. Pets and other animals are never allowed in the garden except for certified service animals.
- 15. Guests and visitors, including children, may enter the garden only if you accompany them. They must follow all rules, terms, and conditions stated here.
- 16. I will not make duplicate keys of any locks at the garden or give my key or lock combination to any other person.
- 17. I will not take food or plants from other gardeners' plots. I will not take anything from the garden that is not rightfully mine.
- 18. I will not enter other gardeners' plots without their expressed permission. I will not allow my guests or children to enter other gardeners' plots.
- 19. I will respect other gardeners, and I will not use abusive or profane language. Violent behavior of any sort will not be permitted.

**Breaking any rules, terms, and conditions is cause of exclusion from the Community Garden and loss of your plot.**

- You will receive one verbal warning from the Garden Manager.
- If no response or correction has been made, you will receive written notice two weeks later.
- **If, in another two weeks, no response or correction has been made, you will receive written final notification that you have forfeited your gardening privileges and plot. Appeals of decisions are made to the Austell City Council.**
- You will not be allowed to reapply for another plot for one year, and then only with the written permission of the City of Austell Public Works Department.

**Commitment**

**I have read and understand the application and accept these rules, terms, and conditions stated above for the participation in the I. T. and Lodemia Terrell Community Gardens.**

**I understand that the I. T. and Lodemia Terrell Community Garden group and the City of Austell Public Works Department are not responsible for my actions while within the Garden.**

**I understand that signing the application I agree with all the duties and responsibilities contained in this document.**

**I AGREE TO HOLD HARMLESS THE I. T. AND LODEMIA TERRELL COMMUNITY GARDEN GROUP AND THE CITY OF AUSTELL PUBLIC WORKS DEPARTMENT FOR ANY LIABILITY, DAMAGE, LOSS, OR CLAIM THAT OCCURS IN CONNECTION WITH THE USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.**

For questions call 770-944-4325, option 4.

**Austell Public Works**

**Attention: Kiona Warren - Community Garden Manager**

**5000 Austell-Powder Springs Road, Suite 133**

**Austell, Georgia 30106**

**Email: [kwarren@austellga.gov](mailto:kwarren@austellga.gov) Phone: 770-944-4325, option 4**

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Georgia \_\_\_\_\_  
City Zip

Primary Phone Number: \_\_\_\_\_

Secondary Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Plot sizes are 4' x 8' and are first come first served. If all plots are filled in at the time your application is received, your name will be placed on our waiting list.

Number of Plots: \_\_\_1\_\_\_2

Signed: \_\_\_\_\_  
Gardener

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

**FOR OFFICE USE ONLY**

Date Received: \_\_\_\_\_ Received By: \_\_\_\_\_

Plot Number (s) \_\_\_\_\_

Approved By: \_\_\_\_\_  
Public Works Administration

OFFICE USE ONLY			
COMMUNICATION WITH GARDENER: DATE, OCCURRENCE BRIEF DESCRIPTION			
DATE	TIME	METHOD	OCCURRENCE DESCRIPTION