

Brisbane Community Garden Steward Application

Name (Printed) _____

Address _____ City _____

Zip Code _____ Phone _____

Email Address _____

Plot Number _____

The Community Garden Steward is a volunteer position and a two-year or four-year appointment by the City Council. Steward duties include working with other community gardeners to ensure compliance with the Community Garden's Policies and Expectations (see page 2 and 3 for list).

What qualifications do you have to be a Community Garden Steward?

Why do you want to apply to be a Community Garden Steward?

What is your availability to volunteer as a Community Garden Steward?

Signature _____ Date _____

Submit your application to cityclerk@brisbaneca.org or mail to Ingrid Padilla, City Clerk at 50 Park Place, Brisbane, CA 94005. Applications must be received by January 14, 2022 at 5 p.m.

Brisbane Community Garden Policies and Expectations

November 1999, Rev. December 2010, Rev. December 2015, December 2021

The Brisbane Community Garden is a non-profit group of gardeners engaged in the growing of plants for their private use. The gardeners are assigned a specific plot, and agree to maintain the plot and surrounding grounds in a condition acceptable to the City of Brisbane (the landowner and sponsor). To assist in maintaining compliance with the city's expectations, the City Council appoints one or more "Garden Stewards" as the first point of contact between gardeners and the city.

As sponsor, the City of Brisbane provides all water, storage for tools, bark chips for walking paths, and regular trash collection and green waste recycling of plant materials that are not readily composted (tree limbs, large stalks, and invasive plants.).

Fees

- Each plot rents for \$40 a year. A one-time refundable key deposit of \$5 is also charged.
- No portion of the \$40 fee is refundable in the event a gardener chooses to give up their plot partially through the year.
- Plots are nontransferable.

Safety & Security

- All gardeners shall sign a waiver of liability before being assigned a plot.
- Use of weed killer is prohibited. The exploration and use of non-chemical fertilizers and pest control are encouraged. Pesticides that are toxic to pets are prohibited.
- Children shall be supervised.
- Any tools left in the garden shed are considered "communal" and may be used, but not removed, by any/all gardeners. The one exception is tools used during community beautification projects, which would require notification to the gardeners group. Tools taken from the shed shall be returned clean, and stored safely and securely.
- The gate and shed shall be kept closed and locked when the garden is unattended.

Courtesy

- The permissible hours of use are sunrise to sunset.
- No music/radios is permitted except through headphones.
- All gardeners should respect the garden's neighbors, as well as their fellow gardeners and their property.
- Water shall be shut off completely when done watering. Only hoses with an automatic, self-closing nozzle shall be permitted for use.
- Planters may only be placed on the horizontal pathway adjacent to your plot and shall not restrict movement in the pathways.
- Walkways shall remain navigable. No plantings that restrict movement in pathways are permitted.

- Highly invasive plants such as Blackberries and Bamboo are not permitted. Aggressive or potentially invasive plants such as raspberries must be strictly controlled within a gardener's plot, preferably in containers. Mint is permitted only in containers. Trees or large perennials are considered invasive.
- No dogs are permitted in the Garden

Expectations

- Individual plots and surrounding pathways shall be maintained in a condition acceptable to the city. If necessary, the Garden Steward has authority to take actions as needed to correct unacceptable conditions (excessive weed growth, insect infestation, blight, etc.) throughout the garden and in individual plots. The space between perimeter plots and the fence line is considered pathway, and shall be kept free of all obstructions.
- Maintenance is required year round. Year round growing is possible in our microclimate. If not actively planted, the use of cover crops during winter months is encouraged.
- Should a plot appear abandoned or neglected for more than 30 days, or a renter is in non-compliance with any of the other policies and expectations, the renter will be contacted and a specific deadline for compliance will be given. Failure to bring a plot and adjoining walkway into compliance may result in the city's unilateral revocation of the annual agreement. Repeated instances requiring notice of non-compliance (3 or more within any one-year period) may also result in the revocation of the agreement.
- Temporary care of your garden for vacation or illness is available. Please contact the Garden Steward and she/he will be happy to assist you.
- All gardeners are encouraged to donate time and labor on a regular basis to special and recurring garden projects.
- Specific committees to accomplish tasks may be established when determined to be necessary by the Garden Steward(s). Joining a committee is encouraged and will help to make the work easier and less time consuming.
- The garden as a whole should appear productive and attractive all year round.

Membership

- First-come, first-served basis, with priority given to Brisbane residents.
- Overflow applications will be put on a waiting list. As plots become vacant, they will first be made available to participating gardeners who want to move. The waiting list applicants will be admitted on a priority basis determined by the original date of their application.

Organization

- Meetings of the Gardeners will be held no less frequently than 4 times a year. Attendance of these meetings is open to all.
- A Notice Board is located on the outside of the shed for Garden Communications. Please check this on a regular basis.
- Contact the current Garden Steward, whose contact information is posted on the Notice Board, with questions or concerns regarding the garden.