Depot Square Community Garden SOP

Purpose:

The development of the Depot Square Community Garden was created to provide a unique opportunity to citizens of all ages of the Arlington Community to grow healthy food options.

Procedures:

The Town of Arlington will provide the following to garden users:

• Maintain all water lines and hook ups throughout the garden.

• Waste cans for garden users that are dumped on a weekly basis.

• One ton of soil, one ton of dirt and one ton of compost per year will be placed at the garden for members to use. Compost will be “turned/worked” on a weekly basis.

• Maintain all common ground spaces year-round. This will include weed removal from the rock surface area, fence repair and adding limestone rock where needed to maintain a level surface area as needed.

• Repair or replace wood planter boxes, as determined by Park Maintenance staff

• The town is NOT responsible for lost or vandalized crops.

• At the end of each planting season or expiration of their box rental, gardeners will be asked to properly clean out their box which includes but not limited to removing all crops, weeds, etc. in preparation for the next person or season. Failure to comply may result in future inability to rent a box in the community garden.

If a concern is received by the Parks and Recreation Department, Park Maintenance staff will have 5 business days to assess the concern and make any corrections needed. Once the Park Maintenance staff has assessed the concern and addressed it, if needed, the garden user will be notified of the actions taken via email.

Parks Maintenance staff will perform weekly inspections to monitor all 83 garden boxes. During inspections, staff will make note of any repairs needed in the garden, as well as, make note of boxes that are not maintained and violating the Gardening Agreement. Any garden box found to be in violation of the Gardening Agreement will be subject to the following steps:
1. An email or phone call from Park staff detailing the violation and what needs to be done to correct the violation.

2. An official letter from the Parks and Recreation Department will be issued to the garden user detailing the violation and the corrective action needed to comply with the Gardening Agreement. The garden user will have seven (7) days to comply with the official letter.

3. If corrective action has not been taken by the garden user within seven (7) days of receiving the official letter of violation, the garden user will forfeit their planter box, along with their rental fee and Park Maintenance staff will remove all items from the planter box.