

Stanford BeWell Community Garden Policies & Procedures

These guidelines have been developed to ensure that everyone who gardens at the Stanford BeWell Community Gardens enjoys a safe, positive, and rewarding experience. The BeWell Community Garden Manager manages the BeWell Community gardens. Please direct all questions to: bewellgardens@stanford.edu

Summary of Guidelines

- Stanford University staff, faculty, post-docs, currently enrolled Stanford students and Stanford Hospital & Clinics faculty and employees are eligible to obtain a garden plot. Spots are available on a first-come, first-served basis.
- Gardeners must sign an annual contract and agree to follow the BeWell Community Garden policies and procedures.
- Garden plots are assigned each year as necessary at the start of the calendar year.
- Dues must be paid on time. Dues are:
 - Individual plots (per plot): \$65/year for staff, faculty, and \$55/year for students and post-docs.
 - Communal plots: \$35/year for staff, faculty, and \$25/year for students and post-docs.
- Gardeners must maintain their gardens in good working order year-round. In the off-season they must have cover crop if they are not actively growing plants.
- **Gardeners must maintain the pathways around their plot and keep them and their plots free of bermuda grass. Failure to do this can result in loss of the plot, as bermuda grass spreads quickly.**
- Gardeners are only allowed space at one garden plot, unless previously arranged with the garden manager. Gardeners may not increase the designated plot size.
- Gardeners must comply with all garden rules.
- **Assigned plots are not transferable.**
- Garden plots can be kept from year-to-year, but only if gardeners pay their dues and abide by the rules. If garden plots are neglected, they will not be renewed in the new calendar year.

- No inorganic sources of fertilizer may be used. Pest control should always be 'beyond organic'.
- Only fruits, vegetables, flowers, and shrubs that can be legally grown in California can be grown in the plots. Trees, mint, and pernicious berries cannot be planted. Marijuana is not allowed to be grown under any circumstances.
- All plant waste (except pernicious weeds) must be composted. If you use the community compost, please limit the amount to a wheelbarrow and help ensure future supplies by contributing your own organic material to the process. All gardeners must help take care of the compost.
- Tools in the sheds are for the use of all plotholders and must be returned and cleaned after use. The tool shed must be locked after each use.
- If there is a major break in the garden's irrigation line, turn off the water at the control box and notify Stanford University Facilities Irrigation Staff at 650-444-6316 or 650-444-6528.
- If a plot has a leak and someone that is not the plotholder turns it off, it is required to notify the garden email list.
- Above ground structures must be of a reasonable height and approved by the BeWell Garden Manager.
- Fires are prohibited. Smoking is prohibited.
- Dogs are allowed, but must be on a leash. Please pick up and remove dog waste.
- Employees and students who have a plot at any of the other community gardens on Stanford land, e.g., Escondido Village, SLAC, the Row Houses, etc., are not eligible for a plot.
- Plot holders must sign up for the BeWell Community Gardens email list (for active plot holders only):
https://mailman.stanford.edu/mailman/listinfo/bewell_community_gardens_admin
- Members may also wish to sign up for the public BeWell Community Gardens email list:
https://mailman.stanford.edu/mailman/listinfo/bewell_community_gardens
- Lane B members have a list for Lane B issues:
https://mailman.stanford.edu/mailman/listinfo/bewell_community_gardens_laneb

- Garden members and others interested in activities at the community garden or signing up for a garden plot should visit the BeWell Community Garden website: <http://community-gardens.stanford.edu/>
- The policies and procedures are subject to change without prior notice, if necessary, to keep these policies in compliance with county, state and federal laws and/or with policies and procedures of Stanford University.

Questions? Contact Bewell Garden Manager at bewellgardens@stanford.edu

BeWell Community Gardens

The BeWell Community Gardens are intended to be a community space that is educational, sustainable, and open to all. As part of the BeWell community, the gardens are intended to fit with the BeWell mission of facilitating a culture of wellness at Stanford.

Garden Plot Eligibility

Regular Stanford University staff, faculty, post-docs, currently enrolled Stanford students and Stanford Hospital & Clinics faculty and employees are eligible to obtain a garden plot. Spots are available on a first-come, first-served basis.

To apply for a plot, please submit an application on the BeWell Community Garden website: <https://rde.stanford.edu/dining/bewell-community-gardens>

Assigned plots are not transferable, but multiple people can garden together on one plot.

Gardeners must sign an annual contract and agree to follow the BeWell Community Garden policies and procedures.

A member whose employment ends with Stanford University or the Hospital & Clinics may not keep his/her plot. Employees and students who have a plot at any of the other community gardens on Stanford land, e.g., Escondido Village, SLAC, the Row Houses, etc., are not eligible for a plot.

Gardeners are expected to conduct themselves in a safe, respectful, and courteous manner toward other gardeners and visitors. Anyone who persists in conducting himself/herself in an unsafe, disrespectful, and/or discourteous manner toward other gardeners will be asked to leave.

General Garden Rules

Inactive Plots: A major goal of the community gardens is to have every plot filled with active and productive gardens. If it appears a plot has become neglected, abandoned or underutilized, the Garden Manager will communicate with the plot holder to understand whether the plot holder has intentions of continuing to use the plot. If the plot holder does not respond within two weeks and/or does not demonstrate intentions to use his/her plot within one month, the plot will be forfeited to the first eligible person on the garden waiting list.

Plot Maintenance: **Gardeners are expected to keep their plots in good order (orderly and bermuda grass-free) at all times and are responsible for maintaining the pathways on all sides of his/her plot.** Paths must be easily navigable by people, wheelbarrows, pull carts, etc. and must be free from bermuda grass. Plants that overgrow and block the pathways are to be trimmed back so as not to extend beyond the perimeter of a plot. If a gardener doesn't plant a winter garden, they must grow a cover crop and keep weeds at bay throughout the winter season.

If your garden box breaks or needs to be repaired, contact the Garden Manager.

Membership Dues

Dues of \$65 per year are due in January or within 14 days of receiving one's plot assignment (prorated in the first year of obtaining plot).

Stanford student and post-doc dues are \$55 per year in January or within 14 days of receiving one's plot assignment (prorated in the first year of obtaining a plot).

Gardeners who are part of communal plots must pay dues of \$35 per year for staff and faculty and \$25 per year for students and post-docs.

Dues will be used to pay for running the garden, including to purchase garden supplies, to repair tools and equipment, to pay for educational events, and for a part-time student garden coordinator.

Community Service Hours

Gardeners are **required to put in 1 hour of community service** per quarter (winter, spring, summer, and fall) for **a total of 4 hours a year** on community projects to upkeep and enhance the garden grounds. Service can be completed at designated workdays or any other time as long as a before and after picture and a description of the work is sent to the Garden Manager. At least 2 community hours must be completed by June 31, 2020, and a total of 4 hours must be completed by December 31, 2020. If this does not work for your schedule (if you are away for extended periods of time this year or other reasons), please reach out to

bewellgardens@stanford.edu to find out about other options (such as a possible financial contribution in lieu of hours).

These community service hours are intended for areas outside of the plot, such as maintaining common areas/pathways surrounding the plot, or any garden project that one may feel passionate about. Please see the list below for more ideas. Gardeners are responsible for signing in and recording their service hours at work parties.

Community service hour activity ideas:

- Bermuda grass removal of path around gardener's plot is suggested
- Bermuda grass removal of other paths
- Rehabilitation of empty/neglected plots
- Picking up trash
- Getting the compost heap up and running
- Gardener's choice

Organizational Structure

As determined by the Provost, the BeWell Community Gardens are managed by Residential and Dining Enterprises' Garden Manager. The Garden Manager will manage all aspects of the garden, including assigning plots, collecting dues, and ensuring members are complying with garden policies.

Members who want to volunteer on a committee are welcome to do so. Please contact the Garden Manager for more information on active committees.

Other than the Garden Manager, who may enter into such agreements on behalf of the University, no individual member or group of members may represent the BeWell Community Gardens in any transaction, financial or otherwise, e.g., proposals for the development of educational/research programs, creation of community outreach/volunteer programs, submission/withdrawal of fundraising/grant proposals, etc.

Organic Protocols

No inorganic sources of fertilizer may be used. Acceptable and encouraged materials are: compost made onsite (most preferable), composted manures from local farms, and worm castings. Try to avoid products like bat guano and peat moss (for starting plants) that are harvested at an unsustainable rate from foreign lands.

Plastic is discouraged as much as possible. When sheet mulching, cardboard is the most environmentally sensitive option- it is readily available on campus, it breaks down over time and

is quite effective at smothering weeds. Plastics are made from petroleum products and do not easily decompose in the environment. In addition, they do not allow the soil to breathe, and thus choke out all life underneath them, not just the weeds! Using material like old carpet may seem good as it recycles material, but carpet contains many toxins that can be released into the soil as it breaks down. Materials such as landscape cloth do not easily break down in the environment and many are made from synthetic materials.

Pest control should always be 'beyond organic'. There are some organically acceptable materials that are still quite harmful to human health. Please try to avoid using any pesticides at all costs. Trying to create an ecosystem that is balanced is the key. A little bit of chewing damage likely will not kill your crops. Try alternatives to pesticides, like planting repellent plants and trap crops, as well as encouraging natural predator/parasite populations. Absolutely no poisons are allowed.

Safety

Please practice safe and considerate gardening by keeping tools out of pathways, using them safely, and storing them in secure locations. Members are asked to keep any eye out for additional safety hazards and report them to the Garden Manager.

Plant Selection

Only plants that can be legally grown in California can be grown (with the exception of medicinal marijuana, which may not be grown). Vegetables, flowers, fruit, berries, herbs, and small shrub-like plants may all be grown in garden plots. Trees are not allowed, as the gardens have communal fruit trees. Mint and pernicious berries are not allowed. Invasive plants, particularly including those that spread roots or rhizomes should be trimmed and maintained to avoid spreading or should be planted only in containers.

Communications

Plot holders must sign up for the BeWell Community Gardens email list (for active plot holders only): https://mailman.stanford.edu/mailman/listinfo/bewell_community_gardens_admin

Members may also wish to sign up for the public BeWell Community Gardens email list: https://mailman.stanford.edu/mailman/listinfo/bewell_community_gardens

Lane B members have a list for Lane B issues:

https://mailman.stanford.edu/mailman/listinfo/bewell_community_gardens_laneb

The BeWell Community Garden email lists are to be used for community garden business and communication only.

Garden members and others interested in activities at the community garden or signing up for a garden plot should visit the BeWell Community Garden website: <http://community-gardens.stanford.edu/>

Common Areas

Community Orchard: The orchard is maintained by the membership on behalf of all members of the garden. Individuals may harvest fruit when ripe. We request that people limit their harvest to two pieces of fruit/day from the trees. Fallen fruit may be collected with no limit. Please do not build or place structures that crowd or infringe on trees in the orchard. Pruning and watering is to be done by members after proper instructions or by designated staff.

General Common Areas: Several areas of the gardens with shade trees have been designated common areas for the enjoyment of the community. In these areas, members are asked not to leave behind any personal items. As such, items left in common areas will be presumed to be for community use and/or may be discarded. Please plan to store all necessary gardening tools on your personal plot so that the paths and common sitting areas can be enjoyed by all.

Paths: Plot holders must maintain a 3 foot path on all sides of their plot to allow for wheelbarrow and ADA access. Maintenance of paths (weed control) around plots is the responsibility of individual plot holders.

Other Matters

Since the garden is a community space, theft is almost unavoidable. The best possible way to prevent theft is to make sure the gates are locked. Please label the belongings that you keep at the garden. Please look out for one another.

If you unlock the door to the shed, it is your responsibility to lock it when you leave the garden.

Tools may be found in the shed. Tools, e.g., shovels, forks, wheelbarrows, etc., are available for use by all members. Tools and wheelbarrows should be returned to the shed clean. There are wire brushes hanging inside the tool shed. They should be used to clean the tools before returning them to the tool shed. Tools should be dry before being put in the shed to prevent rust.

Gardeners are free to bring their own tools, hoses, etc., to use in their gardens, however, these should be kept in the individual's garden and not commingled with tools in the sheds.

Each garden plot has access to a water spigot. Gardeners should bring their own hoses, drip water materials, fittings, etc. Generally, hoses are not for communal use unless individually arranged for between individual plot holders.

Battery operated water timers and systems are permitted in individual gardens, but must be checked frequently to ensure proper operation. Any system found leaking or overwatering will be turned off and the owner will be notified. Repairs should be made in an expeditious manner. Gardeners should remove their water timers in the fall and winter so they don't freeze. They can be replaced in the spring after danger of frost/freeze has passed.

If there is a major break in the garden's irrigation line, turn off the water at the control box. Once the water has been shut off, please mark in an obvious manner where the break is located and call the Stanford University Facilities Irrigation Staff at 444-6316 or 444-6528 to report the break and describe its location.

Gophers and ground squirrels, may be prevalent at the garden and are minimally controlled by barriers and traps. Battery powered subterranean deterrent devices may be used. Above ground devices that are loud and audible by neighboring gardeners are not permissible. Toxic poisons are not permitted. Wire cages to enclose plant roots are permitted but must be dug up upon termination of membership, unless otherwise approved to be kept in place by the Garden Manager or the gardener subsequently assigned that plot. The use of netting to deter birds is prohibited as birds, snakes, and lizards are often fatally caught in it.

Above ground structures utilizing wood, wire, etc., are limited to a reasonable height. Concrete footings for fence posts are not permitted. Any gardener wishing to erect a structure on his/her plot must seek approval of the design from the Garden Manager.

All fires are prohibited.

Smoking is prohibited. Smokers should wash their hands before working in the garden to prevent the spread of tobacco mosaic virus, which is detrimental to crops.

There is limited trash & compost service. If you have trash or debris to dispose of, please deposit it in the designated trash container.

Dogs are welcome, but owners are asked to leash their pets and to pick up excrement, remove it from the garden, and dispose of it at home.

Because of the threat of West Nile Virus, gardeners are asked to empty any and all containers of standing water so as to alleviate potential favorable mosquito habitat.

Vehicles

Vehicular access to the gardens is limited to the area in front of the gardens. Members may use the access road to drop off materials and equipment, but are then asked to drive out of the garden and park in a designated parking spot. As a courtesy to others who may have materials and equipment to drop off, we ask that you not block access to the entrance by parking in it.

Questions?

We hope you enjoy your gardening experience at the BeWell Community Gardens. If you have any questions about any of these guidelines, please feel free contact the Garden Manager at bewellgardens@stanford.edu

*Note: These Guidelines will be updated periodically and redistributed electronically as the need arises.
Last updated: April 30, 2019*