



## City of Glenn Heights Community Garden Policies and Procedures

### APPLICATION PROCESS:

Plots in the Glenn Heights Community Garden ("GHCG"), located at 1932 South Hampton Road, Glenn Heights, Texas, are assigned each growing season on a first come, first served basis.

Applicants must be adult residents of the City of Glenn Heights, Texas. Glenn Heights residents residing at the same address (in the same home) will not be eligible for more than one garden plot for all members of the household residing at that address.

An application must be received by the City for the initial garden plot assignments. Thereafter, for each growing season, applications must be received by the City by June 30 for the fall growing season of that year, and no later than December 31 for the spring growing season of the following year.

An application is comprised of (1) the Application Form and (2) the Applicant Agreement, both of which must be signed by the applicant and submitted to the City as set forth herein.

The Application Form and the Applicant Agreement are both available online on the city's website [www.glennheightstx.gov](http://www.glennheightstx.gov) and in the Office of the City Secretary at 1938 South Hampton Road Glenn Heights, TX 75154.

Submit completed, signed Application Form and Applicant Agreement along with proof of current City of Glenn Heights residence to the City by submitting all three documents either (1) by delivering them in person to the City Secretary, (2) by emailing them to [Lauren.Lewis@glennheightstx.gov](mailto:Lauren.Lewis@glennheightstx.gov), or (3) by mailing them, addressed as follows: Lauren Lewis, Community Engagement Administrator, 1938 South Hampton Road, Glenn Heights, Texas 75154.



## **POLICIES AND PROCEDURES:**

### **1. CITY ACCESS TO GHCG**

The Community Garden is City-owned property. City officers, employees, and/or agents, may visit the Community Garden at any time for any purpose. Community Applicants are prohibited from taking any action or failure to act which would prevent the City's access to or use of the Community Garden

### **2. CITIZEN ACCESS TO GHCG**

Applicant's may access the Community Garden at any time between dawn and dusk, seven days a week, including holidays. Glenn Heights residents who are not currently gardening an assigned plot may visit the Community Garden if accompanied by a Glenn Heights resident currently gardening a plot in the garden, City staff, or a member of the Community Garden Citizen Advisory Committee ("CAC") or at any time that City staff is present on the site of the Community Garden.

### **3. CITIZEN ADVISORY COMMITTEE**

The City Council shall appoint 9 citizens each year to serve as members of the Glenn Heights Community Garden Citizen Advisory Committee ("CAC"). The purpose of the CAC shall be to advise the City of Glenn Heights City Council and City staff regarding the operation of the Glenn Heights Community Garden Program and to foster and promote gardening education and community gardening as a vital element of the city's sustainability.

### **4. GARDEN/PLOT USE AND MAINTENANCE**

The following crops may be grown on a GHCG plot: vegetables, fruits, flowers, and/or herbs. All crops grown on a GHCG plot may be used for the individual consumption of the plot applicant and his/her family or may be donated free of charge to other individuals or a charitable organization. No crops grown on a



GHCG plot may be sold or used for any commercial purpose.

Each Applicant who is assigned a GHCG plot is, for that growing season, solely responsible for the development, upkeep, watering, and overall maintenance of the assigned garden plot and for providing all labor and materials necessary therefor. may grow vegetables, flowers, and herbs.

Every time an applicant visits the GHCG, the applicant is responsible for the removal of all waste and trash from the garden area including garden waste that will not be composted. Active maintenance is required year-round.

## **5. GARDEN STANDARDS**

A garden plot in the GHCG may be a ground level garden plot or a raised bed planter. No ground level garden plot shall exceed 14' W x 14' L. No raised bed planter shall exceed 23" W x 98" L x 30" H. Walkways between plots must be maintained at a minimum of 4' W x 4' L wide. All materials used in or around garden plot and walkways must be identified and approved by the CAC.

## **6. INDEMNIFICATION AND WAIVER OF CITY LIABILITY**

USE OF THE GLENN HEIGHTS COMMUNITY GARDEN IS AT THE PARTICIPANT'S OWN RISK. EACH PERSON ENTERING ONTO THE PREMISES OF THE GHCG OR OTHERWISE PARTICIPATING IN THE GHCG PROGRAM AGREES TO ASSUME AND DOES HEREBY ASSUME ALL RESPONSIBILITY AND LIABILITY FOR DAMAGES OR INJURIES SUSTAINED BY PERSONS OR PROPERTY, WHETHER REAL OR ASSERTED, WHILE ON THE GHCG PROPERTY OR WHILE PARTICIPATING IN THE GHCG PROGRAM.

All participants in the GHCG Program agree to FULLY DEFEND, INDEMNIFY AND HOLD HARMLESS the City of Glenn Heights, Texas and the elected officials, the officers, employees, representatives, and volunteers of the City of Glenn Heights, Texas, individually or collectively, in both their official and private capacities (collectively referred to herein as the "City of Glenn Heights"), from and against any and all costs, claims, liens, harm, damages, losses, expenses, fees, fines, penalties, proceedings, judgments, actions, demands, causes of action, liability, and suits, of any kind and



nature whatsoever made upon the City of Glenn Heights whether directly or indirectly, (the "Claims"), that arise out of, result from, or relate any act or omission under or in performance of this Agreement by the City or any person.

## **7. PROHIBITED ACTIVITIES**

The following activities are prohibited in or around the GHCG at any time. Participation in any prohibited activity by any Applicant's or guests of the Applicant (including but not limited to visitors, family members, guests, and children) will be grounds for immediate ejection of the Applicant and all guests of the Applicant from the GHCG, revocation of the Applicant's current garden plot assignment, and rejection of the Applicant's future garden plot application. Prohibited activities include:

- Littering or dumping of waste or refuse material
- Consumption of alcohol or illegal drugs or entry while under the influence thereof
- Amplified sound, e.g., automobile speakers, blue-tooth speakers, etc.
- Allowing pets in or around the GHCG (regardless of whether on leash)
- Smoking

## **8. REMOVAL OR DISCONTINUANCE OF PROGRAM**

The City reserves the right to discontinue the program at any time and/or remove any participant(s) from the Program at any time.

## **9. REVIEW PROCESS**

Occasionally, representative members of the CAC will conduct inspections of the GHCG and the individual garden plots, walkways and grounds to ensure adherence to the Community Garden Program policies and procedures.



## **10. SUBLETTING PLOTS**

Subletting, assigning, leasing, or subleasing of garden plots, planters, or any participation therein, whether or not for profit, is strictly prohibited.

## **11. TERMINATION**

By signing the Application Form and Applicant Agreement for the GHCG, the Applicant acknowledge that use of the community garden property is granted on a temporary, limited basis, and that permission to use such property can be revoked by the City at any time.

If an Applicant is assigned a gardening plot but decides to no longer maintain its space, the CAC should be notified immediately. Garden plots that are left untended for ten (10) days will be deemed to have been abandoned and will be turned under and reassigned.

## **12. USE OF CHEMICALS**

Use of any chemicals in or around a GHCG plot, including but not limited to fertilizers, pesticides, herbicides, and fungicides, whether organic or non-organic, must be approved in writing in advance by the CAC.

The CAC will be cautious in allowing the use of chemicals in the GHCG since even organic products can be deadly to pollinators and plants. CAC will approve use of a chemical only when there is a documented problem and no better alternative is available. In that instance, all directions for the use of the approved chemical must be followed carefully.

To request approval for use of a specific chemical, submit a written request by (1) emailing them to [Lauren.Lewis@glennheightstx.gov](mailto:Lauren.Lewis@glennheightstx.gov), or (2) by mailing them, addressed as follows: Lauren Lewis, Community Engagement Administrator, 1938 South Hampton Road, Glenn Heights, Texas 75154. The written request must describe the problem being encountered (mildew, insects, weeds etc.) and identify the specific product proposed to be used as a treatment. Include all label information. Note: OMRI (Organic Materials Review Institute) approved products are more likely to be approved.



## **Glenn Heights Community Garden Applicant Agreement**

I will abide by the Policies and Procedures of the Glenn Heights Community Garden, a copy of which has been provided to me, and I further agree as follows:

1. Each Applicant participating in the Glenn Heights Community Garden ("GHCG") is solely responsible for the maintenance and upkeep of the Applicant's assigned garden plot, including but not limited to providing all necessary materials and labor necessary for watering, weeding, harvesting and all other maintenance.
2. Each Applicant participating in the GHCG must keep their plot free of trash, refuse, weeds, diseased plants, insect infestation and over-ripe fruit or vegetables.
3. Tall crops or structures that shade neighboring plots are not allowed.
4. If any plot is untended for more than ten (10) calendar days, that plot is assumed to be abandoned and is subject to reassignment.
5. Each Applicant who is assigned a GHCG plot will be given a code to the entrance gate to access the garden during the growing season for which the plot is assigned.
6. Children must be accompanied and supervised by an adult Applicant.
7. Pets are not allowed in the community garden at any time.
8. The application of chemicals, including but not limited to herbicides (weed killers), pesticides and fungicides, is prohibited within the GHCG without the prior written approval of the CAC.
9. All personal trash and debris must be removed from the community garden upon each departure from the GHCG.
10. Applicant's may harvest herbs, vegetables, fruits, and flowers from their garden plot only. The harvested crops may be used by the individual Applicant or may be donated by the Applicant without cost to a third-party or charitable organization. No harvested crop shall be sold or used for any commercial purpose.



11. Garden plots will be assigned initially and then prior to the commencement of each growing season thereafter, on a first come, first serve basis.
12. The City charges no fee to residents applying for or gardening a plot in the GHCG.
13. Applications for the gardening season of the GHCG must be received by June 30 of each year for the fall growing season of that year and by December 31 of each year for the spring growing season of the following year. If an applicant is currently gardening and desires, if assigned a plot for the upcoming growing season, to receive the same plot, this should be noted by the applicant on the Application Form. Applicants are responsible for clearing their plot of all plant material not later than a week prior to the next growing season unless keeping the same plot. Failure to timely clear the plot will result in disqualification for consideration of the applicant's application for the following growing season.
14. GHCG Applicant must confine their plants to their garden plot. Invasive plants such as mint, comfrey, horseradish and strawberries must be kept from sending runners into the walkways or other plots. Vining plants such as squash, pumpkins and watermelons must not extend into walkways. The CAC can give advice on growing these plants up and not out. Applicant's will be required to remove any plants that cannot be confined to the plot boundaries.
15. Garden plots may not be extended beyond the plot boundaries, including extension by plants, supports, netting, strings, border materials, or other similar materials.
16. Applicants must keep aisles and walkways free of tools, stones or other materials that would cause a hazard to others and must return displaced mulch from aisles or walkways to the plots.

I hereby acknowledge that I have been provided a copy of the GHCG Policies and Procedures and that I have read those Policies and Procedures and the above Applicant Agreement. I agree, by my signature below, that I will comply with any all policies, procedures, rules and agreements stated therein as well as all applicable laws and regulations.



Applicant Signature \_\_\_\_\_ Date \_\_\_\_\_

The applicant agreement and application must be submitted via-email to [Lauren.Lewis@glennheightstx.gov](mailto:Lauren.Lewis@glennheightstx.gov) , Community Engagement Administrator or by mailing as follows: Lauren Lewis, Community Engagement Administrator, 1938 South Hampton Road, Glenn Heights, Texas 75154.