



# WARD ACRES COMMUNITY GARDEN

*ESTABLISHED 2009*

300 Broadfield Road  
New Rochelle, New York 10804  
(917) 613-5720

## “Building Community from the Ground Up”

---

### RULES AND APPLICATION

---

March 15, 2019

**MISSION:** Ward Acres Community Garden (“WACG”) is a one-acre garden within Ward Acres Park made available to all residents of New Rochelle under the supervision of the New Rochelle Department of Parks and Recreation. Our mission is to build community, follow organic and ecologically sustainable principles, share knowledge, and help feed the hungry.

### GENERAL INFORMATION

As our name indicates, we value community before garden. Cooperation and participation with your fellow members is strongly encouraged.

At the beginning of the gardening season, the Steering Committee schedules a mandatory orientation meeting for new and returning Members.

- To become a member for the 2019 growing season, the cost is \$50.00 to rent one (1) 10' x 12' plot.
- \*A 5'x6' half plot is also available for \$25.

The annual fee covers use of the plot assigned to each Member/Member(s) from March 15 – November 30 (the start of the growing season through to fall cleanup), communal tools stored on site, water, and compost (when available in the compost bins).

We assign plots on a first come/first served basis. Returning Members in good standing are given right of first refusal for plot selection. Members may start working on plots by March 15 - water will first be available from April 1. All Members must have plots prepared by May 15 and prepared/planted no later than May 31.

Communication is essential: if you are unable to maintain your plot, you **MUST** inform the Steering Committee by June 15 and we will reassign your plot ASAP. We want to be respectful to the people on the waiting list.

## **GARDEN RULES**

- **THERE ARE RESPONSIBILITIES ALL MEMBERS SHARE.**  
We expect each Member to contribute at least 8 hours of service over the course of the season for path maintenance, wood chipping, shed maintenance, etc. With your application, we ask you to indicate (on the form below) the workdays and hours you can participate. To fulfill your Member Service Hours, please initial at least four of the listed Service Days across the four designated “seasons.” The Steering Committee send reminder emails. If you cannot participate on days you have selected, please email a Steering Committee member to let them know and choose another time to come.
- The Steering Committee hosts two “Re-Orientation Days.” All new and returning Members are required to attend one of the two sessions. Orientation covers basic responsibilities, service day schedule, planned events, educational opportunities with local schools, and WACG’s responsibilities to a number of local charitable organizations (e.g. WJCS, Salvation Army). The “Re-Orientation Days” are scheduled for **Saturday March 30 at 10:30 am** and **Sunday, April 7 at 1:00 pm**. Please select one date on the schedule below.
- Be respectful of your fellow Member’s plot: be courteous, use things for what they are intended, and leave the place better than you found it.
- Do not pick other Member’s produce or use anyone’s personal tools. If it is not yours, do not touch it!
- If you encounter issues with a fellow Member, please inform the Steering Committee as soon as possible.
- Gardening requires consistent effort. Plan to spend about 2 hours a week throughout the season to plant, weed, water and harvest.
  - It is important to keep your plot free of weeds throughout the season
  - Plant your plot fully within the confines of your space.
  - Keep adjacent paths wood chipped and clear of vegetation.
- Organic standards are of utmost importance to WACG. Only use products specifically labeled for organic gardening, such as the example below:



**DO NOT USE NON-ORGANIC MATERIALS**, including fungicides, herbicides, chemical fertilizers, or enhanced topsoil. All soil and/or additives must be Certified Organic. If you have a question about a particular product, please email any member the Steering Committee.

- **DO NOT USE** scrap metal, plastic products, building supplies, or pressure-treated lumber. Many of the chemicals used to make these products are dangerous to humans, animals, fish and beneficial insects. Ward Acres Park is adjacent to the Sheldrake River, which flows into Long Island Sound.

You can make plots attractive and functional with natural materials such as bamboo, stones, etc.

- We have two plots dedicated to local charities where we grow vegetables for weekly soup kitchen deliveries. We invite all Members to work on the charity plots (a Steering Committee member manages work hours) and to donate excess produce from your personal plot.
- When plants have matured, chop and place in the compost bins. Weeds go to the weed pile. Diseased plants must be removed from the garden, and properly disposed of in garbage cans – not in compost bins.
- At the end of the growing season, Members are responsible for plot cleanup, storage of all equipment and planting of a cover crop necessary to prevent erosion and improve soil for the following year. Cover crop seeds are made available to all Members at no charge, and must be planted by October 31.
- All plants and structures must be no higher than a maximum of 6-ft. WACG allows hoop houses between October 15 and May 15 of the following year to enable off-season growing, but they must be properly erected and maintained.
- Be an active composter! Use compost to ameliorate your soil and dispose of all clippings in compost piles. Avail yourself to compost workshops/sessions offered throughout the season to learn more.
- Dogs, smoking, theft of produce or materials, radios, and growing illegal substances are NOT ALLOWED in the garden.
- Any planting done outside the garden perimeter requires the express written approval of the Parks and Recreation Commissioner.

If you fail to follow the rules, we will ask you to correct the problem. A second offense will result in removal from the garden.

Questions about rules? Please contact the Steering Committee at: [joerogot@optonline.net](mailto:joerogot@optonline.net)

**PLOT AGREEMENT**

**MEMBER'S SIGNATURE & LIABILITY WAIVER**

I have read and agree to abide by the above garden rules and policies. Failure to abide by these rules will result in forfeiture of my gardening privileges. I agree to defend, hold harmless, and indemnify the City of New Rochelle and the Ward Acres Community Garden against any claims, actions, and proceedings brought against the City of New Rochelle as a result of Member's activities or Member's guest's activities in the Ward Acres Community Garden. The City of New Rochelle makes no representation regarding the quality and content of the soil in the Ward Acres Community Garden. I understand all rules and regulations and promise to follow them in good conscience.

(\*If you are sharing a plot with another person/family, one member from each family should complete information & sign below):

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

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

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

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

\_\_\_\_\_ Full plot = One 10' x 12' plot \$50 \_\_\_\_\_ RETURNING MEMBER PLOT #/S REQUEST: \_\_\_\_\_

\_\_\_\_\_ Half plot = One 5' x 6' shared plot \$25. I request sharing with: \_\_\_\_\_

If you indicate a half plot and do not request a specific person/s for sharing, the Steering Committee will assign.

Member (print) \_\_\_\_\_ Member (print) \_\_\_\_\_

Signature: \_\_\_\_\_ Signature: \_\_\_\_\_

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

**Please make checks payable to The City of New Rochelle**

**Applications and checks can be dropped off or mailed to:  
Department of Parks and Recreation  
City Hall  
515 North Avenue  
New Rochelle, NY 10801**

**CHOOSE ONE DAY FOR ORIENTATION AND ONE DAY FROM EACH SEASON.**

<b>Orientation</b>			
Pick one	Saturday, March 30 10:30am -11:30am	<input style="width: 100%;" type="checkbox"/>	Sunday, April 7 1:00pm-2:00pm
		<input style="width: 100%;" type="checkbox"/>	

<b>Prep for Spring (9am-11am)</b>			
	Morning Hours	9-11 am	Afternoon Hours
Pick One	Saturday, March 30	<input style="width: 100%;" type="checkbox"/>	Saturday, April 13
	Sunday, May 5	<input style="width: 100%;" type="checkbox"/>	Wednesday, May 8
	Saturday, May 18	<input style="width: 100%;" type="checkbox"/>	Wednesday, May 22

<b>Early Summer (9am-11pm)</b>			
	Morning Hours	9-11 am	Afternoon Hours
Pick One	Saturday, June 1	<input style="width: 100%;" type="checkbox"/>	Friday, June 7
	Saturday, June 15	<input style="width: 100%;" type="checkbox"/>	Friday, June 21
	Saturday, July 6	<input style="width: 100%;" type="checkbox"/>	Wednesday, July 10
	Saturday, July 20	<input style="width: 100%;" type="checkbox"/>	Wednesday, July 24

<b>Late Summer (9am-11am)</b>			
	Morning Hours	9-11 am	Afternoon Hours
Pick One	Saturday, August 3	<input style="width: 100%;" type="checkbox"/>	Wednesday, August 7
	Saturday, August 17	<input style="width: 100%;" type="checkbox"/>	Saturday, August 24
	Saturday, September 7	<input style="width: 100%;" type="checkbox"/>	Saturday, September 21

<b>Fall Final Cleanup (9am-11am)</b>			
	Morning Hours	9-11 am	Afternoon Hours
Pick One	Saturday, October 5	<input style="width: 100%;" type="checkbox"/>	Saturday, October 19