

## HOLLINSHEAD COMMUNITY GARDEN GUIDELINES 2025

The Hollinshead Community Garden (HHCG) is a collaboration with Bend Parks & Recreation District, Central Oregon Master Gardener Association™, and the HHCG plot renters. This collaboration was formed to provide education, support, and fellowship to the Central Oregon community. With that in mind, all parties must agree to work within the following HHCG guidelines.

1. The community nature of the garden necessitates that everyone practice courtesy and respect for each other, remove produce and plant only from their own plot, and assist in creating a secure and enjoyable place.
2. All gardeners are given a Master Gardener Guide's (formerly called a "mentor") contact information, and are encouraged to communicate as needed with that Guide throughout the season. If a gardener cannot resolve an issue, it should be brought to their Guide's or a Garden Coordinator's attention.
3. Only organic gardening materials (excluding seeds) and practices are allowed.
4. Gardeners must pay an annual plot rental fee. HHCG allows one plot rental per household/residence. An individual renter may invite another individual to co-rent their plot. Each co-renter must read and sign the Garden Guidelines. Renters in good standing at the season's end will be invited to rent the same plot the following season. They may accept, decline, or ask to rent a different plot if one is available. A renter's friends and family may assist them in working their plot during the season, but will not have any rental rights as to that plot the following season. Renters are responsible for any HHCG guideline violations by the friends and family.
  - 4a. In the case of a co-rental relationship, if one co-renter does not return to the garden and the other co-renter has been part of the rental agreements for a minimum of 3 contiguous seasons, the second co-renter has the first right of refusal to re-rent the plot the following season.
  - 4b. In the case of a co-rental relationship of *less than* 3 contiguous years, if the same individuals formed the relationship at the time of original rental and one co-renter does not return to the garden, the other co-renter has the first right of refusal to re-rent the plot the following season.
5. Renters must cultivate and maintain their plots from Opening Day to Closing Day. If a plot has not been planted by the *third Saturday in June*, it will be considered abandoned, and offered to the first name on the waiting list. Rental fees will not be refunded to individuals who abandon their plots.
6. Master Gardener Coordinators and Guides have defined and staked plot lines. Renters must sow seeds or plant starts within their plot such that mature plants will not extend into an adjacent plot or into a common pathway, or shade or block water to another plot.
7. Plants cannot shade or block water to neighboring plots. Structures (such as trellises) shall not extend more than 5 feet above the common pathway level.
8. Renters must weed their plots and the pathways bordering their plots throughout the entire season. Any plant with seeds or seed pods must be removed or deadheaded before the seeds fall or become windblown. Renters must promptly treat their plants to eliminate pests and diseases.
9. To protect the entire garden from theft and damage, the gate padlock *must remain locked at all times* (including when people are working in the garden). The lock combination is for private use of plot renters, their representatives, and master gardeners.

**10.** HHCG provides automatic irrigation. Plot renters have access to hoses and water spigots for additional watering or clean-up. Renters should bring their own tools and hose nozzles.

**11.** Children are welcome when accompanied by watchful adults.

**12.** Pets are not permitted in the garden.

**13.** Any garden structure must be approved by a garden guide or coordinator *prior to placement*. Structures must be maintained in safe condition. Raised bed frames are the only structures allowed to overwinter at the plot renter's own risk. All other structures are to be removed *before* closing day.

**14.** On Opening Day (**April 19, 2025**), renters must attend a Reading of the Guidelines session, remove all weeds from their plots and the pathways bordering their plots, and assist with other tasks, such as distributing chips, as requested by the Master Gardener Guides and Coordinators.

**15.** By Closing Day, (**October 11, 2025**), plot renters must remove all plants (including perennials and weeds) and structures (except raised bed frames) from their plots, weed the pathways bordering their plots, and assist with other tasks as requested by the Master Gardener Guides and Coordinators.

**16.** Failure to follow these guidelines can result in termination of plot rental.

Maintaining a well-run garden that benefits ALL gardeners is critical to the success of the garden. If a renter has extenuating circumstances that may lead to non-compliance, they should contact their Master Gardener Guide **AHEAD** of time to discuss options and avoid non-compliance status. In the event that a renter does not comply with these guidelines, the following steps will be taken:

The renter will receive a verbal and written warning from their Master Garden Guide or Coordinator.

The renter will have **7 days** from the date of the written warning to return to compliance.. After these seven days the plot will be returned to the lottery. Rental fees will not be refunded to renter.

If a renter has a valid reason for being unable to return to compliance within 7 days, they should contact their Master Gardener Guide or a Coordinator. The Master Gardener Guide or Coordinator will determine if an extension of time is warranted.

### **17. Prohibited plants/flowers**

The following plants are prohibited in Hollinshead Community Garden. If you have any of these plants growing in your rental plot or the adjacent pathway, you must remove them immediately:

- Chamomile or Feverfew
- Coreopsis (calliopsis and tickseed)
- Hollyhock
- Purple loosestrife
- Pansies (viola/violet/johnny jump up)
- Poppies
- Sunflowers (dwarf sunflowers under 4' are allowable)
- Clover
- Purslane
- Henbit
- Mallow
- Weeds in general

Wildflower seed mixes of any kind

**\*\*Borage, Calendula and Dill may be grown within a rental plot, but as soon as seeds or seed pods appear, the plants or seeds/seed pods *must be removed immediately*.**

*NOTE: OSU Extension Service, the Central Oregon Master Gardener Association™ or the Bend Parks and Recreation District are not responsible for any liability, damage, loss, or claim that occurs in connection with use of the garden by you or any of your guests.*

**I have read and understood the above HHCG guidelines.**

Signed: \_\_\_\_\_  
(Gardener)

Date \_\_\_\_\_

Plot #: \_\_\_\_\_