

HOLLINSHEAD COMMUNITY GARDEN GUIDELINES 2026

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.** HHCG is managed by four Garden Coordinators. The Garden Coordinators may be contacted via the Hollinshead email (Hollinshead@gocomga.com). The Garden Coordinators will communicate with plot renters *via email only*. It is the plot renters' responsibility to check their email for these communications and update the Garden Coordinators with any changes to their contact information.
- 2.** The community nature of the garden necessitates that everyone practices courtesy and respect for each other, removes produce and plants only from their own plot, and assists in creating a secure and enjoyable place. Plot renters are encouraged to work together to resolve any issues that arise between them. If renters cannot resolve an issue, they should bring it to the Garden Coordinators' attention.
- 3.** Only organic gardening materials (excluding seeds) and practices are allowed.
- 4.** Gardeners must pay an annual plot rental fee. **The rental period extends from April 18, 2026, 9 am, to October 10, 2026, 12 pm (noon).** Renters may not access the garden before April 18. Garden access after closing on October 10 will be available until November 1, solely for amending soil. See Paragraphs 13 & 14 for opening day and closing day requirements.
- 5.** 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 their friends and family.
 - 5a.** In the case of a co-rental relationship, if one co-renter does not return to the garden and the other (second) 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.
 - 5b.** 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.
- 6.** Renters must cultivate and maintain their plots from Opening Day to Closing Day. If a plot has not been planted by *Saturday, June 20, 2026*, it will be considered abandoned, and offered to the first name on the waiting list. If this deadline cannot be met, renters must contact the Garden Coordinators *before* June 20 via email to request an exception. If a renter does not receive a confirmation email from the Garden Coordinators within 24 hours, the renter should assume that the email was not received and is responsible for resending the request. Rental fees will not be refunded to individuals who abandon their plots.
- 7.** Master Gardener Coordinators 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. Likewise, any structures (such as trellises) may not shade or block water to another plot. Structures must be maintained in safe condition (e.g., no exposed

nails or screws). Renters must first receive permission from the Garden Coordinators before adding new raised bed frames or altering existing bed frames.

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 and their representatives, and OSU master gardeners and trainees.

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. On opening day (**April 18, 2026**), renters must remove all weeds from their plots and the pathways bordering their plots. Renters must spend one hour assisting with other tasks, such as weeding common areas (i.e., areas other than the pathways adjacent their plots), distributing chips, etc., as requested by the Garden Coordinators. Any physical disabilities/ limitations will be taken into consideration. If a renter cannot be present on opening day, they must contact the Garden Coordinators via email before April 18, 2026, to make other arrangements.

14. On or before closing day (**October 10, 2026**), plot renters must: remove all plants (including perennials and weeds), trellises, hoops, etc.; weed the pathways bordering their plots; and assist with other tasks as requested by the Garden Coordinators. Raised bed frames (stone or wooden) and stepping stones within garden beds may be left in the garden after closing day. But gardeners should keep in mind that neither the Garden Coordinators nor Bend Parks & Rec are responsible for ensuring that these items remain intact. After closing day, but before November 1, 2026, renters may enter the garden to add soil amendments and to cover their plots with tarp, cardboard, or weed cloth to prevent weed growth over the winter, provided that these covers are securely fastened to the ground. Amendments and covers must be put in place on the same day that they are brought into the garden, i.e., no bags or covers may be left in the garden for use on a future date. It is the renter's responsibility to remove and dispose of any covers on their plot on opening day in 2027.

15. 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 the Garden Coordinators **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 written warning via email from the Garden Coordinators.

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 the renter.

If a renter has a valid reason for being unable to return to compliance within 7 days, they must contact the Garden Coordinators via email. The Garden Coordinators will determine if an extension is warranted.

If a renter receives more than three written warnings during the gardening season, they will not be invited to rent a plot the following year.

16. 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:

Mint, cilantro, oregano, lemon balm

Berries other than strawberries (unless they are grown in a removable pot that sits on top of the soil)

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, Cosmos, 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 #: _____