



## **A. Overview**

The Lowell Park Community Garden is a 44 plot (20' x 15') garden located on the south side of Lowell Park at the intersection of S. Page St. and Milwaukee St. The plots are worked up in the spring as soon as the ground is ready. Our goal is to be open by May 1. There is a small shelter on-site with restrooms. Water and hoses are provided.

## **B. Application and Payment of Fees**

1. Individuals wanting to lease a garden plot should sign up at the Stoughton Recreation Department during business hours, Monday through Friday, 8:00am-4:00pm. Availability of garden plots will be decided based on past usage and then on a first come/first serve basis, with registrations accepted on January 2 of each year. Previous gardeners in good standing will be able to keep lot locations or move to open lots based on seniority. In the event all garden plots are in use, a waiting list will be maintained.
2. Waiting list participants will be contacted by telephone and by mail when a garden plot becomes available. Once a letter has been mailed, the contacted participant will have one (1) week to contact the Stoughton Recreation Department if they would like to lease the garden plot. After the one (1) week has expired, the next participant on the waiting list will be contacted.
3. Once a participant has been contacted regarding an available garden plot, the participant will pay the \$35 annual fee and a \$20 deposit. Garden plots are considered leased only after payment of the fee and deposit has been received.
4. Fees are paid annually on or before April 1st of each year. Failure to pay the annual fee will result in the garden plot being leased to another participant.
5. Closing date will be the third Saturday of October. We will have a dumpster at the park that weekend. Please clear your plot by this day to allow for fall tilling. Any plots not cleared will result in the forfeiture of the deposit.

## **C. Conditions of Use**

1. Lessees are responsible for the care of their plot and a portion of the site operation and maintenance.
  - a. Lessees may garden at their own convenience during daylight hours only. No gardening shall be conducted during night time hours.
  - b. Lessees may garden any day of the week.
2. The City will furnish water for the garden plots.
  - a. Lessees must be present when watering their plots.
  - b. Lessees must not water other plots or flood neighboring plots.
  - c. Water may not be wasted.
3. Pets are not allowed in the garden area.
4. Unsupervised children are not allowed in the garden area. If your children want to visit another garden, you must obtain permission from the owner
5. Gardening for commercial purposes is prohibited.

## Stoughton Parks & Recreation

### Lowell Park Community Garden

#### General Information, Rules, and Expectations - 2024



6. All seeds, manure, fertilizer, and equipment are the responsibility of the plot lessee.
7. Gardens shall be kept free of weeds. Hoeing and hand weeding to control weeds, as well as mulching is very important.
  - a. Plots should be cared for at least once per week.
  - b. Lessees with neglected plots will be notified and be given two weeks to remove weeds. If a lessee fails to comply, the garden plot will be mowed and the lessee will forfeit their deposit along with the right to have a plot the following year.
  - c. If a lessee plans to be gone for longer than a week and cannot maintain their plot, it is their responsibility to find someone else to do so.
  - d. If a lessee has a medical condition or other unforeseen circumstance arise during the season, they must contact the Recreation Department as soon as possible.
8. Planting in respective plots are to be maintained so that mature vegetation does not overlap onto pathways or roadways.
9. No plastic mulch or plastic sheeting is allowed.
10. Gardeners may leave tools at your own risk in their plots. No stones larger than the size of a fist may be used in a plot. If you find a stone larger than a size of a fist in your plot, please put it next to the trash can.
11. Participants are encouraged to use all methods of water conservation. Please report any leaky faucets or problems with water to the Recreation Department.
12. Overhead watering is not allowed unless it is totally confined to your plot.
13. The garden plots may not be used to grow illegal plants.
14. Gardeners may not plant invasive species even if edible including wild parsnip.
15. Garden plots may not be transferred, traded or sublet.
16. Garden vandalism and/or theft will not be tolerated.
17. The City of Stoughton assumes no liability for any injury, damage, theft or loss of property belonging to garden user participants, before, during or after their usage.
18. The City of Stoughton reserves the right to full access to all garden plots at any time in order to ensure that all rules, regulations and laws are being observed, and if necessary may terminate an activity for the safety and welfare of city property.
19. Tools and storage are not provided at this time.
20. A refuse pile is available for weeds and diseased plants.
21. No alcohol or illegal substances are allowed in the park. Illegal substances are not to be grown in the garden plots.
22. The use of weed killers is not allowed.
23. Use safe and healthy garden practices at all times. Use all pest controls as directed. All pesticides are dangerous, even organic types such as rotenone. Keep all products and containers away from children. Remove all containers from the garden area and dispose of properly. The Dane County Extension at 266-4619 provides garden advice and information on safe gardening and pest control information.



#### **D. No Till Plots**

It is possible to have a no till plot. This enables gardeners to leave up their fencing up over the winter. They are still responsible for all other rules that are in the conditions of use. The person is responsible for removing everything from their plot if they wish to longer have a no till plot. No till plots will be located at the end of each row.

#### **E. Raised Garden Beds**

An Eagle Scout project was completed in 2020 that provided four raised garden beds. The beds were constructed out of cedar. The dimensions of the beds are approximately 2 feet high X 4.5 feet wide X 8 feet long. The cost of the beds will be the same as the regular plots. Gardeners will be responsible for working the soil on their own. We would like to have people with special needs that have difficulty using a regular plot use the beds and will be granted priority.

#### **F. Volunteer Committee**

We are looking for three people to help with making the garden better. Their duties will include staking of the plots before the season starts, monitoring the garden for unkept plots, and helping with the fall clean-up day. Volunteers will receive a free garden plot.

#### **G. Plot Allocation Process and Criteria**

New gardeners may apply as early as Jan 2 of the gardening year. Existing gardeners will have until February 28 to express interest in returning. A notice on this question will be sent in January. Plot allocations will be completed in March.

Upgrades for Existing Members in Good Standing (EMGS) will be handled through lottery.

The Lowell Park Garden will make plot assignments based on the following:

First Priority:

1. Volunteer Committee Members

Second Priority:

1. EMGS will be able to sign up for same plot from the previous year.
2. EMGS will be able to move to another available plot.

Third Priority:

1. New gardeners will be able to sign up for an available plot on a first come basis. A date for new gardeners sign up will be set.
2. EMGS will be able to add one extra lot.
3. New gardeners will be able to add one lot.



## **Stoughton Lowell Park Community Garden**

### **Registration Form**

Name:

Street Address:

Mailing Address (if different):

City:

Day Time Phone:

Evening Phone:

E-Mail Address:

Would you like to be on the volunteer committee? (Circle)      YES      NO

Do you want a no till plot? (Circle)      YES      NO

Do you want a raised garden bed? (Circle)      YES      NO

Please explain why you would like a raised garden bed (only for those who would like one):

#### **The following must be signed before you will be assigned a plot:**

I have received and read the General Information, Rules, and Expectations and agree to abide by its contents:

Signature:

The fee for each plot is \$35 along with a \$20 security deposit. Please include your fee with your registration form of one plot requests along with a separate check (or cash) for \$20. If you are requesting a second plot, please hold back payment on the second plot until it has been allocated. Make checks payable to Stoughton Recreation.