



Matthews Community Garden Application

Name: _____

Requested garden location:

- _____ Fullwood Community Garden – 427 Covenant Church Lane
- _____ Purser-Hulsey Park Community Garden – 13201 Phillips Road

Preferred plot size:

- _____ ~ 12' x 14' (\$35)
- _____ ~ 12' x 28' (\$50)

Address & ZIP Code: _____

Cell #: _____ Home #: _____

Email (required): _____

Please rank preferred contact numbers and list the best times to be called:

_____ cell phone (between the hours of _____ - _____)

_____ home phone (between the hours of _____ - _____)

Emergency contact name _____ Phone # _____

Are you interested in being a Garden Manager or Leader? YES _____ NO _____

I _____ hereby acknowledge that I have read and agree to abide by the identified Matthews Community Garden Guidelines. I hereby voluntarily release and discharge the Town of Matthews, its agents, contracted services, servants, and employees from any and all claims for injury, illness, death, loss, or damage, which may occur as a result of my participation in the Matthews Community Garden.

SIGNATURE _____ **DATE** _____

Please email this signed application to Scott Rawls (srawls@matthewsnc.gov) or bring/mail to:

Scott Rawls – Parks Manager
100 McDowell Street East
Matthews, NC 28105

*Payment instructions and further information will be provided upon *approval* of application*

Matthews Community Garden Guidelines

- A gardener takes possession of a plot once the Community Garden Application is approved and the annual fee is received. Payment instructions will be provided upon approval of application.
- Renewal forms will be sent to current gardeners by February 1st. Gardeners will pay the annual renewal fee by March 1st in order to secure their plot for that year. If payment is not received by the deadline, the plot will be reassigned to someone on the waiting list.
- When a plot is available, the Parks Manager will contact the first applicant on the waiting list. The applicant will have 7 days to confirm their interest in a plot. If/when the applicant accepts the plot, they will be required to pay their plot fee within 14 days, or the next applicant will be contacted. Applications/payments received after August 31st will count towards the following year.
- Priority in selection for community garden participation will be given to residents of Matthews when a waiting list for plot assignment exists. Subsequent spaces will be assigned in the order that the request was received. **Priority for residents of Matthews is limited to selection for participation, residency would not play a role in plot location within the garden**
- The tilling, enhancing, planting, watering, weeding, harvesting and cleaning up of each plot is the sole responsibility of the assigned gardener. Gardeners of neglected plots will be contacted and given 14 days to clean up their plot, or the plot will be reassigned.
- Each gardener is responsible for maintaining the pathways (minimum 3 feet) surrounding their plots as well as keeping weeds under control within their plot. Maintaining the pathways includes weeding underneath the pathway fabric.
- For returning gardeners, if their plot is left unplanted by May 15th, it is forfeited and will be reassigned. For new gardeners, if their plot is left unplanted 30 days after joining, it is forfeited and will be reassigned.
- Repairs to garden infrastructure are the responsibility of the Town of Matthews. The garden infrastructure includes fencing and the water system. If you notice an issue, please notify the Garden Manager or Parks Manager. If extended repairs are necessary, gardeners will be notified to help prevent any inconvenience. Repairs will be made in a timely manner, as the schedule and budget allows.
- Hose/Spigot Care: Leave nozzle open so pressure does not build up. Stretch out hoses down the main aisle. Store hoses neatly in order to prevent kinks. Make sure to turn off the spigot when you are done. When freezing weather is a concern, please detach the hoses from the spigots and make sure to drain the hoses to prevent damage. Hoses and spray nozzles are provided by the Town of Matthews.
- Tools are the responsibility of each gardener. A “community” tool chest is available for added convenience.
 - Only leave tools that you do not mind sharing with other gardeners.
 - If you are using another gardener’s tool when they arrive at the garden, use common courtesy and allow them to use their tool if needed.

Matthews Community Garden Guidelines (Continued)

- A limit of one (1) plot per household is enforced. Plots cannot be passed along to relatives or friends, as there is usually a waiting list.
- If a gardener is no longer able to participate in the community garden, contact the Garden Manager so the plot can be re-assigned. If there are structures in the plot, it is the responsibility of the gardener to remove them before they vacate the plot. If structures are left in the plot, the gardener will be billed for any fees incurred during the removal of said structures.
- Gardeners are expected to make a concerted effort to attend official community garden meetings. Gardeners will be notified at least 14 days in advance of any meeting dates. The spring meeting will be held before/on the last Thursday in February. The fall meeting will be held before/on the last Thursday in October.
- Participation in garden workdays is mandatory. The spring workday is on the first Saturday in April. The fall workday is on the last Saturday in October. If a gardener is unable to attend, please contact the Garden Manager so an individual workday can be scheduled. During garden workdays, refuse will be collected in a designated location for removal by Matthews Public Works.
- Please remove all trash and other materials from the garden area, on a regular basis. Do not dump trash/refuse in the woods or outside of the designated areas. Anyone found dumping refuse in the woods will be immediately evicted from their plot.
- Plastic mulches and synthetic pesticides are NOT allowed. Organic herbicides, insecticides and fungicides are strongly encouraged.
- Please be considerate of neighboring gardeners by:
 - Harvesting only from your plot unless you have explicit permission from another gardener.
 - Being careful about excessively tall or sprawling plants. All plants must be contained within plot boundaries.
 - Including garden decorations and structures that are pleasing to the eye.
 - Using pathways for observing other gardens.
- Children are welcomed and encouraged to learn in the garden. Small children should be supervised at all times. Dogs and other pets are not allowed within the fence of the garden area.
- Growing poisonous or illegal plants is prohibited.
- The Town of Matthews cannot guarantee protection against vandalism or theft. Any vandalism should be reported to the Garden Manager or Parks Manager.
- Gardeners agree to vacate the garden property within 14 days upon notice, if property must be utilized for other public purposes. The Town of Matthews reserves the right to revoke garden access at any time, without a refund of plot fees.