



GARDEN PLOT MANUAL

The Frankfort Park District Garden Plot Program is an opportunity for individuals to be part of a community gardening program. Residents and non-residents participating in the program enjoy nature, plant flowers, grow fruits and vegetables for food, and get exercise from the practice of gardening. Plots measure 20 x 20 feet and are located at Commissioners Park (22108 S. 80th Ave). The Garden Plot Manual provides the gardeners with basic rules and guidelines for a successful garden plot program.

The rules and guidelines within this manual ensure that all participating gardeners have the opportunity for a positive gardening experience, that garden plot sites are an asset to the community, and that all plots are used in a productive manner. By following the rules and guidelines, gardeners show that they want to garden successfully in a community garden plot program. All gardeners must agree to follow the rules and guidelines of the Garden Plot Program.



ADMINISTRATION

Rental Procedure

Garden Plots are rented on a seasonal basis (Registration information is in the Park District's Winter/Spring Brochure). The cost is \$30 for residents and \$60 for non-residents. A \$50 refundable clean-up deposit is required at the time of registration. At the end of the season, the clean-up deposit will be refunded once it is determined all items have been removed from the plot, such as fencing, tomato cages, weed blanket fabric, etc.

Existing Plot Condition

All plots are rented in their existing condition.

Inspection

The Park District will inspect and contact gardeners whose plots are not in compliance with the rules, who interfere with neighbors, or whose plots are not used appropriately. Gardeners who fail to address a rules violation within seven calendar days, or within an alternative timeframe specified by the Park District staff, risk losing their garden plot rental.

Plot Return Policy

Gardeners may return their plots at any time by contacting the Frankfort Park District. Garden Plot renters may not give away or sublet their rented plot to other renters. All garden plot trades and terminations must be managed by the Park District.

Safety

Renters garden at their own risk. Since all plot locations are in a public park, the public cannot be banned from these areas. The Frankfort Park District assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.

Should illegal activities, such as theft, alcohol use, malicious damage, illegal dumping, etc. be observed, please contact the Frankfort Police Department non-emergency number 815-485-2500. Please also contact the Frankfort Park District at (815) 469-9400.

Community Gardeners Facebook Group

Staff has created the Frankfort Park District Community Gardeners Facebook group to post updates, share your stories, and report incidents. You will receive an email

inviting you to join the group. This is a closed group for the current season Garden Plot members only.

GARDENER RULES

1. All gardening activities must be contained within the plot boundaries as marked by the Park District.
2. The season begins May 1 (weather permitting). Gardeners should prepare their entire plot for gardening and begin planting by **June 1**. Complete fall clean-up by **October 31**. For a successful fall clean-up, please clear the plot of any weed blanket fabric, tomato cages, garbage, debris, concrete block, fencing, gardening tools and accessories.
3. The stakes and markers designating the boundaries of plots must not be removed at any time.
4. Plots must be neatly maintained up to the boundaries May 1 to October 31.
5. All non-biodegradable trash must be placed in garbage cans. Garden waste or weeds shall be placed at designated compost signed areas.
6. Water must NOT be misused. Hoses may be used; however NO sprinklers can be attached to the water spigots.
7. Fences must have mesh fence materials and may be no taller than 6 feet. The total height of the fence and strand of string or wire is not to exceed 8 feet.
8. Poured concrete and limestone screenings may not be used to anchor fence posts or other structures. Gardeners may not dig channels or create berms outside of their plots.
9. Pets are not allowed inside the plot area.
10. Plot renters that do not plant, maintain, or properly remove debris from plots will lose following year's renewal privileges and are subject to a \$50 clean-up fee.
11. Proper attire including shoes and shirts must be worn at all times.

GARDENER INFORMATION

Gardener Eligibility

The following criteria establish eligibility for garden plot rental

1. Rental contracts must be signed and returned by May 1.
2. Must grow food in the rental garden plots for personal consumption. Food may not be grown for commercial purposes.
3. Must comply with the Agreement and Code of Conduct.

Gardener Responsibilities

1. All plots must be planted by June 1. The Park District will reassign unplanted plots without refund after June 1.
2. Before planting, gardeners should check the numbered stake to be certain they are on the correct plot. If gardeners are not sure of the plot number, they should contact the Park District before planting. The Park District is not responsible for costs incurred for replanting.
3. It is suggested that string is used to mark the boundary of each plot's lines. This makes the boundaries visible to the mower. The Park District will take care of areas surrounding the garden site. Plots are not to extend beyond the designated boundary lines.
4. While the Park District tills the soil at the beginning of the season, gardeners may need to rototill just prior to planting.
5. Gardeners are expected to weed and maintain their entire plot(s) throughout the season until closing on October 31. Trash barrels are provided; do not leave weeds in aisles. The trash barrels are for garden plot waste only and are not to be used for yard waste from home.
6. If weeds are growing 12" tall on more than 1/3 of your plot for longer than seven days or if you have extended your plot beyond the assigned boundary lines, you will be contacted by the Park District by phone/email. Gardeners will then have one week from the day they are notified to take the appropriate action before the plot is mowed. Gardeners are expected to make arrangements for their plot to be maintained during any extended absences.

7. If gardeners fail to maintain their plot, the Park District will resume maintenance and they will not receive priority registration for the following year.
8. Plastic bags, rocks, string, wooden stakes or other materials should not be left in the garden aisles. These objects can be very dangerous and destructive when mowing. It is the gardener's responsibility to remove items from the plot area at the end of the season.
9. Gardeners that do not have all items listed above removed, will be assessed a \$50 clean-up fee.

Plot Identification

The Garden Plots are located at Commissioners Park (22108 S. 80th Avenue). Weather dependent, the program will run from May 1 through October 31. Plots will be staked and ready for planting with consideration to weather and soil conditions. Garden Plots are identified with a numbered stake. Plots are marked with a number. For example, plots are 1-24.

Parking

Parking for vehicles is located at the Commissioners Park parking lot only. Please notice and obey the parking signs. **During the first 2 weeks (May 1 – 15) of the Garden Plot season, gardeners will be allowed to drive their vehicles to their plot to drop off materials.** After May 15, if you have a lot of supplies/equipment to bring to your garden plot and would like to drive your car to your plot, arrangements must be made with the maintenance department.

Water

Water is for the use of the garden plots only. There are 2 water spigots located on either side of the garden plots. The use of garden hoses is allowed, however please be mindful of water use when there are multiple gardeners present. The use of sprinklers is prohibited.

There are locks on the water spigots and garden plot shed. Garden plot members will receive 1 key per plot. Additional or lost keys can be purchased for \$3. Keys must be turned in at the end of the season.

Restrooms

Restrooms are located at the concession stand by Fort Frankfort or the concession stand by the baseball fields.

Mulch

Gardeners may bring in mulch to use on their plots with the following provisions:

- Acceptable forms of mulch include: Alfalfa, Buckwheat hulls, corrugated cardboard, feathers, garden residue, grain hulls, hay, lawn clippings, leaves, and shredded newspaper. If gardeners would like to use mulch that is not listed above, please contact the Frankfort Park District at (815) 469-9400. Mulches such as woodchips, stone, carpet, sludge, cocoa bean hulls and artificial turf are prohibited.
- Gardeners wishing to have a bulk delivery must notify the Frankfort Park District at (815) 469-9400.
- Any mulch brought in must be spread on the plot(s) within 24 hours. Plot renters are responsible for clean-up of the driveway area.
- Mulch may not encroach on neighboring plots without permission from that plot owner. The Park District reserves the right to remove mulch materials from gardeners who do not comply with the stated policies and assess a \$50 clean-up fee.