

Chicago Park District

SCHREIBER PARK/RUBY GARDEN Application for Garden Plot Renewal/New Plot in 2018

Application Deadline: Wednesday, February 28, 2018

**Please submit completed application electronically to:
info.rubygarden@gmail.com (you can do this via photos taken on a cell phone & emailed or fill out electronically)**

GARDEN FEE INFORMATION

\$40 per garden plot due *no later than* Saturday, March 24, 2018

If the garden fee is not received by the above due date, the plot will be reassigned.

MANDATORY ALL GARDEN MEETING

March 24, 2018 at 10 am

Kovler Center, 1331 West Albion Ave

Name: _____ **Current plot: #** _____

Address: _____

Please note "Guidelines & Rules: Boundaries for Plot Holders" on the following page for residency requirements.

Phone number: (____) ____ - _____ **Email:** _____

Email is the primary mode of communication within the Garden, including updates about upcoming work days & events.
If you do not use email or do not use it on a regular basis, please note the most effective way to be in touch with you:

Are you willing/able to contribute to a scholarship fund for gardeners needing assistance? YES NO

There may be limited scholarship assistance available. Do you need assistance? YES NO

Photos: Community members occasionally take photographs of Ruby Garden in order to support fundraising or other efforts.

By submitting this application, you are consenting to having your photograph taken and used in conjunction with garden activities.

Contacting the Ruby Garden Leadership Committee: As noted above, email is used at the primary mode of communication. Email the Leadership Committee at: info.rubygarden@gmail.com. You can also contact the Leadership Committee via telephone at: (507)858-7829. Please note that this number is a personal cell phone, so please be mindful of the time of day when you call. Information can also be found online at: www.therubygarden.com.

Please read the following page of this application. If you agree to abide by the guidelines & rules, please proceed with the application and electronically sign, date and *send in via e-mail the completed application by Wednesday, February 28, 2018.*

GUIDELINES & RULES

- Boundaries for Plot Holders.** Plot Holders must reside in the vicinity of Schreiber Park. “...in the vicinity” is defined as within the boundary of Pratt Ave on the north, Granville Ave on the south, Lakewood Ave on the east, and Ravenswood Ave on the west.
- Plots.** Garden plots are reserved for one gardening season, from spring to fall. If you need to vacate a plot early, please contact the Ruby Garden Committee so the plot can be reassigned. A gardener has no guarantee that any plot will be re-assigned to them the following year(s). Therefore, any plant materials planted, such as perennial herbs, are planted at the gardener’s own risk. Do not store wood or other materials at the garden. Tomato cages must be removed at the end of the gardening season.
- Plot Reassignment.** If you are for any reason no longer able to maintain your plot, you may not give it away to a friend. There is a waiting list for plots, and your plot will be reassigned to the next person on the waiting list.
- Neighboring plots.** Do not pick, take, weed, destroy or steal anything from another gardener’s plot.
- Pest Control.** Only organic means of pest control may be used. For any questions, please contact the leadership committee.
- Plot maintenance.** You are expected to actively garden and maintain your plot in an acceptable manner. “...an acceptable manner” means that you are actively gardening – digging, sowing, planting, weeding, pruning, watering, harvesting, etc. – once a week at the very least. All garden plots must be worked by May 15th.
If you are ill or on short vacation, ask a friend/relative or another garden plot holder to water and tend your plot. Harvesting in a timely manner is especially critical. Unharvested plots will have 3 days after email notification to harvest or the leadership committee will harvest and donate to a food pantry.
Ruby Garden is an organic and GMO-free garden. Please plant only organic and GMO-free seeds and organically/GMO-free grown plants in your plot.
If a gardener is finished using their plot before the official end of the gardening season (November 6), the gardener must clear their plot and notify the Ruby Garden Committee within 5 days after final harvesting, so that a cover crop can be planted.
Warning Notices and Plot Reassignment. A first warning will be emailed to any gardener whose plot looks untended. The gardener has 7 days to remedy the situation. A second warning will be given via phone call. From the phone call, the gardener has 3 days to remedy the complaint. If the plot is still not gardened – after two warnings and 10 days – his/her plot will be cleared and it will be reassigned to the next person on the Wait List. A notice of reassignment will be mailed.
- Pathways.** You are responsible for weeding and taking care of the paths bordering your plot. It must be smooth to walk on and kept free of debris and weeds. These paths cannot be eliminated and must be kept clear. A plot extension at the end of your plot is not permitted. Plants cannot extend onto the walkway. Prune, tie back or transplant errant plants. Dispose of any garbage, including pots and plant trays, in the garbage receptacles outside the garden. Do not leave trash in the common areas of the garden.
- Plant materials discouraged.** Trees are NOT permitted in individual garden plots. Sunflowers are not permitted in individual garden plots. Corn may be planted in certain circumstances with express permission of the leadership committee. Woody shrubs must not exceed 3 feet in height and their root system must not extend beyond the plot in which they are planted. Woody shrubs may only be planted with the prior approval of the Program Specialist. If planting tall plants, plant where they are least likely to cast shade upon your neighbors’ plots.
- Standing towers and walls.** “Highrise” structures, walls, or any assemblage of materials that encloses a plot or intrudes on another’s is not permitted. Only one side of a garden plot can have vertical trellis-like, open, airy structures for supporting climbing vegetables, vines or flowers. Poles, stakes, cages and other supports that are used for plants are allowed.
- Water/Hoses.** Please conserve water. The water supply is intended to be used by gardeners caring for their assigned areas only. No washing of cars or other personal, non-garden related items is allowed. Please shut off spigot and neatly rewind the hose after use. Take special care not to damage another’s plants when pulling the hose to your plot. Water another’s plot only if asked.
- Activities in the Garden.** Walking through or standing in any garden plot is not permitted. Littering, urinating and defecating are absolutely prohibited. Amplified sound is not permitted except through headphones. No unlawful activities (that includes NO alcohol). Violations may result in immediate forfeiture of your plot.

12. **Pets.** For the safety of all gardeners growing edibles, no pets are allowed within Ruby Garden.
13. **Volunteering.** You are required to volunteer in the garden – to donate some time to the maintenance of the Garden and the overall park. Four clean-up events will be hosted throughout the season. You must attend at least 2 of 4 scheduled work days. *If you cannot attend the required work days, you must arrange an equivalent 4 hours before or after the event to contribute.*
- In 2018, mandatory workdays are scheduled for: April 14, June 10, August 25, and October 21 These dates are subject to change and will be announced as early as possible during the season. MARK THESE ON YOUR CALENDAR NOW.**
- Social events are also hosted throughout the season. Event notices will be posted via email and on our website.

I have read and agree to abide by the above rules and guidelines. I understand that failure to observe any of them may result in garden privileges being revoked and/or garden plots being reassigned.

Electronic Signature: _____ Date: ____/____/____