



# Member Handbook

## 2022

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[www.ktnkwc.org/community-gardens](http://www.ktnkwc.org/community-gardens)

## Introduction

Ketchikan Community Gardens (KCG) is a network of community/demonstration gardens that is available for plot membership to Ketchikan residents. Participation in the gardens is voluntary, and garden members are awarded plots through an application process. These are also community demonstration gardens, and therefore members can expect that general community members will be allowed to explore, walk in, and enjoy the area of the gardens. The KCG will host community education workshops on site for members and non members using the “community designated plots.”

As a community garden this space relies on members to abide by a set of rules and expectations and to contribute financially and physically to the maintenance of the garden space. This handbook will outline the following: Application Process, Fees & Membership, Service Hours, General Rules, and Terms & Conditions for participation including site specific rules/terms. If there are any questions or you need to discuss options for accommodations please contact the KCG team at [ktngardens@gmail.com](mailto:ktngardens@gmail.com) or call 907-225-9355.

The KCG/Building a Healthy Community Task Force (BHCTF), under the Ketchikan Wellness Coalition (KWC), is the governing authority at all KCG affiliated sites, unless otherwise noted. Currently there are two sites available for public plot membership with a ready to plant garden bed provided.

### Current Sites

#### *The Commons Community Garden*

Located between The Commons and Tongass Towers, the garden plan includes raised beds, berry pots, teaching plot, tool shed, communal space and picnic table, and onsite water. Perimeter is fenced.

#### *Clover Pass Community Garden*

Located adjacent to Clover Pass Community Church in the "parking lot" area, the garden space includes raised and climbing beds, berry pots, teaching beds, tool shed, communal space and picnic table, and 2500 gallon water tank. Future plans include a greenhouse. Perimeter is fenced.

## Application Process

All gardeners are required to complete an application form which must be submitted by the deadline posted for that year. Plots will be awarded within one week of application deadline, fees are due within one week of approval notice. **If fees are not received by the due date plots will be given to the next gardener in line.**

1. Applications are highly encouraged to be submitted online. Paper applications are available at either KWC location (602 Dock St, suite 108 or KWC Youth Space at the Plaza Mall, room 203) and at the Seed Vault, but can only be dropped off at either KWC location. Applications are not accepted at the Seed Vault.
2. Applications are open to all Ketchikan residents and service agencies for a set period of time each year (dates are on the KCG website page [www.ktnwc.org/community-gardens](http://www.ktnwc.org/community-gardens) and application). Applications can be accepted after the deadline but will only be awarded if space is available.
  - 2a. Applications submitted by service agencies require an additional form to be completed that outlines the plans for the garden space (purpose, what is grown, who manages, how often it will be attended to, etc.)
3. All applications will be reviewed by the KCG/BHCTF and scored on a simple scale to ensure equitable access. Scoring is based on: proximity to the site selected (preference given to applicants near the site), what will be grown in the plot (preference will be given to edible gardens), and access to land (preference given to those without access to personal land space i.e. multi-unit building residents).
4. You will be notified by email if you receive a plot, gardeners have seven (7) days to accept the plot and submit a signed Member Agreement with payment to the Ketchikan Wellness Coalition.
  - 4a. Returning gardeners will be awarded their current plot unless they request a new plot.
5. New Members must attend a garden Orientation; returning members are encouraged to attend annually.

## Fees and Membership

Community gardens are communal in nature and all members are expected to contribute to the maintenance of the space. The Ketchikan Community Garden network is dependent on these contributions. Outlined below are the fee schedule and service hour descriptions, as well as an explanation of the sliding scale accommodation option.

- Plot fees and/or service hour agreements are due with submission of a signed Member Agreement. Additional plots may be requested, but may not be granted based on demand and availability.
- Payments can be made via cash (at the Ketchikan Wellness Coalition office: 602 Dock St, Suite 108), via PayPal (credit card with 3% processing fee), or by check (payable to Ketchikan Wellness Coalition, adding a memo: Community Garden Plot).
- Plot fee can be refunded up to May 31st.

### Fees

There are two locations and multiple plot choices to consider at each site. The 'x' indicates the plot is currently available for the site. A '?' indicates the plot **could** be available.

Type	Size	Fee Service Hours	Availability	
			The Commons	Clover Pass
Standard Raised Bed	4'x12'x12"	\$40.00 per bed + 4 hours service/bed	x	x
Deep Raised Bed	4'x12'x24"	\$60.00 per bed + 6 hours service/bed	x	x
Climbing Bed	8'x2'x12"	\$20.00 per bed + 2 hour of service/bed	x	x
Half Barrels / Shrimp Pots		\$15.00 per barrel @ The Commons plus 1 hour of service/barrel @ The Commons	x	x
		\$25.00 per pot @ Clover Pass plus 2 hours of service/pot @ Clover Pass		

### Service Hours

Service Hours help maintain the community space and keep garden programs and facilities running. It's a great way to connect with other garden members too!

Service Hours are earned by actions that **benefit the community garden as a whole**. Regular activities and maintenance on your personal plot or another member's plot i.e. harvesting, soil, planting, watering etc DO NOT count towards service hours.

Potential Opportunities include:

- Help with *community* plots: weed, water, harvest (helping another member does not count towards this) -- must contact a KCG representative/KWC staff to coordinate this.
- Weed between plots
- Garden bed maintenance, i.e., replacement/repair of damaged pieces on beds
- Support a community workshop
- Assist with communications and promotions: create/post flyers, assist with PSA's or other media
- Assist with volunteer management or gardener communications
- Help maintain and repair equipment and buildings
- Other gardening duties or community education opportunities as they arise!

Service Hours **MUST** be recorded. You can do this online through the [Service Hours Form](#) or on a paper form found on the website or onsite.

Members understand and agree to the following Service Hour requirements:

1. As a plot holder, Service Hours are required per plot. Members may pay for service hours. Members who fail to fulfill their service requirement by Nov. 1st, the close of the gardening season, will not be able to renew their plots.
2. Service Hours must be performed by individuals over the age of 10.
3. Service hour opportunities are frequently posted on the Facebook page. We will also email and post at the gardens. Service Hour Forms can be [completed online](#) or are available for print on our webpage [www.ktnkwc.org/community-gardens](http://www.ktnkwc.org/community-gardens) and in the files on our [Facebook Group @ktn gardens](#).
4. It is the responsibility of members to ensure they complete service hours. If there are no "defined" opportunities, we encourage you to think outside the box and reach out to us with ideas!

### Sliding Scale

To ensure all residents in Ketchikan can access this opportunity, plot fees are able to be issued on a sliding scale.

1. Financial Accommodation: if you are unable to pay a full plot fee, you can increase your service hours to "equal" the fee (1 service hour = \$10). However, if you are able to pay the fee we encourage you to do so, as all funds are used to cover ongoing maintenance costs for the garden.
2. Physical Accommodation: If you are limited in ability to complete the physical service hours you can increase your plot fee to "equal" the time (pay \$10 per service hour). We encourage members, if possible, to do the mix of both fee/service hours as outlined to ensure the garden is maintained in both capacities (financially and physically). There are opportunities for non-physical service hours.
3. We aim to be as accommodating to all needs as possible. Please contact KCG for more information and to discuss options. Members can apply for waivers.

## General Rules, Terms, and Conditions for Participation

Breaking any rules, terms, and/or conditions is cause for exclusion from the gardens in the KCG network and loss of plot.

1. You will receive one verbal warning from KCG.
2. If no response or correction is made, you will receive a written notice one week later.
3. If there is no response within 5 days following the written notice, you will receive a written final notification that you have forfeited your gardening privileges, fees, and plot.
4. You will be allowed to reapply for another garden plot only after one year, and only at the discretion of KCG.

If accepted as a gardener, I will abide by the following rules, terms, and conditions:

1. I use the garden at the sole discretion of KCG. I agree to abide by its policies and practices.
2. New members must attend an orientation. Dates will be announced.
3. Maintenance of my garden plot is my sole responsibility. I will water as needed, remove weeds promptly, control disease or insect infestations, properly remove contaminated plants, and harvest produce in a timely manner.
4. June 1st: Garden plots must be planted by this date or space will be given to someone else and fees will be forfeited.

5. I agree if I am away for an extended period of time, I will make arrangements with someone to care for my plot.
6. All plots must be cleaned of plant material by November 1st.
7. If I wish to return in 2023, I may apply for the same plot beginning November 15.
8. I will not expand my plot(s) beyond the assigned plot or into paths or other plots. I will keep all my plants within the limits of my garden plot and will not allow any plants to grow more than four feet high. I will not shade surrounding plots. I must keep my plot free of weeds, pests, and diseases.
9. I understand individual fencing cannot extend beyond plot borders into pathways. Colored plastic fencing is not allowed, nor is using twigs or branches as fencing allowed.
10. I will keep my plot, paths, and surrounding areas clean and neat. I will separate my trash into three groups: 1) dead plants, leaves, and other green waste plant parts, and 2) paper, plastic, cardboard, wood, metal, etc. and 3) rocks. I will put each type of trash only in the areas designated specifically for each. Anything I bring from my home I will take back home. I will not bring household trash and leave it.
11. I will mulch two feet into the pathway around my plot(s) perimeter, by June 1st, using wood chips provided by donations from local timber fallers. I agree to help weed and maintain the mulch pathways the entire season.
12. I will ensure all water lines are turned off before leaving, and all equipment is put away safely.
13. I will lock the toolshed after use, and agree to not duplicate the key.
14. I will not plant any illegal plants.
15. I will not smoke, drink alcoholic beverages, use illegal drugs, or gamble in the garden. I will not come to the garden while under the influence of alcohol or illegal drugs.
16. I will not bring weapons, pets, or other animals to the garden.
17. I will use head/earphones or low volume to not disturb other gardeners.
18. Guests and visitors, including children, may enter the garden only if I accompany them. They must follow all rules, terms, and conditions stated herein. I will always supervise my children when they are in the garden. I am solely responsible for the behavior of my guests.
19. Unattended watering is not permitted. Water may NEVER be left on after you leave the garden site. Fines or removal from KCG may be possible. Water hoses are extreme tripping hazards and must be recoiled immediately after use.
20. I will use seed-free mulch to conserve water and reduce weeds. I.e. woodchips, seaweed, fabric, etc.
21. I will not apply any inorganic pesticides, herbicides or fungicides in the garden without approval.
22. I will not take food or plants from other gardeners' plots. I will not take anything from the garden that is not rightfully mine.
23. I will respect others, and will not use abusive/profane language or discriminate against others.
24. I will work to keep the garden atmosphere a happy, secure, and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner.
25. I will notify KCG of vandalism, theft, inappropriate behavior, or other questions or concerns.
26. I forfeit my right to sue the owner of any of the properties, Ketchikan Wellness Coalition, or other associated organizations and businesses in relation to the use of the gardens.
27. I understand and willingly accept the inherent risks in gardening. I understand that use or misuse of gardening tools may result in injury.
28. I am aware that soil and food borne diseases, though rare, may be contracted through gardening or consuming undercooked food.
29. I am aware that I am on light-sensitive motion sensor cameras in order to protect my hard work.

*Clover Pass - Site Specific Agreements*

1. The garden area is unlocked from 7am-8pm, seven days a week. Before and after hour access is by key, which you will receive and agree not to duplicate.
2. I am aware that I am on light-sensitive motion sensor cameras in order to protect my hard work. *The*

*Commons - Site Specific Agreements*

1. I will ensure the gate is closed behind me when entering/exiting the garden.

# Ketchikan Community Gardens

## Member Agreement

**Commitment**

I have read the Ketchikan Community Gardens Handbook and understand and accept the rules, terms, and conditions stated within it for participation in the Ketchikan Community Garden network, and any additional requirements that are site specific.

I understand that failure to adhere to the rules, terms, and conditions will result in the loss of plot (no refund) and a one year wait until eligible to apply again.

I understand, acknowledge, and agree that I am solely responsible for my actions and conduct, and the actions and conduct of my guests, while in any of the KCG affiliated sites, and that neither KCG, The Commons and Clover Pass entities, nor any of its directors, officers, employees, agents, lessors, affiliated companies or foundations have any liability to me or my guests for losses, damages, or costs incurred as a result of participation in, or entry onto the premises of any KCG affiliate site. I waive and release the aforementioned parties from any claims that I may have, whether based on tort, contract or otherwise, resulting therefrom.

Gardener Signature: \_\_\_\_\_ Date: \_\_\_\_\_

KCG Representative: \_\_\_\_\_ Date: \_\_\_\_\_

Garden Site  Clover Pass  The Commons

PLOT/POT/BARREL Numbers: \_\_\_\_\_

Fees Due: \_\_\_\_\_

Service Hours owed: \_\_\_\_\_

Date Funds Received: \_\_\_\_\_

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