

## **BROWN COUNTY PARKS & RECREATION** **COMMUNITY GARDEN ALLOCATION PROCEDURES**

### **General Guidelines for Garden Allocation**

Each gardener (current or new) will be asked to register for a garden and pay a fee for the garden for the coming year.

- A current gardener must pay the fee for his/her primary garden by the last Wednesday of October.

#### Current gardeners only

When a current gardener registers with the Parks and Recreation office, that person should do the following:

- Sign up for his/her current garden plot (primary plot only). Pay the fee for this garden no later than the last Wednesday of October.
- Indicate whether they wish to move to a different category of garden (if available).
- Indicate whether they wish to be considered for a second garden plot (if available). Availability of second gardens will be determined after the deadline for new gardener applications at the end of February. If allocated a second space in the community garden, the gardener must pay the fee for that second space within two weeks of being notified that it is available.

#### New gardeners only

When new gardeners register with the Parks and Recreation office, they should do the following:

- Sign up for the waiting list for available gardens no later than the last Wednesday in February.
- Rank his/her priority for a garden category (small, large, organic, raised bed). Note that allocation will be dependent on availability of plots in that category.
- Indicate whether they wish to be considered for a second garden plot (if available). (If allocated a second space in the community garden, the gardener must pay the fee for that second space within two weeks of being notified that it is available.)

## Specific Guidelines for Garden Allocation

1. As announced previously, anyone who currently has a well-maintained garden will be able to renew the lease on that garden. To do so, visit the Parks and Rec. office and pay the annual fee for the use of this space.

- For large gardens (14' X 30'), the 2018 fee will be \$35.
- For organic gardens and small gardens, the fee will be \$25.
- For raised beds, the fee will be \$30.
- **Deadline for reserving your primary garden is the last Wednesday in October. (This year the deadline is Oct. 25, 2017.)**

2. Anyone wishing to move to a different category of garden (small to large, large to organic, etc.) for 2018 can request such a move at the Parks and Recreation office. **Deadline for requesting a move to a different category of garden is also the last Wednesday of October. (This year the deadline is Oct. 25, 2017.)** Be sure to reserve your primary plot even if you wish to have a different garden category.

- In early November, a list of current gardeners who want to shift to a different category will be compared to the number of gardens available in that category.
- If enough gardens in a category are available to satisfy all those who want them, these changes will be made.
- If more people want to join a particular garden category than we have lots available, they will be allocated on a first come, first served basis.

3. Persons who do not currently have gardens will be given first priority on all unassigned lots after the shifting of current garden categories. A list of persons wanting gardens is kept at the Parks and Recreation office. However, everyone desiring a garden should complete a program registration form. **Deadline for new applications for garden plots is the last Wednesday in February. (This year the deadline is Feb. 28, 2018.)**

4. If any garden plots are available after new gardeners have joined the community garden, these will be allocated on a first come, first served basis to those who wish to have a second garden.