

Community Garden Policies

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1.0 Introduction

A recent sampling of San Francisco residents revealed that almost half of all households have a need for more community gardens, while more than 1 in 5 households feel that community gardens are among the top five important recreation facilities.

In September 2004, the Recreation and Park Department released its groundbreaking Recreation Assessment Report which indicated that a whopping 47% of households have a “need” for more community gardens. This beats out tennis courts (38%), recreation centers (37%), children’s playgrounds (32%), and dog play areas (26%). Only walking and biking trails (76%) and pools (52%) obtained higher rankings.

The same report ranked community gardens as one of the top five “most important” facilities to the City’s households at 21%, along with walking and biking trails (55%), pools (27%), indoor exercise and fitness facilities (22%), and running/walking tracks (22%). Respondents selected from 21 categories, including “other” and “none chosen”.

The results of the assessment report are an indicator of an increasing need for adult recreation opportunities, as the City continues to support youth programs. Community gardens uniquely appeal equally to both adults for nutritional and recreational fulfillment, and to youth as an environment for education and park stewardship, regardless of cultural, social or economic background.

Indeed the City and County of San Francisco recognizes the importance and need for more community gardens through its City policy objectives as articulated in both the Sustainability Plan and the Open Space Element of the General Plan. The City’s Sustainability Plan calls for “[e]stablish[ing] an aggressive program to create new opportunities for community gardens” (1-E-J). The General Plan calls for expansion of community garden “opportunities throughout the City” (Policy 2-12) and directs that “City Departments should fully cooperate with neighborhood organizations and non-profits...to establish, maintain and administer community gardens throughout the City. The City should also investigate opportunities to preserve existing gardens.” These City-wide policy objectives are being addressed through the Recreation and Park Department’s continuing planning efforts which has resulted in a total of 12 on City-owned properties in 1986 to 40 gardens today. Clearly community gardens have grown in popularity over the years.

Since summer 2004, the City and County of San Francisco, through its Recreation and Park Department, has taken a more direct, managerial role when a 10-year arrangement with the San Francisco League of Urban Gardeners (SLUG), a local non-profit, ended. Although many of the gardens operate under very similar guidelines and structure, an overall policy and standards for these community gardens was lacking.

The Recreation and Park Department’s Community Garden Program is funded through the Park, Recreation and Open Space Program, which was renewed for another 30 years in 2000 thus continuing the City’s support of the Community Gardens Program with a \$150,000 budget annually.

The intent of these policies is to continue equal opportunity for public access to all gardens by providing a uniform framework that will allow for flexibility in management within each garden. A Community Gardens Policy Committee was formed in January 2005 to develop garden standards and City-wide guiding policies for recommendation. This committee is comprised of stakeholders representing local community gardens, Garden for the Environment, San Francisco Garden Resource Organization (SFGRO), the Parks, Recreation and Open Space Advisory Committee (PROSAC) and City agencies.

2.0 Definitions

City – City and County of San Francisco, or its representative (see “Program Manager”)

communal plot or gardening area – allocated gardening space for cultivating vegetables, fruits and ornamentals available to all gardeners

community garden – a site operated and maintained by committed volunteers where:

- A publicly owned parcel of land is used for growing ornamentals and/or produce for non-commercial use through individual or shared plots, and
- Demonstration gardening or other instructional programming may be offered, and
- Shared tools and common expenses are covered through the collection of membership fees and/or donations.

common area – a space within the community garden that is accessible by all gardeners and visitors

disability access – barrier-free accommodations for persons with a diversity of abilities

DPW – City and County of San Francisco Department of Public Works

garden coordinator – a community gardener who is elected by the garden members to perform the coordinating role for the management of the community garden

garden member – a regular participant in a community garden who has signed a garden agreement specifying conditions for membership (see “membership”)

garden plot - allocated gardening spaces for cultivating vegetables, fruits and ornamentals

hazardous materials – any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the environment

irrigation – the artificial means of supplying water to plants

maintenance – the practice of keeping the garden safe for public use and in a usable condition

membership – the privilege conferred upon a garden member to access the community garden for gardening or non-gardening purposes in exchange for certain responsibilities by that member

plot – see “garden plot”

Program Manager – the City’s representative from the Recreation and Park Department who manages its Community Garden Program

PUC – City and County of San Francisco Public Utilities Commission

standard amenities – the necessary infrastructure for the basic function of a garden

utilities – water, electricity and lighting

waste removal – removal of excessive vegetation and/or solid-waste (organic, inorganic or hazardous) accumulation from a garden

3.0 Garden Elements

3.1 Garden Plots

Garden plots are allocated gardening spaces for cultivating vegetables, fruits and ornamentals. These should be located in areas receiving adequate sunlight. Shade may be desired in warm temperature areas or to grow shade-loving plants. Plots should be uniform and reasonable in size to optimize opportunities for participation.

Policies:

- Plots should be a minimum of 40-60 square feet, whereas the largest plot shall not be more than 2 times the size of the smallest plot within the same garden. Wheelchair-accessible plots are excluded from the plot size requirements due to their unique design requirements.
- Plots may be level with the ground or in a raised container. Wheelchair accessible plots should be designed according to accessibility codes.
- Plots should be visibly defined, such as with redwood or plastic headers.
- Pressure-treated lumber is to be avoided, since the chemical preservative can leach into the soil.
- Non-compliant garden plots are permitted to remain until the plot is reassigned to a new garden member at which time the plot must be modified to conform to these policies. The garden coordinator may contact the Recreation and Park Department's Community Garden Program Manager to make the necessary upgrades to plots. The plot may be assigned and planted in the interim, although the plot will be subject to disruption when the upgrades are done.

3.2 Irrigation

Irrigation is the artificial means of supplying water to plants. In community gardens, irrigation is typically achieved through hand watering with a hose. Hose bibs should be located to permit a hose to reach all plots. Automatic sprinkler systems are not typically compatible in a community garden environment since the watering needs are not uniform.

Policies:

- The City shall locate hose bibs at a minimum of every 25 feet.
- The City shall install keyless hose bibs as needed to deter vandalism or prevent inappropriate use, such as for bathing.
- Drip irrigation tubing may be installed by the gardeners.
- The City provides water to the community gardens at no cost to the gardeners.

3.3 Tool Shed and Storage Chests

A tool shed is used to store equipment shared by the garden members.

Policies:

- The dimensions of a tool shed should accommodate garden tools and supplies.
- Tool sheds should be sturdy and lockable to prevent theft and vandalism.
- Install plywood flooring to prevent contact with ground moisture.
- All tools and materials stored within the community garden shall be shared for use by all gardeners. Community garden tool and storage sheds may not be used for private storage.
- Shared tools and materials for the community garden may not be taken out of the community garden.

3.4 Compost Bin

Compost bins are used to decompose organic garden waste. A system of compost bins should be in place to facilitate stages of decomposition. Since compost bins may produce offensive odors, attract flies and appear unsightly, they should be located appropriately. Compost bins require adequate clearance to load and unload around them.

Policies:

- Compost bins may consist of 1-3 compartments. Each compartment should be at least 3' x 3'.
- Compost bins should have lids designed to be secured at open and closed positions, particularly if the compost contains food wastes.
- Avoid locating compost bins adjacent to a main pedestrian pathway.
- Compost bins should be rodent-proof by using hardware cloth at the bottom of bins, particularly if the compost contains food wastes. No holes on the bottom and sides of the bins should be greater than ¼" diameter.
- Pressure-treated lumber is to be avoided since chemical preservatives may leach into the decomposing compost.
- Community gardeners may choose to have their organic waste removed and composted off site.

3.5 Pathways

Pathways determine the circulation into and within the garden. The selection of paving materials should allow for wheelchair access for equal access to programs available in the garden; i.e., not all paths need be designed for wheelchair access. Pathway construction should be low maintenance.

Policies:

- Bark mulch on pathways suppresses weedy growth, retains moisture and returns nutrients to the soil through decomposition. Bark mulch is not considered a wheelchair accessible surface.
- Wheelchair accessible paths must comply with Title 24 of the California Building Code, and the Americans with Disabilities Act (ADA) for all new construction and renovations. The garden coordinator may contact the City to install decomposed granite paving for wheelchair access.

3.6 Fences, Gates and Security

Community gardens are un-staffed public facilities used largely by garden members. As a public facility, the general public is permitted access to community gardens for their enjoyment (see "Section 4.5 Public Access"). However, illicit activities and vandalism may put garden members and plots at risk. For this reason, the installation of fencing and lockable gates will be evaluated on a case-by-case basis. Provisions may be required for public access per "Section 4.5 Public Access".

Policies:

- Fences and gates typically range from 3'-6" to 10' in height. They may be constructed out of wood with redwood posts. Pressure treated posts should be avoided to prevent the leaching of chemical preservatives into the soil. Fences and gates may also be metal, such as galvanized or polyvinyl-coated chain link.
- Installation of fencing and lockable gates will be evaluated on a case-by-case basis and subject to approval by the Recreation and Park Commission.

- Poor visibility into the garden may endanger gardeners and visitors to an unsafe condition, such as entrapment. Therefore, community gardens enclosed with fencing greater than 4 feet in height should have at least two points of egress.
- See Appendix 8.6 for recommendations intended to increase safety and awareness, and to minimize future risks to all garden visitors.

3.7 Bulletin and Message Boards

Bulletin and message boards promote the sense of community through the sharing of information between garden members and with the general public.

Policies:

- Where feasible, the City shall provide a bulletin board within the community garden for the posting of garden rules, contact information and public announcements. A combination of open and locked bulletins boards are ideal.
- General community announcements are permitted.
- Locate bulletin boards in high traffic areas for increased visibility.
- Any outdated materials should be removed promptly.
- Any postings that are discriminatory or offensive in nature should be removed promptly.
- Commercial advertisements are not permitted on park property (Park Code Section 3.10).
- Gardeners, through the garden coordinator, may install or request from the City a dry erase board or chalk board, which should be installed in the tool shed.

3.8 Signage

Signage includes identification, informational and way-finding means. Each community garden should be identifiable with standard and recognizable signage. Other signage common to parks and community gardens should be standardized to minimize visual clutter.

Policies:

- The City is standardizing its signage system for facility identification and way-finding. Fabrication and installation of these signs are the responsibility of the City when funding is available. The City shall coordinate with the garden coordinator on the location of signs.
- Community gardeners, through the garden coordinator, shall provide a list of selected rules to the City for review and to fabricate and install signs for public posting when funding is available. Any revision by the City to the selected rules shall be returned to the garden coordinator for consideration prior to fabrication. The garden coordinator shall be permitted a minimum of 2 weeks to review the revisions.
- Community gardeners may request the City to fabricate individual signs for the enforcement of municipal codes.
- Community gardeners may fabricate their own signs for labels (e.g., “tool shed”, “greenhouse”, etc.) or for standard warnings (e.g., “stay on path”, “do not pick the flowers”, etc.). These signs shall be visually compatible with the garden environment.
- Locate signage in optimal placement for its intended purpose.
- See Appendix 8.9 for a sign sample with standard rules.

3.9 Construction and Installation of Garden Elements

Community gardens often times develop the character of a private garden. Since these gardens are in a public setting, these spaces should be designed and built with the public's safety in mind. For this reason, structural garden elements which a person may sit on, stand on, walk under, or crawl under shall be constructed or installed by the City or a qualified contractor. Community gardeners may install decorative, non-structural garden elements for non-human use; e.g. birdbath, statuary, bean poles, etc.

Infrastructure regulated by municipal codes, such as underground waterlines and electrical wiring, are to be performed by the City or a qualified contractor. A qualified contractor may be hired under contract or provide pro bono services, as approved by the City.

Policies:

- Typical garden elements under City responsibility or supervision include gates, fences, compost bins, tool sheds, steps, shade trellis, benches, potting tables, underground irrigation lines, and all electrical work. Refer to the Appendix 8.10 for a list of tasks to be performed by the City.
- Requests for improvements by the City are to be made directly to the Recreation and Park Department Community Garden Program Manager through the garden coordinator. See Appendix 8.11 for contact information.
- Take caution when digging in the garden. Contact the Recreation and Park Department for location of any existing utilities if gardeners intend to dig deeper than 12" below the existing garden grade.
- A qualified contractor proposing to perform work in a community garden must provide proof of the proper license and liability insurance to the City for approval prior to any construction or installation activity. Qualifications for the construction or installation of a garden element will be at the City's discretion.

3.10 Maintenance and Repair of Garden Elements

Maintenance will increase the useful life of garden elements. Certain garden features may need repair from time to time due to normal wear and tear. Excessive deterioration may require replacement or structural improvement, at which time the City should be contacted.

Policies:

- Each garden member is responsible for the maintenance of his/her assigned plot and to participate in the ongoing maintenance of common areas within the garden.
- Typical repair responsibilities by garden members include the replacement of individual wood boards, tightening of screws, filling in rutted pathways and pruning of small trees. Refer to the Appendix 8.10 for a list of tasks to be performed by garden members.
- Garden members are also responsible for tasks outlined in their respective garden agreements. See "Section 4.2 Membership, Fees and Agreements".
- Requests for improvements by the City are to be made directly to the Recreation and Park Department Community Garden Program Manager through the garden coordinator. See Appendix 8.11 for contact information.
- Garden improvements shall contribute to improving accessibility where feasible to persons with various abilities as part of an incremental management strategy for the garden.

3.11 Miscellaneous

Policies:

- To minimize disruption to circulation, do not block sidewalks or pathways with stockpiles of materials, such as manure, woodchips, garden debris, etc.
- Stockpile of materials may appear unsightly; therefore locate them in consideration of public visibility. Stockpiles should be temporary and appropriate arrangements should be made to remove the stockpile promptly.

4.0 Organizational Structure

4.1 Governance Structure

Gardens are evolving entities. There are a few basic organizational needs that must be met on the part of the participants to ensure the overall success of the garden. As long as there is open communication and documentation to avoid any later confusion, a variety of systems can work.

Policies:

- First and foremost, garden members must select a Garden Coordinator(s) to oversee the Garden Rules. A Garden Coordinator(s) is to be elected through direct democracy; i.e., one gardener, one vote. This role is not of control, but of leadership and cohesion. All gardeners are equal. The following are the typical Garden Coordinator's responsibilities:
 1. Assign plots on first come, first serve basis.
 2. Maintain a waiting list of interested gardeners.
 3. Re-assign plots to those on the waiting list.
 4. Orient all new gardeners to the space; i.e., explain water use, communal space use, workday expectations, etc.
 5. Post all documentation in a set location in the garden, such as Garden Rules, a copy of the plot agreement, and a copy of the 30-Day Notice for neglected* plots. See Appendix 8.4 for a sample of a 30-Day Notice.
(* based on the conditions for active membership as described in the garden's plot agreement)
 6. Collect signed plot agreements from all gardeners and provide a copy to the signed gardener with the Garden Rules.
 7. Collect signed Waiver, Release and Hold Harmless Agreement. Forward agreements with original signatures to the Recreation and Park Department's Community Garden Program Manager.
 8. Maintain a list of all active gardeners.
 9. If a plot appears inactive, notify the gardener with first a verbal warning and then a written 30-Day Notice. See Appendix 8.4 for a sample of a 30-Day Notice.
 10. Coordinate garden workdays to maintain the communal spaces or to work on special projects.
 11. Call garden-wide meetings at least twice a year for the purpose of discussing issues, sharing ideas and goals, holding annual elections for the Garden Coordinator position, conducting workdays, etc. Any meeting that provides advance notification to all of its members is considered a "garden-wide meeting".
 12. Collect garden dues from members that may be used for tools, events, or special projects decided upon by consensus of the membership.
 13. Share the Community Garden Task List (Appendix 8.10) with the garden members.
 14. Communicate with the Recreation and Park Department's Community Garden Program Manager for resource information, questions and maintenance needs, as well as with other community garden coordinators city-wide.
 15. Maintain an open ear, an unbiased mind and a positive attitude.

The Garden Coordinator's role is one of communication and facilitation. Each community garden in San Francisco is as unique as its members.

- The garden may collectively decide to elect or appoint other positions, such as treasurer, secretary, or an events chair to share some of the responsibilities. Other leadership roles for the garden may include: membership & outreach coordination, meeting & workday coordination, and common space coordination.
- Garden members shall by consensus (general agreement or majority vote):
 - Create rules for fair and safe on-going operation of the garden, as needed.
 - Decide on a means of storing any funds that are collected and disbursing them.
 - Institute a means of keeping common areas, the paths between plots, outside of fences that surround the garden, etc. in a safe and tidy condition.
 - Decide on interim use and upkeep for vacant plots until a new garden member is assigned to that plot.
 - Establish a system for informing gardeners when there is information that they need to know or tasks they need to do, making sure that all gardeners have access to this information.
 - Interact with the outside world, maintaining good relations with any pertinent city or private agencies that work with community gardens, with landowners, and with the surrounding community.

4.2 Membership, Fees and Agreements

Community gardens are comprised of plot allotments maintained by an individual or group of gardeners, common areas, and perhaps communal gardening areas. A signed agreement by each gardener is already common practice, though gardens may differ in agreement details.

Policies:

- Membership to a community garden and the opportunity to garden is open to all City and County of San Francisco residents. After resident requests for plots are satisfied, plots may be assigned in the following order:
 1. To non-residents who are employed in San Francisco
 2. To non-residents and non-workers of San Francisco
 However, a non-resident may be asked to give up his plot at any time to accommodate a resident request.
- Each garden shall prepare an Individual Community Gardener Plot Agreement, which shall specify conditions for active membership. Members are required to sign the agreement indicating their intent to comply. See “Appendix 8.3 Model Community Garden Agreement” for details.
- To optimize opportunities for participation, the City is limiting each person to one plot only, and two plots per household (i.e., address). More than one person may be assigned the same plot.
- All gardens must maintain an active wait list. Participation must be made from a wait list on a first-come, first serve basis. Publicly post an updated wait list annually at the garden. The wait list may also be posted on the garden’s website. See Appendix 8.5 for a sample wait list.
- Membership can be revoked for non-compliance with the community garden’s agreement. If active-membership conditions are not being met, then the garden coordinator may proceed with a 30-day written notice to non-performing garden member(s). If the non-performing gardener does not respond within the 30-day period, then that membership is considered revoked and the plot shall be re-assigned to the next person on the waiting list. See “Appendix 8.4 Sample 30-Day Notice”.

- Membership is not limited to plot assignments. Alternative membership opportunities may be offered to non-plot holders (e.g., community planting space, dog walkers, those who wish to sit in garden).
- Membership to the garden is not required for access. Access to the community garden for enjoyment by the general public is permitted and must be reasonably facilitated. Also refer to “Section 4.5 Public Access”.
- It is up to the collective body of gardeners within each garden to establish the amount for annual dues.

4.3 City’s Waiver of Liability

Community gardening on park property is considered a volunteer activity. As with the Recreation and Park Department’s volunteer program, each participant is required to sign a liability waiver prior to conducting any activity on park property. By signing the waiver, the participant acknowledges the risks involved by participating in the activity and that the participant is responsible for his/her own actions. However, the participant does not waive any rights to file a claim. The waiver also applies to participants involved in a gardening program on other public property that is managed by the Recreation and Park Department. This protects both the public’s interest and the community gardener.

Policies:

- Each garden member must sign the City’s liability waiver prior to conducting any gardening activity on public property.
- Due to the constant changing composition of garden membership, the garden coordinator shall assist the City in collecting signed liability waivers from the community garden members.
- The City’s liability waiver is not applicable to non-garden members.
- The City shall ensure a safe environment for garden participants.
- Visitors to community gardens are not required to sign the City’s liability waiver.

4.4 Maintenance

Day-to-day maintenance is the responsibility of the community gardeners. Responsibilities should be clearly defined in membership agreements and posted as a reminder for all members. Maintenance should include ongoing efforts to control weeds, maintain healthy plants and trees, remove dead or diseased growth, keep shared garden resources neat and orderly, preserve natural resources and reduce pests.

Policies:

- Garden membership agreements shall clearly describe the maintenance responsibility expected from each garden member.
- Plot-holding garden members shall be primarily responsible for their individually assigned plots, unless a temporary maintenance arrangement is made in conformance with the community garden’s membership agreement (see below).
- Garden membership agreements may outline a temporary arrangement whereby maintenance responsibilities may be transferred to another person in order to accommodate periods of illness, pregnancy, travel, etc. for a maximum of three months, and if people are on a waiting list.
- Common areas are to be the shared responsibility of all garden members. This may be done individually as the need arises, or as a group effort as a “clean-up activity”.
- The community garden shall be maintained for safe public use at all times.
- Community gardeners are not permitted to use power tools on public property.

- For a list of responsible tasks by community gardeners, see Appendix 8.10 - Community Garden Task List.
- Requests for improvements by the City are to be made directly to the Recreation and Park Department Community Garden Program Manager through the garden coordinator. See Appendix 8.11 for contact information.

4.5 Public Access

Community gardens are located on public property that is intended to be accessible to all. Every San Franciscan is invited to participate in the community garden program as space allows. The casual park visitor shall also be permitted to share in the community garden environment, even in those with locked gates. The following policy recommendations are intended to facilitate public access, particularly where it may be otherwise restricted.

Policies:

- Community gardens are located on public property accessible to all. Individual community gardens may request restricted access based on unique conditions that shall be evaluated on a case-by-case basis, subject to Recreation and Park Commission approval. Refer to Appendix 8.2 for access strategies.
- Gardens with restricted access shall prepare a program of scheduled public access that includes one or more opportunities for general public access. Each community garden shall strive for 2-6 hours of general public access quarterly.
- All opportunities for public access shall be posted publicly at the garden at least a week in advance. Contact the Recreation and Park Department Community Garden Program Manager to post the schedule or event on the City's website and to receive credit for compliance.

4.6 Neighborhood Involvement and Program Partnerships

Community gardens on City property must be publicly accessible as discussed in Section 4.5. Number of methods to facilitate this are possible as discussed in Appendix 8.2. The members of a community garden may also partner with schools, neighborhood organizations, service providers, or other non-profits organizations to offer increased access to the garden, enrich programming opportunities and increase resources for maintenance. Partnership opportunities include:

- a) City-agency programs that are integrated with the garden, such as to teach children to garden and then to cook with ingredients that are harvested.*
- b) Programs developed and offered by the community garden in which the community or a partner is educated about an aspect of gardening and best practices, either on- or off-site.*
- c) Occasions on which the public is invited to the garden for celebration, harvest, work or education on-site.*

Policies:

- A garden's governing board should consider what level of partnership best serves the garden and the community, including:
 - No partnerships
 - Dedication of a plot or several plots for dedicated groups that allow their members access.
 - Offering resources to an institutional partner such as a school or senior center, including start-up assistance, on-going seasonal help, and as-needed work days.
- Encourage schools to explore opportunities within their own properties by reducing underutilized asphalt surfaces or converting ornamental planting areas

to garden plots before considering dedicating a plot or plots for school use within a garden under the Recreation and Park Department's Community Garden Program..

- Community gardens may partner with schools as appropriate to identify persons on the wait list (see "Section 4.2 Membership, Fees and Agreements") who may be interested in maintaining school gardens or plots during school breaks.
- Community gardens may partner with interested organizations as appropriate to offer additional members of the public opportunities in the garden, such as tending landscapes in the common areas.

4.7 Conflict Resolution

Establishing an organizational structure, by-laws and rules for the garden through a democratic process should support the day-to-day operations of the community garden. Internal or external conflicts may still arise that cannot be addressed so readily, but may undermine the function of the garden. Such situations may be preventable or resolved through these recommended policies.

Policies:

- Practice democracy. Allow the parties involved an opportunity to provide input at a public forum. Establish ground rules at the start of the meeting to promote respect for each participant. Invite a neutral person to conduct the meeting, such as the Recreation and Park Department's Community Garden Program Manager or another garden member.
- Establish a committee of garden members to enforce rules. This will alleviate the burden on any one member and support fairness.
- Utilize mediation resources, such as a community arbitration board. See "Appendix 8.11 Resources".
- Outreach to neighbors about the activities and events in the community garden. This can be achieved through mass mailings and public postings.
- Invite the Recreation and Park Department's Community Garden Program Manager to observe and participate in garden meetings.
- The City is available for support and consultation with garden members, and may intervene when necessary to resolve issues regarding community gardens on a circumstantial basis.

4.8 Fundraising

Community gardeners may choose to fundraise for their community garden. Proceeds may offset garden fees, fund unique elements for the garden (such as garden furnishings, bee hives, etc.) or be donated to the City for improvements (such as for the purchase and installation of a bench). In-kind gifts or services may also be donated to a community garden. Fundraising activities on parkland, gifts or in-kind donations may require approval or acceptance by the City.

Policies:

- Generally donated garden supplies (hoses, shovels, plants, etc) may be accepted by the community garden without the City's formal approval. Permanent fixtures (benches, decorative mosaic tiles, commemorative plaques, etc.) typically do require City acceptance prior to installation.
- Fundraising activities on park property will require permit from the Recreation and Park Department or Commission. Prior to any fundraising effort, the community gardener coordinator should review the proposal with City staff (see "Appendix 8.11 Resources") for appropriateness, and to understand the standard process for approval. Allow a minimum of 4 weeks for a permit to be issued.

- Conform to the Recreation and Park Commission Gift Policy (see Appendix 8.8).
- These policies do not apply to the collection of garden dues established by the community garden members.

5.0 City Ordinances and Municipal Codes

The following topics are largely guided by adopted City ordinances and municipal codes. Relevant excerpts are provided for convenience in Appendix 8.7, but is not intended to be all-inclusive. Additional policies specific to community gardens are listed below.

5.1 Pets and Animals

Policies:

- Dogs must be on leash in community gardens. However, by consensus the garden members may adopt a rule to prohibit dogs from entering into the community garden.
- Bees may be permitted by consensus of the garden members. Post signs to state that bees are on property. Refer to Appendix 8.11 for resource information.
- Refer to Appendix 8.7 for selected municipal codes governing the responsibilities of pet owners.

5.2 Chemicals and Pesticides

Policies:

- Use of fertilizers in public gardens must be organic-based for the protection of all gardeners, visitors and City property.
- No herbicides or pesticides may be used, except for organic-based materials, such iron phosphate for snail and slug bait.
- Certain plants are not responsive to herbicides, such as poison oak and blackberry. Contact the Community Garden Program Manager for recommended removal techniques. See Appendix 8.11 for contact information.

5.3 Resource Conservation

Community gardens should exercise best practices for water conservation, erosion prevention and energy efficiency. Currently, the City provides water at no cost to community gardeners. However, as a resource of value, all current and future usage shall strive for efficiency to minimize waste.

Policies:

- Gardens shall be managed for best practices in water conservation (e.g., drip irrigation, time of watering, clustering like plantings in zones).
- While gardens may include and even encourage food crops that are water-intensive, the management of water to support these crops should minimize any water waste.
- Ornamental plantings should be targeted to drought-resistant species.
- Hand-water or irrigate plants early in the day or late evening to minimize water loss due to evaporation.
- Apply a minimum 2" depth of mulch (bark, straw, compost, etc.) to prevent soil erosion, minimize evaporation, reduce soil compaction and moderate temperatures for plant roots.
- Security lighting should be on a timer or photovoltaic (solar cell) system to reduce energy consumption.

5.4 Alcohol and Tobacco

- Refer to Appendix 8.7 for selected municipal codes.

5.5 Disorderly Conduct

Inappropriate behavior, including the removal of materials (flowers, fruit, vegetables, leaves, etc.) from park property without permission, is regulated through various municipal codes, including the Park Code.

- Refer to Appendix 8.7 for selected municipal codes.

5.6 Enforcement

The posting of regulations will assist in the enforcement of municipal codes.

Policies:

- Refer to Section 3.8 for more information to request regulatory signs from the Recreation and Park Department.
- Community gardeners should contact the Police Department to assist with enforcement. Also, notify the Recreation and Park Department's Community Garden Program Manager to report any problems.
- Refer to Appendix 8.7 for selected municipal codes.

5.7 Trees

A tree is defined by the Recreation and Park Department as a plant with a standard trunk and is 15 feet or more in height. Trees are a vital resource that provides a range of benefits, including cleaner air, erosion control, greening of public spaces, wildlife habitat and increased property values. For their protection, planting, removing and pruning of a tree may require a permit.

Policies:

- Community gardens under Recreation and Park Department jurisdiction:
 - Community gardeners may prune any plants less than 15 feet in height at their discretion.
 - The Recreation and Park Department is responsible for pruning trees 15 feet or more in height. Trees are subject to assessment by the Recreation and Park Department's urban forester, who may recommend pruning to address public safety or improve the health of the tree. Pruning is not recommended for the primary purpose of increasing sunlight to the understory, opening up views, or for aesthetic reasons.
- Community gardens under Department of Public Works jurisdiction:
 - The planting of a tree within a community garden under DPW jurisdiction requires a permit to ensure that trees are appropriately placed in relationship to infrastructure and other trees.
 - The removal of any tree (alive, dead or hazardous) within a community garden under DPW jurisdiction requires a permit. Tree removal without a permit is a violation of Article 16 of the Public Works Code and penalties may apply.
- Community gardens under the Public Utilities Commission jurisdiction:
 - Trees are not allowed within the right-of-way of a pipeline. The PUC allows for a few exceptions for trees whose root system doesn't extend too far below the surface.

- Through the garden coordinator and with the Recreation and Park Department's Community Garden Program Manager consent, community gardeners may hire a certified arborist to prune trees more than 15 feet in height. The certified arborist must submit proof of liability insurance, as well as any documents required by the City, prior to performing any work on City property.

6.0 City-Wide Support and Interdepartmental Coordination

6.1 Program Funding

The community garden program managed by the Recreation and Park Department is funded through the Park, Recreation and Open Space Fund (Open Space Fund), which is an annual set-aside of property taxes towards the enhancement of park and recreational services and facilities.

Per Section 16.107 of the San Francisco Charter:

“There is hereby established the Park, Recreation and Open Space Fund to be administered by the Recreation and Park Department (“Department”) as directed by the Recreation and Park Commission. Monies therein shall be expended or used solely by the Department, subject to the budgetary and fiscal provisions of the Charter, to provide enhanced park and recreational services and facilities.”

As approved in 2000 by the public, \$150,000 is allocated annually for a period of thirty years toward community gardens. These funds may be applied to properties under the jurisdiction or management of the Recreation and Park Department. In the past, these funds have been used to replace compost bins and planter beds, construct new tool sheds and fences, and costs associated with program management. Any amount unspent for community gardens at the end of the fiscal year is carried forward to the next fiscal year for community gardens.

Funding may also be available through additional Open Space Fund dollars, other public funds and private sources for community gardens that are linked to other capital improvements.

Inquiries about the community garden program funds may be directed to the Recreation and Park Department Community Garden Program Manager. See Appendix 8.11 for contact information.

6.2 Interagency Agreements

In addition to the community gardens on park property, the Recreation and Park Department manages garden sites that are under the jurisdiction of other City agencies, including the Department of Public Works and the Public Utilities Commission. These garden sites may lack documentation permitting community gardens to operate. The Recreation and Park Department manages these gardens with its limited funds and staff resources, which have the potential to be supplemented by other City agency resources in a coordinated effort.

Policies:

- Pursue the appropriate contracting mechanism (memorandum of understanding (MOU), permit, lease etc) to legitimize and secure the on-going use of lands historically used as community gardens properties under other City agencies.
- Develop a written agreement with DPW and PUC to provide City support services for properties under its jurisdiction, including, but not limited to, trash collection, excess organic waste, tree pruning and illegal dumping.

6.3 Utilities and Infrastructure

Currently, the City provides water at no cost to community gardeners. However, the Recreation and Park Department pays for new water meter installations. Gardening activities should avoid damage to underground infrastructure.

Policies:

- Negotiate with the PUC to reduce new water meter installation fees for community gardens to stretch the limited community garden budget.
- Parks and street rights-of-way may contain underground utilities, including water, electrical, gas, telephone, and cable and sewer lines. Gardeners must take special care when digging particularly at depths exceeding 18" into the ground. Contact the City agency with jurisdiction of the land on which your community garden is situated to locate underground utilities.

6.4 Waste Removal

Community gardens may generate a surplus of organic waste beyond the capacity of its compost bins. Visitors to the community gardens may carry in trash, or illegal dumping may occur nearby. The removal of excess materials from community gardens ensures the safety and enjoyment for both the gardener and the general public.

Policies:

- Excess Organic Waste:
 - Gardens integrated in a park – Coordinate with the park gardener to remove.
 - Stand-alone gardens on park property – The City does not offer regular trash pick-up at these sites. Community gardeners may choose to remove excess organic waste off site at their own expense.
 - Gardens on public rights-of-way – Call DPW to schedule a pick-up. Bundle or collect waste in large plastic garbage bags for ease of off-haul, otherwise risk getting a citation. Do not block sidewalks. See Appendix 8.11 for contact information.
 - Consider promoting a rule by which garden members are responsible for removal of their own excess organic waste.
- Non-Organic Waste
 - Gardens integrated in a park – Use trash receptacles in the park.
 - Stand-alone gardens on park property and on public rights-of-way – The City does not offer regular trash pick-up at these sites. Either use a trash receptacle at a nearby park, or promote a rule by which individuals are responsible for removal of their own garbage.
- Illegal Dumping
 - On park property (excluding sidewalks) – Contact the Recreation and Park Department. See Appendix 8.11 for contact information.
 - On public rights-of-way (including sidewalks) – Contact DPW. See Appendix 8.11 for contact information.

6.5 Hazardous Materials

Vegetables with edible root parts are known to absorb soil toxins, which would be a health risk to the consumer. Hand-to-mouth contact with contaminated soils also puts the community garden user at risk. Hazardous substances not uncommon to urban parks includes hypodermic needles and human and animal feces. The removal of illegal dumping that is toxic or contains toxic components (such as paints, motor oil, computers and monitors) requires special handling to prevent contamination of garden properties for the protection of the public's health.

Policies:

- Contact the Recreation and Park Department to remove hazardous materials and illegal dumping on park property.
- Contact DPW to remove illegal dumping on public streets. See Appendix 8.11 for contact information.
- Develop a written agreement with the PUC regarding removal of hazardous waste for community gardens on PUC property.

7.0 Miscellaneous

7.1 Complaints

Any complaints or concerns may be forwarded to the Recreation and Park Department's Community Garden Program Manager. See Appendix 8.11 for contact information.

7.2 Public Information

Information on the community gardens program may be accessed on the Recreation and Park Department's website at www.parks.sfgov.org. Click on "Community Gardens" for a web page link. For additional information, contact the Community Garden Program Manager. See Appendix 8.11 for contact information.

8.0 Appendix

8.1 Community Gardens on City-Owned Property

Visit www.parks.sfgov.org for a list of current community gardens, or contact the Recreation and Park Department's Community Garden Program Manager for a copy. See Appendix 8.11 for contact information.

8.2 Access Strategies

Community gardens are located on public property accessible to all. Individual community gardens may request restricted access based on unique conditions that shall be evaluated on a case-by-case basis, subject to Recreation and Park Commission approval.

Gardens with restricted access shall prepare a program of scheduled public access that includes one or more opportunities for general public access. Each community garden shall strive for 2-6 hours of general public access quarterly.

All opportunities for public access shall be posted publicly at the garden at least a week in advance. Contact the Recreation and Park Department Community Garden Program Manager to post the schedule or event on the City's website and to receive credit for compliance.

The following suggested strategies promote public access to gardens that normally allow access to members only (see Section 4.2 regarding membership). The use of more than one strategy is encouraged. Gardens with fences and gates providing restricted public access must propose a scheduled access program for the general public, subject to Recreation and Park Department approval. The program for scheduled public access shall be publicly posted in a highly visible location. Access strategies may include:

- a. Open the gates to the garden when 2 or more garden members are present.
- b. Schedule public visits for the first Saturday of each month for 4 hours.
- c. Participate in a City-wide, "open-garden day" event.
- d. Annual events inviting neighbors and community at large to the site.
- e. Promote the use of gathering spaces for community functions and programs. Refer to Section 4.6 for ideas on neighborhood involvement and program partnerships.
- f. Establishing communal gardening areas for non-members.

* Please note that an organized gathering of 25 or more persons will require a permit from the Recreation and Park Department. See Appendix 8.11 for contact information. Allow 4 weeks to obtain a permit.

8.3 Model Community Garden Agreement

The plot agreement below may be adopted or serve as a model to the garden's own plot agreement. Each garden member is to execute a plot agreement as an indication of that member's understanding of his/her rights and responsibilities to the community garden.

MODEL COMMUNITY GARDEN PLOT AGREEMENT

Welcome and Purpose

Welcome! Thank you for your interest in community gardening!

This community garden is under the jurisdiction or management of the Recreation and Park Department. Therefore, please be mindful that the operation of this garden is regulated by municipal codes and the Park Code, including those outlined in the Recreation and Park Department's Community Garden Policy available at www.parks.sfgov.org.

The Recreation and Park Department is truly excited by your interest in becoming a community gardener. You are a part of a growing trend in urban agriculture. This garden provides you the opportunity to create beauty, serenity, and abundance within the urban confines of San Francisco. Whether your interest lies in growing organic produce or creating beautiful landscapes, you are a steward of public land. You are agreeing to share use of land, on which you will garden, with other San Franciscans. On it you may grow, for your non-commercial use, food, flowers, and herbs that may satisfy your hunger or delight your aesthetics or spirit. Community gardening implies self-sufficiency, including obtaining the materials you need and learning the skills essential to gardening.

With this consent, you are participating in a shared agreement with both rights and responsibilities. You may keep your plot as long as you like, as long as you abide by this agreement. Community garden members are welcome to use a plot and share care of the garden with the following understandings:

Your rights as a community gardener

1. You have the right to garden as long as you wish. Automatic renewal is based upon living up to this and specific garden agreements.
2. You have the right to the following basic amenities such as access, water, and hoses.
3. You have the right to equal opportunity and non-discrimination.
4. You have the right to a reasonably harmonious environment, and to appropriate conflict resolution measures when necessary.
5. You have the right to participate in the democratic self-governance of your community garden and annually elect your Garden Coordinator(s).
6. You have the right to garden in this space, and to the non-commercial use of the bounty your labors provide.
7. You have a right to an orientation to your garden by the Garden Coordinator or other assigned garden office-holder.

From rights stem responsibilities. Because you and your fellow gardeners have these rights, you also share a collective responsibility. You agree that these responsibilities include things that are standard in all gardens and others that have specifically been decided by your community garden.

Responsibilities standard in all gardens:

1. To care for the land - active gardening requirement year-round. Gardeners are responsible for keeping their plot and the paths surrounding their plot clean and free of weeds. Gardeners shall at no time plant or weed in any other person's plot, except as directed by the Garden Coordinator on garden work days* or by prior agreement with that plot holder.
(* Garden Coordinator must provide 7 days of advance notice to the plot holder prior to the garden work day.)
2. Maintain your plot within its confines without plants encroaching into common areas or other plots. No plants may be higher than 6 feet over soil level in plots. Beds may not be raised higher than 3 feet.
3. No altering of the dimensions of a plot or of the surrounding area.
4. Keep common areas clear.
5. Be civil and cooperative in regard to other gardeners, neighbors, and the public.
6. 'Organic Gardening' practiced here. Abide by City rules regarding best organic practices. No herbicides or pesticides may be used, except for organic-based materials, such as iron phosphate for snail and slug bait. Please note that certain plants are not responsive to herbicides, such as poison oak and blackberry. Contact the Recreation and Park Department for recommended removal techniques.
7. Be mindful of water usage. Gardens shall be managed for best practices in water conservation (e.g., drip irrigation, time of watering, clustering like plantings in zones). Minimize water waste. Ornamental plantings should be targeted to drought-resistant species.
8. Sign the Waiver, Release and Hold Harmless Agreement and return to the Garden Coordinator or the Recreation and Park Department's Community Garden Program Coordinator.
9. Anyone you wish to garden with you in your plot, at the time you sign this agreement, must also sign this agreement.
10. Garden Coordinator/Garden approval is required for adding someone at a later date. If approved, the new gardener signs this agreement.
11. Plots cannot be given away by you to anyone else.
12. In case of illness, pregnancies, travel et al, inform your Garden Coordinator about your situation. Either party finds a temporary person to garden in your stead; this person signs a temporary version of this agreement to end on a date of no longer than a three-month duration.
13. Gardeners agree to respect the peace and quiet of the surrounding neighborhood. Children and guests should also be instructed to refrain from walking on garden plots, or damaging or taking plants, or fruits thereof, that do not belong to them.
14. Follow security guidelines recommended by the Recreation and Park Department. Trust your instincts and know your gardening partners and neighbors.
15. **REASSIGNMENT:** The Garden Coordinator shall notify non-active gardeners with a verbal, telephone or email warning. If active gardening does not resume within 15 days, or the gardener has not responded to messages from the Garden Coordinator, or the garden member is not reachable, then a written 30-day notice to resume activity shall be issued.
16. You hereby agree to your garden's specific rules, as follows below.

Responsibilities specific to your garden :

1. You understand that your community garden will have additional specific arrangements that you agree to as a community gardener.

2. Storage of tools and equipment.
3. Compost and waste guidelines.
4. Workday and meeting attendance; and any other active gardening requirement as determined by your garden.
5. Specific security measures.
6. Pathways, common areas, behavior expectations.
7. Use of materials and tools; storage.
8. Time and work responsibilities.
9. Future matters to be decided.

SIGNATURE

Name (Print)

Garden

Address

Plot #

Zip Code

Dues Paid

Email address

*Date

Phone

* For temporary agreements, add an 'effective dates' line to this section.

8.4 Sample 30-Day Notice

When a plot has been neglected* and the gardener has not responded to phone calls from the Garden Coordinator, or does not actively resume gardening in 15 days after being contacted, or is not reachable, then a 30-Day Notice is a good way to clarify whether or not a gardener intends to keep gardening, or if the plot can be assigned to someone else.

A warning notice such as the one below can be mailed to the gardener. If the gardener has not responded within thirty days, then the plot may be assigned to the next person on the waiting list.

(* based on the conditions for active membership as described in the garden's plot agreement)

Thirty-Day Notice

Dear Gardener of Plot # ____:

The gardeners here at (NAME OF COMMUNITY GARDEN) have noticed that you have not maintained or sowed your plot for a long time.

The Community Garden Plot Agreement which you signed states the following:

REASSIGNMENT: The Garden Coordinator shall notify non-active gardeners with a verbal, telephone or email warning. If active gardening does not resume within 15 days, or the gardener has not responded to messages from the Garden Coordinator, or the garden member is not reachable, then a written 30-day notice to resume activity shall be issued.

If you clean your plot and surrounding area and inform the garden coordinator of your intentions to plant in the near future, we will be pleased to keep you as a member of the garden. However, if you have not done so within thirty days, we will reassign your plot to the next person on our waiting list; or in the absence of a waiting list, to the next person who inquires about getting a plot at the garden. We hope you understand our reasons for this action. We simply want everyone in our community to have an opportunity to garden. If you are not actively gardening, please consider giving up your plot to someone else who is interested in harvesting the goods of the earth. In the event that you do lose your plot, feel free to sign up again on the waiting list.

Please contact the Garden Coordinator, [NAME OF COORDINATOR], at [TELEPHONE].

Thank you for your cooperation.

8.5 Sample Wait List

All gardens must maintain an active wait list. Interested members of the public may request to be put on the wait list when a plot is not available at the time of the request. Annually post an updated wait list of **names only** at the garden. The wait list of **names only** may also be posted on the garden's website. The wait list may be kept up-to-date with one or more of the following practices:

- a. Contact each person on the wait list annually by phone or e-mail to reconfirm her interest.
- b. Have each person on the wait list contact the garden annually by phone or e-mail to reconfirm his interest.

Sample WAIT LIST

<u>DATE</u>	<u>NAME</u>	<u>ADDRESS*</u>	<u>CONTACT*</u>
3-12-04	Jane Rose	123 Main Street	janerose@aol.com
4-8-04	Jeffrey Root	456 Ash Avenue	rootguy@yahoo.com
4-22-04	Mary Compost	789 Sunny Street #8	(415) 555-1212

* Addresses or contact information should not be made public without consent.

The garden coordinator may suggest other nearby community gardens to any person on the wait list. However, doing so does not exclude that person from being placed on the wait list.

8.6 Tips for Safety and Awareness

The following recommendations are intended to increase awareness and minimize future risks to all garden visitors. (Courtesy of The Safety Network Program, a member of the Mayor's neighborhood Crime Prevention Program, funded through the Mayor's Office of Criminal Justice.)

- Trust your instincts. If something doesn't feel right, do not hesitate to leave the garden.
- Be visible:
 - Don't let plants and shrubs block your view into the garden
 - Don't have "hidden gardens" where you cannot be seen
- Know your gardening partners
- Maintain adequate natural and artificial lighting
- Know your garden's neighbors
- Avoid keeping a public trash receptacle in the garden
- Where appropriate, secure the community garden with a gate and lock
- Keep supplies locked
- Block or eliminate areas where people can sleep or camp
- Work with the San Francisco Police Department on how to clean the area of needles and unsafe materials
- In an emergency, call 911. Request a CAD number to track.
- For a non-emergency, call (415) 553-0123. Request a CAD number to track.
- Maintain regular communications with the Park Officer and Beat Officers.
- Maintain a log for gardeners to complete when unsafe conditions occur, and submit to Park Officers or Station Captain weekly.

8.7 Selected Municipal Codes Relevant to Community Gardens

(Municipal codes are also available at www.sfgov.org.)

Pets and Animals

- Presence of animals restricted - Park Code (Article 5): No person shall lead, drive, conduct or otherwise bring or allow to remain in any park any animal, bird, fish or reptile other than horses, dogs and domestic cats (on leash or in a transport box) without a permit from the Recreation and Park Department or the Recreation and Park Commission when the permit allows the presence of such animals, birds, fish or reptile.

Public Health Codes that may apply for the consideration of a permit that allows the presence of animals, birds, fish or reptile are the following:

- It shall be unlawful to keep or feed, or cause to be kept or fed, or permit to be kept or fed, on any premises over which any such person or entity may have control within residential districts more than a total of four of any domesticated animal, including, but not limited to, chickens, turkeys, geese, ducks, doves, pigeons, or game birds of any species.
 - Any enclosures for the purpose of keeping, feeding, or causing to be kept or fed, or permitting to be kept or fed, shall be kept in coops or enclosures that are approved by the Director of Public Health.
- Animals must be on leash - It shall be unlawful for the owner of any animal, other than a domestic cat, to permit said animal to run at large within the City and County. (Not applicable to areas designated as an animal exercise area under the jurisdiction of the Recreation and Park Commission) (Health Code Section 41.12(a)) There is a fine for violation of the leash law.
 - Owners must pick up their dogs' feces - It shall be unlawful for any person owning or having control or custody of any dog to permit the animal to defecate upon the public property of this City or upon the private property of another unless the person immediately removes the feces and properly dispose of it. (Health Code Section 40 (a)) There is a fine for failure to pick up.
 - Owners must carry suitable containers - It shall be unlawful for any person to walk a dog on public property of this City or upon the private property of another without carrying at all times a suitable container or other suitable instrument for the removal and disposal of dog feces. (Health Code Section 40 (b)) There is a fine for failure to carry a suitable container.

Alcohol and Tobacco

- Alcohol prohibited - No person shall consume alcoholic beverages of any kind in certain parks, except with the permission of the Recreation and Park Department. The General Manager of the Recreation and Park Department or the Recreation and Park Commission may grant permission to consume alcohol in the parks and portions of parks where such activity is prohibited if the General Manager or the Commission determines that the consumption of alcohol will not interfere with the public's use and enjoyment of the park. (Section 4.10 of the Park Code)

Disorderly Conduct

- No person shall, in any park, without permission of the Recreation and Park Department (Section 4.10 of the Park Code):
 - (a) Throw or propel objects of a potentially dangerous nature, including, but not limited to, stones, bottles, glass, cans or crockery;
 - (b) Fire or carry firearms of any size or description, or possess any instrument, appliance or substance designed, made or adopted for use primarily as a

weapon, including, but not limited to, slingshots, clubs, swords, razors, billies, explosives, dirk knives, bowie knives or similar knives, except that this subsection shall not apply to a police or other peace officer;

- (c) Fire or carry any firecracker, rocket, torpedo or other fireworks of any description (this subsection shall not be deemed to contradict any provisions contained in Chapter VIII (Police Code) of the San Francisco Municipal Code);
- (d) Carry or use a model airplane which is powered by liquid fuel or designed to be used with such fuel;
- (e) Make, kindle, maintain or in any way use a fire except at places provided, designated and maintained by the Recreation and Park Department for such use;
- (f) Climb or lie upon any tree, shrub, monument, wall, fence, shelter, fountain, statute, building, construction or structure;
- (g) Emit, eject, or cause to be deposited any excreta of the human body, except in proper receptacles designated for such purposes;
- (h) Expose his or her genitals, pubic hair, buttocks, perineum, anal region or pubic hair region or any portion of the female breast at or below the areola thereof, except that this section shall not apply to children under the age of five years;
- (i) Enter a restroom or toilet set apart for use of the opposite sex, except children under the age of five years accompanied by a parent or guardian and duly authorized personnel for the purpose of inspection, maintenance or repair;
- (j) Gain or attempt admittance to facilities in any park where a charge is made, without paying that charge;
- (k) Play any percussion instrument, including drums, at any time or location prohibited by resolution of the Recreation and Park Commission when a sign has been posted in the area affected to give notice of this prohibition, provided that such resolution does not unreasonably curtail the playing of such instruments in any area of the city.

Enforcement

- Obey all sign postings - No person shall willfully disobey the notices, prohibitions or directions on any sign posted by the Recreation and Park Commission or the Recreation and Park Department (Section 3.12 of the Park Code).

8.8 Recreation and Park Commission Gift Policy

To obtain a copy of the gift policy, please contact the Recreation and Park Department's Community Garden Program Manager. See Appendix 8.11 for contact information.

8.9 Sign Sample with Standard Rules

Welcome to Sunshine Community Garden

For the Enjoyment of All Visitors,
Please Obey the Following Regulations:

- Be Respectful and Courteous of Others
- Do Not Take From Any Garden Plot without Permission
- Keep Dogs on Leash
- No Smoking
- No Alcohol or Glass Containers
- No Littering or Camping
- Consult the Bulletin Board for the following:
 - To Request a Plot or to Become a Member
 - For Open-Garden Hours and Community Events
- THIS GARDEN IS A DRUG-FREE ZONE

8.10 Community Garden Task List

This updated document is available at www.parks.sfgov.org.

8.11 Resources and Contact Information

In addition to those provided by the City, community gardeners have various resources available to them through non-profit organizations and their websites. Available resources as of July 2006 include:

- Recreation and Park Department –
Community Garden Program Manager
Telephone: (415) 581-2559 (subject to change)
Fax: (415) 581-2540 (subject to change)
E-mail: Marvin.Yee@sfgov.org (subject to change)
Web Site: www.parks.sfgov.org - *Click on the “community gardens” link for information on the City’s community garden program, including updated contact information for the Community Garden Program Manager.*
- San Francisco Beekeepers’ Association (www.sfbee.org) - *Local resource for beekeeping activity.*
- Howard/Langton Community Garden (www.howardlangtongarden.org) - *The official website for this multi-layered, public community garden.*
- San Francisco Garden Resource Organization (www.sfgro.org) - *Supporting ALL community gardens in San Francisco.*
- Garden For The Environment (www.GardenForTheEnvironment.org) - *Providing education and information on sustainable agricultural practices.*
- To request a permit for gatherings of 25 or more persons – (415) 831-5500.
- To remove excess organic waste from DPW property – (415) 695-2178.
- To remove illegal dumping on park property – (415) 242-6360.
- To remove illegal sidewalk dumping – (415) 28-CLEAN (282-5326)