



COUGAR PARK COMMUNITY GARDEN PARCEL USE APPLICATION

This application is issued in accordance with the policies outlined in the Cougar Park Community Garden Rules and Regulations. Application must be fully completed and signed to be considered. Applicants will be contacted within five working days, and if application is approved, applicant must remit annual use fee by designated date. Fees listed below cover a set annual period of January 1 – December 31. Fees will be prorated by 50% for applicants approved July 1- November 1 of an annual period. Fees are nonrefundable and nontransferable. Garden parcels may not be subleased in whole or in part. Applicants must be at least 18 years of age. Valid California Drivers' License or Identification Card must be presented at the time of application.

COMMUNITY GARDEN ANNUAL USE FEES

\$50 per parcel - Large Parcel or Handicap Accessible Parcel **\$44 per parcel** - Small Parcel

APPLICANT INFORMATION	
NAME (First and Last)	
ADDRESS	CITY AND ZIP
HOME PHONE	WORK PHONE
CELL PHONE	EMAIL
EMERGENCY CONTACT NAME	EMERGENCY CONTACT PHONE NUMBER
PARCEL(S) REQUESTED: (Applicants may request a maximum of 2 parcels.) (Sizes listed are approximate.) _____ LARGE PARCEL (4' x 5') _____ SMALL PARCEL (4' x 4') _____ HANDICAP ACCESSIBLE PARCEL (10' x 2')* <small>*Handicap accessible parcels are for use by handicapped individuals only. Verification may be requested.</small>	
Do you have any special needs to be considered when being assigned a parcel? If none, write "none."	
GARDENING EXPERIENCE: _____ Beginner _____ Moderately Experienced _____ Experienced _____ Master Gardener	
Would you like to be included in the Cougar Park Community Garden Directory, which will only be available to Cougar Park Community Gardeners? NO _____ YES _____ If yes, please initial spaces below to indicate information to include: _____ Name _____ Home Phone _____ Cell Phone _____ Work Phone _____ Email	

I hereby certify that I have received, read and understand the Cougar Park Community Garden Rules and Regulations, and will abide by them, and conform to all regulations stipulated by the City of Covina. I further understand, that if approved, I will be required to sign an agreement that will include a Waiver and Release of Liability, Assumption of Risk and Indemnity Agreement, as well as attend an orientation meeting.

Applicant's Signature: _____ Date: _____

(Office Use Only)

Date and Time received: _____ Received by: _____ CDL/ID attached: _____

Parcel size available/approved: Yes _____ No _____ If No, reason: _____ Parcel charge: \$ _____

Applicant notified: Date _____ By _____

Statement sent by and date: _____ Date payment due: _____ Date paid: _____

Orientation scheduled: _____



CITY OF COVINA
Parks & Recreation and Library Services Department
1250 North Hollenbeck, Covina, CA 91722
(626) 384-5340 • cpcg@covinaca.gov

**Parks
Make
Life
Better!**

COUGAR PARK COMMUNITY GARDEN RULES AND REGULATIONS

General Information

The City of Covina has established a Community Garden in Cougar Park at 150 West Puente Street. The community garden is divided into parcels, which are available to the community on an annual basis at a fee established by the City of Covina. Garden parcels are provided for the purpose of growing fruits, vegetables, flowers, herbs and other plants approved by the City.

The City shall evaluate the Cougar Park Community Garden program on an annual basis with regards to program costs, participation levels, and effective land use. The City reserves the right to change or modify fees, rules and regulations as deemed necessary.

Application Process

All gardeners must complete and sign the Cougar Park Community Garden Application. Applications must be submitted annually. The garden parcel annual period is from January 1-December 31.

All garden parcels will be assigned on a first-come, first-served basis. If all garden parcels are reserved, then a waiting list will be taken.

Waiting List Procedures

When all garden parcels are reserved, then a waiting list will be established. Once a waiting list exists, then a seven-year term limit is enforced. Upon the seventh year, 75% of current parcel users will be offered garden parcels according to a lottery, and the remaining parcels will be offered to persons from the waiting list in the order they are listed with Covina residents receiving priority.

Fees

1. Fees listed below cover a set annual period of January 1 – December 31. Fees will be prorated by 50% for applicants approved July 1-November 1 of an annual period.
2. Fees are nonrefundable and nontransferable.
3. Large Parcel or Handicap Accessible Parcel Annual Fee - \$50
4. Small Parcel Annual Fee - \$44

Hours of Operation

Community Garden members may access the garden daily from sunrise to sunset. The City reserves the right to modify garden hours for maintenance, special events, etc. The City will provide advance notification to garden members whenever possible.

Animals

No animals are permitted in the community garden, with the exception of service animals.

Alcohol

Consumption of alcoholic beverages at Cougar Park and in the Community Garden is prohibited at all times.

Restrooms

Public restrooms are available for garden members. Restroom is located on the east side of the community center building.

Burying Objects

The burying of any items (including deceased animals) in the Community Garden is strictly prohibited.

Bulletin Board

The Community Garden bulletin board is for the purpose of posting Community Garden related information only. Any items posted by the City will be clearly identified with a City Seal. All items posted on the bulletin board must contain the date posted and the name and parcel number of the gardener. Items not in compliance or inappropriate will be removed. All items will be removed after 30 days.

Code of Conduct

All gardeners shall conduct themselves as responsible adults, with consideration towards others. Gardeners will be respectful of the fact that the garden is located in a community park where children and families are present, and will not behave in such a way or display items that may be deemed offensive or inappropriate.

City Responsibilities

1. City will provide water, hoses, and trash receptacles.
2. City will work to diminish "pest" problems (i.e., rodents, squirrels), but will not guarantee that pests will not invade the garden.
3. Periodically, the City will perform general cleanup as needed. A notice regarding scheduled work will be posted on the garden's bulletin board whenever possible.
4. City will maintain all walkways, fencing and non-parcel landscaping, including citrus trees. Gardeners may enjoy the citrus fruit once ready for picking.
5. City will provide access to storage shed equipped with limited supplies and large tools for gardeners' use.
6. The City of Covina is not liable for loss or damage to personal property, vandalism to the garden parcel, and/or destruction of crops due to disease, pests, rodents, or inclement weather.
7. City shall have the right, at any time, to inspect any garden parcel.

Gardener Responsibilities

1. Gardeners must attend an orientation meeting, scheduled by the City, prior to the start of parcel use.
2. Gardeners are to drive slowly (less than 5 mph) and safely on driveway leading to the parking lot and in the parking lot.
3. Gardeners must provide all personal use tools, seeds, plants, fencing materials, equipment and other supplies necessary for gardening.

4. If a gardener is unable to tend to their parcel for an extended period, then arrangements must be made with another gardener to have their parcel maintained. Gardeners MAY NOT give their key to any person.
5. Each gardener will be issued a key to the Community Garden gate and storage shed. It is the responsibility of each gardener to ensure the gate and storage shed are locked before leaving the premises. It is also each gardener's responsibility to close the gate behind them when entering the garden and to not open the gate to allow entrance to individuals who are not garden members.
6. A gardener may bring up to three guests into the Community Garden. It is the responsibility of the gardener to supervise all guests at all times while in the Cougar Park Community Garden to ensure guests are following all rules and regulations.
7. Gardeners shall not remove any planted material from any garden parcel that is not their own. Any gardener taking items from a garden parcel that is not their own shall immediately forfeit their garden parcel and all fees paid to the City.

Watering Responsibilities

1. Watering of parcels may only be done manually. Automatic timers for watering are prohibited.
2. Only controllable nozzles may be used.
3. Water keys will be kept in the storage shed, and must be returned to the shed when watering is done.
4. All gardeners must adhere to the Water Conservation rules and regulations in the City's Municipal Code (chapter 13.06).

Parcel Containment

1. Gardeners must have ditches or appropriate means to keep water in their own garden parcel, not on the pathways or other garden parcels.
2. No perimeter fencing in excess of 2 feet in height is allowed. Raised beds are permitted up to 2 feet in height. An exemption to these height limits may be requested by a gardener for reasons pertaining to health/disability. Request must be submitted, in writing, to the Parks & Recreation Department, and must include the reason for the request.
3. Upright standards, such as a trellis or wire stand utilized to grow climbing vegetables, flowers or vines are permitted to a maximum height of 6 feet. The trellis shall be kept in the center/interior of the garden parcels rather than on the edge or border where it could shade an adjacent garden parcel.
4. No attachments to City fencing are permitted. No gardener shall use the City's perimeter fencing as a trellis or to hang garden equipment.
5. Fencing/trellis materials are not to be made from building materials such as window screens. All fencing and trellis material must have a pleasant appearance, be an earth tone/neutral color, and be non-toxic and non-rusting.
6. Planting may occur only within the designated garden parcel boundaries of each gardener's own garden parcel. Plants are not permitted to extend into pathways. All growth must be kept trimmed and kept out of walkways. Overgrowth into walkways may be subject to trimming by City staff.
7. All materials stored on a garden parcel space, such as storage container, wood, stakes, fence screen, etc., must be kept in a neat and orderly condition. All supplies and equipment shall be stored within the boundaries of each garden parcel. Items are not to be left in walkway, nor hung from City's perimeter fencing.
8. Any gardener who violates the rules and regulations will be given a written notice stating the time limit permitted to make corrections at their own expense. Failure to make corrections may result in forfeiture of parcel and fees paid.

Plant Growth

1. Materials used in the garden must comply with the Organic Materials Review Institute, a private, nonprofit organization that determines whether a product qualifies as organic under the USDA's National Organic Program (NOP). Visit www.planetnatural.com for more information. Approved materials list will be updated periodically by the City and the Cougar Park Community Garden Volunteer Committee.
2. Use of inorganic insecticides, herbicides, pesticides, fertilizers, and soil amendments is prohibited.
3. Gardeners are to keep their parcels clear of all waste materials including, but not limited to, weeds, dead plants, and decaying fruits or vegetables. All waste must be disposed of in the dumpster or composter bin as appropriate.
4. No illegal crops may be grown on any garden parcel. If found, the Covina Police Department will be contacted and garden parcel immediately forfeited.
5. No trees, cane, catnip, or bamboo may be grown on any garden parcel.
6. Tall plants (such as corn) shall be grown in an area of a garden parcel that won't shade another garden parcel. If garden parcel is such that there is no location within its boundaries to grow tall plants without shading another garden parcel, then tall plants are not permitted on that garden parcel
7. Diseased plants (such as whitefly) are to be treated or removed within five days of written notification from City. Gardeners are urged to notify the City immediately if they suspect diseased plants on another person's garden parcel.

Violations, Notification, and Connection Procedures

1. Adherence to established rules and regulations is critical in to ensure the Community Garden remains in quality condition. Periodic checks will be made to all garden spaces to ensure they are being cared for properly and are in compliance with all Community Garden rules and regulations. When a garden parcel is found to be in conflict with these regulations, the gardener will be notified of the violation(s).
2. Notification of a violation shall be transmitted via letter from the City to the gardener as follows:
 - a. Letter #1: The first letter will serve as notice of the violation and provide the date (15 days from date sent) that the garden parcel will be checked for compliance.
 - b. Letter #2: If, after those 15 days, the garden parcel is found to still be noncompliant, a second and final letter will be sent to the gardener advising them that that compliance must occur by the date provided (15 days from date sent).

If gardener fails to comply, then garden parcel will be immediately forfeited with no refund of fees.

3. A garden parcel can be inactive for up to one growing season, typically 13 weeks, to rest/prepare soil. Gardener may cover the parcel with plastic for weed abatement. When a gardener elects to "rest" their parcel, gardener must provide written notification to the City in advance, indicating the dates of inactivity. The gardener will then be exempt from receipt of notices regarding inactivity. However, the parcel will continue to be monitored for weeds and other violations. If a gardener does not provide written notification of planned inactivity, then the parcel may be considered as noncompliant, at which time the gardener would be sent notification to correct the violation(s).
4. If a gardener receives two separate notifications of noncompliance within a six-month period, then any subsequent violations within that same six-month period will result in forfeiture of garden parcel with no refund of fees paid.
5. Upon any termination of an application between a gardener and the City, a gardener will not be entitled to a refund of any fee paid to the City, nor will they be entitled to any payment or reimbursement from the City for any materials planted, growing, or otherwise located within the Cougar Park Community Garden or for any improvements made on the premises. All or any part of such material and improvements shall become the property of the City.