

Eagle Heights Gardens ~ University Houses Gardens

2017 Garden Application and Information

This application is for both the Eagle Heights and University Houses gardens. The fees, gardening season, deadlines, and workday obligations are the same. The **Eagle Heights Gardens are required to be organic; University Houses Gardens have both organically managed and “not necessarily” organic plots.** Large plots at Eagle Heights are approximately 20 x 25 feet (6 x 8 m), and large plots at University Houses Gardens are approximately 25 x 30 feet (8 x 9 m). Small plots at both gardens vary in size but are about half the size of large plots.

APPLICATION DEADLINE – February 15th

- On-time applications will be speedily processed. Plot assignments will be posted on the garden bulletin boards and the garden website during March 2017.
- Each plot must have a separate application with a different primary gardener at least 17 years of age.
- Applications received after February 15th 2017 will be processed by date received.
- Applications will be processed as long as there are plots available.
- A waiting list will be formed when all plots are assigned.
- Gardeners may indicate plots or rows they prefer, but assignment cannot be guaranteed.
- Email lists are maintained for garden announcements and are required for communications.

WORKDAY OBLIGATION

One gardener per plot is required to help with one workday during the gardening season. Workdays last for ~3 hours and include a variety of tasks. Workdays will be held throughout the garden season (mostly on weekends, but also occasional weekday evenings). Prior to each workday, a doodle poll link is sent out for sign-up.

FEES

Application fee per plot as follows:

	Large plot	Small plot
Eagle Heights, University Houses, and Harvey Street Residents	\$32	\$20
UW Students	\$32	\$20
UW Faculty and Staff	\$42	\$25
UW Alumni	\$42	\$25
Community Members (everyone else)	\$42	\$25
No Workday Option (per plot in addition to the above fee)	\$32	\$32

- If you rent two small plots, your total fee will be the large plot fee.
- Plots rented after July 1st will only be charged half of the plot fee due to the lateness of the season.

JOIN THE GARDEN COMMITTEE!

The Garden Committee is the management body of the gardens and is made up of volunteers - like you! Committee members are asked to attend meetings, respond to committee discussions (often by e-mail) and manage specific projects. The Garden Committee meets monthly in the University Apartments Community Center (611 Eagle Heights). New members are always welcome. Please come to a garden meeting if you would like to get involved.

How to reach the Garden Committee:

E-mail: ehgardens@rso.wisc.edu; Visit this Web site: www.eagleheightsgardens.org
Write to us at: Gardens, 611 Eagle Heights, Madison WI 53705

HOW TO APPLY FOR A GARDEN PLOT:

Mail your completed application and payment to:

Eagle Heights Community Center c/o Gardens, 611 Eagle Heights, Madison, WI 53705

Or, put your application in the depository (next to the ATM machine) in foyer of the Community Center.

No cash, starter checks, or money orders. CHECKS OR CASHIERS CHECKS ONLY. Make checks payable to
Division of University Housing.

COMMUNITY GARDEN RULES

We want everyone to have a good experience in the gardens and need to respect our garden neighbors and their efforts. In order to maintain respect for our community and our gardeners, we must observe the following rules **without exception**. In particular, note the following highlighted rules:

1. **Theft**: do not take anything from any plot other than your own even if you think it is abandoned. No warning is given and this offense is immediately referred to the garden chairs.
2. **Trespassing**: do not enter any plot other than your own unless invited.
3. **Boundaries**: do not plant outside of the boundaries of your plot. Leave 6 inches unplanted and unfenced on both sides of your plot for neighbors to access water and their plantings.
4. **Tools**: do not keep the community tools in your plot or take them home.
5. **Weeds**: Control weeds and remove before they go to seed. Do not put weeds in the dumpster but take them to the designated weed pile for composting.
6. **Water**: Take care in using the water system and do not leave water on when you leave or keep others from getting access.

In the gardens we also value **neighborliness** and **respect**: get to know your neighbors. If you see strangers in your neighbors' plots, email the registrar. Discuss issues respectfully, and bring disputes to the garden committee if appropriate.

Failure to comply with these rules will result in:

1. **Warnings** with dates of needed changes
2. **Review** of issues by the garden committee with potential loss of privileges
3. **Confiscation** of plot and banning from community gardens.

If you have questions about these rules, email the registrar at ehgardens@rso.wisc.edu.

Sign your application to acknowledge that you understand these rules and the specifics that follow. A comprehensive list of garden policies follows on the next page.

Pathways and Boundaries

- No tools, hoses or weeds in the pathways .Do not extend your garden plot past the boundary markers. All plants in pathways will be mowed.
- Corner markers delineate the boundaries of individual plots, and must be left in place. You may not move these markers. Contact the Garden Registrar if you are unsure of your plot boundary.
- Each plot (including plots with fences) must maintain an unplanted path through or around the edge of the plot so that other gardeners can access water and plantings.
- **Fences: Perimeter fences around plots are discouraged.** Fences harbor weeds and obstruct mowing. Any fences that are built must be easily movable and weed free. Fences should not touch the ground for easier weeding.

Neighborliness

- Garden carts and community tools (tools with pink or yellow handles) should not be removed from the gardens. Return these items to the shed area. Tall plantings should not be placed where they will shade neighboring plots. Tall support structures must be sturdy and unlikely to fall on neighbors' plantings and away from the plot lines.
- Each plot must be used for planting of flowers, vegetables, fruit, cover crops or herbs. Those with underutilized plots may be requested to share with gardeners on the waiting list.
- No permanent structures are allowed; plant supports should be minimal.
- Dogs are not desirable in the gardens and must be on a leash while passing through. Please consider that children often eat directly out of the gardens and do not allow your dogs into other plots.

Gardening practices

- **Eagle Heights and organic section of University Houses:** Any pesticides or fertilizers used must be approved for organic production. The garden website gives information on how to maintain an organic garden. If in doubt about any material, e-mail the garden registrar.
- **University Houses:** Chemical fertilizers and pesticides are allowed with care in some areas. No pesticides/herbicides should be stored in plots.

Prohibited Plants and other items

- **No fires are allowed within the gardens.**
- Wood chips provided to the gardens by the Preserve may be used in garden plots. For reasons of possible plant disease and pest spread and potential chemical treatment, landscaping wood chips from outside the Preserve are not allowed. Gardeners should be aware that wood chips decay slowly and leaves may be a better mulch material for most uses.
- No glass should be used in the gardens for safety reasons since broken glass is difficult to remove.
- Privately-owned power equipment such as tillers and mowers are not allowed in the gardens for safety reasons. Only UW staff can use Garden power equipment. (Small hand-held drills or other tools are allowed).
- Do not plant comfrey, annual artemisia, or mint. **Do not plant trees in your garden plot.** Trees that sprout will be removed.
- **Produce from these gardens cannot be sold.** Gardeners can share vegetables with family and friends but gardeners should realize that UW staff are prohibited from accepting gifts from Housing residents.

Weeds

- **WEEDS MUST BE KEPT UNDER CONTROL.** Weedy plots will be identified by a community jury. If your garden is identified as weedy you will be notified via email and given two weeks to clear it of weeds. If your garden is identified twice during the same year, you will forfeit the plot to the waiting list. If you wish to request an appeal to the garden committee, a written plan to avoid problems in the future will be required.
- **All weeds should be composted within your plot or taken to the weed pile.**

Refund Policy

Gardeners who choose to forfeit their plot must contact the garden registrar before **June 1st** to receive a refund of half the fee. After this date no refunds will be given.

If you leave before the end of the season: If a primary gardener leaves the gardens, he/she may transfer the plot to another individual **ONLY** if this person contacts the registrar and 1) is listed as the secondary gardener, 2) is approved by the registrar, and 3) satisfies the plot workday requirement if not already done. Any plot "given" to another individual without satisfying these three conditions will be **considered forfeit and re-assigned**.

No Workday Fee

Gardeners who are unable to work a shift at a workday can pay a "no workday option" fee of \$32. This fee must be paid by Dec. 1, 2017. Gardeners who do not work or pay the fee by this date will be considered new gardeners for priority purposes and will not be eligible to request their old plot back. In addition, a "late fee" of \$20 will be assessed and the prior year must be settled before any new application will be considered.

Garden Resources and Services

- The gardens are part of the Lakeshore Nature Preserve. Please respect natural areas outside the garden boundaries. As part of the Preserve, we observe their hours and are closed from 10 pm to 4 am.
- **Driving and Parking Private vehicles are not allowed in the garden area.** Parking is available in designated spots on Eagle Heights Dr. and at the south end of the basketball court at University Houses. Vehicles with a state issued handicap parking permit or gardeners with mobility issues should contact the garden registrar for a special permit for parking exceptions.
- **Gardening Information:** Many resources are available on the Eagle Heights Gardens web site (see <http://www.eagleheightsgardens.org/>), including a manual for beginning organic gardeners.
- **Water:** Spigots are turned on in the gardens by April 25th and turned off in the fall near the end of October. Water turn-on is subject to weather and frost considerations. The water in the gardens is Madison city water. Please report any water problems (by email) as soon as possible to the garden registrar at ehgardens@rso.wisc.edu
- **Eagle Heights:** check the distance before you purchase your hose, as some gardens require longer hoses (75 ft) for complete coverage.
- **University Houses:** hoses are provided.
- **Garden paths:** The common garden paths are maintained by the garden workers but gardeners should be mindful of the need to maintain the path integrity and avoid digging or trenching into this area. Paths should be kept clear and free of obstacles or plantings.
- **Garden carts:** Never tip the carts over sideways. Carts must be shared. Empty and return the cart to the garden shed when you are finished gardening for the day.
- **Compost and lake weeds:** Compost and lake plants removed from Lake Mendota are sometimes available. These are NOT fertilizers, but mixing these materials with the soil in your plot will improve the soil texture.
- **Garbage:** Place all garbage in the garbage cans or dumpster at the garden entrance.
- **No plants in garbage cans or dumpster. No garbage in the weed piles.**
- **Mulch:** Leaves are collected from Eagle Heights and Shorewood Hills in October and November and delivered to the gardens. Leaves are NOT fertilizers, but spreading a thick layer will slow the growth of weeds throughout the season
- Maps of the gardens including plot numbers are available on the Eagle Heights Community Gardens website: <http://www.eagleheightsgardens.org>

Plot Assignment Policy

- Due to our affiliation with the University of Wisconsin-Madison and the Division of University Housing, priority in plot assignment is given to residents of University Apartments and current students of UW-Madison. All plots are rented for a year at a time and no guarantees are made of continued use. On time complete applications from residents and students will be processed first. If plots are still available, these will be assigned by application date in the remaining applicant categories. Returning gardeners will be given priority over new gardeners within priority class and can request to return to their previous plot. Dates of application are considered in assigning plots. Waiting lists by date received will be kept after the due date and plots will be assigned when available.

2017 Eagle Heights & University Houses Community Gardens Application

Last Name/Family Name: _____ First Name: _____

Mailing address: _____

E-mail address (required) _____ Phone Number _____

Secondary Gardeners (optional, will be included on general email list if address provided):

Last Name/Family Name: _____ First Name: _____

E-mail address: _____

The following shows the order of priority used in plot assignment. Returning gardeners in good standing have priority over new gardeners and may request to renew their previous plot.

	Eagle Heights, University Houses or Harvey St. Resident	UW Student	UW faculty/staff	UW alumni	community member
Large plot	\$32	\$32	\$42	\$42	\$42
Small plot	\$20	\$20	\$25	\$25	\$25

Please check applicable boxes:

- Eagle Heights Gardens (organic) University Houses Gardens (organic section)
 University Houses Gardens (non-organic section) Any plot is fine

I am new to the Eagle Heights/University Houses Gardens.

Preferred rows or areas in gardens _____

I would like a small plot. (Weeds and other challenges of gardening can be overwhelming! New gardeners and experienced gardeners who just want a little space are encouraged to apply for a small plot.)

I gardened in EH/UH in 2016 and wish to request the same plot: Plot # _____ If you do not remember the plot number, provide name of primary gardener in 2016: _____

I gardened in EH/UH in 2016 and do not wish to renew the plot:

I wish to request a new row (you may leave this blank): _____

If you are unable to participate in a workday, you are required to pay a “no workday” fee in addition to the regular plot fee. You can pay now or wait to pay by Dec. 1 if you cannot work as planned.

- Plan to attend a workday
 No workday option (Pay an extra \$32.)

CHECKS OR CASHIER CHECKS ONLY, payable to “Division of University Housing.”

(no cash, no money orders, and no starter checks.)

Total: _____

I have read and understand the application packet and agree to follow the “Gardening Rules.” I will make sure that every gardener in my plot knows the rules and observes them.

Signature of Primary Gardener _____

Date: _____

MAIL IN THIS PAGE - KEEP THE REST OF THE PACKET FOR REFERENCE.

Mail address: Eagle Heights Community Center c/o Gardens, 611 Eagle Heights, Madison, WI 53705 or use drop box in the foyer of the Eagle Heights Community Center.