

# NAHEENO PARK COMMUNITY GARDEN

## GENERAL INFORMATION

Updated February 2018

### INTRODUCTION

Beginning February 2016, the SFU Community Association was granted the license to operate, maintain and manage the Naheeno Park Community Garden. The garden is located at the north end of Naheeno Park, 8888 University Drive, Burnaby, BC, though correspondence should be directed to the SFU Community Trust offices at 130-8960 University High Street, Burnaby, BC, V5A 4Y6 as the Trust is assisting the SFU Community Association's Garden Committee with administration duties.

### HOURS OF OPERATION

The Garden is open from dawn until dusk, seven days a week and is open to all UniverCity residents, students, staff and faculty of SFU.

### MEMBERSHIP AND WAITLISTS

Membership is open to anyone 18 years of age and older. Often, there are more applicants than available plots (94). The SFU Community Association keeps a waitlist of people who have applied for plots, and as plots become available, SFU Community Trust will advise applicants accordingly.

*Please note: newly available plots are assigned on a first-come, first-serve basis with priority given to UniverCity residents first (proof of residence required), with SFU students and faculty next, and the general public thereafter.*

To add yourself to the waitlist, please email [communitygarden@UniverCity.ca](mailto:communitygarden@UniverCity.ca) providing the following information: name, email address, phone number, mailing address, affiliation (UniverCity resident, SFU Staff/Faculty/Student). If the individual is a UniverCity resident please provide proof of residence.

You will receive an email notification when your application has been received.

### ANNUAL RENEWAL OF PLOT RENTAL

- Due to high demand, a maximum of **ONLY one** (1) garden plot per family is allowed.
- Plot rentals are for one (1) year from **APRIL 1** to **MARCH 31** and must be renewed annually. The Naheeno Park Garden administration will email renewal letters to Gardeners in early March each year.
- To renew, Gardeners must complete the electronic plot rental form and submit

their annual plot rental fee no later than **MARCH 23<sup>rd</sup> 4PM** .

<http://univercity.ca/wp-content/uploads/2018/03/Garden-Handbook-2018.pdf>

- Any garden plots that are not renewed by this time will be made available to existing gardeners who have previously requested a plot transfer, then to the waitlist group.

## **PLOT RENTAL FEES**

- The annual plot rental fees are set at the discretion of the SFU Community Association Garden Committee.
- Fees must be paid by Paypal or cheque (make cheque payable to the SFU Community Association).
- In the case of a returned cheque the issuer must provide a replacement certified cheque or money order in the amount to cover both the returned cheque and the bank charge for the returned item, within ten (10) days of notification.

Cheques can be dropped off in person Monday to Friday from 8:30-4:00 at the SFU Community Trust offices located at Suite 130-8960 University High Street in The Cornerstone Building.

### **PLOT RENTAL FEES COVER:**

- 8 ft x 32 ft growing plot (approximately)
- Access to water
- Compost
- Access to limited communal gardening tools
- General Garden Site maintenance and upgrades (e.g. fence, waterlines, hoses, tools)
- Administration (to oversee the management and upkeep of gardens)

## **TERMINATION OF PLOT RENTAL AGREEMENT**

Plot rentals are terminated when:

- Plot rental fees have not been paid before the deadline (**March 23<sup>rd</sup>**)
- When a Gardener wishes to resign their plot
- Failure to adhere to Community Garden Policies:
  - Failing to cultivate their garden plot by **May 15**
  - Unauthorized removal of produce, soil, tools or other material from another Gardener's plot
  - Unauthorized interference with another Gardener's plot
  - Damage to SFU Community Association / SFU property or common areas
  - Violating SFU Community Association policies, as defined in the Naheeno Park Community Garden Policy
  - Bullying

*Note: The SFU Community Association reserves the right to reclaim or re-assign neglected garden plots during the growing season (March-October). Notice of termination of a plot rental must be approved by an SFU Community Association Garden Committee members, signed by an Association Director, or his/her designate and delivered to the Gardener by registered mail.*

## **PLOT TRANSFERS & SUBLETS**

- Garden Users can apply to transfer from their existing plot to a vacated plot at the beginning of the gardening season. The SFU Community Association keeps an internal waitlist of Gardeners who wish to transfer to a vacated plot. Gardeners on the internal waitlist have priority over people on the regular waitlist.
- Requests for an internal transfer must be made in writing to **communitygarden@univercity.ca** or by indicating their request on their completed annual garden renewal/rental contract and will only be accepted if the Gardener's existing plot conforms to plot maintenance guidelines.
- Plots may not be sublet. Plots gardened by non-members or their immediate families will be reassigned through the waiting list. Note: The exception to this rule, is if your plot is being gardened for you while you are on vacation. Please email **communitygarden@univercity.ca** to inform us of your absence and provide the contact information of the person who will be gardening in your place.

## **LIABILITY**

- Garden Users are reminded to act responsible and practice good personal safety when visiting the garden.
- Garden Users must understand that neither the SFU Community Association, SFU Community Trust, nor SFU are responsible for their actions. Garden Users agree to hold harmless the SFU Community Association, SFU Community Trust, and SFU for any liability, damage, loss, or claim that occurs in connection with use of the Community Garden by themselves or any of their guests.

## **CONTACTS**

For further information, please contact:

### **Administrative related questions, requests:**

[communitygarden@UniverCity.ca](mailto:communitygarden@UniverCity.ca)

#130-8960 University High Street

Located in the Cornerstone Building

Burnaby, BC V5A 4Y6

604.291.3000

Monday through Friday, 8:30am-4:00pm

### **Maintenance related requests (water hose issues, compost bin pickup):**

SFU Facilities Services

[fs-general@sfu.ca](mailto:fs-general@sfu.ca)

778-782-3582

# Schedule A

