

NAHEENO PARK COMMUNITY GARDEN GENERAL INFORMATION

Updated February 2019

INTRODUCTION

Beginning February 2016, the UniverCity Community Association (formerly SFU Community Association) was granted the license to operate, maintain and manage the Naheeno Park Community Garden. And in January 2019, the UniverCity Community Association (UCA) signed a three (3 year) lease renewal agreement with SFU to continue sole management of the Naheeno Park Community Garden (NPCG). The garden is located at the north end of Naheeno Park, 8888 University Drive, Burnaby, BC, though correspondence should be directed to the Garden Committee at the following email address: NPCGCommittee@gmail.com

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 who are members of either the UniverCity or SFU communities. Often, there are more applicants than available plots (97). The UniverCity Community Association keeps a waitlist of people who are interested in renting a garden plot, and as plots become available, the Garden Committee 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, staff and faculty next, and the general public thereafter.

To add yourself to the waitlist, please email NPCGCommittee@gmail.com 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 late February each year.

- To renew, Gardeners must complete the electronic plot rental form and submit their annual plot rental fee no later than 4PM on **MARCH 22nd**.
<http://univercity.ca/wp-content/uploads/2019/02/NPCG-Handbook-2019-FINAL.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 UniverCity Community Association Garden Committee.
- Fees must be paid by Paypal or cheque (make cheque payable to the UniverCity 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 mailed to the following address: 8971 Cornerstone Mews, Burnaby BC V5A 4Y7.

PLOT RENTAL FEES COVER:

- Standard sized plot (approximate measurements): 8 ft x 32 ft growing plot or Mini-sized plot (approximate measurements): 6 ft x 8 ft
- 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 22nd**)
- When a Gardener wishes to resign their plot
- Failure to adhere to Community Garden Policies:
 - Failing to cultivate their garden plot by **May 15th**
 - Unauthorized removal of produce, soil, tools or other material from another Gardener's plot
 - Unauthorized interference with another Gardener's plot
 - Damage to UniverCity Community Association / SFU property or common areas
 - Violating UniverCity Community Association policies, as defined in the Naheeno Park Community Garden Policy

- Bullying, harassment and/or disrespectful behaviour

Note: The UniverCity 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 the UniverCity Community Association Garden Committee members and delivered to the Gardener by email.

PLOT TRANSFERS & SUBLETS

- Garden Users can apply to transfer from their existing plot to a vacated plot at the beginning of the gardening season.
- Requests for an internal transfer must be made 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 **NPCGCommittee@gmail.com** 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 practise good personal safety when visiting the garden.
- Garden Users must understand that neither the UniverCity Community Association, SFU Community Trust, nor SFU are responsible for their actions. Garden Users agree to hold harmless the UniverCity 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:

NPCGCommittee@gmail.com

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

SFU Facilities Services (to request a work order be submitted for the work)

fs-general@sfu.ca

778-782-3582

Schedule A

2019/2020 Naheeno Park Community Garden Group

