

Suisun City Prosperity Park Community Garden Policies & Regulations

I. Mission and purpose

1. PPCG's Mission & Purpose:

The purpose of Prosperity Park Community Garden (PPCG) is to provide a welcoming, well-maintained, and sustainable community space that supports gardening, environmental stewardship, education, food production, and community connection. PPCG is intended to encourage responsible gardening practices, promote healthy outdoor activity, and foster a sense of shared ownership and civic pride among participants and visitors.

PPCG organization, Policies & Regulations [P&R]:

The club's main point of contact is **Justeen Singley, jsingley@suisun.com, 707-421-7200**. Questions regarding garden operations, memberships, bed assignments, fees, maintenance, or policy compliance shall be directed to the City through that contact information.

Food crops grown in PPCG gardens shall be harvested by the gardener responsible for cultivating them. Gardeners are encouraged to share surplus produce with family, friends, neighbors, or community food-share programs. Produce grown in PPCG may not be sold.

II. Membership

1. Statement of Non-Discrimination:

Participation in PPCG shall be open to all persons and shall not be denied or restricted on the basis of any protected characteristic under applicable law.

2. Voluntary membership: assignment of beds, waiting lists, fees.

Participation in PPCG is considered voluntary. You become a PPCG member when you have signed Gardener's Agreement, registered for the planting bed or container at suisun.recdesk.com and pay the specified yearly fee, and are assigned a planting bed or container(s) at the garden.

All work performed by members at PPCG gardens, including use of equipment, and all activities performed at other PPCG project sites are done at members' own risk.

To the fullest extent permitted by law, the City of Suisun City, its officers, officials, employees, volunteers, agents, and representatives shall not be responsible for injury, loss, damage, or claims arising from participation in PPCG, except to the extent caused by the City's gross negligence or willful misconduct.

Only Suisun City RPM Department will assign or re-assign beds. Beds cannot be transferred or exchanged without approval. Beds are numbered according to a garden plan. That number will identify your bed.

- a. As part of the registration process you will sign a PPCG Gardener's Agreement. This Agreement is renewable annually. Each year, Agreements expire on January 15. A renewed Agreement must be signed, and applicable fee(s) must be submitted no later than January 31.
- b. A waiting list for beds at each garden is maintained by Justeen Singley. If there are no beds immediately available at the garden of your choice, you may email Justeen Singley at

jsingley@suisun.com, which allows your name to be placed on the waiting list for a bed. Beds are assigned to those on the waiting list, first to Suisun City residents and then in the order in which applications were received. You will be notified as soon as a bed becomes available, at which point, you will be required to sign a PPCG Gardener’s Agreement.

- c. Suisun City charges a bed fee, payable after the PPCG Gardener’s Agreement is signed. The amount is stated in the Agreement. The fee offsets costs of garden maintenance and the cost of annual water usage. Should a member join for the winter gardening season only, Gardener’s Fee shall be prorated. Fees may be refunded no more than 30 days after receipt.

i Fee schedule:

Type of rental	Total cost (monthly cost)
Large bed	\$120 (\$10)
Medium bed	\$84 (\$7)
Small bed	\$60 (\$5)
Shared plot (corn, squash, etc)	\$36 (\$3)
Persons on SNAP/WIC	\$0 (\$0)

- d. Each year, gardeners are expected to give a minimum of twelve (12) hours of service for the general maintenance and improvement of the community garden in which they have a planting bed.
 - i Gardeners may assist with weeding and refurbishing wood chip paths; planting and weeding borders; watering containers; helping keep order in the tool sheds, handling the mailing list, organizing workdays, etc. Scheduled work parties, usually held on Saturdays or Sundays, are announced through email.
 - ii Gardeners may opt to work 24-hours a year in exchange for a bed at half-price.
- e. Each gardener with an assigned bed is responsible for keeping Suisun City notified of his/her most current home address, telephone number(s) and email. Changes can be made by notifying the City at jsingley@suisun.com.

III. Members’ Responsibilities

1. General responsibilities

Community gardening is a social, civic, educational and recreational activity. Members are expected to treat each other with respect, decorum and dignity and to take opportunities to learn from each other. Members must abide by PPCG Policies & Regulations, copies of which are posted inside each garden’s tool shed, are electronically distributed with PPCG Applications and PPCG Gardener’s Agreements and are posted on Suisun City’ website.

Gardeners are responsible for the care and upkeep of their assigned beds and for securing their plants, tools, and materials. The City is not responsible for damage, theft, vandalism, or loss to any bed, plantings, or personal property caused by third parties, weather, wildlife, or other events beyond the City’s reasonable control.

Any problems, complaints or disputes should be brought to the attention of the Suisun City RPM Department for resolution.

The appearance of the gardens should be attractive and inviting, offering aesthetic pleasure. Gardeners and volunteers are expected to help create, develop and maintain, as best as possible, a pleasing, orderly garden environment at all times.

- a. All policies & regulations apply to everyone who visits or participates in the gardens or PPCG programs and activities. Members are responsible for their guests' actions. Children brought to the garden must be supervised by an adult at all times.
- b. This garden features a locked gate - it is each person's duty to ensure the gate is secure and locked at all times when leaving the garden.
- c. Gardening hours at each community garden are dawn to dusk. Please avoid parking in front of homes, excessive noise, or using power tools between the hours of 7 pm and 10 am.
- d. Pets, whether or not on leashes, are not allowed in the garden for reasons of sanitation and safety (per Solano County Public Health). This restriction does not apply to qualified service animals as defined by applicable state and federal law. Service animals must remain under the control of their handler at all times and may be removed only if they are out of control, not housebroken, or otherwise present a direct threat to health or safety. PPCG gardens might be visited by wild animals. Feeding of wild animals is not permitted by law (CCRT 14 § 251.1)¹.
- e. Use of PPCG equipment is a privilege. Tools are used at the gardener's own personal risk. Proper use and care of tools and equipment is very important. Suisun City is not responsible for any gardener's misuse of tools and equipment, or for any injury caused by their use.
- f. The garden has a tool shed equipped with basic tools. Each active member will receive the lock combination for the shed door in order to access tools, no personal items may be stored in the shed. Items may not be donated without the approval of Suisun City RPM Department.
 - i The shed must be locked after use. A person who opens the shed is responsible for ensuring that the shed is locked when you leave and that all tools are put away.
 - ii PPCG tools, equipment and wheelbarrows must be returned to the shed in good, clean condition after use.
 - iii To prevent theft, do not leave tools outside, in a bed, or behind the shed. If a tool breaks, please notify the City.
 - iv It is each gardener's responsibility to turn off the water faucets after each use.
 - v Immediately report any problems (leaks, breaks) with valves, faucets or hoses to Justeen Singley.
- g. First Aid: a basic First Aid Kit is supplied at each garden for treating minor cuts & bruises. The kit is located inside the tool shed. If you notice any safety hazards or safety concerns, please notify Suisun City RPM Department immediately.

¹ California Code of Regulations Title 14, § 251.1

- h. The cultivation of cannabis is prohibited in the community garden (SCMC 18.49.230 § C)². No exceptions will be made for medical cannabis.

2. Gardeners' responsibilities for their beds:

- a. Gardeners must keep their individual beds weeded and watered as needed. Paths must be kept weed-free surrounding assigned beds. Trailing crops must be contained within beds and not be permitted to invade neighboring paths or beds.
- b. A gardener whose bed has the appearance of being abandoned (weeds, rotting/withering crops, overgrown, trailing vines, etc.) will be contacted by Suisun City RPM Department to determine the status of the bed. The gardener will be given 15 days to remedy/restore the bed and surrounding area. If the gardener does not respond within 15 days from the date of initial contact, the bed will be considered abandoned, cleaned out and given to a gardener on the Waiting List.
- c. Beds may be minimally decorated (with small sculptures, etc.) but signs must be no larger than 5" x 7" inches.
 - i No business advertisements are allowed.
- d. Before applying any commercial pesticides, fungicides and fertilizers, read and follow all directions to minimize drift, over application, or over spray.
- e. "Roundup" or similar product with glyphosate must not be used on weeds or plants.

IV. Solar / Electricity Notice

The restroom structure and certain other amenities at PPCG are powered by a self-sufficient solar energy system. During periods of limited sunlight, extended cloud cover, or system maintenance, some electrical features, including restroom lighting, fountains, or similar amenities, may not be available. This does not affect a member's ability to garden, but users should be aware that these features depend on solar power and may not operate at all times.

² Suisun City Municipal Code 18.49.230 § C - (Ord. No. 768, §§ 2, 3, 3-17-2020)

V. Acknowledgment and Consent

I acknowledge that I have carefully read and fully understand the rules and regulations set forth above. I agree to comply with all stated requirements and expectations, and I accept responsibility for adhering to them at all times. I understand that these guidelines are in place to ensure proper conduct and accountability, and I commit to upholding them to the best of my ability.

Applicant Name

Date

Signature

Approving Official Name

Date

Signature