



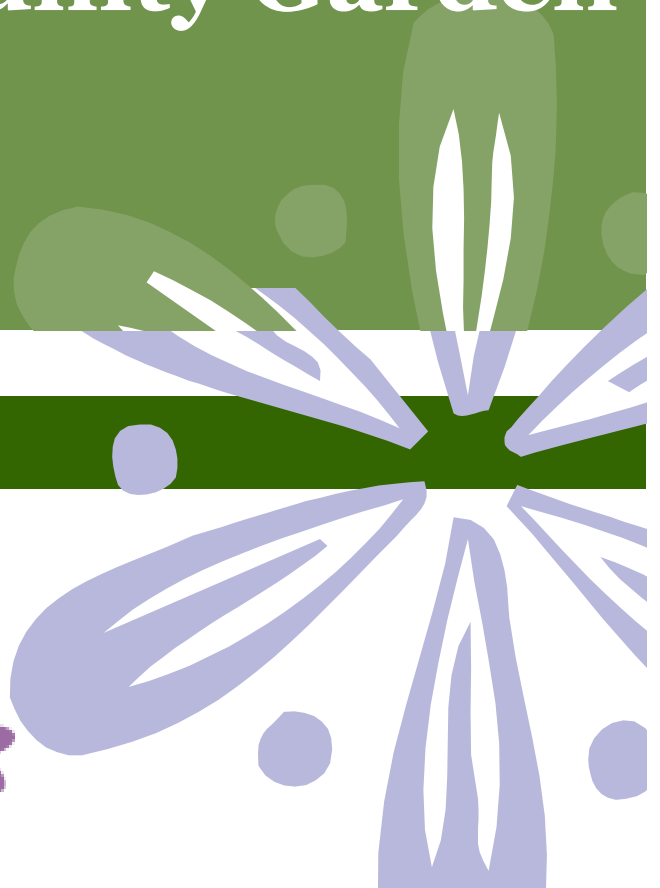
# Ottawa

## Community Garden

Garden opens April 1st

**Garden Location: 621 East Dayton Rd.  
Ottawa**

Ottawa  
*is blooming*



**Dear Gardener,**

Welcome! We are very excited to have you be part of Ottawa's Community Garden. A community garden means many things to many people; a community garden to some may be a place to grow food and herbs, while others may choose to simply grow flowers, connect with nature, relieve stress or just enjoy being outdoors. Others may take part in the garden to be a part of the community and share their knowledge and love of gardening.

Regardless of why you have chosen to be part of the garden, we welcome you and look forward to seeing you at the garden.

Happy growing!

**Our Mission:**

The mission of the Ottawa Community Garden is to provide a space for community members to come together and garden while enhancing the environment and the quality of living Ottawa. As well as, serve as a community-building and educational resource centered on dignity and respect for each other and the environment.

**Garden Coordinators:**

Main Contact: Tami Koppen, City Hall by phone: (815) 433-0161 ext. 240 or email: [tkoppen@cityofottwa.org](mailto:tkoppen@cityofottwa.org)

Site Contact: Stephanie Stacy, Garden's Gate (815) 530-9577

**General Information:** The garden plots are located at 621 East Dayton Road. Plots will be staked and ready for planting at the earliest possible date, weather permitting. Garden plots are identified by numbered signs placed in the corner of each plot.

Parking for the Community Garden will be available thru Garden's Gate Garden Center and Landscaping Inc. parking lot or on Progress Drive. Please do not enter any part of Garden's Gate other than the parking area nearest to the garden when they are closed.

## **Plot Fees:**

### **City of Ottawa Residents**

Full Size Plot 10' x 20' \$40.00

Half Size Plot 10' x 10' \$20.00

### **Non-Residents**

Full Size Plot 10' x 20' \$50.00

Half Size Plot 10' x 10' \$25.00

**Proof of Ottawa residency with photo I.D. must be given to receive resident rate (i.e. current property tax or utility bill). A limited number of raised garden plots are available. These are offered to individuals with special needs. Please indicate if you require a raised bed.**

**Reduced Fee/No Fee Plots:** Reduced fee or no fee plots are available to those in need of assistance. In-service hours are required by those utilizing this program. Hours will be completed by helping to maintain the garden. For more details please contact the garden coordinators.

**Sponsored Plots:** Sponsored plots are available to individuals, groups, organizations and businesses interested in donating the harvest to a person in need or program (i.e. Food Pantry) If you would like to sponsor a plot please contact the garden coordinators.

**Grant Plots:** Garden plot grants are available to individuals wishing to plant a vegetable garden for their own use but who maybe unable to purchase the plot and plants to grow due to income restrictions. These grants include the plot fee and vegetable plants. If you would like to apply for a garden plot grant please contact the garden coordinators.

## **Gardener Guidelines:**

**The following guidelines have been established and gardeners are requested to assume certain responsibilities for their plots. Please read these guidelines.**

1. All gardeners are required to complete an application form. The application fee is due at time of registration. To receive resident rate you must bring a valid photo ID along with a current property tax bill or utility bill showing your name and address.
2. Garden meetings and work parties are scheduled throughout the season. All events will be posted at the garden.
3. All plots must be prepared for planting by May 15 and planted by June 1. Unplanted plots may be reassigned, without refund, after this date.
4. Before planting, check the numbered stake to be certain you are in the correct plot.
5. Shared parking is available thru the Garden's Gate Garden Center and Landscaping Inc parking lot. Please do not enter any other part of Garden's Gate property while they are closed.
6. All gardeners are responsible for keeping pathways around their plot clear and weed free.
7. For ease of hose use, pathways must remain intact, even if you rent adjacent plots. Removal of pathways is prohibited.
8. **Weed Policy:** Gardeners are responsible for keeping their plot weed free. Participating in a community garden affords you an opportunity and a responsibility to your fellow gardeners. In order to ensure good gardening practices, plots must be reasonably maintained. Reasonably maintained means weeds under control (less than 6" tall) and plants regularly cared for, watered and harvested. Plants must not exceed plot boundaries. If gardens are not maintained after a warning is issued, the Ottawa Community Garden Coordinators have the right to mow the entire plot. Gardeners will have one week to weed before the plot is mowed.
9. Plant tall plants and vines within the boundaries of your plot where they will not interfere with your neighbors plot or pathways.
10. Put weeds and dead plants from your garden plot into the compost bins provided. No plant or other materials should be brought in from outside sources. **DO NOT** leave weeds or other debris in pathways. All garbage must be taken with you when you leave, **DO NOT** leave trash in the garden or parking lot.
11. Each person is responsible for only their plot (s). Do not apply anything to or pick from another person's plot.
12. Unattended watering is not permitted. Make sure all the faucets are off and hoses are disconnected when leaving the garden. Gardeners are responsible for providing their own hose to run from the water connection to their plot.
13. The following are not permitted: Planting of illegal plants, smoking and chewing tobacco (tobacco can transmit a virus to plants), pets, drugs, alcohol, radios, boom boxes and fires.
14. Children should not be unattended in the garden.
15. Report theft, vandalism or unusual activities to the garden coordinators. If there is an emergency call 911.
16. Only hoses with a Y adapter will be permitted so more than one person can use the water at the same time.
17. For your safety the garden is open from dawn til dusk.

18. Neither Ottawa is Blooming, Ottawa Community Garden, City of Ottawa or Garden's Gate Garden Center and Landscaping, Inc. are responsible for: costs related to individual garden plots, theft, damage, vandalism, injuries or any other acts of destruction or loss. There is no guarantee expressed or implied as to the growth and vitality of garden plots.

19. At the end of the gardening season, all dead plants and non-plant materials must be removed and disposed of properly. All gardens must be left neat and tidy. If your garden is not cleaned-up by November 1, you may lose your gardening privileges for the next season.

20. If you plan to discontinue the use of your garden space during the growing season, please let the garden coordinator know as soon as possible.

21. Use common courtesy, be considerate of your gardening neighbors and enjoy.

22. Violation of gardener guidelines: if any of the guidelines are violated, you will be contacted by phone, email and/or U.S. Mail. You will then have one week to address the violation. After one week, if the violation has not been remedied, you may lose your gardening privileges.

23. Only granular or powder forms of herbicide, fertilizer, pesticide or insecticide are allowed. Liquid forms of these products are not allowed. Gardeners are encouraged to use organic OMRI listed products as needed.

We look forward to a very positive and bountiful season. Please follow these guidelines to ensure everyone an enjoyable season in the Ottawa Community Garden.

If you have questions about gardening, Stephanie Stacy, ASHS Certified Horticulturist and President of Garden's Gate Garden Center and Landscaping Incorporated is available to help answer any questions or plant problems you may have during the season. She can be reached at 815-530-9577, 815-433-4006 or via email at [plantit2@yahoo.com](mailto:plantit2@yahoo.com)

## **Volunteers:**

Much of the success of the OCG is dependent on the efforts of its gardeners and volunteers. The garden always needs maintenance. If you are interested in helping out in the garden or helping with coordination efforts please contact Tami Koppen, City Hall by phone: (815) 433-0161 ext. 240 or email: [tkoppen@cityofottawa.org](mailto:tkoppen@cityofottawa.org).

# Ottawa Community Garden Application

Date: \_\_\_\_\_

Gardener's Name

Address

City

State

Zip Code

Email (Due to limited time and resources, we will be utilizing email as our main source of communication with you)

Gardener's Phone Number (Please include home/work/cellular)

1. Number of plots requested

\_\_\_\_\_ # of 10' x 20'

\_\_\_\_\_ # of 10' x 10'

2. Raised beds are available on a first come, first serve basis to individuals with special needs.

If available, would you prefer a raised bed? \_\_\_\_\_

City of Ottawa Resident

Non-Resident

\_\_\_\_\_ X \$40.00= \_\_\_\_\_  
# of 10' x 20'

\_\_\_\_\_ X \$50.00= \_\_\_\_\_  
# of 10' x 20'

\_\_\_\_\_ X \$20.00= \_\_\_\_\_  
# of 10' x 10'

\_\_\_\_\_ X \$25.00= \_\_\_\_\_  
# of 10' x 10'

By signing below, I agree that I have read and understand the gardener guide and plan to abide by all of the garden guidelines and rules. I understand that neither the Ottawa Community Garden, Ottawa is Blooming, the City of Ottawa Illinois nor Garden's Gate Garden Center and Landscaping Incorporated are responsible for my actions. I therefore agree to hold harmless the Ottawa Community Garden, Ottawa is Blooming, the City of Ottawa Illinois and Garden's Gate Garden Center and Landscaping for any liability, damage, loss or claim that occurs in connection with use of the garden by me or my guests. Photo disclaimer: Registrants and participants permit the taking of photos and/or videos of themselves and their children during the Ottawa Community Garden activities for publication and use as Ottawa is Blooming, the City of Ottawa and the Ottawa Community Garden deem necessary.

Gardener's Signature

Date

Payment: Check #

Cash

M/C

Visa

Amount:

Date Received:

Plot # Assigned:

**Make checks payable to: City of Ottawa**

**Mail completed application and payment to:**

**City of Ottawa Attn: Tami Koppen C/O Ottawa Community Garden 301 W. Madison St. Ottawa, IL.**