



Policy 2.9
Effective Date: October 2, 2013
Revised Date:

Craig Ranch Regional Park - Community Garden Planter-Box Lease Policy

Purpose

This policy has been established to provide customers the necessary information needed to successfully lease a planter-box in the Craig Ranch Regional Park (CRRP) complex system for customer's exclusive use.

Policy

It is the policy of the department to provide standard practices that afford equal opportunity leasing of the sixty-two (62) planter-boxes.

Procedure

A. GENERAL REGULATIONS

1. Park Hours Open to Public: 6:00 a.m. to 11:00 p.m. (may be adjusted seasonally). CRRP is closed from 11:00 p.m. to 6:00 a.m.
2. All planter-boxes are leased by application on a first come, first served basis and are only accepted from persons 21 years of age and older on official forms provided by the park reservation desk. Applications are accepted year round.
3. Typical grow season in Southern Nevada may begin as early as March and run through October.
4. Smoking is prohibited within the park.
5. No Forms of marketing/advertisement posted on site are permitted without prior written approval.
6. A waiting list will be maintained in the event of a cancellation and/or vacancy.
7. No motorized vehicle is permitted within the park grounds.
8. The City reserves the right to cancel, reject or deny current and/or a future lease due to the misuse of facilities, past and/or delinquent payments, flagrant violation of policies and regulations, mistreatment of staff and/or other gardeners.
9. Alcohol is prohibited in Craig Ranch Regional Park without a permit.

B. LEASE REQUIREMENTS

1. Submit an application for one year lease. Applications are available at cityofnorthlasvegas.com, the park office, or the information kiosk.
2. Lease fees must be paid at the time of application if planter-box is available. If a planter-box is not available the application will be accepted with applicant's name being placed on a waiting list with fees paid at time of lease.
3. Planter-box fees are due in full before the garden season begins. Summer garden season begins March 1 each year.
4. Each gardener must complete a Waiver of Claim form prior to starting any work in the Community Garden.
5. Gardener agrees to the maintenance and upkeep of their assigned planter-box and areas that surround it. Watering, weeding, harvesting and any other garden related maintenance is the responsibility of the gardener. Gardeners may arrange for other gardeners to water their planter-box in their absence.



Policy 2.9

Effective Date: October 2, 2013

Revised Date:

6. Each gardener/planter-box will be provided one gate pass card at the time of lease. The annual pass card will provide the user access to the Community Garden for 1 full year and may be renewed annually.
7. Gardener agrees to participate in opening day spring clean-up/soil prep and end of summer season clean-up. Gardener's planting winter crops must clean and prep garden box no later than February 1.

C. GARDEN RULES AND REGULATIONS

1. Tools and material are the responsibility of the gardener. Access to water is provided by CNLV.
2. Children are welcome in the garden but must be accompanied by an adult gardener and must be supervised at all times. No pets allowed in the Community Garden.
3. Planter-box gardens should be cared for no less than once per week. It is the gardener's responsibility to notify the park office if they are unable to care for their planter-box. If the planter-box remains unattended for more than three weeks it will be subject to reassignment.
4. Assignment of planter-boxes will be awarded by first come, first serve. Preference for next year's planter-boxes will be given to current participants first.
5. Plant summer crop no later than June 1. Plant only in assigned planter-box.
6. The application of chemical herbicides (weed killers), pesticides (insects/rodents) and fungicides in the Community Garden are prohibited.
 - a. Insecticidal soap is an acceptable alternative (must not disturb other planter-boxes).
 - b. Fertilizers are permitted.
 - c. Compost is permitted. No cat, dog, or pig manure may be used in the garden.
 - d. Burning of any kind is not permitted in the Community Garden.
 - e. Conserve water; don't use more than you need.
7. Gardener will not plant poisonous and/or illegal plants.
8. Gardeners may only harvest produce/flowers from their own planter-box. Discourage theft: harvest promptly.
9. At the end of the grow season, gardeners are responsible for clearing their planter-box of all plant material/debris, trellis systems and other equipment leaving the planter-box as they found it in the spring. Prepare by November 30. Winter crop planting is permitted with notification to park office.
10. A garden committee made up of participating gardeners will be selected at the beginning of each summer season. The committee is responsible for ensuring that the rules are followed at all times.

Document Reference

This document will serve as the department's written policy outlining the garden lease process.

Department Head Approval

Policy 2.9.02

Department of Parks and Recreation