The Community Gardens are an amenity of the University Apartments (UA) complexes. Gardeners must be student residents of University Apartments or registered guests. Management of the Gardens is the responsibility of the UA Tenant Advisory Board (TAB).

I. General Rules
   a. The Community Gardens are organic gardens. Herbicides, insecticides, fungicides, and chemical fertilizers are not permitted. Non-commercial, organic fertilizers, such as animal manure or human waste, are strictly prohibited.
   b. General supervision of the garden is the responsibility of TAB. TAB has the right to suspend or revoke Community Gardens with probable cause. Overall supervision of the Gardens is the responsibility of the Garden Liaison, who will be one of TAB member and selected by TAB official.
   c. Gardeners are responsible for the overall maintenance and appearance of the garden. Seasonal clean-up events may be scheduled for this purpose.
   d. Daily supervision of each garden is the responsibility of the Community Garden Manager.

II. Manager
   a. Each garden will have a manager who should be student residents of University Apartment or registered guests. If no one volunteers to be the manager, TAB, and University Apartments management reserve the right to close the garden.
   b. TAB will select or recruit a manager for each garden from current gardeners at each site who volunteer for the position.
   c. The manager reports to TAB’s Garden Liaison at least once per semester.
   d. TAB’s Garden Liaison and University Apartments management will provide the garden manager with training on the budget and Pro-Card purchasing requirements.
   e. Each manager is exempted from paying annual dues. The maximum garden plots for a garden manager is two.
   f. The manager is the contact person for residents seeking a garden plot. When a plot is available, the manager rents it on a first come, first serve basis. For gardens with a waiting list, the plot is offered to the next person on the list.
   g. The manager provides new gardeners with an orientation to the garden, provides a copy of these rules and membership Agreement.
   h. The manager supervises the daily operation of the garden and ensures that gardeners are in compliance with operating procedures and maintain the
overall cleanliness of the gardens.
i. The manager advises gardeners of any violations of the rules and can recommend revocation of the garden agreement.

j. At the conclusion of each planting season, the manager inventories tools and supplies and prepares a budget proposal for the following season.

III. Gardeners
a. Each gardener must be a student resident of University Apartments or registered guests.

b. When there are applicants on the waiting list, each family is restricted to one garden plot.

c. The student resident is the responsible party who signs the Agreement and must ensure that family members know and follow all garden rules.

d. The student resident must bring the signed and completed Agreement to the University Apartments office in order to be issued a garden key and to begin gardening. The Agreement will be kept in the student’s apartment file. The office will not accept an incomplete Agreement.

e. Gardeners must sign the Agreement each year in order to continue gardening.

f. Gardeners agree to maintain and protect the garden. This includes maintaining the security of the garden and tools, caring properly for the garden property, keeping their plot and common areas free of trash and excessive overgrowth, and returning tools to the appropriate storage location. Gardeners will be fined if their plot is not cleaned properly upon vacating.

g. Seasonal vegetable vines (such as squash, beans, cucumbers, etc.) are permitted in the garden. Gardeners who are growing such vegetable vines along the garden fence must:

   i. Maintain the vines by not allowing them to overgrow beyond their plot boundary.

   ii. Clear the vines at the end of the season or the time garden plot is vacated, whichever is earlier.

h. Gardeners who bring their kids to the garden should make sure that kids do not run over the planted areas of other gardeners. Children not accompanied by their parents are not allowed inside the garden.

i. Gardeners should report any problems to their manager immediately.

j. Theft of plants/vegetables within the garden should be reported to UTPD.

k. Gardeners who will be vacating the garden should notify the manager as soon as possible.
i. Sprinkler systems and other watering devices are not allowed, and gardeners are not permitted to leave a hose running while the gardener is not present. Watering rules should follow City of Austin water restrictions. TAB has the right to suspend or revoke the gardener who violates rules of watering.

IV. Fees and Payments

a. There are three terms for garden fees (Jan–Dec, Jan-Jun, and Jul-Dec.) The fee for one plot is $15 per year and $10 for half-year terms. New and existing gardeners can opt for one of these terms by paying appropriate fees. There are no other pro-ration arrangements.
b. The garden fee is billed by University Apartments through the student’s university account, in the same way as rent is billed and paid.
c. Billing occurs in January for a full year rental and in July for a half-year rental.
d. There are no refunds or reimbursements when gardeners withdraw their rights to work on their garden plots or their rights were revoked by TAB.
e. Gardeners who fail to return the garden key will be charged a replacement fee.
f. Gardeners who lose tools or cause other garden damage may be charged the replacement and/or repair costs. The amount charged will be determined by the manager in consultation with the Garden Liaison.

V. Budget and Expenditures

a. The Community Gardens are funded by garden rental fees.
b. On-going garden expenses may be purchased by going through the Pro-card process.
c. Single items in excess of $50 must be approved by TAB.
d. In an emergency, such as a weather emergency, University Apartment’s Associate Director is authorized to approve purchases that are not budgeted or exceed the $50 threshold.

VI. Revocation

a. Garden rights may be revoked for failure to pay the rental fee, failure to maintain garden plot (clear weeds, plan for the season) or violation of any of these rules.
b. The decision to revoke is made first by the manager, following a written warning in paper or email.
c. A gardener who has been revoked may appeal to TAB. TAB’s decision is final.
d. Any fines or assessments can be appealed to TAB. The final authority for
assessing fines will be University Apartments Associate Director.

VII. Notice of these Operating Procedures
a. Each gardener is provided with a copy of these Operating Procedures.
b. A copy of these rules will be posted at the TAB page.

VIII. Changes to these Operating Procedures
a. TAB reserves the right to modify these Operating Procedures.
b. Gardeners will receive a copy of revised Operating Procedures prior to any changes taking effect.

IX. Closing for Soil Revitalization and Water Cut-offs
a. The garden will be closed periodically, as determined by TAB, to allow for composting and tilling.
b. Gardeners will be required to remove all fencing and bamboo structures prior to closing.
c. The next soil revitalization will be scheduled at TAB’s discretion.
d. Water to the gardens will be shut off any time there is a chance of a hard freeze. The decision to cut off water is solely the discretion of UA staff.
e. As a precaution in case of freezing weather, water to the gardens will be routinely shut off over the winter break.

These Operating Procedures were adopted by the Tenants Advisory Board in December 2015.