

# LUTHER COLLEGE

## POLICIES AND PROCEDURES

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Department: Facilities Services  
Subject: Luther Gardens  
Date Issued: September 26, 2011  
Date Revised:  
Approved By:

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### I. Policy

This policy outlines the guidelines for use of college property at the Pole Line Road farm for gardening.

### II. Purpose

Luther College offers faculty and staff with a tract of land, approximately 20' x 20' (full) or 10' x 20' (half), to use for gardening. The garden plots are only available to faculty and staff at the College.

### III. Scope

This policy applies to all faculty and staff who sign up for a garden plot(s).

### IV. Procedures and Guidelines

- A. The Luther garden plots are for Luther College employee's personal use only. A plot can be reserved online at [luther.edu/sustainability](http://luther.edu/sustainability) or by calling 563-387-1722.
- B. There will be numerous garden plots available at approximately 20' x 20' in size.
  - The garden plots will be distributed on a first-come, first-served basis. However, priority will be given to faculty/staff who have had a plot in previous years.
  - Garden requests must be made on a yearly basis.
  - All plants must be contained within the area of each individual garden plot.
  - The garden plot cost will be \$25. This money will be maintained by the garden coordinator and used for garden supplies and improvements.
- C. A waiver of liability will need to be signed by the Luther employee requesting a garden plot prior to planting any seeds.
  - In the event a garden plot may be attended by someone other than the original requestor or an immediate family member, a waiver will need to be signed by that person.
- D. Luther College grounds crew will till all of the garden plots at the beginning of the gardening season in the spring. The grounds crew will mow around the outside perimeter of the gardens on an as-needed basis.
  - It is the responsibility of each gardener to maintain individual garden plots during the gardening season.
  - Plots not properly maintained will be tilled under after adequate warnings have been given.

- The overall appearance of the garden plot should be orderly and neat. Weeds must be pulled. Gardening equipment must be stored off site. Failure to properly maintain a garden plot may result in non usage.
- Luther College will provide water via a nearby hydrant.
- It is not the responsibility of the college to provide fencing for animal control, buckets, hoses rakes, hoes or any other gardening equipment, but there may be occasions in which these things are provided.
- It is the responsibility of the individual gardener to make sure that all debris is removed from the garden plot at the end the gardening season or by the date specified by the community garden coordinator.

## **V. Confidentiality and Records**

The Community Garden Coordinator will keep a record of all garden plot assignments.