



Community Garden of Fox Lake

17 Forest Avenue, Fox Lake, Illinois 60020
224.225.1405



(Save this page for reference)

Important dates to remember:

February 14	Registration for existing gardeners begins! Registration packet is attached. Please visit Village Hall if you would like a hard copy.
March 13	Registration for new gardeners begins!
April 21	Garden Compost will be available to fill your plots. We are purchasing compost from Midwest Organics. (Delivery is weather dependent; participants will be emailed when it is delivered.)
April 29	Orientation/Meet & Greet Event 10 a.m. at the Community Garden Presentation by the University of Illinois Extension's Master Gardener Program (Event details will be sent via email to garden participants)
September 30	Fall Presentation at 10 a.m. by the University of Illinois Extension's Master Gardener Program (Event details will be sent via email to garden participants)
November 30	Garden closed for the season. Gardens are inspected on November 14 th to verify all Garden debris has been removed from the plots.
Weed the paths around your garden every week. Thank you!	

Gathering in the Garden Schedule - (3rd Friday of the Month)

At 5:30 p.m. (Friday Night Concert begins at 6:30 p.m.), come join fellow gardeners in the garden for an evening of fun. Meet other gardeners, compare crops, trade seeds, and sample each other's produce. Stay for a Friday Night concert that runs from 6:30 to 8:00 p.m.

Gathering Dates
June 16
July 21
August 18

Committee Meetings

The Community Garden Committee meets on the third Thursday each month from 4:00-5:00 p.m. March – November. All gardeners are welcome, if you'd like to join the committee, contact Valerie Gallegos at Homehunter2018@mail.com.

March 16, 2023 at Lakefront Park	June 15, 2023 at TBD	Sept. 21, 2023 at TBD
April 20, 2023 at Lakefront Park	July 20, 2023 at TBD	Oct. 19, 2023 at Lakefront Park
May 18, 2023 at TBD	Aug. 21, 2023 at TBD	Nov. 16, 2023 at Lakefront Park

Volunteer Hours

It takes a village to grow a garden, extra volunteers are always welcome! It is essential that each gardener contribute a minimum of 5 hours per growing season towards maintaining the community garden. The message board will list various tasks which need to be completed. Volunteer opportunities are posted on Sign Up Genius. **All volunteers must sign and return the included volunteer waiver. Regular volunteer hours take place every other Saturday, April 1st through November 25th from 9-11 a.m.** If you have opportunities that you would like to lead or post, please email TJ Pilarczyk.

As always, thank You to the Master Gardeners from the University of Illinois Extension who are available to assist you with any gardening questions throughout the year.

A special thank you the Fox Lake Fire Protection District who generously allows us to operate the Community Garden.



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Welcome to the Fox Lake's Community Garden. The Community Garden is open to any resident of Grant Township and Fox Lake. The Village will provide basic services such as the garden site, water, initial tillage, basic gardening tools. Each participating gardener agrees to abide by the established procedures as set forth below (see Community Garden of Fox Lake Rules and Regulations).

To protect public health, animals and the environment, all gardeners will adhere to basic organic gardening methods (no dangerous pesticides, herbicides or synthetic fertilizers).

The Community Garden of Fox Lake is located at 17 Forest Avenue.

Why are Community Gardens so Awesome?

A Community Garden is a neighborhood green space set aside for local residents to grow their own fresh vegetables, herbs, fruits and flowers. Community gardening revitalizes neighborhoods, promotes social and economic self-empowerment and can serve as the basis for new local entrepreneurship, or "micro-enterprises" such as a Farmers' Market. Community gardening is also widely recognized for its significant therapeutic value for a variety of conditions. Perhaps most important in today's increasingly hurried and urbanized environment, community gardens are places where people can share their love of nature and growing their own food.

Mission statement

The mission of the Fox Lake Community Garden is to assist residents, neighborhoods and community organizations in the creation, operation and maintenance of community gardens, to:

- Increase opportunities for healthful outdoor recreation, practical education and positive social interactions, and:
- Improve public nutrition and the neighborhood environment, and:
- Build community self-reliance and sustainability, and:
- Donate fruits and vegetables to local food pantries and those in need.



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Community Garden of Fox Lake Application

APPLICATION DEADLINE – Existing Gardeners wishing to reserve the same plot-March 13, 2023.

Applications received after March 13, 2023 will be processed by date received. All plots are assigned on a first come, first serve basis. Plots will be processed as long as there is plot availability.

- If needed, a wait list will be formed by the date applications are received by the Village.
- Gardeners may indicate plots preference, but assignment are not guaranteed.
- A maximum of two garden beds may be issued per person/family depending on availability. A valid email address is required for garden announcements and communications.

**Contact information is shared with the Community Garden committee lead for the purpose of sharing important dates, plot maintenance, and other notices as needed.*

Community Garden Plot FEES

Each Raised Garden Plot is 4'x12'

1 plot \$40.00

2 plots \$60.00

HOW TO APPLY FOR A GARDEN PLOT

Mail or drop off the completed application and payment to:

Village of Fox Lake
Attn: Garden Plot Applications
66 Thillen Drive
Fox Lake, IL 60020.

Make checks payable to Village of Fox Lake.

The Village of Fox Lake Parks and Recreation Department

The Community Garden is managed by the Village of Fox Lake Parks and Recreation Department. Volunteers are an important part of the garden, and are welcome at any time of the year. If any gardeners or volunteers have questions or comments they can contact the Parks and Recreation department via email or call us at (224) 225-1405.

Village Contacts:

Amy Whitis
Director of Parks and Recreation
Whitisa@foxlake.org
224.225.1402

TJ Pilarczyk
Recreation and Special Event Coordinator
Pilarczyk@foxlake.org
224.225.1405



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We want everyone to have a great experience in the garden! It is also important that each gardener follow all rules and regulations regarding garden plots. All gardeners will be required to attend an orientation meeting and sign a liability waiver.

The Village of Fox Lake will:

- Provide the available garden site.
- Provide soil/compost stockpile for gardeners to add/replace soil in their plot.
- Provide water.
- Provide basic gardening tools.
- Periodically evaluate each garden site to determine if it is fulfilling the criteria established and to assist in addressing any problems or needs that may have arisen.

Gardeners agree to:

- Complete the Community Garden Plot Application and Waiver of Liability Form and submit it to the Village of Fox Lake. Plots will not be assigned until the village has received all required paperwork.
- Receive email and/or phone communication from the Village of Fox Lake and/or the Fox Lake Community Garden committee.
- Attend the Meet & Greet & Orientation. (April 29, 2023)
- Not use any synthetic fertilizers, herbicides, pesticides or insecticides.
- Not use mechanized equipment.
- Keep gardens free from weeds, rotten produce and plant debris.
- Dispose of stakes, plastics and any garbage in a timely manner.
- Shared paths adjacent to your assigned garden plot must be maintained in order to keep pathways free of WEEDS.
- Closely supervise children.
- Not grow any illegal crops.
- Not damage or harvest from another garden plot.
- Not bring any tires to the garden site.
- Not bring any pets or animals to the garden site unless the animal is a certified service animal.
- Not smoke or use tobacco products at the garden site.
- Not bring or consume any alcoholic beverages to the garden site.

**It is ESSENTIAL that all gardeners pull weeds around their garden plots and common areas.
When we all work together to pull weeds, we can win the war against the weeds!**



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Community Garden Rules and Regulations

In order to maintain respect for our community of gardeners, we must observe the following rules without exception. In particular, note the following highlighted rules:

1. **Theft:** Do not take anything from any plot other than your own even if you think it is abandoned. No warning is given and this offense is immediately referred to the Village of Fox Lake Parks and Recreation Department for appropriate action.
2. **Trespassing:** Do not enter any plot other than your own unless invited.
3. **Boundaries:** Do not plant outside of the boundaries of your plot.
4. **Tools:** Do not borrow tools that might have been left on or near a gardener's plot.
5. **Weeds:** Control weeds and remove before they go to seed. Please place them in the designated compost dumpster for composting.
6. **Water:** Take care in using the water system and do not leave water on when you leave. Do not prevent others from getting access.

In the gardens, we also value neighborliness and respect: get to know your neighbors. If you see strangers in your neighbors' plots, email TJ Pilarczyk at pilarczyk@foxlake.org. Discuss issues respectfully, and bring disputes to the Village, if appropriate. **Always dial 911 and report any suspicious activity at the community garden.**

Failure to comply with these rules will result in:

1. **Warnings** with dates of needed changes.
2. **Review** of issues by the Village of Fox Lake Parks and Recreation Department with potential loss of privileges.
3. **Confiscation** of plot(s).

If you have questions about the rules and regulations, email the Village of Fox Lake Parks and Recreation Department at pilarczyk@foxlake.org. The signed application serves as acknowledgement the applicant understands and agrees to the rules and regulations.

Pathways and Boundaries

- No tools, hoses or weeds may be left in the pathways.
- Do not extend your garden plot past the boundary markers.
- All plants in pathways will be removed by the Village if they become a nuisance.
- Each plot must maintain an unplanted path through or around the edge of the plot so that other gardeners can access water and plantings.
- **Fences:** Perimeter fences outside of the plots are not allowed. Fences harbor weeds and obstruct mowing. Any fences that are built must be easily movable, placed **inside** the raised bed, and be weed free.



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Neighborliness

- Garden carts and tools should not be removed from the gardens. Return these items to the shed area.
- Tall plantings should not be placed where they will shade neighboring plots. Tall support structures must be sturdy and unlikely to fall on neighbors' plantings and away from the plot lines.
- Each plot must be used for planting of flowers, vegetables, fruit, cover crops or herbs. Those with underutilized plots may be requested to share with gardeners on the waiting list.
- No permanent structures are allowed; plant supports should be minimal.

Prohibited Plants and other items

- No fires are allowed within the gardens.
- Wood chips provided by the Village of Fox Lake are for the pathways only and **cannot** be used in garden plots. Gardeners should be aware that wood chips decay slowly and remove valuable nitrogen from your soil. Shredded leaves or straw (not hay) are a better mulch material for most uses.
- No glass shall be used in the gardens for safety reasons since broken glass is difficult to remove.
- Privately-owned power equipment such as tillers and mowers are not allowed in the gardens for safety reasons.
- Do not plant comfrey, annual Artemisia, or mint. Do not plant trees in your garden plot. Trees that sprout will be removed.
- Perennial plants are not advised; there is no assurance having the same bed annually.
- Produce from these gardens that won't be consumed can be placed in the "**Sharing**" bin or taken to a local food pantry.

Weeds

- **WEEDS MUST BE KEPT UNDER CONTROL.** Weedy plots will be identified by the Village of Fox Lake Parks and Recreation Department. If your garden is identified as weedy, you will be notified via email or telephone, and given 10 days to clear it of weeds. If the plot is not cleared of weeds, your plot may be revoked.
- All weeds should be taken to the designated compost dumpster.

Refund Policy

- Gardeners who choose to forfeit their plot must contact the Village of Fox Lake Parks and Recreation Department before July 1st. No refunds will be given after July 1. If a primary gardener leaves the gardens, he/she may transfer the plot to another individual. The new individual/gardener must fill out an application and sign the waiver form.



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Garden Resources and Services

- **Website:** The Village of Fox Lake's website maintains a Community Garden page with additional information, rules, and volunteer opportunities.
[Community Garden of Fox Lake | Fox Lake, IL - Official Website](#)
- **Facebook Group Page:** Can also be found by searching "Community Garden of Fox Lake"
<https://www.facebook.com/groups/237960366701511/>
- Please respect natural areas outside the garden boundaries.
- **Parking:** Parking is available in designated spots and on the street where parking is allowed.
- **Gardening Information:** Many resources are available on the Fox Lake website at www.foxlake.org.
- **Water:** Spigots are turned on in the gardens by April 1st and turned off in the fall near the end of October. Water turn-on is subject to weather and frost considerations. The water in the garden is the Village's water. Please report any water problems as soon as possible to the Village of Fox Lake Parks and Recreation Department at pilarczykt@foxlake.org or by calling 224-225-1405.
- **Garden paths:** The common garden paths are maintained by the gardeners and gardeners should be mindful of the need to maintain the path integrity and avoid digging or trenching into this area. Paths shall be kept clear and free of obstacles or plantings.
- **Garden carts (if available):** Never tip the carts over sideways. Carts must be shared. Empty and return the cart to the garden shed when you are finished gardening for the day.
- **Compost:** Compost is sometimes available. These are NOT fertilizers, but mixing these materials with the soil in your plot will improve the soil texture.
- **Garbage:** Place all garbage in the garbage cans at the garden entrance. Please use the recycling container for any recyclables. No plants in garbage cans. No garbage in the weed piles.
- **Have a gardening question that you need help answering?** Call or email the Master Gardener Helpline and a U of I Extension Master Gardener will answer your questions at NO COST!
UIEMG-lake@illinois.edu , 847.223.8627
- **Master Gardener:** A Master Gardener from the U of I Extension is also available on the first and third Tuesday each month from 4-6 p.m. at the Farmer's Market to assist you with gardening questions. (No market July 4).
- **Volunteer Information:** can be found on SignUp Genius. A link will be sent out to all registered gardeners prior to April 1, 2023.

Key Contacts

Valerie Gallegos
Community Garden Committee Lead
Homehunter2018@mail.com



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GARDENER APPLICATION

Applications will not be processed until all information is provided and fees are paid. If a plot is not available, applications will be placed on a wait list in the order they were received. All plots are assigned on a first come, first serve basis. Waiting list applicants will be notified when a plot becomes available.

Primary Gardener (must be at least 18 years of age and is responsible for plot):

Last Name: _____ First Name: _____

Mailing address: _____

E-mail address (required) _____ Phone # (Required) _____

Secondary Gardeners:

Last Name: _____ First Name: _____

E-mail address (required): _____ Phone # (Required) _____

Returning gardeners in good standing have priority over new gardeners and may request to renew their previous plot.

Did you have a garden plot in 2022?	Yes	No
Do you want to maintain the same plot/s as last year?	Yes	No

If you answered "No", please list the reason and an area of the garden you'd prefer to be located in. We cannot guarantee there will be space available to relocate you to.

1 @ 4'x12' plot (\$40.00)

Plot request: _____

2 @ 4'x12' plots (\$60.00)

Please make CHECKS payable to "Village of Fox Lake"

By signing below, you agree to have read and understand the application packet and agree to follow the "Gardening Rules." The Primary Gardener is responsible for sharing stated rules with Secondary Gardeners.

Signature of Primary Gardener: _____ Date: _____

Please check this box if you are physically unable to fill your garden bed with compost. We will post the volunteer opportunity to the group.

RETURN THIS PAGE - KEEP THE REST OF THE PACKET FOR REFERENCE.

Mail and drop off address: Village of Fox Lake, 66 Thillen Dr. Fox Lake, IL 60020



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GARDENER AUTHORIZATION & RESPONSIBILITIES

The following guidelines outline the management of the community garden and its site property. These guidelines have been established by the VILLAGE OF FOX LAKE and are provided to the gardener as a basis for a use agreement between the two parties. In turn, the VILLAGE OF FOX LAKE provides gardeners with the authority and permission to use the garden site. We, as a community, have a responsibility to keep our community garden managed effectively. The community garden is a privilege, and everything works more smoothly when people are involved in its overall upkeep. Please also remember to treat your fellow gardeners as you would like to be treated.

By signing below, you acknowledge as a participating gardener, responsibility for the following:

1. Participating in tasks such as weeding common areas, caring for community plantings and areas, caring for gardening tools, etc.
2. Submitting dues for the 2023 gardening season for each plot. These plot fees cover a range of services including water, compost, and general garden maintenance.
3. If for any reason you find you cannot care for your garden, you are required to notify the Village of Fox Lake Parks and Recreation Department and make arrangements with other gardeners to water and maintain your plot during your absence. If a garden appears neglected/abandoned (not watered and/or overrun with weeds), you will be given ten (10) days' notice to maintain your plot. After this time your plot will be re-assigned.
4. The VILLAGE OF FOX LAKE requires water restrictions and conservation measures be followed. A gardener MUST remain on the premises while his/her garden is being watered. The garden cannot allow excess water to drain onto the street or adjacent property.
5. The maintenance of common areas and furnishings, fencing, trees, trash receptacles, compost bins, street and alley right-of-way, and water lines are the shared responsibility of all gardeners.
6. Gardeners must have their plot planted by July 1st, or the plot will be forfeited and reassigned.
7. Each gardener is responsible for clearing and tilling his/her plots before the close of the season. All dead plants, weeds, trash, tools, sticks and cages are to be removed or stored by November 18th.
8. The Village of Fox Lake Parks and Recreation Department shall not discriminate on the basis of race, creed, color, national or ethnic origin, religion, marital status, age, sex, sexual orientation, gender expression, gender identity, disability, or military status in its garden membership and the administration of its programs.

Signature

Date

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COMMUNITY GARDEN PLOT WAIVER OF LIABILITY

1. I desire to participate voluntarily in the gardening and other activities sponsored and coordinated by the VILLAGE OF FOX LAKE on the COMMUNITY GARDEN OF FOX LAKE community garden site.
2. I understand, accept, and assume the risks associated with participation in any and all activities. I also assume the responsibility of conducting myself in a civil manner that is mutually beneficial to all participants. Unacceptable conduct generally includes, but is not limited to, vegetable theft, tool theft, profanity, and any offensive behavior.
3. I assume full responsibility for any injuries which may occur to me, as well as the safety of my family and guests, and do hereby fully and forever discharge and release the community garden site landowner and the VILLAGE OF FOX LAKE, its employees, board members, officers, agents, authorized volunteers, representatives, consultants, insurers and sureties, and their successors and assigns (collectively, the "Released Parties") from any "Claims." "Claims," as used in this document, mean any and all claims, demands, damages, rights of action or causes of action, present or future, whether the same be known, anticipated or unanticipated, resulting from or arising out of my presence or the presence of my family members and guests at the garden, activities at the garden, the use or intended use of the garden, and/or participation in activities connected with the VILLAGE OF FOX LAKE including, without limitation, any of the foregoing resulting from or arising out of the negligence of a Released Party. Further, I hereby waive any and all Claims against a Released Party.
4. I expressly acknowledge that participation in the Community Garden is for my purposes and convenience and not for the purpose and convenience of any one or more of the Released Parties.
5. In the event that a dispute arises between gardeners and a resolution of the dispute cannot be reached by these parties, I agree to have the VILLAGE OF FOX LAKE act as the arbitrator of the dispute, and I further agree to adhere to the VILLAGE OF FOX LAKE decision as final.

Print Name

Signature

Date

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VOLUNTEER WAIVER & RELEASE IMPORTANT INFORMATION

VILLAGE OF FOX LAKE

The Village of Fox Lake is committed to conducting its recreation programs and activities in a safe manner and holds the safety of volunteers in high regard. The Village of Fox Lake continually strives to reduce such risks and asks that all volunteers follow safety rules and instructions that are designed to protect the volunteer's safety. However, volunteers must recognize that there is an inherent risk of injury when choosing to volunteer for any activity or program.

Please recognize that the Village of Fox Lake carries only limited medical accident coverage for volunteers; therefore, it is strongly urged that all volunteers review their own health insurance policy for coverage. Additionally, each volunteer is solely responsible for determining if he/she is physically fit and/or properly skilled for any volunteer activity. It is always advisable, especially if the volunteer is pregnant, disabled in any way or recently suffered an illness, injury or impairment, to consult a physician before undertaking any physical activity.

WARNING OF RISK

Despite careful and proper preparation, instruction, medical advice, conditioning and equipment, there is still a risk of serious injury when providing volunteer services. Understandably, not all hazards and dangers can be foreseen. Volunteers must understand that depending upon the volunteer services, certain risks, dangers and injuries due to acts of God, inclement weather, slip and falls, inadequate or defective equipment, failure in supervision or instruction, premises defects, horseplay, carelessness, lack of skill or technique, and all other circumstances inherent to the particular volunteer services exist. In this regard, it must be recognized that it is impossible for the Village of Fox Lake to guarantee absolute safety.

WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK

Please read this form carefully and be aware that in consideration for providing volunteer services, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you may sustain as a result of participating in any and all activities connected with and associated with your volunteer services (including transportation services/vehicle operations, when provided).

As a volunteer, I recognize and acknowledge that there are certain risks of physical injury to volunteers in this program/activity, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that I may sustain as a result of my volunteer services.

I further agree to waive and relinquish all claims I may have (or accrue to me) as a result of my volunteer services against the Village of Fox Lake, including its officers, officials, agents, volunteers and employees (hereinafter collectively referred as "Parties").

I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that I may have or which may accrue to me and arising out of, connected with, or in any way associated with my volunteer services.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.

Please complete

Volunteer's Name _____

Volunteer's Address _____

Volunteer's Phone _____

Volunteer's Email _____

Emergency Contact _____

Emergency Contact Phone Number _____

Relation to Volunteer _____

Volunteer's Signature _____

Volunteer's Signature Date _____

If under the age of 18

Parent/Guardian Name _____

Parent/Guardian Signature _____

Parent/Guardian Signature Date _____

PARTICIPATION WILL BE DENIED if the signature of the volunteer and date are not on this waiver.

EVENT / PROGRAM _____