

Ashdown House Garden Policy

1. The Ashdown garden will be split into 2 sections, reserved space & resident space.
 - a. Reserved space: This includes plots for the housemaster families, the Coffee Hour Committee and interested members of staff. The size and partitioning of said space into plots will be decided before “plot applications” (as described in article 2) open. Reserved space will be roughly 20% of the total garden space. The housemasters will decide on the allocation of reserved space.
 - b. Resident space: This section will be partitioned into plots that will be allocated according to the procedure of articles 2 & 3.
2. By the middle of March, the officer(s) responsible for garden plot allocation will send out a sign-up form, so that residents who are interested in obtaining a garden plot can express interest by submitting an entry. There will be 3 categories in the sign-up form:
 - a. New gardeners: Individual residents who did not get an Ashdown garden plot in the past.
 - b. Old gardeners: Individual residents who got an Ashdown garden plot in the past.
 - c. Groups: Groups of residents (2 or more individuals) who want to administer their plot jointly (*ab indiviso*).

This sign-up form will be open for 10 days. No late entries will be allowed. “New gardeners” and “Old gardeners” entries may be cross-checked with previous garden plot assignments.
3. Once the sign-up form of article 2 closes, plot allocation in the resident section will take place in the following way:
 - a. The maximum number of plots is set at 36 plots.
 - b. If the total number of entries is less than the maximum number of plots, then all the entries get a plot allocated to them. The available plots may be resized so that they are bigger.
 - c. If the total number of entries exceeds the maximum number of plots then:
 - i. Up to 40% of the plots is assigned to entries in the “Groups” category. If the number of entries in that category exceeds the number of available plots, then a random method is used to determine which entries get a plot.
 - ii. Up to 50% of the plots not assigned to Groups is assigned to entries in the “New gardeners” category. If the number of entries in that category exceeds the number of available plots, then a random method is used to determine which entries get a plot.
 - iii. Up to 50% of the plots not assigned to Groups is assigned to entries in the “Old gardeners” category. If the number of entries in that category exceeds the number of available plots, then a random method is used to determine which entries get a plot.
 - iv. If it happens that after allocating garden plots through the procedure described in 3.c.i.-iii. there are still unallocated plots and entries, from any category, which have not yet been assigned a plot, then all the remaining entries are considered together and a random method is used to determine which entries get the remaining plots.
 - d. The results of the allocation will be communicated to the entrants. Entrants who decline their allocated garden plot are considered to have withdrawn their entry; the plot they were allocated then falls under 3.c.iv.. Reallocation of said plot under 3.c.iv. occurs immediately.
 - e. Entries which did not win will be kept in file for the purposes of the procedure described in 6.c..
4. Inventory officers are instructed to purchase limited quantities of small seeds as well as a small number of gardening equipment such as trowels, gardening gloves, etc., to be available for resident use. There may also be provisions for a tool closet to hold such equipment.
5. At the start of the gardening season, there will be a garden event, hosted by the events committee, the floor officers and/or the housemasters, which will include tilling and demonstration of how to plant.

6. One month after the gardening season has started (i.e. one month after the event of article 5) there are garden plots that have been allocated but do not have anything planted in them, then:
 - a. The residents in charge of said garden plots will be given a warning and a 2 week deadline to plant something in said garden plots.
 - b. Failure by these residents to plant anything within the above deadline will result in them losing their garden plots.
 - c. The above unused garden plots will then be the subject of a supplementary allocation, to be performed according to article 3.a.-d.. The entries for this allocation will be the ones specified in 3.e..
 - d. If after the supplementary allocation of 6.c. there are still available garden plots, then another round of garden plot allocation will open ("second allocation"), in the manner described in articles 2 & 3.
7. In general, residents may not gift or take over other plots, whether they belong to other residents or not. The only exception to the above is if such a gifting/takeover happens after the second allocation of 6.d. and the officer(s) responsible for the garden have given their written permission.
8. In the first week of November, a garden cleanup will take place. This may also be combined with a garden event, hosted by the events committee, the floor officers and/or the housemasters. Residents with garden plots should be contacted by the officer(s) responsible for the garden with a reminder of the date of the cleanup as well as a description of what is involved in a garden cleanup and what is expected of them in the cleanup. Residents who are found not to have cleaned their plots will be given one week to do so. Failure to comply may result in them being denied garden plots in future gardening sessions. Incentives, such as priority in future garden allocations, may be offered to residents who volunteer to clean up plots that have not been cleaned by their original users.