

OPEN HOURS and VOLUNTEER SHIFTS

- Available open hours are Monday-Sunday 8a-dusk. **PEAK HOURS** are Sat-Sun 8a-dusk; and Mon-Fri 3-6p – we try to fill these first
- Volunteers commit to 2 hours a week scheduled at the same time each week.
- First come, first scheduled for hours. Contact signesings@gmail.com to request a shift.
- If you cannot commit to 2 hours a week, become a “floater”, and fill in when someone cannot make their weekly shift, or fill hours not assigned as you are able.
- If you cannot make your weekly shift post a message in our Google group requesting a “sub”. If a floater or regular member cannot make your shift that is OK, do your best!
- You are never expected to sit in the garden during inclement weather. Use your own judgement regarding rain, cold or extreme heat when deciding whether to open.

OPENING/MAINTAINING/CLOSING THE GARDEN

- Use lock box on the left side of garden gate to get the key and unlock the gate. Immediately return the key to the lock box and secure (you will not need the key to close the gate/lock) The code for the box can be texted or emailed to you before your first shift. If you are the last person out please lock the gate behind you!
- Please store gate lock on handle of Wishing Well so next volunteer knows where to find!
- Move the A-frame sign outside gate to let folks know garden is open. ALWAYS place the plastic covering over A-Frame to avoid rain damage!
- During your shift the most important duty is welcoming folks in to enjoy the garden. You can also water plants (a great job for kids too!), sweep the walkways, clean trash and do weeding and gardening when needed.
- LOG your shift hours and activity notes in the Garden Shift Log (found in folder at front of garden); leave visitor log out for interested volunteers to share their contact info.
- Red Sun/Rain sails for shade and cover during rain. You may put up the sail by hooking it to the West side of the garden fence for shade and protection from unexpected rain. ALWAYS unhook and place the sail back to other side of garden if you are the last one out or closing up after your shift. Heavy rain can cause permanent damage to the sail.
- Storage bench in the back of garden has tools and supplies and can be accessed with lock code: 1501.

EVENTS IN THE GARDEN

- ALL scheduled events must be open to the public regardless of type (NO PRIVATE EVENTS) and submitted for approval to the garden coordinator and NYRP. **NO ALCOHOL or SMOKING** is allowed. **NO GAS POWERED GRILLS.**
- **FOOD AND DRINKS are allowed** in the garden and during events, but please use tablecloths to avoid grease on tables! Please clean tables and equipment used at the end of event. Disinfectant and paper towels are available.
- We ask a small “deposit” of \$30 (waived for garden members with regular shifts) which we encourage as a suggested donation to the garden, but otherwise is returned to the individual requesting the garden once final inspection shows no damage.
- Garden Hosted Events Include (we can always use help for these events):
 - Plant Sale – early May
 - Clean Up days in spring/fall
 - W 150th St Block Party – usually 2nd Saturday in August
 - Halloween– GARDEN CLOSING CELEBRATION
 - Holiday decorating – Early December - March