grow! LINCOLN PARK COMMUNITY GARDEN
PARTICIPATION GUIDELINES AND AGREEMENT

grow! Lincoln Park Community Garden
Lincoln Park
Lincoln Avenue
New Rochelle, New York 10801

2013 Gardening Season – May 18 – November 17
Hours of Operation Will Be Posted on the Bulletin Board Located at the Garden Entrance.

grow! Lincoln Park Community Garden Committee:

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Visit us @ www.facebook.com/growlincolnparkcommunitygarden

Mission: To create a sustainable, organic garden and environmental learning center that will teach organic gardening, healthy eating, healthy lifestyle choices, and eco-living. The garden and learning center will engage and educate youth, adults, seniors and members of community organizations and provide a setting where multi-generations can connect with nature, learn about the environment, grow and eat healthy vegetables, and participate in outdoor activities to improve the quality of their lives through understanding the connection between healthy living and a healthy environment.

REGISTRATION, POLICY AND FEES

Community organizations, businesses and social institutions who work and/or provide services to the residents of New Rochelle are eligible to apply for a community garden plot at the **grow! Lincoln Park Community Garden**. In some instances, families or individuals may be eligible to purchase plots, please make inquiries regarding plot availability to the **grow! LPCG Committee (see contact info on p. 1).**

Gardeners are responsible for the annual fee of $50/community garden plot or $25/ half a community garden plot, as well as a total of four hours of volunteer work, contributing to the upkeep of the common areas of the garden. Fees may be waived for those proving a hardship. Please note that fees are non-refundable and are due in full before the opening of the planting season.

A. FEES BY PLOT SIZES AND TYPES

Plots will be $50/plot. Dimensions will vary, but each plot will be approximately 100 sq. ft. Make checks payable to **New Rochelle Parks & Recreation** and write **grow! Lincoln Park Community Garden or grow! LPCG** in the memo line. Please mail or drop off the completed application and fee to the mailing address above. **Note: Plots may be different configurations as the garden plan develops.**

B. TRANSFERABILITY

Gardeners may not transfer, exchange or sublet their plot.

C. ORIENTATION REQUIREMENTS

Orientation is required for every participant whether they are new gardeners or renewing a plot. The sessions will be held in early spring to provide an opportunity to meet your gardening "neighbors," review site rules, discuss approved materials, hours of operation, volunteer service, events calendar, and changes from the previous year.

The orientation session will last approximately two hours, and will be held on weekends for your convenience. First-time gardeners are required to attend orientation as well as attend an additional free Gardening 101 Workshop to learn about seeds, seedlings, watering, harvesting and plot maintenance. Returning gardeners will be brought up to date about changes for the upcoming planting season and for those gardeners who did not participate in the orientation the last year it is suggested that they attend Gardening 101 as well. The workshops will take place from 10 a.m. to 3 p.m. on Saturdays in April to prepare gardeners for the upcoming gardening season. Gardeners will be notified of date options for meetings at orientation.

Participants coming into the garden after the orientation dates take place will be able to attend one of three orientation sessions offered at the end of April or May in order to fully understand their responsibilities as members of **grow! LPCG**. Gardeners are expected to have read the Participation Agreement and the Community Garden Guidelines, and confirm that they fully understand the rules and regulations governing participation in this program by signing the attached information sheet titled, "Gardeners Participation Agreement Acknowledgement" and the "Gardener's Liability Waiver Form." The documents can be found at **www.newrochelleny.com** on the Parks & Recreation Page, Our Parks & Facilities, Natural Areas.

D. PLOT APPLICATION AND REGISTRATION

For the growing season, plots will be provided on a first-come, first-serve basis. Each gardener must apply annually for a plot, but returning gardeners will be given the option to keep the same plot from the previous planting season. The Community Garden Coordinator will assess the availability of extra plots after all applications have been processed, accepted and fees paid. Once the season commences, **grow! LPCG** will consider requests for remaining plots up to July 1. After this period all such requests will be kept on file for the following year. Garden members for the current planting season will be notified by **grow! LPCG** by email or regular mail.

Registration forms with signed Participation Agreements must be received with payment by **April 1st**. All gardeners must have a valid email address to receive messages and updates from the **grow! LPCG** Coordinator. It is the responsibility of all Community Garden participants to check for messages on the **grow! LPCG** Bulletin Board located at the garden entrance, on a regular basis (weekly at a minimum), to keep abreast of updates and current events. Messages will also be provided via email blasts. Unless specifically requested in writing, no phone calls will be made to **grow! LPCG** participants to alert them to new messages and updates.

The first name to appear on the application is considered the "Primary Gardener." This gardener agrees to be the designated contact for all correspondence regarding the garden plot and assumes full responsibility for the other gardeners on the application. It is the responsibility of the Primary Gardener to notify the Garden Coordinator of their current contact information including an email address, any correspondence mailed to that address will be considered delivered. The Primary Gardener is responsible for communicating all correspondence and information regarding the gardens to all gardeners of their garden plot. All gardeners

on the application are collectively bound by the Participation Agreement. Any new gardener must be added to the application before being allowed to garden the plot. This can be done by having the new gardener sign and submit a liability waiver form to the Garden Coordinator.

E. GARDENER ABSENCES (REPORTING ISSUES)

Gardeners are required to notify the Garden Coordinator if unable to maintain the plot for any period of time or if they wish to turn the plot back over to **grow! LPCG** (please note that registration fees are non-refundable). Please notify the Garden Coordinator if you wish anyone to enter your plot during your absence. Gardeners going on vacation for a period of time that will impact their plot's maintenance must let the Garden Coordinator know, and make their own provision for the maintenance of their plot(s). Remember that visiting gardeners must complete and submit the **grow! LPCG Gardener's Liability Waiver Form** to the Garden Coordinator. This form is available at www.newrochelleny.com, Parks & Recreation, Our Parks & Facilities, Natural Areas.

F. ANNUAL RENEWALS

Gardeners who want to renew their plots for the following season must email **grow! LPCG** by **December 1st**. Renewals are also based on gardeners keeping their plots properly maintained and fulfilling their volunteer service obligation.

LEASING ADDITIONAL GARDEN PLOTS. If a gardener wants to rent an additional plot to add to what they currently have, please fill out an application for the next growing season for the additional plot. Once the additional plot has been approved, the gardener may prepare the plot in the fall for the spring gardening season.

PLOTS ADJOINING EXISTING PLOTS. If a gardener wants to rent a plot adjoining one they currently have for the following year, they may request it. **grow! LPCG** will do its best to accommodate the request providing all other renewals have been satisfied and that a plot in close proximity is available.

MOVING TO ANOTHER LOCATION WITHIN THE GARDEN. If a gardener wants to renew a plot, but is requesting a different location for the following year, that request must be received by **October 1st**. We will do our best to accommodate the request provided all other renewals have been considered, and a plot is available.

OPERATION AND CONDUCT

Ensuring the safety and well-being of all our gardening participants is **grow! LPCG's** primary goal and following the rules and responsibilities set forth in these guidelines is the first step in maintaining a safe garden environment. Please read through this document carefully so you understand what is expected of you.

GARDEN MAINTENANCE. Garden plots are offered in an **"AS IS"** condition and preparation for the gardening season is the sole responsibility of the gardener. Turning over the soil by hand or with a tiller supplied by the gardener and conditioning of the soil with aged manure, leaves, organic fertilizer and/or compost are also the responsibility of the gardener. All organic improvements to the individual plots are the responsibility of each gardener including trenching for water conservation or filtering off excess water. Some composted materials will be available at **grow! LPCG** at the beginning of the gardening season. The organic compost material is located in the two compost bins and is available free of charge. Fertilizing the plots with organic fertilizers is the sole responsibility of each gardener, and it is necessary to supply ample nutrients throughout the season for your plot(s) to flourish. Each gardener is responsible for the maintenance and upkeep of their garden plot. All garden plots are to be maintained in a clean and neat manner for the entire season. Watering, weeding, harvesting and all other garden-related maintenance issues are the sole responsibility of each gardener (realistically plan on a minimum time commitment of four hours/week for regular maintenance). Gardeners may arrange for other gardeners to water their plots, but please let the Garden Coordinator know ahead of time. **grow! LPCG** gardeners have three water barrels and watering cans available to water their plots. Additional watering is provided by the Garden Coordinator several times a week through a hose system.

WORKDAYS AND VOLUNTEER HOURS. Participation in **grow! LPCG** is contingent upon a gardener's continued maintenance of his or her group plot(s) as well as assistance with the overall operation of **grow! LPCG**. Each gardener is expected to volunteer a total of four hours during the gardening season, completing specific tasks and activities for the benefit of the entire Community Garden. Monthly workdays are planned for Saturdays 9 a.m. to 2 p.m. and weekday evenings 6 to 8 p.m. Gardeners can sign up for such tasks at the orientation sessions and online. Detailed lists of tasks will be posted online and on the **grow! LPCG** Bulletin Board located near the garden. Volunteer service will include weeding, maintaining pathways, moving compost and woodchips, and other tasks identified by the Garden Coordinator.

A. HOURS. During the gardening season **grow! Lincoln Park Community Garden** will be open from **May 18 to November 17**. The hours of operations will vary, dependent on the available daylight but will generally be between 6:30 a.m. to 9:00 p.m. and 6:30 a.m. to 7:30 p.m. after September 20.

B. KEYS. grow! LPCG Gardeners are issued keys to access the garden. The gate is locked 24 hrs a day, 7 days a week. The only access to your plot is with a key to the main entrance. Gardeners pay a $3 key fee, which is refundable when the key is returned to the Garden Coordinator.

C. 2013 grow! LPCG TIMELINE
May 18 to November 17, 2013: Gardening Season
October 31, 2013: Volunteer service obligation met for the year
November 17, 2013: Garden cleanup completed

Additional important dates will be listed on the **www.newrochelleny.com** as well as on the **grow! LPCG** Bulletin Board located at the garden entrance, and via email to all participants.

D. PARKING
The entrance to **grow! LPCG** is located on Prince Street, adjacent to the Remington Boys & Girls Club Parking Lot. Please park in designated areas in the parking lot. Wheelbarrows and garden carts are available for transporting tools, flats of plants, seedlings, and other materials to plots via the wheelchair accessible ramp. Please return them to designated areas when you are done with your work.

E. USE OF COMMUNITY GARDEN EQUIPMENT
Gardeners are responsible for bringing their own tools, watering cans and other gardening materials to the site. Wheelbarrows and garden carts are provided and some supplemental tools may be available via permission from the Garden Coordinator. Gardeners are responsible for the security of any materials that they bring to the site and the Lincoln Park Conservancy takes no responsibility for lost or missing tools or materials. The use of **grow! LPCG** provided tools and equipment are at your own risk.

F. SAFETY AND SECURITY

Please drive carefully and slowly through the Remington Boys & Girls Club Parking Lot, observing posted speed limits and be aware of pedestrians. The garden should be a safe place for all visitors and gardeners. Please do not bring anything into the garden that will compromise the safety or enjoyment of the gardeners such as radios, BBQs or pets (unless it is a

service animal such as a guide dog). All garden gates are to remain closed to prevent animals from entering. **grow! LPCG** grow! Lincoln Park is not responsible for any illnesses or injuries that may result from consuming produce grown on the property. Participants will hold the Lincoln Park Conservancy and grow! LPCG harmless for any and all illnesses that may arise out of consuming food produced at **grow! LPCG**.

G. VISITORS AND CHILDREN

The gardener agrees to supervise guests or children accompanying them in the **grow! Lincoln Park Community Garden** at all times and agrees to be responsible and liable for their conduct. It is expected that children will be well-behaved and stay close to the adult supervising them at all times. All guests and children are expected to follow the rules and guidelines of **grow! LPCG**. Anyone under the age of 18 is considered a child.

H. WATERING

Please conserve water whenever possible. The water supplied to the Community Garden is through the use of a rain/water barrel system. There are three water barrels available with spigots that are filled on an as-needed basis. Watering cans are also available, but it is suggested that you bring your own, marked clearly with your organization's name. Supplemental watering will be provided by the Garden Coordinator. While watering from a hose and water cans is permissible, sprinklers are **not** allowed. Report any problems accessing water to the Garden Coordinator.

GENERAL RULES AND GUIDELINES

Community garden plots are offered in an **"AS IS"** condition and **grow! LPCG/Lincoln Park Conservancy** makes no representation as to the condition of the plots and soil contained there-in. The soil at the Community Garden is clay loam and tends to hold water; therefore raised beds are in place to help in shedding excess water during wet periods. Each **grow! LPCG** participant accepts full responsibility for their plot(s) and any and all amendments it may or may not require. For example, if the soil Ph is low (or high) it is the **grow! LPCG** participant's responsibility to make any and all corrections required to bring the soil into acceptable levels for effective plant growth. **grow! LPCG** is not and will not accept responsibility for soil and overall garden plot conditions, including drainage and other related issues. Soil amendments such as composted horse and cow manure, composted leaves and mulch hay may be provided at the outset of each season, but it is the **grow! LPCG** participant's responsibility to appropriately apply them. Only certified organic fertilizers may be used although pre-approved alternatives may

be substituted where poor soil conditions warrant such use. Please be aware that soil amendments alone in a first year garden may not adequately feed plants for the entire growing season.

A. OUTLAW PLANTS – Some plants are not allowed in the garden due to their habit of spreading out of control and becoming impossible to manage.

- No illegal plants, trees, cacti, castor beans or other poisonous plants allowed.
- No invasive plants may be planted. If you are not sure about a plant, please check in with the Garden Coordinator. A list of invasive plants will be posted on the **grow! Lincoln Park Community Garden** Bulletin Board.
- No mint, catnip, Jerusalem artichoke or comfrey is allowed, except in pots.
- Be thoughtful and plant vines, corn, sunflowers and other tall plants so as not to shade or invade a neighbor's plot.

B. BEHAVIOR

Please be courteous in the garden at all times. We expect gardeners to be polite and respectful to their neighbors and **grow! LPCG** staff at all times. Inappropriate behavior will be grounds for expulsion from the garden. No alcohol, no smoking or illegal substances are allowed on **grow! LPCG** property. Do not enter or take anything from another gardener's plot even if you think they have neglected their plot or you may risk immediate and further loss of participation in the **grow! LPCG**. Disputes between gardeners that cannot be resolved will be referred to the Garden Coordinator. Smoking and chewing tobacco is prohibited within **grow! LPCG**.

C. STRUCTURES

Structures may be erected only if they are pre-approved by the Garden Coordinator. Gardeners will be asked to remove all unauthorized structures. For example, low perimeter fencing or a chair or a garden bench may be permissible. There is a 5-foot height restriction for trellises so as not to shade neighbor's gardens. Stakes that mark plot's corners and identify plot numbers must be left in place all season. No altering of the dimension of any plot is permitted. Materials made of **PVC are not allowed** in the garden although similar products made of High Density Polyethylene (HDPE) will be allowed due to its negligible ability to leach toxins. Lumber used in raised bed construction must be untreated. The use of **chemically treated wood is not allowed**. These products contain

arsenic, hexavalent chromium and other toxic substances, which can leach into the soil and contaminate plants.

D. USE OF FERTILIZERS AND PESTICIDES

For the health and safety of all participants, **only organic products are to be used in the garden**. Non-organic pesticides, fungicides, herbicides and fertilizers are prohibited. Please talk to the Garden Coordinator for more information. Keep all organic pest-control products away from children and remove the products from the Community Garden after use. There will be an overview of allowable substances during the Orientation Meeting. Insect lures and/or traps will only be used on the site with pre-approval from the Garden Coordinator.

E. MULCHING

Biodegradable mulches such as compost, leaves and straw are permitted. Carpet mulch is not allowed. Wood chips can be used in paths only. Black plastic is allowed, but unless you plan to keep the plot for the following season it must be removed at the end of the season. Some top soil, shredded leaves, manure, compost and other organic materials may be made available for gardeners use.

F. COMPOSTING

A service area is provided for finished compost as well as two large compost bins are available for composting your plant debris. Weeds and diseased plants should be put in weed refuse piles. Please do not place non-garden trash in the compost bins. Please do not add kitchen/meat or dairy scraps to the compost bins because they are likely to draw animals. Take home your non-garden trash to be disposed of properly or dispose of it in the trash receptacles on site. The composting area is for on-site composting only. No off-site materials are to be brought to **grow! LPCG** in order to prevent the possible spread of invasive plants, insects and/or diseases.

G. WEEDING

Gardeners are expected to maintain plots to be neat and productive through the consistent removal of weeds along with regular harvesting all season long. If a plot is not in compliance with these basic expectations the gardener will be notified via email and will have one week to bring the plot into compliance as stated in the notice. Non-compliance can result in forfeiture of your garden plot and there will be no refunds for forfeiture. Remember to keep plot boundaries between neighbors weeded as well. Gardeners are responsible for maintaining all adjacent pathways bordering their plot(s) which includes 1/2 of the pathway

between their garden plot and their neighbor's garden plot. Please keep plot edges and fencing free of weeds.

NOTICE OF NON-COMPLIANCE. If your plot(s) become excessively weedy you will receive your first notice to visit your garden for maintenance. If you have not followed up in a week or contacted the Garden Coordinator you will receive a second notice informing you that the garden needs to be weeded and asking you to please contact the Garden Coordinator. The third notice will be the final notice at which point we take back the plot. We would really appreciate it if you inform us of your circumstances so that we may help you continue participating in the garden and assist you in successfully maintaining your plot. Please communicate with the Coordinator so that we can help you have a successful garden experience. If for some reason you are unable to maintain the plot, you will be offered the opportunity to lease a plot again in the future.

H. WILDLIFE

grow! LPCG will do everything within its control to manage wildlife to help prevent damage to garden plots but **grow! LPCG** makes no claim or guarantee against such damage from occurring. It is each gardener's responsibility to protect their own plots as needed, provided such action meets **grow! LPCG's** organic approach and it does not affect the surrounding neighbors.

I. FALL CLEANUP

Please note that a seasonally well-maintained and thoroughly cleaned garden plot is required to be invited to return as a gardener next season. During fall cleanup, all plants and weeds must be removed and disposed of properly in the garden compost pile. Unless you plan to keep your current plot for another gardening season you need to completely clean up the plot by removing all stakes, trellises, netting, fencing, tomato cages, watering cans, plant materials, and other personal items. Let the Garden Coordinator know when you have finished your gardening season in writing via email. If you are keeping your plot for another year, perennial plants should be neatly pruned back, annual plants pulled and composted, and all extraneous materials removed for winter. Fences, paths, stakes and other secure items may stay as they are. If you plan to renew, let the Garden Coordinator know in writing via email by **October 1**.

J. TRASH DISPOSAL

All trash and debris can be disposed of in the proper receptacles which will be available in the garden. For recyclables, such as cans, plastic and glass, please place in the recycle bin. For organic matter such as

clippings, grass, weeds or plant material please place in the compost bin. Other organic matter can be placed in the compost bin designated for those items. Trash receptacles will also be available to dispose of trash.

GARDEN ACTIVITIES AND PROGRAMS

grow! Lincoln Park Community Garden will sponsor educational programs throughout the year either onsite at the garden or in the community. Gardeners who would like to host programs onsite must receive approval from the **grow! Lincoln Park Community Garden Committee**.

grow! LINCOLN PARK COMMUNITY GARDEN COMMITTEE is the liaison for gardeners of the **grow! Lincoln Park Community Garden**. This Committee will assist in resolving conflicts, including discussions with the Garden Coordinator regarding the dismissal of a gardener. Unresolved issues or disputes between gardeners should be referred to the Garden Coordinator. All final decisions will be reserved for the Lincoln Park Conservancy Directors.

IN AN EMERGENCY

In case of an emergency, immediately call 911, then contact the **grow! LPCG Coordinator at 914.979.1657.**

CONTACT INFORMATION

grow! Lincoln Park Community Garden/Lincoln Park Conservancy, New Rochelle Parks & Recreation, City Hall, 515 North Avenue, New Rochelle, New York 10801, Phone: 914.979.1657, Email: growlincolnpark@gmail.com

grow! LINCOLN PARK COMMUNITY GARDENER'S PARTICIPATION AGREEMENT ACKNOWLEDGEMENT

grow! Lincoln Park Community Garden looks forward to having you participate in its Community Garden Program. While we at grow! LPCG understand that this is a big commitment for you we trust you understand our commitment to excellence, and the need to maintain high standards in the garden so that it works for everyone involved. The gardening season runs from April through December, and includes your commitment to carefully maintain your plot throughout the year. Please be realistic about how much time you have to invest in this long-term commitment. Please fill out the following information and sign below (keep a copy of this agreement and initialed registration form for your records).

I have read, understand and agree to abide by the rules, policies and practices stated herein for the participating in grow! Lincoln Park Community Garden.

Gardener's Name: _____
Date: _____
Address_____
_____
Name and Address of Community Group, Organization, or Business:
_____
_____
Phone: _____
Email: _____
In an Emergency, please contact:
_____
Phone: _____
Signed:
_____Date_____

grow! LINCOLN PARK COMMUNITY GARDENER'S LIABILITY WAIVER

I have read and agree to abide by the above garden rules and policies. Failure to abide by these rules will result in forfeiture of my gardening privileges. I agree to defend, hold harmless, and indemnify the City of New Rochelle and the grow! Lincoln Park Community Garden/Lincoln Park Conservancy against any claims, actions, and proceedings brought against the City of New Rochelle as a result of Gardener's activities or Gardener's guest's activities in the grow! Lincoln Park Community Garden. The City of New Rochelle makes no representation regarding the quality and content of the soil in the grow! Lincoln Park Community Garden. I understand all rules and regulations and promise to follow them in good conscience.

If you are sharing a plot with several persons from a community group, organization or businesses, one representative from your community group/organization/business should complete information & sign below.

Name of Representative: _____

Community Group/Organization/Business

Name:_____

Signature: _____

Address: _____

Organization Address: _____

Phone: _____

Phone: _____

Email: _____

_____ One 100 sq. ft. plot @ $50/ plot

_____ One 50 sq. ft. plot @ $25/plot