

**grow! LINCOLN PARK COMMUNITY GARDEN
2019 GARDENERS' GUIDELINES AND AGREEMENT**



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

www.facebook.com/growlincolnpark

Twitter: @growLincolnPark

Instagram: @growLincolnPark

YouTube: grow! Lincoln Park

Email: growLPCG@gmail.com

**2019 Gardening Season – April 1st through November 30th
Hours of Operation Will Be Posted at the
Garden Entrance**

grow! Lincoln Park Community Garden Contact Information:

**Linda Tarrant-Reid
ltrgroup1@aol.com
914.224.4243**

**Address: grow! LPCG/Lincoln Park Conservancy
New Rochelle Parks & Recreation
City Hall, 515 North Avenue, New Rochelle, New York 10801**

grow! Lincoln Park Community Garden's Partners

**New Rochelle Parks & Recreation
New Rochelle Council on the Arts
St. Catherine A.M.E.Zion Church
Boys & Girls Club of New Rochelle
New RoAR**

**City of New Rochelle
Habitat for Humanity
Iona College
Bethesda Baptist Church
Trinity-St. Paul's Episcopal Church**

City School District of New Rochelle



Mission: To provide a sustainable, organic garden and environmental learning center that teaches organic gardening, nutritious eating habits, healthy lifestyle choices and eco-living. The garden and learning center provides opportunities to educate youth, adults, seniors and members of community organizations enabling multi-generations to connect with nature, learn about the environment, grow, harvest and eat organically-grown vegetables and participate in outdoor activities. The goal of **grow! Lincoln Park Community Garden** is to improve the quality of life of our gardeners and the community-at-large through understanding the connection between healthy living and a healthy environment.

REGISTRATION, POLICY AND FEES

Community organizations, businesses and social institutions are eligible to apply for a community garden raised bed at **grow! Lincoln Park Community Garden**. Families and individuals may also lease beds. Applications and Waiver forms are available at Parks & Recreation, City Hall, 515 North Ave., New Rochelle, NY 10801 or can be downloaded from the City of New Rochelle's Website at: www.newrochelleny.com in the Parks & Recreation tab under Community Gardens.

Community organizations, businesses and social institutions may lease two 50 sq. ft. raised beds for a planting season for \$60. Individuals and families may lease one 50 sq. ft. raised bed for \$30 per growing season. **All gardeners are required to perform a total of four (4) hours of volunteer work during the planting season, contributing to the upkeep of the common areas of the garden.** Lease 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 in April.

A. PAYMENT OF FEES

Garden beds for churches, community organizations, and businesses are \$60 for two (2) garden beds and family or individual beds are \$30 for one (1) garden bed. Please make checks payable to New Rochelle Parks & Recreation and write **grow! LPCG** in the memo line. You can mail or drop off the completed application, signed waiver form and fee to: Parks & Recreation, City Hall, 515 North Avenue, New Rochelle, NY 10801.



B. TRANSFERABILITY

Gardeners may not transfer, exchange or sublet their raised garden bed(s).

C. ORIENTATION REQUIREMENTS

Orientation is required for every gardener whether you are a new gardener or returning gardener. The sessions will be held in **April** to provide an opportunity to meet your gardening “neighbors,” review site rules, discuss approved materials for pest management, hours of operation, volunteer service, events calendar, and any new policies and procedures that have been implemented.

The sessions will last approximately two hours, and will be held over several weekends for your convenience. First-time gardeners are required to attend orientation and the free Gardening 101 Workshop, as well as any returning gardeners who did not attend the workshop the previous year. The workshops will take place from **11 a.m. to 1 p.m. on Saturdays in April** at **grow! Lincoln Park Community Garden** to prepare gardeners for the upcoming planting season. Gardeners will be notified of workshop dates at orientation. Please check the Bulletin Board for dates and times of all events.

Participants coming into the garden after the April orientation takes place will be able to attend an orientation session offered in 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. In order to participate in this program gardeners and garden representatives from community organizations are asked to sign the attached information sheet titled, “Gardeners Participation Agreement Acknowledgement” and the “Gardener’s Liability Waiver Form.” These documents are available at www.newrochelleny.com on the Parks & Recreation Page, click on the Community Gardens tab, then click **grow! Lincoln Park Community Garden**.

D. GARDENER APPLICATION AND REGISTRATION

The garden has sixty (60) raised garden beds that are 50 sq. ft. each, large enough to grow vegetables for a family of four for a season. Beds are leased on a first-come, first-serve basis. Each gardener applies annually for a bed, but returning gardeners will be given the option to keep the same bed from the previous planting season by reserving their bed(s) at the end of the previous season. The

Community Garden Administrator will assess the availability of the remaining garden beds after all applications have been processed, accepted and fees paid. **grow! LPCG** will consider requests for remaining beds up to **July 1**. After this period, any requests that were not fulfilled will be kept on file for the following year. Gardeners for the current planting season will be notified by **grow! LPCG** by phone, email or regular mail.

Registration forms with signed Participation Agreements must be received with payment by **April 1st**. All gardeners must have a cell phone number or email address to receive text messages and updates from the **grow! LPCG** Administrator. It is the responsibility of all Community Garden participants to check for messages on the **grow! LPCG** Bulletin Board at the garden entrance, on a regular basis for updates and garden events. Monthly updates will also be provided via email blasts.

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 bed and assumes full responsibility for the other gardeners on the application. It is the responsibility of the Primary Gardener to notify the Garden Administrator 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 participating in their garden bed. 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 bed. This can be done by having the new gardener sign and submit a liability waiver form to the Garden Administrator.

E. GARDENER ABSENCES (REPORTING ISSUES)

Gardeners are required to notify the Garden Administrator if unable to maintain the bed for any period of time or if they wish to turn the bed back over to **grow! LPCG** (please note that registration fees are non-refundable). Please notify the Garden Administrator if you wish anyone to enter your bed during your absence. Gardeners going on vacation for a period of time that will impact their bed's maintenance must let the Garden Administrator know, and make their own provision for the maintenance of their bed(s). Remember that visiting gardeners are required to complete and submit the **grow! LPCG Gardener's Liability Waiver Form** to the Garden Administrator.

F. ANNUAL RENEWALS

Gardeners who want to renew their beds for the season must email **grow! LPCG** by **March 1, 2019**. **Renewals are also based on keeping garden beds properly maintained and fulfilling the volunteer service obligation.**

RENTING ADDITIONAL BEDS. If a gardener wants to rent additional beds, they may do so if beds are available. Once it is determined that beds are available, gardeners can fill out an application for the additional bed and submit it to Parks & Recreation.

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

MOVING TO ANOTHER LOCATION WITHIN THE GARDEN. If a gardener wants to renew a bed, but is requesting a different location for the following year, that request must be received by **March 1, 2019**. We will do our best to accommodate the request provided all other renewals have been considered, and a bed 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 beds are leased in an **"AS IS"** condition and preparation for the gardening season is the sole responsibility of the gardener. This includes turning over the soil with a trowel, rake and/or shovel and conditioning the soil with organic manure or other organic amendments including leaves, organic fertilizer and/or composted soil. All organic improvements and maintenance of the individual beds including watering and weeding are the sole responsibility of each gardener. Some composted materials such as leaves, organic soil and mulch may be available at the beginning of the gardening season. Each gardener is responsible for the upkeep of their garden bed including: planting, watering, weeding and harvesting crops during the entire season. **Gardeners should, realistically plan on a minimum time commitment of four hours/week for regular maintenance.** Gardeners may arrange for other gardeners to water their beds, but please let the Garden Administrator know ahead of time of gardeners who will have access to your bed.

WORKDAYS AND VOLUNTEER HOURS. Participation in **grow! LPCG** is contingent upon gardeners continued maintenance of their bed(s) as well as assistance with the overall operation of **grow! LPCG**. Each gardener is expected to volunteer a total of four (4) 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. Gardeners can sign-up for such tasks at the orientation sessions or via email. Detailed lists of tasks will be posted on Facebook 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 Administrator.

A. HOURS

During the gardening season **grow! Lincoln Park Community Garden** will be open from **April 1st to November 30th**. The hours of operations will vary, dependent on the available daylight, but will generally be between 8 a.m. to 8 p.m. and 10 a.m. to 6 p.m. after **September 30th**.

B. 2018 TIMELINE

April 1 to November 30, 2019: Gardening Season

October 27, 2019: Volunteer service obligation met for the year

November 3, 2019: Garden cleanup completed

November 30, 2019: grow! Lincoln Park Community Garden Closes

grow! LPCG 2019 Calendar

January – Applications Available for Garden Beds

April – Planting Season Opens (Weather Permitting)

July/August – Yoga & Zumba Workshops

August – grow! LPCG Farm-to-Table BBQ

October – grow! LPCG Annual Fundraiser

September/October – Garden Clean-up

November 30 – Garden Closes

Additional dates for events will be listed on

www.facebook.com/growlincolnpark as well as on the **grow! LPCG Bulletin Board located at the garden entrance, and via email to all participants.**

C. 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 are available for transporting tools, flats of plants, and other materials to the garden via the wheelchair accessible ramp. Please return all wheelbarrows to designated area in the garden when you are done with your work.

D. USE OF COMMUNITY GARDEN EQUIPMENT

Gardeners are responsible for bringing their own tools, watering cans and other gardening materials to the site. Wheelbarrows are provided and some gardening tools are available for your convenience and must be returned to the garden shed or tool bin after use. The garden equipment in the garden is the property of the garden and when not in use returned to its proper place. Gardeners are responsible for the security of any tools or equipment that they bring to the garden and **grow! LPCG** is not responsible for lost or missing tools or materials. The use of **grow! LPCG** tools and equipment are at your own risk.

E. SAFETY AND SECURITY

Each gardener will be given a key at Orientation to access the garden, which is locked at all times. When exiting the garden, please make certain that the gate is closed and locked. A **\$3 key fee** is required and will be used to replace lost keys. When entering the Remington Boys & Girls Club Parking Lot, please drive carefully and slowly and obey posted speed limits and be aware of pedestrians, especially children. 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 at all times to prevent animals from entering. **grow! LPCG** does not warrant against the safety of the consumption of food grown on the property. Participants will hold the Lincoln Park Conservancy and **grow! LPCG** harmless for any and all illnesses that may result from consuming food produced on **grow! LPCG** property.

F. VISITORS AND CHILDREN

The gardener agrees to supervise guests or minors accompanying them while at **grow! Lincoln Park Community Garden** and agrees to be responsible and liable for their conduct. It is expected that all visitors will follow the rules and guidelines of **grow! LPCG**. Anyone under the age of 18 is considered a minor.

G. WATERING

grow! LPCG has four(4) water spigots located throughout the garden. Each gardener is responsible for watering their bed(s). Hoses are available for use by gardeners. Please coil the hoses up in the hose caddy or place in the shed after use. Also, make sure that after watering the spigot is turned off completely. Rain barrels are also available and can be accessed with watering cans to water your bed(s). Please conserve water whenever possible. Report any problems with water to the Garden Administrator.

GENERAL RULES AND GUIDELINES

Community garden beds are offered in an “**AS IS**” condition and **grow! LPCG/Lincoln Park Conservancy** makes no representation as to the condition of the beds and soil contained there-in. The soil at the Community Garden is clay loam and tends to hold water; therefore raised beds are recommended to help in shedding excess water during wet periods. Each community garden participant accepts full responsibility for their bed(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 gardener’s responsibility to make any and all adjustments required to bring the soil to acceptable levels for effective plant growth. **grow! LPCG** is not and will not accept responsibility for soil and overall garden bed conditions, including drainage and other related issues. Soil amendments such as organic cow manure, composted leaves and mulch may be provided at the outset of each season, but it is the gardener’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 should be added to the soil at the beginning of each planting season to adequately feed plants for the entire growing season for a successful and abundant yield.

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 Administrator. 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 of plant vines, corn, sunflowers and other tall plants so as not to shade or invade neighboring bed.

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 bed even if you think they have neglected their bed or you will risk immediate loss of participation in the Community Garden.** Disputes between gardeners that cannot be resolved will be referred to the Garden Administrator. Smoking and chewing tobacco is prohibited within **grow! LPCG**.

C. STRUCTURES

Structures may be erected only if they are pre-approved by the Garden Administrator. Gardeners will be asked to remove all unauthorized structures. Low perimeter fencing or a chair or a garden bench are permissible. There is a 5-foot height restriction for trellises so as not to shade a neighbor's garden. Signs that identify bed owners must be left in place all season. Altering the dimensions of any bed is not 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 speak to the Garden Administrator for guidance. 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 of the Garden Administrator.

E. MULCHING

Biodegradable mulches such as composted leaves and straw are permitted. Carpet mulch is not allowed. Wood chips can be used in paths only. Black plastic and newspaper are allowed as a barrier to weeds, but unless you plan to keep the bed for the following season, the plastic bags 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 by **grow! LPCG**.

F. COMPOSTING

Three compost bins are provided for composting plant debris. Weeds and diseased plants should be put in weed refuse piles next to the bins for disposal by Garden Administrator. **Please place only organic green and brown matter (leaves, vegetables and fruits) in the compost bins. Do not put kitchen, meat or dairy scraps in the compost bins or in plant refuse piles because they are likely to attract animals. Also, do not dispose of your trash, rubber gloves and empty seed packaging in the compost pile.** 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 their beds including weeding and regularly harvesting crops for productive growth all season long. If a bed is not in compliance with these basic expectations, the gardener will be notified via email and will have one week to bring the bed into compliance as stated in the notice. Non-compliance can result in forfeiture of your garden bed and there will be no refunds for forfeiture. Remember to keep pathways between neighbors' beds and the common areas around your bed weeded as well.

NOTICE OF NON-COMPLIANCE. If your bed(s) become excessively weedy you will receive your first notice to take steps to clean up your garden. If you do not follow up in a week or contact the Garden Administrator you will receive a second notice informing you that the garden needs to be weeded and asking you to please contact the Garden Administrator. The third notice will be the final notice at which point your garden bed will be returned to the care of the garden. If you are unable to maintain your garden bed due to unforeseen circumstances, please let us know so that we may help you continue participating in the garden and assist you in successfully maintaining your bed. If for some reason you are unable to maintain the bed, inform the Garden Administrator and you will be offered the opportunity to lease a bed again in the future.

H. WILDLIFE

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

I. FALL CLEANUP

Please note that a seasonally well-maintained and thoroughly cleaned garden bed is required to be invited to return as a gardener the following season. During fall cleanup, all plants and weeds must be removed and disposed of properly in the garden compost bins or plant piles. Please completely clean up your bed by removing all stakes, trellises, netting, fencing, tomato cages, watering cans, plant materials, and other personal items. Let the Garden Administrator know when you have finished your gardening season in writing via email. If you are keeping your bed 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 Administrator know in writing via email by October 1.

J. TRASH DISPOSAL

All trash and non-organic debris can be disposed of in the receptacles located outside of the gate. Recyclables, including cans, plastics and glass, should be

placed in the recycle bin. For organic matter such as clippings, grass, weeds or plant material should be placed in the compost bins.

GARDEN ACTIVITIES AND PROGRAMS

grow! Lincoln Park Community Garden is the sole provider of programming at the garden. Educational programs will be offered throughout the year to schools, camps, gardeners and community members either onsite at the garden or in the community. Please refer to the garden bulletin board for a schedule of programs for gardeners and community members.

grow! LINCOLN PARK COMMUNITY GARDEN ADMINISTRATOR is the liaison for gardeners of **grow! Lincoln Park Community Garden**. The Administrator will assist in resolving conflicts, including the dismissal of a gardener, for cause. Unresolved issues or disputes between gardeners should be referred to the Garden Administrator for resolution.

IN AN EMERGENCY

In case of an emergency, immediately call 911, then contact the **grow! LPCG Garden Administrator at 914.224.4243**.

CONTACT INFORMATION

grow! Lincoln Park Community Garden/Lincoln Park Conservancy, New Rochelle
Parks & Recreation, City Hall, 515 North Avenue, New Rochelle, New York 10801,
Email: growLPCG@gmail.com
Phone: 914.224.4243





**grow! LINCOLN PARK COMMUNITY GARDENER'S PARTICIPATION AGREEMENT
ACKNOWLEDGEMENT - 2019**

grow! Lincoln Park Community Garden looks forward to your participation in our Community Garden Program. We at **grow!** LPCG understand that this is a commitment; we trust you understand the garden's commitment to excellence, and the need to maintain high standards so that it works for everyone involved. The gardening season runs from April through November, and includes your commitment to carefully maintain your bed throughout the planting season and to volunteer four (4) hours to help maintain the garden during the 2019 season. 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 participating in **grow!** Lincoln Park Community Garden.

Gardener's Name: _____

Address _____

Phone: _____

Email: _____

Name of Emergency Contact & Phone #: _____

Name of Church, Community Organization, or Business:

Address of Church, Community Organization or Business:

Phone: _____

Email: _____

Name of Emergency Contact & Phone #:

Signed:

_____ **Date** _____



grow! LINCOLN PARK COMMUNITY GARDENER'S LIABILITY WAIVER - 2019

I have read and agree to abide by the 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 **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 bed with several persons from a church, community organization or business, a representative from your church/community organization/business should complete information & sign below.

Church/Community Organization/Business

Name of Representative: _____

Signature of Representative: _____

Organization's Address: _____

Phone: _____

Email: _____

_____ Two 50 sq. ft. raised beds @ \$60 for church, community organization or business

Individuals or Families

Name of Individual or Family Member:

Signature: _____

Address: _____

Phone: _____

Email: _____

_____ **One 50 sq. ft. raised bed @ \$30 for family or individual**