



## Fairport Heritage Community Garden Agreement & Guidelines

[www.facebook.com/FHCommunityGarden](http://www.facebook.com/FHCommunityGarden)



I, \_\_\_\_\_, agree to adhere to the following rules and expectations to ensure the Fairport Heritage Community Garden is a productive, enjoyable, and attractive community feature.

*Please read the following guidelines and direct any questions or comments to the Garden Manager, Bernadette Armbruster, via phone at (440) 476-5131 or by email to [fairportcommunitygarden@gmail.com](mailto:fairportcommunitygarden@gmail.com)*

1. I understand that I must reside or work within the Village of Fairport Harbor to obtain a garden plot. If there are no plots available at the time my application is reviewed, my name will be added to the waiting list. If I am a returning gardener, I get first choice of a plot before they open to public on January 1.
2. If selected to receive a garden plot, I must pay the plot dues and submit: signed copies of this agreement, all registration/application and waiver forms on or before **April 1<sup>st</sup> or the first official gardener meeting of the year**, whichever comes first.
3. I understand that if I want to begin gardening before opening day and/or to continue after closing, I must contact the Garden Manager and to make such arrangements in advance.
4. I understand that raised beds, if available, are reserved for those with special needs first, then on a first come/first served basis.
5. I am aware of the general risks and hazards surrounding participation in gardening activities and my role as a volunteer assisting in site maintenance and improvement. I will assume any and all expenses and/or liabilities incurred by my participation in the event of an accident, illness or other incapacity. I understand that I may be exposed to bees and other insects, allergens, wild animals and other environmental hazards while I spend time at the garden site.
6. All gardeners are required to participate in at least one of the garden job/crew roles listed on page 6 of this document. Additionally, all gardeners are required to complete their monthly tasks by the end of the month they are assigned. If for some reason I am or become unable to complete the required tasks, within the expected timeframe, I will preemptively discuss the matter with the Garden Manager.
7. Garden meetings and work parties are scheduled throughout the season to get to know your fellow gardeners and help with garden upkeep and special projects. Your attendance is requested unless other circumstances prevail, which are to be discussed in advance with the Garden Manager.
8. I will maintain my plot to the garden standards outlined in this document from opening day, weather permitting, and will have it substantially cultivated & planted by **June 1**. If I am not maintaining my plot properly, the Garden Manager will inform me by phone, email or in person. A white "WATCH" marker will be placed in my plot until the problem is resolved. If I am gone for an extended period of time I will make arrangements with another Fairport Heritage Community Garden member in good standing to tend to my plot in my absence to avoid receiving a WATCH marker.
9. I understand if my plot appears untended for three (3) weeks and I have not contacted the Garden Manager, my plot may be reassigned to another gardener. I must make prior arrangements with the Garden Manager if I cannot tend for my plot or if I will be out of town for a period of three weeks or more. If I plan to discontinue use of my space, I will alert the Garden Manager as soon as possible so that my plot can be assigned to another gardener. In the event I willingly or forcibly surrender my

garden plot, I understand that I will automatically lose all garden plot payments, and am entitled to no compensation or reimbursement of any kind, including but not limited to the value of investments of plants, fertilizers, labor, etc.

10. I will keep all of my plants inside the plot space provided to me. Any tall plants and vines must be planted in areas of my plot that will not interfere with my neighbor's plot or garden pathways. Should any plants grow too large or extend beyond my plot, they will be removed without my consent.
11. I agree to keep my garden plot and all pathways clean and free of litter and other debris, including waste and compostable matter at all times, regardless of whether or not it is mine.
12. I understand that I must keep my plot and surrounding pathways free of weeds, pests, diseases, etc. and am to put dead plants into the compost bin provided. **Any diseased plants or seedy or invasive weeds are to be bagged and put in the trash receptacle, so as not to contaminate garden plots or compostable dirt bins.**
13. Planting illegal plants is prohibited.
14. I will only use the following ORGANIC fertilizers and pesticides/herbicides: rotenone (liquid only), insecticidal soap, superior horticultural oil, iron phosphate, diatomaceous earth, BT (bacillus thuringiensis), garlic products, sabadilla dust, sticky traps, Neem (active ingredient azadirachtin), capsaicin and pyrethrin. Other products may be added in the future, but may NOT be used until Garden Manager approves their use **in writing**. If you would like a product to be considered for use, you may submit a product description to the Garden Manager. Submission of products for review in no way constitutes permission to use said products.
15. I will NOT use pressure-treated or Wolmanized woods anywhere within my plot or the community garden space.
16. ONLY fully decomposed farm animal manure or Zoo-Do manure may be used in the community garden space. Human and/or domestic pet excrement are expressly prohibited.
17. I will not plant, apply, pick, or procure any item, plant, fruit, vegetable, fertilizer, chemical treatment, etc. to or from another person's plot without prior written consent-either from the plot gardener or Garden Manager. Food that is visibly growing in an unattended plot will be picked and distributed to other gardeners to help alleviate rot that draws garden pests.
18. I will not store anything on the walls, fences, watering areas, and/or in the garden shed that has not been preapproved by the Garden Manager.
19. Under no circumstance will I leave the water on unattended. Prior to leaving the community garden, I understand that must neatly roll up any hoses and return it to the faucet area.
20. I understand that I may bring visitors to the garden; however, if I want anyone not registered as a gardener to maintain my plot, I must contact the Garden Manager for prior approval.
21. I understand that neither the Fairport Heritage Community Garden, Fairport, Harbor Heritage Foundation, or the Village of Fairport Harbor is responsible for any personal injury or loss of any kind to any members or visitors of the community garden.

22. I am solely responsible for the behavior of my guests and understand that my guests and visitors, including children, may only enter the garden when I physically accompany them. I understand that it is my duty to monitor all of my guests and that all of my guests, regardless of age, are required to follow all general rules stated within this document and those posted in the garden.
23. Under no circumstance will I smoke or chew tobacco anywhere on the community garden premise. Tobacco can transmit a lethal virus to tomatoes and cigarette butts are loaded with toxins.
24. Radios, pets, drugs, alcohol, weapons, firearms, fireworks and open fires are expressly prohibited in and around the community garden premises. Likewise, I understand that I am NOT to arrive to the community garden premises under the influence of drugs or alcohol.
25. I understand that tools, implements and other equipment will be available for general use by gardeners. I will treat them with care and respect and understand that I must return all tools to the shed I understand I must lock the garden shed prior to leaving the community garden premises, and must report any damage/breakage to the Garden Manager immediately.
26. I will not make duplicate keys to any of the locks at the garden nor will I give my key or lock combination to another person.
27. I will make sure to park in the back parking lot by the Village maintenance department. I will only pull my car up to the garden temporary parking area to load/unload into my vehicle.
28. For your safety, only garden during daylight hours. Consider gardening in pairs or keeping a cell phone nearby if it makes you feel more comfortable. Please make sure if you are the last one on the site, all garden gates and the garden shed is locked before leaving.
29. I will report any theft, vandalism or unusual activities to the both the Garden Manager and the Fairport Harbor Police Department immediately.
30. At the end of the gardening season, all dead plants and non-plant materials (string, wire, wood, metal, plastic, etc.) must be removed and disposed of off premise or into the proper bins. All gardens must maintain a neat and tidy appearance. If your garden is not cleaned-up by the close of the season, you could lose your gardening privileges for the following season. You will also be assessed a \$20 fee for year-end plot clean up.

**Above all, I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden and socialize peacefully and in a neighborly manner. I will respect other gardeners, and I will not use abusive or profane language or discriminate against others.**

*I have read and understand the application and accept these rules, terms, and conditions stated above for participation in the Fairport Heritage Community Garden and I agree to follow them at all times.*

Print Name: \_\_\_\_\_ Sign Name: \_\_\_\_\_ Date: \_\_\_\_\_

Garden Manager Approved: \_\_\_\_\_ Date: \_\_\_\_\_

*"Gardening is a way to show you believe in tomorrow"*



# Gardener Application & Registration Form



**MAX 2 adults per garden site / Max 2 sites per family**

*Please read the following guidelines and direct any questions or comments to the Garden Manager, Bernadette Armbruster, via phone at (440) 476-5131 or by email to [fairportcommunitygarden@gmail.com](mailto:fairportcommunitygarden@gmail.com)*

1. Gardener 1: \_\_\_\_\_ Live in Fairport  Work in Fairport
2. Gardening partner: \_\_\_\_\_ Live in Fairport  Work in Fairport
3. Gardener 1 mailing address: \_\_\_\_\_
4. Gardener 1 physical address (if different): \_\_\_\_\_
5. Gardener 1 phone: \_\_\_\_\_ Able to receive text messages  YES  NO
6. Partner phone: \_\_\_\_\_ Able to receive text messages  YES  NO
7. Gardener 1 e-mail: \_\_\_\_\_ Partner e-mail: \_\_\_\_\_
8. Did you have a plot at this garden last year? Yes \_\_\_ No \_\_\_  
 a. If yes, do you want the same plot(s)? Yes \_\_\_ No \_\_\_
9. Number of plots this year (max 2 per family) \_\_\_\_\_ Fee per plot \$ \_\_\_\_\_ Total plot fee paid \$ \_\_\_\_\_

<u>PLOT SIZE</u>	<u>UPFRONT FEE</u>	<u>RAISED BED UPCHARGE</u>
4x4	\$20.00	\$10.00
8x8	\$40.00	\$20.00
6x16	\$60.00	N/A
12x16	\$80.00	N/A

***\*cash or check/money order made out to Fairport Harbor Heritage Foundation***

10. Do you need an accessible ADA modified bed with raised sides due to accommodate bending/squatting/stooping restrictions? Yes \_\_\_ No \_\_\_

11. Please sign up for at least one of the garden jobs/crews listed below. Refer to page 6 for a description of each job.

<input type="checkbox"/>	Garden Manager	<input type="checkbox"/>	Composting	<input type="checkbox"/>	Monitors/Security
<input type="checkbox"/>	Plot Coordinator	<input type="checkbox"/>	Events	<input type="checkbox"/>	Communications
<input type="checkbox"/>	Grounds	<input type="checkbox"/>	Horticulture Advisor	<input type="checkbox"/>	Community Relations
<input type="checkbox"/>	Maintenance	<input type="checkbox"/>	Treasurer	<input type="checkbox"/>	Social Media

12. If you are a new gardener, would you like an experienced gardener to help you? Yes \_\_\_ No \_\_\_

13. If you are an experienced gardener, would you like to help a new gardener? Yes \_\_\_ No \_\_\_

14. Photo Permission: From time to time, gardeners, the Garden Manager and the media will take photos of the garden. *(You must submit a photo of you and your gardening partner for posting on roster located inside the shed.)*

15. Phone and e-mail: All gardeners are required to share their phone number and e-mail address with the Garden Manager. In addition, a gardener phone and e-mail list will be shared with all gardeners. Please check here  if you do not give your permission to share your phone number and e-mail with all gardeners.

***All gardeners are expected to volunteer their time to help upkeep garden throughout the growing season. Tasks will be assigned on a monthly basis and will need to be completed in the time allotted.***

*By signing below, I agree that I have read and understand the Garden Guidelines and plan to abide by all of the garden rules and understand that failure to comply with these rules and regulations may result in the loss of plot assignment, plot fee(s), and gardening privileges. I understand that neither the gardeners, the garden volunteers, Fairport Harbor Heritage Foundation, or the Village of Fairport Harbor or its employees are responsible in any way for my actions. In consideration for being given the opportunity to participate in the Community Garden, I, for Myself or my heirs, my executors, administrators and assigns agree to hold harmless and waive any/all rights and liabilities due to possible claims I or my guest(s) may sustain while using said plot and surrounding grounds. I understand that this release means, that amongst other things, I am giving up my right to sue for any such losses, damages, injury or costs that may occur in connection with the garden.*

*By signing below, I am indicating that I have read and understood the rules and regulations of the Community Garden, have completed all of the necessary forms accurately, and agree to conduct myself in the garden accordingly.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

Garden Manager Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Check #: \_\_\_\_\_ Amount: \_\_\_\_\_

4-8 hrs volunteer

8+ hrs volunteer

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## **Community Garden Job Descriptions** **The *who* and *what* that make the garden tick!**

Community gardens depend on gardeners' willingness and ability to take responsibility for a number of important tasks. Please review the following job descriptions and contact the Garden Manager to let them know how you'd like to help.

**Garden Manager:** Primary contacts for the garden. Coordinate and facilitate all garden activities and meetings and works with Village personnel. Recruit gardeners for various jobs. Provide leadership and guidance for gardeners and volunteer positions below. Identify and recruit new Garden Managers. Collects plot fees, maintains garden accounts, and writes checks.

**Fundraising Coordinator:** Responsible for securing new monetary and wish list sponsors, executing fundraising programs and events, developing relationship and expanding FHCG in the community. Create fundraising opportunities through prospecting, targeted follow-up and new lead generation.

**Plot Coordinator:** Organizes spring registration, makes plot assignments and garden map, collects gardener applications and manages the waiting list. Creates spreadsheet or other files for gardener contact information.

**Grounds Crew:** Maintains the garden's common areas. Mows grass, clears pathways and removes trash.

**Maintenance Crew:** Maintains tools, equipment, hoses and raised beds. Maintains supplies of common garden materials such as compost, mulch, tools and hoses.

**Composting Crew:** Maintains and oversees the composting and compost bins. Provides gardeners with clear composting instructions via signs, verbal communication, workshops, e-mails or memos.

**Events Crew:** Coordinates regular and special garden events including work parties, neighborhood parties and educational workshops.

**Communications Crew:** Revises and assembles the Gardener's Welcome Packet with leadership team. Writes and distributes garden newsletter or blog. Communicates with gardeners through e-mail, phone calls or mailings about garden news, meetings and events. Maintains garden bulletin board.

**Community Relations:** Maintains positive relations with neighbors. Ensures that neighbors are involved in and supportive of the garden. Coordinates social events for neighbors and gardeners with events crew.

**Horticulture Advisors:** Possess gardening experience and a willingness to share it with gardeners. Mentor new gardeners, circulate new gardening resources, and coordinate gardening workshops with the events crew.

**Monitors/Security:** Ensure that all plots are being used and maintained at acceptable levels according to the Gardener Guidelines. Contact gardeners who either appear to have dropped out or are not keeping their plots maintained. Works to minimize theft, vandalism and other unwanted activities.

**Social Media:** Works to promote and advertise garden efforts to Facebook page through commentary and photos, helping increase overall garden experience for gardeners and community members. Advertise and promote the garden to grow volunteer base and help fill garden plots year to year.

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