

# 2020 Community Garden Agreement



## Individual Plot Responsibilities

1. I understand that if I violate any of the garden rules or community principles that I am at risk for losing my plot(s) and being removed from the garden.
2. I understand that the fee is non-refundable & my plot(s) is/are non-transferable.
3. I understand I must provide valid contact information for myself and one emergency contact.
4. I understand I am responsible for my plot(s) from **April 13, 2020 - November 13, 2020**.
5. I will prepare my plot(s) by **May 1, 2020** (dependent on date of last frost), which includes removing debris, weeding, planting my plot(s) and mulching one foot around the plot(s) perimeter using the wood mulch provided.
6. I will prepare my plot(s) for winter by **November 13, 2020**, which includes removing all organic material and personal items. I will not store composting bins, cages, decorations, boards, buckets or other items in my plot(s) overwinter. If my plot(s) is/are not properly prepared, I will not be permitted to rent the same plot(s) the following season. I hereby agree any items remaining after this date will be disposed of by the City without any further notice. **(Appendix A)**
7. If I am unable to harvest or care for my plot(s), I will notify the staff or designated volunteer immediately to harvest and donate identified produce (ex. vacation, illness, RAGBRAI, etc.)
8. I agree to use only organic gardening methods and will not use chemical fertilizers, herbicides, pesticides, and/or fungicides.
9. All plots are 10'x15'. I will not modify the size of my plot(s) beyond prescribed dimensions. **(Appendix B)**
10. I understand if I build a raised bed or any other non-permanent structure in my plot it must be one continuous 10'x15' rectangle **(Appendix B)**. I understand I am solely responsible for maintaining my raised bed and the City is not responsible for maintenance of items I add. Permanent structures are not allowed.
11. I understand individual fencing cannot be permanent and cannot extend beyond plot borders into pathways. Orange plastic snow fencing, twigs and/or branches are not acceptable fencing **(Appendix C)**.
12. I will leave numbered stakes in my plot(s) so each plot is identifiable. If my plot number is missing, I will notify the staff.
13. I understand that if I have multiple plots I will maintain the pathways between adjacent plots and I cannot combine plots to make one larger plot.
14. I will not shade neighboring plots with my plants, fencing or other growing structures.
15. I understand bushes and trees are not allowed in my plot(s).
16. I agree to remove weeds and produce at least once per week, in and along my mulched pathways the entire gardening season, so as to not obstruct pathways.
17. If it is deemed that my plot(s) are interfering with access to other plots, I will immediately remedy the situation or risk losing plot(s).
18. I will only use mulch on pathways to conserve water and reduce weeds. **I will not use mulch inside my plot. (Appendix D)**
19. If I use a cover crop I may only use an approved crop **(Appendix E)**.
20. I will keep trash and/or dead plant material picked up in my plot(s) and place in their designated areas, containers, or trucks. I will not place organic matter in the trash or trash in the compost.
21. I will not store composting bins, empty cages, buckets, etc. in my plot or behind the shed.
22. If I receive a weed notice, I must amend my plot(s) within one week. If I do not resolve the issue, I must relinquish my plot(s) and my plot(s) will be reassigned. If I receive **three (3) weed notices** in one season, I must relinquish my plot(s) and it/they will be reassigned.
23. If I receive notice requiring me to relinquish my plot(s) or I relinquish my plot, I agree to remove my personal property and plot improvements within **48 hours of such notice**. I hereby agree that the City may remove and dispose of personal property and/or improvements after 48 hours without any further notice.

## Common Areas

- a. I understand the City provides gardeners only water and mulch for pathways. I understand water will only be available **May 1-October 1** (dependent on weather).
- b. I will shut off the water and wind up the hoses after I use them.
- c. I will share mulch, water, and other garden materials fairly.
- d. I understand the City does not provide fertilizers, fungicides, pesticides, pest deterrents, etc.
- e. I will place compostable debris in the designated composting dumpster and/or bin and pack it in to the best of my ability, to minimize space and allow room for other gardener's compost.
- f. I will not plant items in common areas or build/make improvements to any garden space or structure.
- g. I will not obstruct walkways with any items, including fencing, unwound hoses, or plants (including vines).
- h. I will not use other gardener's tools without first obtaining the tool owner's consent. I will clearly mark tools with my name and that I do not wish to share. The City is not responsible for any lost or missing tools.
- i. I will not take community tools or garden materials (mulch) out of the City garden for any reason, including personal use, or use garden materials in excess.
- j. I will care for and respect common storage areas and clean and return tools after use. I will turn wheelbarrows upside down to prevent water from pooling in them.
- k. **I agree to volunteer for two hours (per plot) at the garden or will be at risk for losing my plot.** Staff will notify gardeners of volunteer opportunities such as designated work days. Generally, there is one workday per month June through October. If you are unable to attend workdays, you must coordinate with staff to sign-up for another volunteer opportunity.

## Community Principles

- a. I will help maintain community garden and my plot aesthetics to ensure the site looks respectable. I understand and agree that the City maintains the right to remove structures during maintenance or structures that are deemed unsafe or unkempt as necessary.
- b. I will use appropriate language and exhibit respectful behavior towards staff, gardeners and visitors.
- c. I will notify Parks and Recreation staff of vandalism, theft, inappropriate behavior, or other concerns.
- d. I will receive permission before entering the other gardeners' plot(s) except for retrieving community tools.
- e. I will not harvest produce from other plot holder's plot(s) unless I have permission.
- f. I will keep pets outside of the garden area and leashed as per city ordinance.
- g. I will be responsible for guests and/or children at the community gardens.
- h. I will not smoke in the community gardens.

## Definitions

- **Unkempt:** Untidy appearance, such as weeds taking over my plot(s) or pathways, untended paths, debris not removed from my plot(s), rotting produce, etc. that can create a gardening problem, nuisance or liability.
- **Weeds:** Any plants not purposely planted or desired by the plot's gardener, and that is not a vegetable, fruit, flower, decorative plant, or wildlife support plant. Examples of weeds are thistles, dandelions, plantain, trees, or any type of grass not planted or desired by the gardener of a particular plot.
- **Organic:** Materials derived from 100 percent, all-natural sources which do **not** contain synthetic chemicals.

## Appendix A: Overwintering

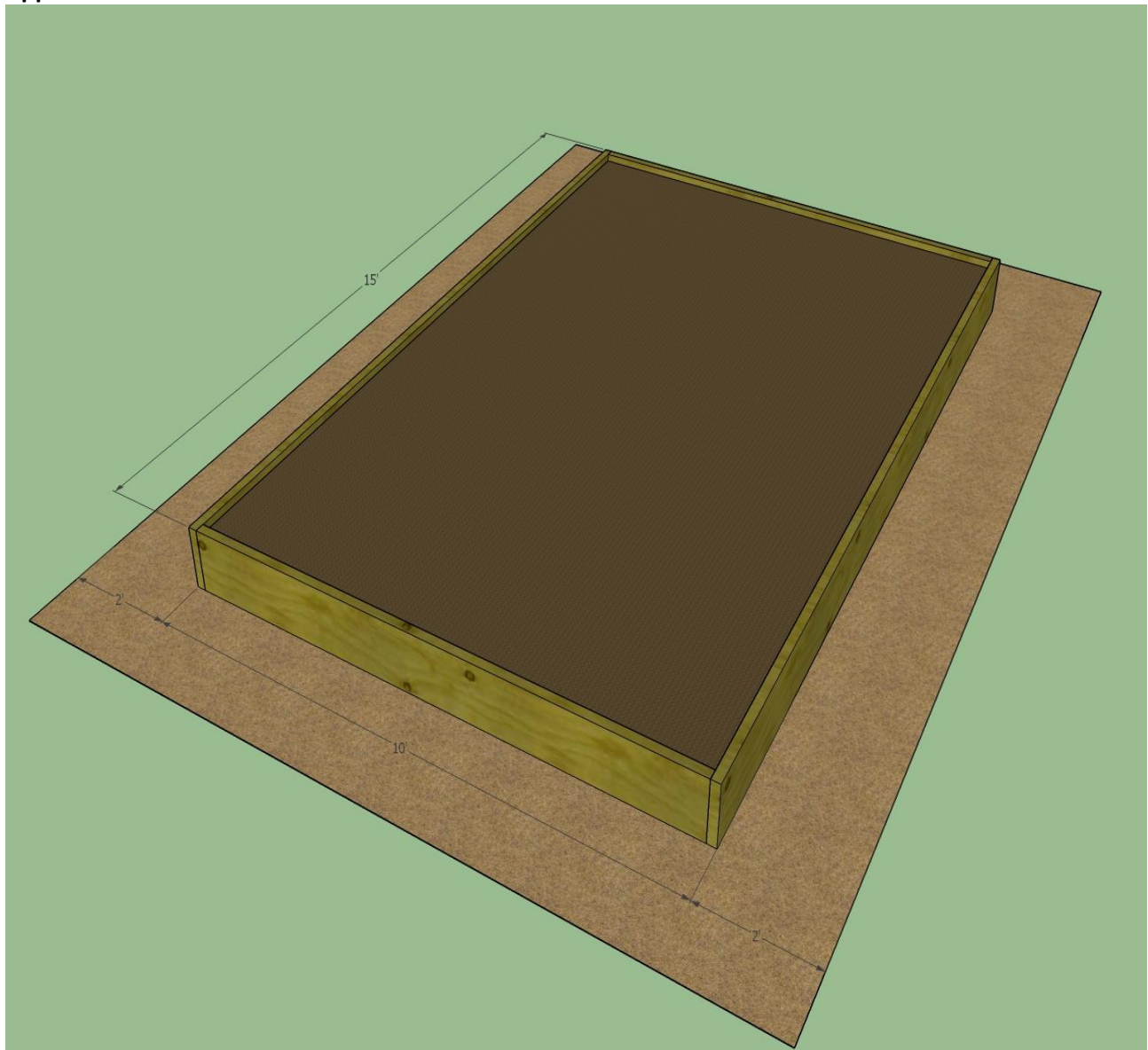
Please remove the following items from your garden plot(s) prior to November 13:

- All Organic Matter
- Tomato Cages
- Trellises
- Buckets
- Plastic or Mesh Fencing
- Shade Structures
- Pest Deterrents
- Decorations
- Plastic or Ceramic Flower Pots
- Bricks/Decorative Rocks
- Any other Loose Debris

Items allowed to overwinter in your plot(s):

- Raised Bed Structures (10'x15')
- Secure Chain-Link or Chicken Wire Fencing

## Appendix B: Continuous 10'x15' Raised Bed



### **Appendix C: Fencing**

The following are fencing examples that are not allowed:



### **Appendix D: Mulch**

The following materials can be used to mulch inside your plot(s) and cover your plot(s) overwinter:

- Leaves
- Hay
- Pine Needles
- Shredded Paper
- Grass Clippings

The following items are not allowed as mulch inside your plot(s):

- Wood Mulch
- Cacao Nib

### **Appendix D: Cover Crops**

Cover crops add nutrients to the soil, reduce soil loss, and act as a natural weed barrier. If mismanaged and allowed to go to seed, many cover crops can quickly become weedy, and several have become prominent invasive species. Oats is the only approved cover crop for Des Moines Parks and Recreation Community Gardens. The plant is winter-killed, which ensures the oats won't go to seed or become weedy.

## 2020 RELEASE AND WAIVER OF LIABILITY AND PHOTO RELEASE

In consideration of me, or my minor child, being permitted to participate in any way in the Community Garden Program, I, the Undersigned, for myself and my minor child, all of my or my minor child's personal representatives, executors, administrators, heirs, next of kin, successors and assigns, herein referred to as "Releasers", do hereby:

Waive, release and discharge and covenant not to sue the City of Des Moines, Iowa, its elected and appointed officials, employees, volunteers, sponsors, and agents, including others who give recommendations, directions, or instructions as part of this Community Garden Program, hereinafter referred to as "City", except for my minor child, for any and all loss or damage, and any claim or demands therefore, on account of injury to the person or property or resulting in my death or that of my minor child arising out of or related to use or occupancy of the Community Garden, including any volunteer service by my minor child or me.

Except for my volunteer services at the Community Garden, I agree to Indemnify and Save and Hold Harmless the City from any loss, liability, damage, claim or cost that the City may incur arising out of or related to my, or my minor child's, or my guest's, or my invitee's, use or occupancy of the Community Garden.

I agree to comply with all applicable safety rules, including wearing protective clothing, close-toed shoes/boots, safety goggles, gloves and vest while performing my volunteer activities.

I agree that photos or other visual media of me/my minor child may be taken at the garden may be used by the City for any lawful purpose.

**I hereby state that I have read and agree to the terms and conditions and Release and Waiver above while being a plot holder at a City Community Garden.**

***Please keep a copy of this agreement for your reference.***

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Self or Parent/Guardian if under 18 years)

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Emergency Contact:  
Name (please print): \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Zip: \_\_\_\_\_

### Community Garden Locations

<i><b>Garden</b></i>	<i><b>Location</b></i>	<i><b>Returning? Please list your plot numbers</b></i>
Franklin	55th & Franklin, west of the Franklin Avenue Library & Community Center	