

KOP FAMILY COMMUNITY GARDEN RULES AND ACKNOWLEDGMENT FORM

The garden rules serve as a way to clearly establish expectations for all gardeners participating in the Kop Family Community Garden. Many of the gardening rules are drawn from *Gardening Matters*, which is an organization that has worked extensively with newly established gardens and has foresight regarding necessary rules to assist with avoiding potential conflicts between gardeners.

The Kop Family Community Garden members will need to establish a governing body that will be responsible for coordinating and maintaining the overall garden and assuring long term viability of the garden. The governing body and their scope will need to be approved by the City of Prior Lake Parks Advisory Committee (PAC). All gardeners must adhere to the rules established by the gardens governing body.

LEASE REQUIREMENTS, PAYMENTS, AND PLOT AGREEMENTS

PLOT SELECTION:

- Plots are assigned on a first come/first serve basis. Gardeners who have previously gardened at the site are given preference, as are City of Prior Lake residents. If after May 1, 2010, unrented plots remain, non-Prior Lake residents may rent available plots.
- Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup, and other duties at the site will be the responsibility of the individual whose name is assigned to the plot.
- It is the responsibility of each gardener to follow Community Garden rules and take an active role in administering the gardens. All gardeners should attend the Annual Spring Meeting on Thursday, April 15, 2010, at 7:30 pm at Prior Lake City Hall. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting.
- Plot requests are filled according to the order in which the registration forms and fees are received. If requests cannot be filled, the fee will be refunded. A waiting list will be maintained for applicants for whom no plot was available.
- Returning gardeners will have the right of first refusal to their previous years plot for the following season.

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MAINTAINING GARDEN/PLOT:

- It is the responsibility of each gardener to follow Community Garden rules and take an active role in administering the gardens. All gardeners should attend the Annual Spring Meeting on April 15, 2010, at 7:30 pm at Prior Lake City Hall. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting.
- Plant your plot by June 15, 2010. Plots that are unplanted by the planning deadline are assumed abandoned and will be forfeited without a refund. Plots not planted will be reassigned. If the kind of plants you are growing must be planted later, weed your plot as needed before then. You are responsible for your plot for the entire season. Keep it free of weeds and harvested through September.
- Gardeners must maintain plots (including adjacent aisles) throughout the growing season. Gardeners who do not maintain their plots will not be eligible for a plot in the following year.
- If for any reason (health, vacation, etc), you will temporarily unable to maintain your plot, inform the coordinator. If you have a substitute gardener, inform the coordinator.
- I understand that if I abandon my garden for more than 2 weeks, without having given prior notice to the garden coordinator, my plot could be reassigned to someone else. If a plot is noted as abandoned, the gardener will be given two (2) weeks notice by phone or mail. If the plot is not improved and instead forfeited, it will be re-assigned or tilled in and any produce will be donated to charity. Deposit is forfeited to pay for cleanup.
- Garden clean-up must be accomplished by October 31st. Failure to do so by this date will result in forfeiture of your fee refund. Cleaned up means plot is ready for tilling, clean and level.
- Gardeners agree to keep the garden and garden edges free of weeds, diseased plants, insect-infected plants and over-ripe vegetables.
- Diseased and infected plants must be removed from the garden and disposed of properly.

- No spraying of fertilizers or pesticides, etc is allowed in or near the gardens. Beyond compost, any fertilizers and pesticides used must be cleared by the gardening group-to be determined at the spring meeting.
- Be respectful of tall crops (such as sunflowers and corn), structures, trees, etc as to not plant these where they would shade and adjacent plot.
- Don't bring in sand or gravel.
- Wood chips will be used on the public paths, but should not be used on individual plots.
- Weed the path adjacent to you plot. You are responsible for maintaining the chipped paths near your plot. Weed them and add woodchips as necessary.
- Gardeners must keep debris inside own plot. Any plants that protrude into the next plot or walk-way, may be trimmed or picked by the next plot owner where the plant is imposing into.
- Gardeners should leave a 6" unplanted border along each plot where there is not a walking path.
- Water hoses must not cross other plots and must be attended to at all times. Water sprinklers are not permitted in the garden.
- Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing elements of the garden, without permission from the City of Prior Lake.
- Electric fences are not permitted in the garden.
- No digging for worms anywhere in the garden.
- Glass containers are prohibited from the gardens. In addition, containers, bags, etc of any kind should be secured so as not to blow around and/or detract from the orderliness of the gardens.
- Gardeners must not plant, weed, or harvest from any other members plot.
- Each gardener is responsible for trash removal.
- Gardeners are expected to put weeds on compost pile.
- Any "leaf/mulch" bag brought to the garden must be emptied when brought. Any filled bag must be immediately removed.

- Each gardener is responsible for securing and locking the water pump after each use.
- Power equipment may only be operated by those over 16 who own or lease the equipment. All use is at the user's risk.

CHILDREN/PETS:

- Children are welcome at the garden when accompanied and fully supervised by an adult.
- Should you wish to bring your dog to the garden, please remember that the City of Prior Lake rules apply (on park land). Leashes and "pick-up" is required at all times. Under no circumstances should dogs be permitted into the gardening area proper because of potential disease from dog feces.

FEES:

- I agree to pay \$55 to the City of Prior Lake to cover the cost of gardening at the Kop Family Community Garden for the 2010 gardening season. I understand that part of the fee is refundable at the end of the gardening season upon satisfactory cleanup of my garden plot by the end of the gardening season, and return any keys.

GARDENER'S SIGNATURE & LIABILITY WAIVER:

- I have read and agree to abide by the above garden rules and policies. I understand that failure to abide by these rules could result in forfeiture of my gardening privileges.
- I understand that neither the garden group nor the City of Prior Lake are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE GARDEN GROUP AND CITY OF PRIOR LAKE FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.

Gardeners Name (Printed)

Signature Date

Address/Phone Number



PARK RESERVATION REQUEST
KOP FAMILY COMMUNITY GARDEN RESERVATION FORM

Please complete the form below.

APPLICANT: _____

STREET: _____

CITY: _____ ZIP: _____

TELEPHONE (HOME): _____ (WORK): _____

CELL: _____ EMAIL: _____

OF COMMUNITY GARDEN PLOTS REQUESTED: _____ (allowed up to two-10 ft x 10 ft plots. If after the deadline, additional plots remain available, additional plots may be requested, but likely will not be contiguous to your other assigned plots).

2009 Plot # _____

PLOT HOLDER: (signature) _____ DATE: _____

Garden Season: 5/1/10 – 10/31/10

FEES/NECESSARY ITEMS TO RENT A PLOT PER SEASON:

1. \$35 (Prior Lake resident) or \$50 (non-Prior Lake resident) - due at time of reservation - **This is non-refundable.**
2. Damage Deposit \$20 - due at time of reservation.
3. Signed acknowledgement of the garden rules/Waiver of Liability form.

NOTE: *The \$20 damage deposit will be refunded at the end of the season if the plot is left in good condition per the garden policy and the garden number is still located at the plot.*

Forms may be returned to:

Community Garden Reservation, 4646 Dakota Street, S.E, Prior Lake, MN 55372

Please make checks payable to: **City of Prior Lake** (Sorry, we do not accept credit cards)

For more information: 952-447-9820 (Mon.- Fri. 8am – 4:30pm)