Sherwood Community Gardens

Guidelines and Plot Rental Agreement Form

General Information

- Gardens are open from dawn to dusk each day.
- Garden plot fees are non-refundable.
- To register for a plot you will need to do the following:
    - Pay for your plot lease and submit signed, completed paperwork.
    - Attend the annual spring orientation meeting.

Community Garden Guidelines and Expectations:

- Gardeners are responsible for their plots the entire season. Gardeners must notify garden program coordinator if they can no longer tend their garden plot. **The transferring of plots to other gardeners is not allowed.**
- Gardeners will either attend two work parties (spring kick-off and fall clean-up) OR attend one work party and serve on a crew.
- Maintenance of garden plot(s) includes **WEEDING**. Weeds must be kept under control at all times. If plot(s) are found to have excessive weeds or are overgrown, the gardener will receive a warning via email and be given one (1) week to rectify the situation. If no email is provided, communication will be via a postcard and/or phone call. If no contact is made or no resolution is reached, a second and final warning will be issued via certified mail with an additional week to clean the plot(s). If no action is taken, the plot will be reclaimed and rented to another gardener on the waiting list. Gardeners who are unable to continue to manage their plots must notify staff immediately.
- All plants, planters and tools must fit inside the perimeter of the plot. Absolutely no materials, plants included, will be allowed in the pathways or along the perimeter fencing. Any plants growing outside a plot may be trimmed or cut back without notice. Plan ahead so that you have adequate space for vining and spreading crops.
- Absolutely no expansion of gardens beyond your designated plot(s) will be allowed.
- Crops are for home use or donation, not commercial purposes, and must be legal.
- Respect for other gardeners' need for sunlight is expected. Do not erect any structure or plant crops that would cause excessive shading on adjacent plots. Trellises or arbors are to be no more than six (6) feet high, may not shade neighbor's plots and may not be installed permanently.
- Garden plot-holders need to let staff know immediately of any of the following:
    - Irrigation issues
    - Theft
    - Vandalism
    - Rule violations
    - Pest problems
- Keep produce harvested; don't allow crops to rot in plots.
- Composters in plots must be approved by garden manager.
- Gardeners are responsible for disposing of their garden waste. If you observe any illegal dumping, please contact staff at 503.625.4213 with as much information as possible (description, etc.).
- Gardeners provide their own equipment (e.g. hoses, tools, seeds). Motorized vehicles and equipment are prohibited in the garden, with the exception of small rototillers.
- Please respect other gardener's spaces – do not pick vegetables, fruits or flowers that are not yours.
- City of Sherwood will not be responsible for any improvements (including, but not limited to, soil amendments, plantings, etc.) made to any garden plots. If for any reason a gardener ceases their

gardening in the program they are completely responsible for their garden plot improvements without reimbursement from City of Sherwood.

- The use of pesticides and/or weed killers is not allowed in the gardens at any time.
- Gardeners will supervise children and are solely responsible for the behavior of guests.
- No pets are allowed in the garden area, with the exception of service animals.
- No glass may be brought into the garden area.
- The use of newspaper or cardboard for mulch is not allowed. The use of plastic sheeting or plastic tarps for mulch, ground cover, or weed barrier is not allowed.
- No tires or rocks are to be used in the garden at any time.
- The perimeter of the garden areas are fenced by City of Sherwood. Please remember to close the gates as you leave the garden.
- Plots are not to be used to store materials or other supplies not associated with gardening, this includes tables, chairs, benches and storage containers.
- Absolutely no tampering with the faucets or water lines at any time.
- Do your part to conserve water by hand watering plants. We encourage you to water before 10:00 am or after 6:00 pm.
- No automatic watering systems are allowed. You must be present to water your garden plot. Please turn water off after each use.
- Reminder: this is a community garden. You are creating a food source that attracts rodents. City of Sherwood is not responsible for trapping, poisoning, controlling or disposing of rodents. If rodents become a problem at your garden we suggest working with your fellow gardeners to find an effective solution.
- We have no garbage disposal receptacles or service at the garden.
- The garden will close for the winter on November 6, 2016
    - Please remove any non-tillable items (tomato cages, wooden stakes, plastics containers, large rocks, structures, etc.) from the garden by this date. If your plot still contains non-tillable items after the closure of the garden at the end of each season, items will be discarded and you may not be eligible to renew a plot next year.

Prohibited Plants

- No tobacco.
- No trees.
- Do not plant invasive, perennial or fast spreading plants such as mint, bronze fennel, comfrey, lemon balm, horseradish, ivy, holly, lesser celandine, marsh marigold, etc. These plants will be subject to removal without notice.
- No caning berries such as raspberries, blackberries, and marionberries.
- State law prohibits the growing and cultivating of marijuana plants on public property.

Concerns, Problems & Dispute Resolution

- Please get to know your neighbors. If conflict arises, talk to each other.
- For any issues you feel you cannot resolve, always feel free to contact you garden manager or the garden program coordinator.
- Positive, constructive, problem-solving communication is our key to success in the garden.

Community Garden Contact:

Tammy Steffens, Garden Program Coordinator * 503.625.4213 (direct)
steffenst@sherwoodoregon.gov

Your attention to the guidelines and expectations provided in this agreement are in place to assure that all gardeners have the opportunity to enjoy their garden. These guidelines and expectations must be followed if gardeners are to be considered for renewal the following season.

Full Name: _____

Address: _____

Phone: _____ Email: _____

Returning Gardener (circle one): YES NO Previous Plot # (returning gardeners) _____

I authorize City of Sherwood to share my information (name & email only) with other gardeners: YES NO

I would like to receive the Community Garden newsletter via email: YES NO

Please Choose (x)	Plot Size	Fee
	4 x 8 (raised bed approx. 3' high)	$30* (+$10 non-resident)
	10 x 20 (raised border)	$45* (+$10 non-resident)
	20 x 20 (raised border)	$60* (+$10 non-resident)

Community Garden
Waiver and Hold Harmless Agreement

In consideration of my use of the community gardens, I agree to hold City of Sherwood harmless from any claim for damages or injuries arising from my use of the community garden.

I acknowledge responsibility for liability arising out of my use of the community gardens, and agree that I shall defend, indemnify, and hold harmless the City of Sherwood and its officers, agents, employees, and volunteers against any and all liability settlements, loss, damage, costs, and expenses arising from or in connection with any action, suit, demand, or claim resulting or allegedly resulting from, attributable in whole or in part to, or in any way connected with my acts, omissions, activities, or services in the course of using the community gardens. I acknowledge that any photograph or videotape taken of me participating in this activity may be used for outreach, education, or documentation purposes by the City of Sherwood.

I have read this agreement carefully and know and understand its terms. I further agree to abide by the established community garden guidelines, and by all City of Sherwood's policies and regulations. Failure to abide by these guidelines may be a basis for denying or terminating participation in this activity.

Signature: _____ Date: _____

*Subject to City Council approval on May 3, 2016.

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
Plot #:	**Date & Time Received:**	**Received by:**