



Sherwood Community Gardens Guidelines and Plot Rental Agreement Form

General Information

- Gardens are open from dawn to dusk.
- Garden plot fees are non-refundable.
- To register 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 are responsible for the maintenance of the pathways surrounding their plot, including weeding.
- 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.
- 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.
- Dogs are not allowed in the garden.
- 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 allowed only October 1 through March 1 and must be removed during garden season. Said coverings cannot be stored on plot.
- No tires or rocks are to be used in the garden at any time.
- The perimeter of the garden areas is 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, tarps, 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. Water before 10 am or after 6 pm.
- No *automatic* watering systems are allowed. You must be present to water. 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.
- Gardeners are welcome to garden year-round. If a gardener chooses to not have a winter crop, then they are expected to winterize their plot.
 - Please remove or safely store any non-tillable items (tomato cages, wooden stakes, plastics containers, large rocks, structures, etc.) within your plot. Remove all spent vegetation.

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 * 503.625.4213 * steffenst@sherwoodoregon.gov * 15527 SW Willamette St

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

I am interested in becoming a garden steward (must be a returning gardener): YES NO

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

**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 agree and bind to indemnify City of Sherwood, its officials, employees, and volunteers against legal liability in respect to bodily injury, personal injury, death, and property damage arising from or occurring out of my or others' activities in connection with the use of the community garden.

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 basis for denying or terminating participation in this activity.

Signature: _____ Date: _____

FOR OFFICE USE ONLY – DO NOT WRITE BELOW THIS LINE		
Plot #:	Amount:	Received by: