

**THE CITY OF LAUREL, MARYLAND
COMMUNITY GARDEN (CLCG) CORPORATION PLOT AGREEMENT AND GARDEN
PLOT RULES**

This Agreement, made the ____ day of _____, 2014, by and between the Mayor, the City of Laurel, Maryland, CLCG, Laurel Presbyterian Church and

Name: _____

Email: _____

Address: _____

City: _____, State: ____ Zip Code: _____

Phone: _____

The lease period is from March 1, 2014 through November 15, 2014 (pre-approval from CLCG Corporation is needed to extend growing season for cold weather crops to December 31, 2013).

Fees: I agree to pay the selected annual fee per garden plot for the 2014 growing season, which will end on November 15, 2014 (pre-approval from CLCG Corporation is needed to extend growing season for cold weather crops). I also agree to pay a one-time entrance fee of \$125.00 per plot during the first year of participation. I acknowledge that a break in program participation of two years will be considered a new application and require a \$125.00 entrance fee per plot to re-enter the program. The annual fee per garden plot and the one-time entrance fee per plot or any other expenses related to individual plot enhancements will not be pro-rated or refunded. Active Duty and Retired Military members (with documentation – ID, DD-214, etc.) and senior citizens (55 and older) will receive a \$15 discount. Only one discount per plot is available for those who qualify. Members of the Laurel Presbyterian Church will receive the same rate as the City of Laurel residents upon receipt of official documentation from the church. The CLCG reserves the right to limit the number, selection and purchase of garden plots. Checks must be made payable to the City of Laurel, Maryland. Non-residents that are not members of the Laurel Presbyterian Church will pay the non-resident rate (N/R).

Plot Size		Fees	
20' x 20'		\$40 each (N/R \$55)	\$_____
Entrance fee	x	\$125 per plot	\$_____
		Total	\$_____
Plot Size		Fees	
10' x 20'		\$35 each (N/R \$50)	\$_____

Entrance fee	x	\$125 per plot	\$ _____
		Total	\$ _____

Entrance fee x \$125.00 per plot \$_____

Total \$_____

Entrance fee x \$125 per plot \$_____

Total \$_____

I affirm that I have received and agree to the City of Laurel, Maryland Community Garden (CLCG) Corporation Plot Agreement and Garden Plot Rules.

_____ Date: _____

Annual fee paid: Date _____ Cash _____ Check # _____

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2014-2014 Garden Plot Rules and Guidelines

Gardeners are responsible for abiding by the following rules. The purpose of CLCG is to provide an opportunity to develop healthy eating habits and sustainable agricultural practices for citizens of the City of Laurel, Maryland and surrounding communities through education, recreation and community outreach opportunities.

General Guidelines

I will commence planting and/or soil amendments in the garden plot by approximately March 15, 2014 (weather permitting) and will maintain the garden plot for the entire growing season or at a minimum, through November 15, 2014. Planting cold weather crops is permissible beyond November 15, 2014, with pre-approval granted by the CLCG Corporation. All cold weather planting plots must be cleared of weeds and debris by December 31, 2014. I agree to abide by the requirements of this agreement and the rules and guidelines of the CLCG Corporation regarding the garden plots and will keep my garden plot weed-free. I will participate in at least 8 hours of volunteer activities in the CLCG that include spring and fall cleanups of the garden and other general maintenance as required. Failure to participate in the 8 hours of volunteer activities will result in non-renewal of CLCG plot registration.

Existing CLCG garden plot holders will be able to register for their plots February 3 – 7, 2014. City of Laurel residents and members of the Laurel Presbyterian Church registration will be held on a first-come, first-serve basis February 10 – 14, 2014. Open registration for everyone, including non-residents of the City of Laurel will be offered at the non-resident rate beginning February 17, 2014. If there are no plots available, I will be placed on a waiting list. If a plot becomes available, CLCG Corporation volunteers will notify me by phone and/or email. If I decline the plot, or do not respond within 7 days, the plot will be offered to the next person on the waiting list.

The CLCG Corporation, at their discretion, may allow second plot purchases if space is available after June 1, 2014. The CLCG Corporation reserves the right to discontinue the offering and use of second plots. Produce grown in CLCG garden plots is for personal consumption or donation only and may not be sold. Under no circumstances will the CLCG Corporation authorize more than two plot purchases per member, per household. Gardeners may not sub-lease their garden plots. If I no longer wish to garden, or I am moving out of the area, I will give at least 30-days advance notice to the CLCG corporation by sending an email to Laurel.Community.Garden@gmail.com or by calling (301) 442-4659 to return the garden plot to the CLCG Corporation so it may be assigned to someone on the waiting list.

Maintenance Responsibilities

I will maintain my garden plot in a reasonable manner by composting, removing trash and weeds in an expeditious fashion. The CLCG will, at its discretion, inspect and send notices to gardeners whose garden plots are weedy, unsightly, or used in an inappropriate way. The letter will instruct the gardener to take corrective action. If no corrective action is taken within 14 days of the date of the letter, the plot will revert back to the CLCG. No refunds of entrance fees, annual fees or any other expenses related to individual plot enhancements will be given.

Soil preparation and regular cleanup are the responsibility of each gardener. All organic gardening debris must be composted in designated areas or carried off site. It is illegal to dump trash in the garden plot site, on Laurel Presbyterian Church property or in any CLCG

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Corporation designated area. Each gardener must remove their trash from the perimeter.

Gardening is permitted from 6:00 a.m. until 8:00 p.m. (Daylight saving time). No parking is allowed in the church parking area on Sunday during worship hours between 9:00 a.m. and 2:00 p.m. and Wednesday evenings between 5:00 and 7:00 p.m. Sunday parking during worship

services and Wednesday evenings must be on Old Sandy Spring Road. Neither the City of Laurel nor the CLCG Corporation is responsible for tools and related gardening equipment left at a garden plot site. I understand that the tools left at the garden plot are left at my own risk. Storage of individual tools, garden supplies is not permitted in the shed. Hoses must be neatly rolled up and stored. Hoses, stakes, bags and debris must not be left outside the plots; it is a danger to contract mowers. I will remove all standing water to prevent mosquitoes from breeding.

The CLCG gardens are promoting holistic, sustainable growing practices. Use of pesticides not on the OMRI (Organic Materials Review Institute products list) is not allowed. I will abide by the Integrated Pest Management strategy and BayWise practices as outlined in the MD Cooperative Extension's publications **"IPM: A Common Sense Approach to Managing Problems in Your Landscape,"** and **"BayWise MD Yardstick-Vegetable Gardens"**. Both are available on the web or on their Home Gardening/Pest management site (www.hgic.umd.edu). I may also review these publications during the CLCG meetings. I will apply extreme caution when using IPM practices on my garden plot to ensure that the substance does not drift onto another neighboring garden plot.

Responsibilities to Your Fellow Gardeners

I will not block garden paths with vehicles, equipment or debris. Highly invasive plants are not allowed. I will call 1-800-342-2507 to obtain a list of highly invasive plants. Fruit trees, cane fruits, or bamboo are not allowed in the garden plot. When in doubt I will consult the CLCG Garden management staff before planting. At no time should I build a structure or plant anything that will shade or interfere with another garden plot. Building berms or channeling water from a plot is not allowed if it adversely affects neighboring plots.

Access to water is limited at all garden plot sites. Please be considerate of others and only use the water source for 15-minute periods if other people are waiting. I will not leave water connections on unattended. When using a hose, I will use a 'Y' connector and a 'leader hose' to allow easy access for other gardeners.

Under no circumstances should numbered garden plot stakes be removed or relocated. The CLCG reserves the right to prohibit any fencing or other structures which may be detrimental to the site. Trellises are allowed and will be closely monitored by the CLCG management staff. Trellises must not impose upon or otherwise obstruct neighboring garden plots.

Theft or other illegal activity at garden plot sites must be reported to the City of Laurel Police department and the CLCG Garden Manager. Call the non-emergency number, (301) 498-0092. I will also report these incidents online, directly to the Garden Manager at Laurel.Community.Garden@gmail.com.

I will only dig, plant, weed, and harvest within the confines of my own garden plot. We the undersigned members of the CLCG hereby agree to hold harmless The City of Laurel, Laurel Presbyterian Church, and The CLCG from and against any damage, loss, liability, claim, demand, suit, cost and expense directly or indirectly resulting from, arising out of, or in

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connection with, the use of the CLCG by the garden licensors, its successors, assign, employees, agents and invites.

I understand that the CLCG Corporation can terminate the Garden Plots program and the use of the plots at any time if voted by the City of Laurel, Maryland, the Laurel Presbyterian Church and the CLCG Corporation Committee that this program can no longer be sustained by the CLCG.

I have reviewed and agree to comply with the IPM publication and the list of allowed pesticides.

I have reviewed and agree to comply with the Baywise-Vegetable Gardening publication.

Specifically I agree to:

Incorporate compost and recycle garden wastes

Fertilize wisely

Protect the soil with mulch (compost, etc.) or cover crops

Water efficiently-only when needed

Control runoff

Garden Plot Rules

1. Each plot holder/gardener is responsible for the maintenance and upkeep of their garden plot at the CLCG. Watering, weeding, harvesting and any other garden related maintenance are all the responsibility of the plot holder/gardener. Plot holders/gardeners may arrange for other gardeners to water their plots.

2. Tools will be made available for use during the hours of 6:00 a.m. until 8:00 p.m. (Daylight saving time) each day. A limited number of tools, hoses and watering equipment will be available in the CLCG storage shed for use during non-scheduled work times. No work beyond the 14 hours shall be scheduled. Regularly scheduled work times/work days will be posted on the CLCG bulletin board or in the CLCG official mailbox.

3. Each gardener will be given the combination to the CLCG gate lock and the storage shed for access to tools and watering equipment. Plot holders/gardeners are responsible for the integrity of the combination each time they work in the garden. The CLCG garden gate and storage bin must be locked at all times and the tools must be returned immediately after use.

4. Children are welcome in the garden but children under 18 must be accompanied by adult and supervised at all times. No children are allowed in another member's plot unless prior permission is given. Children are allowed in the children's plots anytime with supervision.

5. Each gardener must complete a Release of all Claims form before any work in the garden can begin.

6. Garden plots are to be cared for at least once a week. Any plot that remains unattended for more than three weeks will be considered to be abandoned and that plot will be subject to reassignment.

7. The application of herbicides (weed killers) to the garden plots is prohibited.

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8. Applications for garden plots will be initially offered for returning members of the CLCG who have indicated their intentions to continue participation in the CLCG program. Citizens of the City of Laurel and the members of the Laurel Presbyterian Church registration will be

held on a first-come, first-serve basis beginning February 10, 2014. Depending on availability, non-residents of the City of Laurel may purchase garden plots at the non-resident rate. Open registration for everyone, including non-residents will begin February 17, 2014 until all plots have been leased. A waiting list will be established for interested individuals in the event that all plots have been leased. Payment must be received at the

time of the signing of the garden plot lease. Preference for next year's plots will be given to the current year's participants.

9. All existing CLCG membership garden plot holder fees are due in full not later than February 17, 2014. Garden plots will not be held beyond this date.

10. Gardeners may harvest fruits and vegetables from their garden only.

11. At the end of the growing season or by November 15, 2014 (pre-approval from CLCG Corporation is needed to extend growing season for cold weather crops to December 31, 2014), garden plot lease holders are responsible for clearing their plot of all plant material, temporary fencing and leaving the plot as they found it in the spring.

12. The CLCG management staff committee is responsible for ensuring that the rules are followed at all times. The committee consists of gardeners and volunteers. Vacancies in the CLCG Corporation Board of Directors and other volunteers will be elected at the spring meeting.

Definitions

- **CLCG:** City of Laurel Community Garden
- **OMRI: Organic Materials Review Institute products** list – The OMRI provides organic certifiers, growers, manufacturers, and suppliers an independent review of products intended for use in certified organic production, handling, and processing. The OMRI list of acceptable pesticides is available at <http://www.omri.org/simple-opl-search/results/pesticides>.
- **BayWise MD Yardstick-Vegetable Gardens:** A series of best practices to help protect the health of our local waterways, the Chesapeake Bay and our environment. This document is available at <http://baywise.umd.edu/files/yardstick5pager.pdf>.
- **IPM: A Common Sense Approach to Managing Problems in Your Landscape: Integrated Pest Management (IPM):** Integrated Pest Management (IPM) is part of a total community ecosystem approach to gardening which promotes good management and stewardship strategies. This document can be found on the University of Maryland Cooperative Extension Home and Garden Website at <http://www.hgic.umd.edu/content/documents/hg62.pdf>.
- **Invasive Plants:** An invasive plant is a plant that has the ability to thrive and spread aggressively outside its natural range. Some invasive plants are worse than others. An invasive plant species that colonizes in a new area may gain an ecological

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edge since the insects, diseases, and foraging animals that normally keep it in its native range are not present in its new habitat. Many invasive species continue to be admired by gardeners who may not be aware of their weedy nature. Additional information regarding invasive plants can be found at <http://www.invasivespeciesinfo.gov/plants/main.shtml>.

- **Soil Amendments:** A soil amendment is any material added to a soil to improve its physical properties, such as water retention, permeability, water infiltration, drainage, aeration and structure. The goal is to provide a better environment for roots.
- **Berms or channeling water:** A berm is used to control erosion and sedimentation by reducing the rate of surface runoff. A berm can be a mound of earth. The berms either reduce the velocity of the water, or direct water to areas that are not susceptible to erosion, thereby reducing the adverse effects of running water on exposed topsoil.
- **Trellis:** A trellis is a lattice for supporting a plant.

The CLCG Corporation will provide/organize:

Water
Composting bins
Administrative program support and Master Gardener mentors
Limited number/types of shared tools
Mulch/Wood chips will be available at designated times
Twice a season workshops/programs of interest to gardeners
Planned work days
Email newsletters/updates throughout the season

CLCG Corporation and the City of Laurel will not be responsible if any of the above items are not provided or if their use is not successful.

Gardeners provide:

Annual program garden plot fee(s) and the one-time entrance fee
Eight hours of community service assistance per year for the CLCG
A neat, weeded and harvested plot throughout the entire growing season (April 1, 2014 – November 15, 2014) (Pre-approval from CLCG Corporation is needed to extend growing season for cold weather crops to December 31, 2014)
Weed-free pathways around their plot
Seeds
Hoses (other than what is provided by the CLCG)
Tools (other than what is provided by the CLCG)
Row covers
Any additional plot needs
Current address, phone number and contact information

Garden Site Manager

The CLCG Corporation President and Board of Directors are volunteers. The CLCG Corporation President's role is to provide support for the gardeners, and to serve as a liaison between the gardeners, the Mayor and The City of Laurel and the Laurel Presbyterian

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Church. The CLCG Board of Directors and designees will assist with work days, events and communication.

Garden Season Activities and Information

Community Service

Eight hours of Community Service time (per gardener, March 1 – November 15) must be given to participate in the CLCG program. This is in addition to maintenance of each garden plot and pathways. Failure to do these hours will result in a non-renewal of the garden plot the following year. There are many tasks that will satisfy this 8-hour community service time requirement. Spring and fall cleanup garden work days will be planned. Other events and/or activities that satisfy the community service time must be coordinated with the CLCG Corporation President by providing the following information: Plot holder's/gardener's name and plot number, task completed, date completed, hours. The deadline to complete, confirm, and report community service hours to the CLCG Corporation President is November 15, 2014. Community service hours for middle and high school students must provide the same information and be provided to, and approved by, the CLCG Corporation President prior to the activity to ensure credit is acknowledged by The City of Laurel.

Garden Work Days

Specific days throughout the season will be established as community service work days. They will be posted at orientation and in newsletters. Community service hours will be tracked, but it is the gardener's responsibility to call in or email to the CLCG Manager to report hours completed.

Compost

The CLCG, at its discretion, may facilitate the delivery of compost to the CLCG plots during the March/April 2014 timeframe. Plot owners will be advised in advance of any fees associated with the purchase of compost. The compost will be available on a first-come, first-served basis. The CLCG plot holders/gardeners will be notified of delivery dates during the Spring Orientation meeting. Compost delivery dates will be communicated by email or newsletters throughout the season. Wheelbarrows will be available for transporting compost to the garden plots on scheduled workdays.

Manure and Straw

The CLCG plot holders/gardeners are responsible for arranging organic manure and straw deliveries. The CLCG can provide a list of potential sources, as requested. Organic manure must be worked into the soil within three days of delivery.

Trash

Under no circumstances will trash be left on the CLCG site or anywhere on the Laurel Presbyterian Church property. Plant materials must be composted using one of the bins provided or taken away by garden plot lease holder/gardener.

Refunds

Annual garden fees, entrance fees and other soil amendments, etc. are non-refundable.

Plot Neglect/Abandonment

Garden plots must be weed-free. Any garden plot abandoned or unworked for more than three weeks will be reassigned by the CLCG Corporation President or CLCG Corporation designee and no refunds given. If you are unable to keep or maintain your plot, please contact the CLCG Corporation President immediately.

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Plot Maintenance

Plots must be reasonably maintained which means:

- Weeds under control and plants regularly cared for
- Watered and harvested
- Plants kept within your plot boundaries
- By Nov. 15, 2014 all plants must be removed as well as stakes, row covers or any other supplies brought to the site for a season (pre-approval from CLCG Corporation is needed to extend growing season for cold weather crops to December 31, 2014)
- Storing of any bags of organic matter in the gardens over the winter is not allowed
- Herbicides, insecticides, and fertilizers made from synthetic chemicals are NOT permitted.
- Use of pesticides not on the OMRI (Organic Materials Review Institute products list) is not allowed.

All gardeners must maintain their plots in a reasonable manner. The CLCG will, at its discretion, inspect and send notices to gardeners whose plots are weedy, unsightly, or used in an inappropriate way. The letter will instruct the gardener to take corrective action. If no corrective action is taken within 14 days of the date of the letter, the plot will revert back to the CLCG Corporation. No refunds will be given.

Path Maintenance

Plot holders/gardeners are responsible for keeping all paths adjacent to their own plot weed-free, as well as working cooperatively on the other areas. Most pathways will have mulch/wood chips material.

Fencing

Trellises and plant stakes are allowed, but anything in your plot must not block sun or otherwise interfere with a neighbor's garden plot. Plot holders/gardens may erect a temporary black poly mesh netting fence around their individual garden plot that is not more than 6 feet high. The temporary fencing, including ground posts, etc. must be removed not later than November 15, 2014 to allow the for winter dormancy. Planting cold weather crops is permissible beyond November 15, 2014 with permission granted by the CLCG Corporation. All plots must be cleared of weeds and debris by December 31, 2014. No hazardous materials such as barbed wire may be used in or around a plot.

Parking

Please use the parking area provided by the Laurel Presbyterian Church Monday through Saturday 6:00 a.m. until 8:00 p.m. (Daylight savings time). No parking is allowed in the church parking area on Sunday during worship hours between 9:00 a.m. and 2:00 p.m. and Wednesday evenings between 5:00 and 7:00 p.m. Sunday parking during worship services must be on Old Sandy Spring Road. Parking on grass is strictly prohibited. Failure to comply with this section may impact the continuation of Church permission to have the CLCG at this location.

Water and Hoses

Use of water must always be controlled and monitored. Plot holders/gardeners are responsible for turning off the water faucet when not in use. Plot holders/gardeners may not leave garden hoses in use unattended.

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Conduct

Participants are to remember at all times they are on Church property. All plot holders/gardeners, guests, helpers, and children are to be appropriately dressed for garden work. Halter tops, bathing suits, and provocative clothing are not permitted.

No foul language (swearing), abusive verbal attack will be tolerated against any fellow plot holder/gardener, Church Official, Church member, CLCG volunteers, or City of Laurel personnel.

No obscene gestures, objectionable demonstrations or any physical threats, shoving or striking of another person is allowed at the CLCG. Alcohol use on Church and Community Garden areas is prohibited. Persons under the obvious influence of alcohol will be asked to leave the area. Such determination may impact continued participation in the program.

The CLCG Site Manager is required to suspend the plot holder/gardener immediately from further gardening upon notice or observance of any of the above activities.

Not Allowed in the CLCG

Pressure treated wood, pets, carpet, barbed wire, tires, uncovered black plastic, smoking, cursing, swearing, selling produce, cane fruit, fruit trees, bamboo, any non-native invasive plants or unsupervised children are not allowed in the CLCG.