



# CITY OF BEND

## **Franklin's Corner Community Garden Agreement**

Franklin's Corner Community Garden is the first community garden built on City owned property. Our use of this land depends on our ability to keep the garden and neighborhood relationships well maintained. The garden and surrounding property will be maintained entirely by volunteers, gardeners with plots and supported by donations and sponsorships. All fees collected for plots will go to offset the cost of irrigation.

### **The Franklin's Corner Community Garden will provide the following:**

- ✓ A garden plot to grow produce and/or flowers for harvest by plot holders
- ✓ Access to water for irrigation
- ✓ Access to basic garden tools such as shovels and rakes
- ✓ Compost bin and/or an area for disposal of garden waste
- ✓ Educational programs to assist new gardeners
- ✓ Social events to celebrate a community of gardeners
- ✓ Plenty of new friends

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## **LEASE REQUIREMENTS, PAYMENT AND PLOT AGREEMENTS**

### **Fees and securing a plots**

Gardeners can officially garden at Franklin's Corner Community Garden (FCCG) after reading and signing this agreement and paying your fee. Fees are \$15 for an accessible/ half bed or \$25 for a full bed. Fees must be paid on opening day on May 5<sup>th</sup>. Any plots which agreements and fees have not been received at the season kick off, will be released to those on the waiting list, if the respective gardener is not present.

Each gardener agrees to support FCCG by doing their fair share of common work to help make this community garden successful. Gardeners will volunteer at least two (2) hours per month, in a contract period. Examples of volunteer activities: Participate in harvest, deliver harvest, weed common areas, turn the compost pile each week, seasonal garden cleanup effort, applying mulch in common areas, etc. Considerations will be given for special skills, physical and mental capabilities, and age. Youth participation is encouraged with adult guidance.

Gardener's will accept shared responsibility for maintenance of the common areas, furnishings, and equipment, including fencing, trees, compost bins, and tool shed.

The garden is open from dawn to dusk seven days a week. The combination for the lock will be given to members and will be changed annually or as needed.

### **Choosing a Plot**

Plots are assigned on a first come/first serve basis. Gardeners who have previously gardened at the site are given preference, as are members living in the Larkspur and Orchard District area. 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

You can request specific plots, but please remember that since it is a first-come, first served program, you may not get your first choice. Reserving more than one garden is not permissible.

A waiting list will be maintained for applicants for whom no plot was available.

### **Start of Season**

The season begins approximately late-April/early-May, weather permitting. Irrigation will not be turned on until safe to do so. You must tend your plot by May 15th. If the kind of plants you are growing must be planted later, weed your plot as needed before then. You are responsible for your plots for the entire season. Keep it free of weeds and harvested through November.

The planting deadline is June 30th. Plots that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund and will be reassigned.

### **Plot Maintenance Expectations**

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. Maintaining includes: planting, watering, weeding, and harvesting. Gardeners will keep weeds down and maintain the areas immediately surrounding my plot.

Each gardener is expected to spend time each week working on his/her plot and the surrounding area.

Please contact your garden coordinator if you will be moving, taking an extended vacation, or otherwise will be unable to maintain your plot throughout the summer. Or if, for any reason (health, vacation, work pressure), you will be temporarily unable to maintain their plot. If you have a substitute gardener, inform the coordinator. Any plot abandoned for more than 2 weeks, without having given prior notice (i.e. of vacation, sickness, etc.) to the garden coordinator, will be forfeited. At that time, it will be re-assigned or tilled in and any produce will be donated to charity.

### **Unclaimed or Neglected Plots**

Unrented, abandoned or uncared for plots will be reassigned mid-season. Plots in an uncared-for condition by will be cleared and available on July 15. They will be offered to existing gardeners for fall planting only. They will be open for new gardeners in the following season. Gardeners may also elect to share a plot for a local food bank.

### **End of Season**

Plots must be cleared and cleaned at the end of the growing season, November 17th. Gardeners who do not clean their assigned plot will lose first right of refusal for the plot the following year. Irrigation will be blown out and turned off at the beginning of November. In the event of a warmer than usual fall, gardeners must first have preapproval to

allow crops to remain after November 17<sup>th</sup> deadline. Plots provided extensions must be fully cleaned out before adverse weather ends the season.

Cleaned up means plot is ready for tilling, clean and level. All dead plants and weeds should be removed. All stakes, structures, materials must be pulled and removed from campus. No personal items are to be stored on site. Cover crops may be left on cleared and level plots, with preapproval from coordinator.

### **Gardener Meetings**

Garden meetings are held a half hour before the seasonal work parties throughout the growing season. The dates of these work parties are as follows: Opening Day, May 5<sup>th</sup>, 10 am till 1 pm., July 21<sup>st</sup>, 9 am till Noon, September 15<sup>th</sup>, 9 am till Noon, End of Season November 17<sup>th</sup>, 10 am till 1 pm. Please check these dates for your availability prior to applying for a plot as it will be strictly enforced. Work parties are expressly for group campus work and not intended for gardeners to tend their personal plots.

Gardeners agree to attend each of the four work parties per season. Work party volunteer hours count towards monthly requirement. Work parties will be announced with notice by email and are listed on the online volunteer work log. Gardeners who do not attend meetings/work parties, as specified, will not be eligible for a plot in the following year.

Gardeners will be assigned their plot number and receive a copy of the Season Schedule at the Opening Day Work Party.

The bulletin board is for garden business only, soliciting is not allowed. Feel free to give notes on the bulletin board in the shed for any useful hints and ideas

Any suggestions for feedback or questions should be directed to the volunteer garden manager.

### **Community Service/Volunteering**

Gardeners understand that this is a community garden and in order for it to succeed gardener support is needed to maintain the site, manage compost, keep on top of equipment, make signs, deal with wildlife, obtain our donated transplants, plan and execute produce giveaways, help keep site picked up from debris, and plan celebrations.

Gardeners are encouraged to work together as a group on communal aspects of the garden at the beginning of the planting season. Spring and fall work parties will occur annually. Additional work parties and workshops will be held intermittently. Gardeners will participate to the best of their ability in group work parties.

Gardeners agree to volunteer 2 hours per month toward community gardening efforts such as organized work sessions as well as spring and fall cleanups. Organized work sessions focus on maintaining the community areas of the garden and not your own plot. This will also be the time to discuss members' ideas and concerns. Gardeners who do not maintain the online volunteer work log will not be eligible for a plot in the following year.

Report completed hours monthly on the gardener's worksheet (online). All service hours must be completed and reported by November 15. Gardeners who have not completed and reported required service hours will not be eligible for a plot the following season.

### **GARDENING RULES**

The rules and regulations are in place so the FCCG garden can grow, provide a healthy community atmosphere, and function as a pleasant place to garden. All gardeners are expected to take an active role in administering the gardens.

If garden rules are ignored, you will be required to forfeit the plot. As outlined below, these are the conditions under which immediate plot forfeit will occur:

- Bringing alcohol and illegal substances into the garden
- Plot is not maintained for two weeks
- Without FCCG staff approval, transferring or subletting of a plot
- Violation warning is ignored or violation is repeated
- Act in a threatening or abusive manner to other gardeners.

## **One's Plot**

### **Organic**

Gardeners must agree to garden organically. This means synthetic fertilizers, pesticides, herbicides & rodenticides may not be applied. Organic definitions can vary and organically labeled pesticides can actually be as toxic as or even more toxic than synthetic versions. However, using compost, barriers and weeding are always acceptable. Gardeners agree to check with garden coordinator before applying any fertilizers, pesticides, herbicides & rodenticides, even if labeled "organic". Do not use synthetic chemical pesticides or fertilizers like miracle-Gro. If you are not sure if something is allowed, please check with another gardener or contact the volunteer garden manager.

### **Weeds and Disease (see also "Compost and Trash")**

Gardeners agree to keep the garden & garden edges free of weeds, diseased plants, insect-infested plants and over-ripe vegetables.

As a community garden, please respect the surroundings and tend to your plot and help keep the area free of litter and weeds.

Diseased and infected plants must be removed from the garden and disposed of properly.

Weeds, if removed from your plot, are to be hauled to the compost site.

Keep your garden neatly weeded on a regular basis. Weeds may not become taller than 8 inches. Weeds are a major complaint of neighbors and other gardeners, and are the leading cause of plot forfeiture.

### **Large/Woody Plants or Structures**

Do not plant trees or shrubs. If it's woody and perennial, it's not allowed in your plot.

Be respectful, tall crops (such as sunflowers and corn), structures, trees, etc., should be planted to not shade another garden or crops.

Perennial or potentially invasive plants such as raspberries or mint must get the okay of a majority of gardeners at the annual meeting. Potatoes and Corn may be planted in the perennial garden.

I understand that it is my responsibility to maintain plants within the limits of my plot and to keep vegetation less than four feet in height, so as not to shade neighboring plots.

### **Structures**

No altering the dimensions or elevation of the plot, frame or of the surrounding area. No alteration of the installed irrigation system. Irrigation is expected to remain within the plots throughout the growing season.

The gardener supplies the materials and labor for non-permanent structures.

Simple trellis structures are permitted if they do not shade other gardens or block irrigation if using a shared bed. DO NOT use poured concrete for anchoring. Neither solid walls nor solid roofs are permitted.

Row covers are permitted. Please anchor them to prevent blowing away, and store them when not in use.

Cold frames are permitted if they are no larger than 30 inch by 30 inch by 60 inch and covers are made of sturdy plastic - not glass.

### **Making Good Plant Choices**

Gardeners may grow a wide variety of fruits, vegetables, herbs and flowers. Choosing from among the wide range of plants for the garden is challenging and fun! The guidelines below will help you make good choices for gardening in a community garden plot program. Talk to your gardening neighbors to share ideas for good plant choices for success.

Perennials such as asparagus, rhubarb, and many desirable flowers are permitted in the perennial garden. Divide them as needed to manage their size. Take them with you when you leave the garden plot program.

Herbaceous vines are permitted. Seek your neighbor's permission to grow them on a common fence.

No plants on the Deschutes County Invasive Plant List, <http://webroad.deschutes.org/noxiousweeds/default.aspx>, may be grown. Many of these are weeds in areas surrounding the garden plots. Please control them as much as you can.

Some desirable plants can be weedy, such as raspberries, blackberries, mints, morning glories, and fennel. Please keep these plants 1 foot or more away from plot boundaries. Grow plants like mint in pots to contain them. Remove and throw away seed heads before the seeds ripen. Take the plants with you when you leave the garden plot program.

Gardeners may plant a fall crop or cover crop after the summer season.

### **Soil Amendments/Remediation**

Don't bring in sand or gravel. These materials are difficult or impossible to remove later, and the soil is already quite sandy and "well-drained".

All rocks should be removed from the garden area and piled in the labeled areas. Rock borders are not permitted, including the outside flower beds. Do not dump rocks in the path.

### **Mulch**

Using mulch in your garden plot has many benefits. As organic mulches break down, they add valuable nutrients to your soil. You will need less fertilizer. They also help conserve water.

Organic mulches, such as compost, leaves, straw are highly recommended to conserve water and add nutrients to the soil. Do not use straws types which may sprout on the beds.

Non-biodegradable mulches, such as stone, carpet and artificial turf, are prohibited. Plastic and porous weed blocker covers are permitted, but need to be secured to the ground to prevent them from blowing away.

Composting plant materials within the plot is an excellent way to reduce trash and conserve nutrients. Do not compost food scraps (such as meat, oils, or fat), as this attracts animals.

Avoid fresh manure which may contain weed seeds, smells bad, and may have sanitary issues that could affect neighboring plots. Composted manure is permitted.

### **Adjacent Paths & Borders**

Gardening activity and plant growth must be restricted to the gardener's plot. Please prevent vegetation from encroaching onto walkways and adjacent plots.

You are responsible for maintaining half of the path next to your plot. Paths must be kept clear of weeds, rocks, garden plants and other obstacles, including tools and garden materials. This includes plants overhanging from your plot. Both the access and perimeter paths must be free of garden materials and debris so as not to create a hazard nor to impede their maintenance.

Please be considerate of plot aisles, which are needed for hose and water movement.

The assigned garden lots have been established with access paths between them to provide access for all gardeners. Access paths should be no less than 4 feet wide. When planting near paths, leave adequate space for plant growth so as not to encroach into or overhang the paths.

Shared beds should leave a 2' unplanted strip between plots. Do not place opaque structures where they will shade a neighboring plot.

### **Watering**

Gardeners need to be diligent in shutting the water off after use. Be mindful of water usage. Gardens will be managed for best practices in water conservation.

Spigots must be shut off after use. Please refrain from watering your garden with an open-ended hose. The use of a hose nozzle will conserve water and maintain sufficient water pressure for other gardeners. Additionally, if a watering ban is in effect, please comply with regulations. Roll hose up completely after use and confirm that the spigot is turned off.

No overnight watering. Water hoses must not cross other plots and must be attended at all times. Water sprinklers are not permitted in the garden.

Water use is limited to 5 minutes per plot per day. Please help avoid water loss in the aisles and be considerate of other waiting gardeners.

Irrigation is provided and programmed. Never access the irrigation control panel unless there is an irrigation emergency. Report emergencies to garden coordinator. Gardeners must also report all leaks.

### **Garden Site – in general**

Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing the fence.

Gardeners agree to get approval from garden coordinator to plant trees, shrubs or bushes (non-herbaceous plant material that does not die to the ground every winter). Any approved trees, shrubs or bushes, or other approved plant material become property of the garden.

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. Such items are best removed when they are no longer needed.

### **Compost and Trash**

Gardeners will sort all waste from their plot and adjoining paths into compost, recyclables, and trash. Compost can be processed at the site; recyclables and trash must be taken off-site. Gardeners will place diseased and insect-infested plants in plastic bags and remove them from the site. Please do not utilize the trash can provided by Bend Parks, which is for the trail system.

Compost makes excellent mulch; the use of plastic and other non-porous materials for ground cover is prohibited. Compost material should be put in the compost bins and not left in a heap that someone else will have to clean up. Gardeners are expected to put weeds on compost pile.

The use of the compost bin will be discussed at a gardener meeting-workday so we all understand the best way to make it useful.

### **Other Garden Plots**

Pick only the plants you are growing, or have permission from the grower to pick. Stay out of other people's plots unless specifically invited.

No gardener can give permission to anyone to go into anyone else's plot for any reason only the gardener who that plot is assigned to can do that. Gardeners will not plant, weed, water or harvest from any other members plot.

While you may view the success of other gardeners, refrain from stepping off the access paths and into other garden lots. Gardeners have their own methods of planting, which may be damaged in the process.

The urban food forest (fruit trees) exterior of the community garden is for sharing with the entire neighborhood. Everyone will be allowed to harvest only what they can use for a single meal. Large scale canning projects will be excluded from harvesting from the food forest.

### **Property: Tools and Equipment**

Take care of tools. When you are finished with your work, hang the tools and neatly coiled hoses in the shed. Help keep the shed building safe by keeping it free of clutter. Help clean up seemingly random piles and bags of materials around the garden. Gardeners will agree that the garden tools are for everyone to use and will therefore clean and return them promptly after using them. Gardeners will not remove equipment from garden.

Power equipment may only be operated by those over 16 who own or lease the equipment. All use is at your own risk (insurance requirement). Return all commonly owned tools to the shed and store them securely. No personal power tools may be left in the shed. You must follow all rules concerning rototilling that are posted on the shed bulletin board.

Garden Gates. The last gardener to leave the garden regardless of the time of day should securely close the gates. Never prop the gate open or share the code for the lock with parties who do not have permission to access the garden.

Personal garden items: Personal tools, pavers, bricks, stakes, cages, fencing material, etc., used in plot during season will be removed from the site by the plot renter at end of season.

## **Gardeners, Family, and Pets**

### **Gardeners**

Gardeners agree to take breaks, snack or informally gather within the garden areas only. Gardeners agree not to use adjacent neighbor's lawn.

Be considerate of the garden's neighbors. Whenever possible gardeners are encouraged to walk, bike or to take the transit system to the garden so as to lessen the impact of additional vehicles in the neighborhood. Do not block access to their driveways or walk through neighbor's lawn to access garden. Gardeners will respect the privacy of the garden's neighbors and do my best to preserve their quality of life. Gardeners will not ask neighbors to provide use of telephones (excepting emergencies) or restrooms. Gardeners are reminded to use good personal safety practices when visiting the garden. Keep the garden attractive for neighboring residents and safe for all. Place bags and other objects in a neat and orderly way in your plot, and keep them within your plot boundaries.

In the spirit of cooperation, all gardeners shall treat the garden, other gardeners, neighbors, and visitors with respect and consideration. No stealing (harvesting from others' plots without authorization), verbal or physical harassment is allowed. Violation of this rule will result in expulsion from the garden. Gardeners are expected to communicate with neighboring gardeners to work out borders, weed issues and size of plant issues

Radios. Should you wish to listen to the radio, please use headphones so as not to disturb the tranquility at the garden.

Growing illegal or regulated plants in the garden will lead to immediate expulsion with no return of plot fee.

Smoking, chewing tobacco, illegal or regulated substances and open flames are not allowed in or around the garden.

Gardening workshops will be held periodically throughout the year, however, it is the gardener's responsibility to research proper gardening techniques. The essence of community gardening is trial and error and sharing of knowledge. Numerous desert gardening books are available in stores and libraries, and the OSU Extension offers a wealth of information. Classes will be listed under the Schedule and Resources at [www.franklinscorner.org](http://www.franklinscorner.org)

### **Children**

Children are welcome at the garden when accompanied and fully supervised by an adult.

Parents are encouraged to bring children to the garden and introduce them to the wonders of gardening. Please monitor their behavior and whereabouts at all times. Teach young children to stay on paths and that climbing of trees or fence is not allowed.

### **Pet Animals**

Dogs. Should you wish to bring your best friend to the garden, please remember that city ordinances apply to this campus. Dog should remain on leash under owners control and feces pick up is required at all times. Do not allow dogs to urinate on trees or vegetation surrounding the garden area. Under no circumstances should dogs be permitted into the gardening area bed areas because of potential disease from dog feces. Service dogs are permitted.

### **Miscellaneous**

Vegetables from garden plots may not be sold for personal profit.

Remember the needy: excess produce should be delivered to those in need. You may also wish to deliver to your favorite charity.

Keep the Garden Coordinator advised of your current address and telephone number; notify the Garden Coordinator of any change of address or telephone by voice mail at 541.388.5579 or by email [choward@bendoregon.gov](mailto:choward@bendoregon.gov).

Gardeners give permission for the release of any photographs taken of themselves or their family at the garden to the media or for use for garden purposes.

### **WARNINGS AND PENALTIES**

The Consequences. If you fail to follow any of the above guidelines, the garden coordinator will contact you and give you a reasonable amount of time to correct the problem. If you do not respond, your plot will be considered abandoned. Plantings will be removed from abandoned plots and the gardener will not be eligible to return the following year.

All gardeners are required to keep their plots as disease- and weed-free. If a garden is not maintained, a warning will be given. If conditions do not improve, the garden will be forfeited.

Complaints, policies, and mediations are the responsibility of the community garden coordinator, who has the final say.

**GARDENER’S SIGNATURE & LIABILITY WAIVER**

I will not make duplicate keys of any locks on the premises or give out the key or lock combinations to any other person.

I will work to keep the garden a happy, secure, and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner.

I understand and willingly accept the inherent risks in gardening. I understand that use and misuse of gardening tools may result in injury. I am aware that soil and food-borne diseases, though rare, may be contracted through gardening or consuming undercooked food.

I understand that, as a participant in the Franklin’s Corner Community Garden, I am a guest and that my privileges may be revoked in the event that I fail to comply with the terms of this Agreement. During the growing season the following procedure will be initiated in the event of failure to comply with the terms of this Agreement:

- The Garden Coordinator will issue a verbal warning.
- If no response or correction has been made within three days of the verbal warning, the Garden Manager will issue a written notice by email.
- If no response or correction has been made within seven days of the written notice, the Garden Manager will issue a final written notification indicating that gardening privileges and the plot have been forfeited.

**Sign and return this page only, keep agreement on file**

Return to: City of Bend 710 NW Wall Bend OR 97701, Attn: Cheryl Howard/Volunteer Program

I understand, acknowledge and agree that I am solely responsible for my actions and conduct, and the actions and conduct of my guests, while in the Franklin’s Corner Community Garden and that neither the City of Bend or the Orchard District Neighborhood Association entities nor any of its directors, officers, employees, agents, lessors, affiliated companies or foundations have any liability to me or my guests for losses, damages, or costs incurred as a result of participation in, or entry onto the premises of, the Franklin’s Corner Community Garden and I waive and release the aforementioned parties from any claims that I may have, whether based on tort, contract or otherwise, resulting there from.

*I have read and understand the application and accept these rules, terms, and conditions stated above for participation in the Franklin’s Corner Community Garden.*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Please circle one: New gardener/Renewing gardener

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City, Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

List others who will be working with you on your plot:

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I wish to reserve a: \_\_\_\_\_ full plot (\$25) \_\_\_\_\_ Accessible (\$15)

\*\*PLEASE NOTE: Make checks payable to City of Bend and indicate Franklin's Corner Community Garden in the memo section of your check. Fees are utilized to offset the cost of irrigation on site.

Plot assigned \_\_\_\_\_ Gate Code \_\_\_\_\_