

**Application for Garden Plot Renewal and Rules Agreement
(2018)**

Butler Township Community Garden

RETURN FORMS AND FEE NO LATER THAN MARCH 15, 2018 TO GUARANTEE YOUR PLOT

Name: _____ Date: _____

Address: _____

Phone: (Home): _____ (Cell): _____

Email Address: _____

If you are renting the same plot(s) that you maintained last year, please check the “Renew” line and include your plot number(s). If you wish to apply for an additional plot or a different plot, check the “New Plot” and indicate the size of the plot you wish to rent and any preference you may have for location. If you are a new gardener, just check the third option and indicate the plot size you are interested in. You can call Jo Robbins at 570-578-4773 or email: ualjo1@yahoo.com if you have any questions.

Renew ___ Plot Number(s) _____ Requesting additional or different plot ___
Size of the plot are you interested in and location preference: _____

Rental Fees:

___ Small and Raised Beds: \$12.00 ___ Medium: \$18.00

___ Large \$24.00 ___ X-Large: \$30.00

Tilling and mushroom soil MUST be ordered and paid for with the plot rental. Due to the number of plots, it is not possible to take orders and make deliveries after the deadline.

Tilling and Mushroom Soil

___ 1 tractor scoop of mushroom soil \$25.00

There is only one form to sign (it is the second page of the lease agreement) and it must be submitted with your Lease Agreement. You do not have to include the rules section, just sign the one page and return it with the lease agreement. Plot rental is not valid until payment is made and the form is signed and returned. Mail your completed and signed application with payment to Jo Robbins, 223 Shingle Mill Dr., Drums, PA 18222.

Checks are to be made **payable to: CLDS**. You may pay with a credit card or PayPal (check our website for information www.digclds.org) **If you pay by credit card or PayPal, you must still complete the lease/rules form and submit it by the deadline with the form of payment that was used.**

Common Areas Maintenance: In order to help maintain the garden and keep it looking beautiful, every community gardener must agree to sign up for a two week period during which it will be his/her responsibility to perform maintenance for the selected area(s). Feel free to sign up for more! If you do not sign up for a slot, one will be assigned to you. Please remember that these assignments are in addition to keeping your garden and pathways weed free. We will do our best to keep the garden weed whacker and mower in operable condition, but if these are not working during your time slot you will be responsible for providing your own equipment. If your schedule changes you are responsible for switching with another gardener to perform your maintenance tasks.

Weed Whacking – this includes the perimeter of the garden and areas that are not accessible by the mower

Butterfly Garden – weeding the garden and gravel area (the garden has been significantly reduced in size)

Gravel Area in front of the shed – weeding the gravel area and the area around the shed.

Herb Garden – weeding and mowing/weed whacking, the garden has also be reduced in size

Rain Garden – weeding

Hose Areas – weeding, weed whacking, mowing, or mulching, depending on the area

Please make THREE selections, numbering them 1, 2, 3. We will do our best to accommodate your first preference

Two Week Period	Weed Whacking	Butterfly Garden	Picnic Area	Herb Garden	Rain Garden	Hose Areas	
5/20 – 6/02							Memorial Day
6/03 – 6/16							
6/17 – 6/30							
7/01 – 7/14							4th of July
7/15 – 7/28							
7/29 – 8/11							
8/12 – 8/25							
8/26 – 9/08							Labor Day
9/09 – 9/22							
9/23 – 10/06							

Statement of Understanding

By signing this document, you acknowledge that you have read the Butler Township Community Garden “Rules and Responsibilities” and agree to abide by them for the duration of the lease agreement. You understand that failure to do so may result in revocation of your gardening privileges and forfeiture of your rental fee. **This form must be signed and returned with your rental agreement in order to begin gardening.**

Waiver of Liability and Leasing Agreement

I understand that neither Butler Township nor the Center for Landscape Design & Stewardship, Inc. (CLDS) is responsible for my actions. **I THEREFORE AGREE TO HOLD HARMLESS BUTLER TOWNSHIP AND THE CLDS FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.**

Printed Name of Lessee

Signature of Lessee

Date

Plot Rental Rules & Responsibilities

Butler Township Community Garden

Welcome to the 2018 gardening season! The Butler Township Community Garden is operated and managed as a partnership between Butler Township and the Center for Landscape Design & Stewardship (CLDS), a local 501(c)(3) non-profit organization. Community gardening policies and procedures are important for all community gardeners to understand and abide by in order to ensure fairness and avoid conflict. If you have any questions about this information, please contact **Jo Robbins at 570-578-4773 or ualjo1@yahoo.com**.

Term

This lease agreement shall begin on April 1, 2018 and continue through October 31, 2018. If you wish to plant winter crops, please contact Jo Robbins and she will arrange for you to access the garden after the official closing date.

Reserving your plot

Each gardener is entitled to two plots, based upon available space. If more than two plots are desired, gardeners may be placed on a waiting list. Garden plots must **be cleared of all weeds by May 12, 2018** and garden **must be planted by June 10, 2018**. Failure to comply with either of these dates will result in the plot being made available for rental to other gardeners or dedicated for other uses. The rental fee will not be reimbursed.

New Gardener Orientation

New gardeners are required to attend a mandatory “Intro to Gardening” walk through with a Board Member to insure that the rules are clear and the new gardener is familiar with the layout of the garden.

Garden Gates

All garden gates except the main pedestrian entry gate on the southwest side will remain locked at all times. If for some reason you would like to transport heavy supplies or equipment through a vehicular gate, contact Jo Robbins to make arrangements. It is the responsibility of each gardener to ensure that the main pedestrian gate remains closed to ensure that deer or other large animals cannot get in.

Garden Shed

The garden shed will be equipped with a combination lock, and each gardener will receive this combination. **It is imperative that all gardeners ensure the shed is securely locked when leaving the garden.** Tools and equipment within the shed are available to lessees on a first-come, first serve basis. Lessees must **clean and return** any borrowed items when they are finished using them. Wheelbarrows and other garden carts must be returned to the specified area and turned upside down.

No synthetic chemical herbicides, pesticides or fertilizers allowed

Our goal is to create an organic garden that will nurture healthy soil and a healthy plant environment. Because plant and soil health deteriorates with the use of synthetic chemicals, they are not allowed in the community garden. We also want to keep the garden safe for children who will be gardening alongside you. Gardeners using non-organic weed killers, fertilizers and/or pesticides will lose their gardening privileges! This also applies to dyed mulch.

Plot Maintenance

Weeds must be controlled. It is the gardeners’ responsibility to control the weeds in his/her own plots **and adjacent pathways**. Should your weeds become excessive, you will be notified, if the weeds are still there after one week of notification, you will be notified again, if, after the second notice the weeds are not controlled the plot will be forfeited.

Allowing weeds to grow to flower simply adds more weeds; it is very important that we do as much as possible to reduce the weed population. For gardeners with raised beds, it is your responsibility to keep the area around the bed weed-free.

Communal Areas Maintenance (see chart on Lease Agreement)

In addition to the two week volunteer assignment, the gardeners are required to volunteer for one of the two work days.

There are 2 **community work days** scheduled, one in the **Spring May 19** and one in the **Fall Oct 20**, all members are expected to participate in at least one of these days. If your schedule doesn't allow participation on either of those dates, contact Jo Robbins to arrange for another date.

Mulch

Mulch will be available next to the compost area. This mulch is free and available for your use to cover your garden and the pathways surrounding your garden plot. Please feel free to add mulch to any of the common pathways in need of maintenance. If mulch is needed for the paths around your garden, let us know and we will deliver it.

End of Season

At the end of the season, **lessees agree to return their plot to the CLDS in a neat and orderly condition.** This includes clearing the plot of any remaining plant material, trellis materials, ornaments, trash, or other objects at the end of the season. Anyone who does not clear their plot at the end of the season may lose the right to re-rent their plot the following season. **This will be strictly enforced at the end of the 2018 season.**

Water Use

Water spigots are located within 75 feet of every garden plot. Butler Township maintains this system. Lessees should not alter this system in any way. Please report any problems or leaks to Jo Robbins. In order to conserve water, lessees are asked to consider installing soaker hoses within their garden plot. Each new gardener will learn how the water system works at the gardener orientation meetings. You can also help conserve water by making sure that spigots are completely shut off when not in use. **Do not remove hoses or nozzles from their location!! Feel free to bring your own hoses and nozzles.**

Horticultural Waste

It is the lessee's responsibility to transfer their garden waste to the designated areas next to the mulch pile. **Please do not add any trash, grease, animal proteins, or compostable plastic bags. This includes plastic seedling pots and trays.** The horticultural waste will be removed periodically. Do not leave weeds or other horticultural waste that has been pulled in the paths or in your garden. **All non-horticultural waste must be taken home with the gardener.**

Food Waste

We realize that gardeners cannot always pick food at the time it is ready for harvest and that sometimes food goes to waste. In an effort to minimize waste, CLDS volunteers will contact plot renters if we see that much of your food appears to be going un-picked and ask if you would like to donate the food to a local charity. There will be container provided for the donated veggies. The veggies are donated to CEO, Catholic Services, or Salvation Army.

Behavior

Disrespectful or abusive language, destructive behavior, or theft of tools, equipment, **or taking of food in plots other than your own** can result in the immediate loss of all gardening privileges, and forfeiture of any crops remaining in the garden. **Smoking and the use of alcohol or drugs is also prohibited.**

Motorized Equipment

It is the responsibility of the operator of any motorized equipment (tillers, weed whackers, etc.) to ensure that the oil/gas levels are correct before operating and when returning to storage. **It is also the operators' responsibility to ensure that all blades are clear of mud, weeds, grass, straw, and any vegetation before storage.** If repair is needed please call Jo.

Hoop House and High Tunnel

The hoop house and high tunnel are fragile buildings. Please do not stack or stand anything next to either of them. The plastic is sturdy, but it can be punctured and torn. You can use the hoop house to start seeds if you wish.