



# City Farms 2015 Plot Rental Agreement

Welcome to the Baltimore City Farms program, sponsored by the Department of Recreation and Parks, Horticultural Division, as a service to the citizens of Baltimore. These pages contain an overview of the operations of the City Farms Program, and what is expected of each participant. Page three contains the Rental Agreement. (If you are completing online, please print a copy of this document for your records.)

## General information

1. To qualify for participation in the program, you must be at least 18 years of age and a resident or employee of Baltimore City. An adult must sponsor anyone under 18.
2. New gardeners are permitted to rent only one plot in their first year. Gardeners will be considered for additional plots in subsequent years at the discretion of the coordinator and with consideration of the current waiting list for new gardeners. Each household has a two-plot maximum. **If you are unable to work your plot for any given reason, you must notify the City Farms Coordinator to arrange solutions. The City Farms Coordinator is the only person allowed to reassign garden plots. Violators will be asked to leave the program.**
3. Plots vary in size, but most are 10' x 15' a few are raised beds that are 9' x 6'. All are marked either by a numbered stake, or by painted lettering/number on raised bed frames. Make sure the stake number, or lettering matches the number on your agreement and receipt.
4. Rental cost for 2015 is \$30.00 per plot and \$15 for raised beds in Upton. There is a one-time non-refundable application fee of \$10.00 for new participants. Prices are subject to change through written notice.
5. Gardening hours are dawn to dusk. For your personal safety and to prevent vandalism, make sure the gates are locked or closed at all times. New participants will be issued a key, or combination for a lock upon payment of fees. **DO NOT** make copies of your key, or give the combination to others. Please notify your garden representative if you wish a friend, or relative to work your garden in your absence. Also, notify your garden representative if you lose your key or combination.
6. Wood chips and manure are provided by the Horticulture Division for use in the gardens. Water will be available from early spring through late fall.
7. At all of the City Farms, trash is separated into two categories--organic garden remains and garbage. **Organic debris** consists of pulled weeds, spent plant or anything that once was growing in your garden. Organic debris is kept in a separate pile at designated areas in each City Farm. **Garbage** is trash that has not grown in your garden, and goes in the trash cans, or bags provided. Do not put garbage in the organic waste piles, or bags of pulled weeds in the trash cans. Gardeners at Heath Street, Roosevelt, and Upton see your garden representative.
8. Gardeners who do not maintain their plots according to the guidelines attached are subject to a three step remedy process: 1.Warning--Garden needs attention, 2. Gardener needs consultation with assigned volunteer master gardener, 3. Garden privileges terminated.
9. At each City Farm there is a Garden Representative who can help with problems or questions.

## **Guidelines for Participation in Baltimore City Farms**

1. Gardeners are *fully responsible* for the maintenance and tending to their plots. Each plot must be regularly maintained appropriate to the season, and kept free of weeds at all times. Vegetables must be harvested in a timely manner. Rotting vegetables attracts rodents that could lead to a rodent infestation.
2. Gardeners are *fully responsible* for maintaining the adjacent pathways around their plot, as well as adjacent sections of fencing, if applicable. Gardeners are prohibited from fencing in their individual plots. Gardeners with existing fences must keep the structure free of invasive weeds, or the fence will be removed. Paths and adjacent fencing must be kept weed and vine free. No personal belongings are to be stored in the pathways. Pathways are to be passable at all times.
3. Gardeners are prohibited from moving their stakes, or expanding their plot area into the adjacent pathway. If stakes are damaged or missing, notify your garden representative or the City Farms Coordinator.
4. Gardeners are expected to meet certain deadlines in plot preparation, planting and clearing. Plots must be cleared and prepared for planting by April 15, 2015, and planting must begin by May 15, 2015. The deadline for clearing your plot is December 1, 2015
5. Please respect the property and planting of others. This means not walking across, or dragging a hose through someone else's garden plot. Unless invited by another gardener, please stay out of other plots.
6. **Non-organic** pesticides are prohibited in **ALL City Farms**. Growing healthy food and protecting the environment make for sustainable farming. Before using any chemicals or pesticides, you must verify the use with the City Farms Coordinator. Failure to do so will result in losing your garden privilege.
7. Theft or unauthorized use of someone's property, plants, or produce is not in keeping with the spirit of the City Farms Program. Anyone caught taking or using someone else's property without permission will forfeit his/her gardening privileges immediately. This also includes "borrowing" communal property such as hoses or wheelbarrows for use outside of the City Farms, taking wood chips or manure for use outside the garden, using water for washing cars, or any other use outside the garden. Return **all communal** tools to their respective locations.
8. Planting permanent shrubs or trees are not permitted in a City Farms' plot. This includes berry bushes. **Remember: You are renting, and do not own the space.**
9. Because of health and safety concerns, pets are not allowed in any City Farm.
10. The use, possession or distribution of alcoholic beverages and controlled substances is strictly forbidden in a City Farm, or any property under the jurisdiction of the Department of Recreation and Parks. Smoking is prohibited within the fenced area. **Violators to this rule will be asked to leave the program immediately.**
11. The City Farms Coordinator has the discretion and right to cancel gardening privileges in the event of gross neglect of any of the above rules. Every effort will be made to contact the gardeners involved, and suggest ways of solving the problem as stated in **General Information-- item 8.**



# City Farms 2015 Plot Rental Agreement

To participate in the City Farms Program, you must fill out the following form, sign and date it, and return it to the City Farms office with your payment. Each plot rental costs \$30 (unless you are renting a smaller plot), and there is a \$10.00 nonrefundable application for **new** participants. Only completed registration forms will be accepted. Incomplete forms will be returned to you. Please call the City Farms office at 410-396-4850 if you have any questions. **If you are *not* completing application online, then please promptly return this form along with the correct fees.**

Name \_\_\_\_\_

Address \_\_\_\_\_

Zip Code \_\_\_\_\_ E-mail \_\_\_\_\_

Phone (preferred) \_\_\_\_\_ Alternate \_\_\_\_\_

Name of City Farm \_\_\_\_\_ Plot(s) \_\_\_\_\_

2015 plot(s) rental fee \$ \_\_\_\_\_ + application fee \$ \_\_\_\_\_ = \_\_\_\_\_

**NO PERSONAL CHECKS OR CASH!** Payment must be in the form of a money order or cashier's check. **NO CASH OR PERSONAL CHECKS** will be accepted as payment for this program. Make money order or cashier's checks payable to **Director of Finance** - mail to: **City Farms, 4915 Greenspring Avenue, Baltimore, MD 21209**

- I have read and understand the rules as listed in this agreement—a subset of the *Rules and Regulations of the Department of Recreation and Parks*.
- I understand that if I do not comply with the above, I will receive a written reminder from the City Farms office to comply with the rules. If I do not respond to this reminder within the given time period, I understand that I will forfeit my privilege to participate in the program, and my plot will be reassigned. I understand that due to the inherent nature of outdoor work, I participate at my own risk.
- I further understand that the Department of Recreation and Parks reserves the right to refuse or cancel rental agreements for any reason. In consideration of the opportunity given to me to participate in the City Farms Program, the undersigned for him/herself and his/her heirs and personal representatives, hereby releases, waives and forever discharges the Mayor and City Council of Baltimore ("City"), its elected/appointed officials, employees, agents and volunteers from and against any and all claims, liabilities, demands, suits, actions and proceedings whatsoever, in law or equity, of every name and description, arising from, as a result of, or which the undersigned may have against the City, its elected/appointed officials, employees, agents and volunteers on account of participation by the undersigned in the City Farms Program.

Signature \_\_\_\_\_ Date \_\_\_\_\_