City Farms 2019 Garden Bed 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 City Farms Program operations, 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 garden bed in their first year. Gardeners will be considered for additional garden bed(s) in subsequent years at the discretion of the coordinator and garden rep with consideration of the current waiting list for new gardeners. Each household has a two garden bed maximum. Exception to this is depended upon availability of garden beds. **If you are unable to work your garden bed 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 beds. Violators will be asked to leave the program.**

3. Garden beds vary in size, but most are 10’ x 15’. All are marked either by a numbered stake, or by painted lettering/number on raised bed frames. Make sure the number or letter matches the information on your agreement and receipt.

4. Rental cost for 2019 is $35.00 per garden beds. There is a one-time nonrefundable 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 you **lock, dummy lock, or close the gate(s) at all times**. New participants will be given the combination for a lock upon payment of fees. **DO NOT** give the combination to others. Please notify your garden representative if you wish a friend, or relative to work your garden in your absence.

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 plants or anything that once was growing in your garden. Organic debris is kept in a separate pile at designated compost bins in each City Farm. **Garbage** is trash (includes rugs and non-degradable stuff) you have not grown in your garden. **If you bring it in, then take it out**. Do not put garbage in the organic waste piles, or bags of pulled weeds in the trash cans. **Do not put diseased plants in compost bins.** Gardeners at Heath Street and Roosevelt see your garden representative.

8. Gardeners who do not maintain their garden beds 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.**
Guidelines for Participation in Baltimore City Farms

1. Gardeners are **fully responsible** for maintaining and tending to their garden beds, and **are caretakers of the entire garden**. Each garden bed 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 garden bed, as well as adjacent sections of fencing, if applicable. **Gardeners are prohibited from fencing in their individual garden beds, and violators will forfeit his/her gardening privileges.** 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 bed 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 garden bed preparation, planting and clearing. Garden beds must be cleared and prepared for planting by **April 15, 2019**, and planting must begin by **May 15, 2019**. The deadline for clearing your garden bed is **December 1, 2019**. Please respect the property and planting of others. This means not walking across, or dragging a hose through someone else's garden bed. Unless invited by another gardener, please stay out of garden beds belonging to someone else. **Be respectful!**

5. **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.

6. Theft or unauthorized use of someone’s property, plants, or produce is not in keeping with the spirit of **community** within the City Farms Program. Anyone caught taking or using someone else’s property without permission **will forfeit his/her gardening privileges immediately**. Gardeners are forbidden from “borrowing” or using property outside of the City Farms i.e., hoses, wheelbarrows, wood chips, or manure, or water for washing cars. Return **all communal tools** and hoses to their respective locations.

7. Planting woody and vining perennials including berry bushes are not permitted in a City Farms’ garden beds except lavender, rosemary, sage, and thyme. Also, mint and other invasive plants should not be planted in the ground, only in containers/pots. **Remember: You are renting, and do not own the space.**

8. Because of health and safety concerns, pets are not allowed in any of the City Farms.

9. The use, possession or distribution of alcoholic beverages and controlled substances is strictly forbidden in City Farms, 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.

10. The City Farms Coordinator has the discretion and right to cancel gardening privileges in the event of gross negligence 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 earlier.

11. **REMEMBER**: Participation is critical for the success of City Farms. **All gardeners are required to participate in two garden clean up sessions per season, or establish an alternative option with the garden representative.** Your involvement is one factor considered when you request an additional garden bed(s), or **whether to renew your agreement.**

12. Contact Garden Representative, or City Farms Coordinator with problems or questions.
City Farms 2019 Garden Bed 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 garden bed rental costs $35 (unless you are renting a smaller bed). There is a $10.00 nonrefundable application fee for new participants. Please call the City Farms office at 410-396-4850 if you have any questions.

**If you are not completing an application online, then please complete and return this signed agreement no later than February 15, 2019.**

Name __________________________________________________ d/o/b __________
Address _________________________________________________________________
Zip Code __________ E-mail _______________________________________________
Phone (preferred) __________________ Alternate ______________________________
Name of City Farm_________________________ Garden Bed(s) #___________________
2019 Garden Bed(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 check 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 guidelines, I will receive an email, or 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, and my garden bed will be reassigned. I further understand that if my garden is abandoned for more than 2 weeks, without having given prior notice to garden rep, my garden bed will be reassigned to someone else. 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 privilege 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 _____________________