

# PLATTSBURGH COMMUNITY GARDEN GROUP

## 2018 Plot-Holder Agreement Instructions

**INSTRUCTIONS:** Print Plot-Holder Agreement Form (Page 2-3 of this file) Complete and sign. Please read guidelines carefully. Mail completed form to:

Plattsburgh Community Garden Group  
c/o Jack Downs  
96A Oak St.  
Plattsburgh, NY 12901

Include payment, \$25 for each plot. Make check out to: Plattsburgh Community Garden Group.  
**No payment for Plattsburgh Housing Authority residents who garden at PHA.**

Must mail before April 14, 2018, or be present at the Community Garden Kick-off Event, 10 a.m. Saturday, April 21, at the Plattsburgh Public Library, 2nd Floor Meeting Room. **Payment and application must be received on or before the event on April 21.** Retain this agreement for your records.

**Return checks will be subject to a fee. If you are awarded a plot, your fee will not be returned**

**Continuing plot holders** who submit forms on time will receive the same plot as previous year. **New gardeners** will be assigned via lottery at the April 21 meeting.

If extra plots are available after initial assignment, gardeners are welcome to sign up for more than one plot for appropriate additional fee per plot.

Residents of the Plattsburgh Housing Authority receive first access to garden plots at the Plattsburgh Housing Authority Garden. No fee is required for PHA residents gardening at PHA. Residents of the City of Plattsburgh will have first access to plots at Penfield Garden.

Please read the following agreement carefully and keep a copy for yourself.

**Returning gardeners:** The agreement has changed in a number of ways. We now ask you not to use synthetic ground covering. We are also formalizing out flag system for neglected plots. And we are looking for volunteers to be mentors for new gardeners.

# PLATTSBURGH COMMUNITY GARDEN GROUP

## 2018 Plot-Holder Agreement and Guidelines (Please print legibly)

By submitting this form, I understand that neither the Plattsburgh Community Garden Group, Inc., it's Board of Directors nor the owners of the land at which the Community Gardens are located are responsible for my actions. I THEREFORE AGREE TO HOLD HARMLESS THE PLATTSBURGH COMMUNITY GARDEN GROUP, INC., OTHER GARDEN MEMBERS, BOARD OF DIRECTORS, AND OWNERS OF THE LAND FOR ANY LIABILITY, DAMAGE, LOSS OR CLAIM THAT OCCURS IN CONNECTION WITH USE OF THE GARDEN BY ME OR ANY OF MY GUESTS.

**Full Name**, first and last: \_\_\_\_\_

**Address** Street, City, State, Zip: \_\_\_\_\_

**Phone with area code:** HOME \_\_\_\_\_ CELL \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**How would you prefer we contact you with garden news:** (circle one) email -- text -- phone

**Returning gardeners:** Are address, email or phone new this year: (circle one) Yes No

**Returning Gardeners:** Will you volunteer to mentor a new gardener? (circle one) Yes No

**New Gardeners:** Would you like the help of a garden mentor? (circle one) Yes No

**Returning gardeners: At which garden did you have a plot:** (circle one):

Plattsburgh Housing Authority -- or -- Penfield Park

**New Gardeners, at which of our two gardens would you like to have a plot?** (circle one)

Plattsburgh Housing Authority -- or -- Penfield Park

**Name, email and phone of person sharing plot with you, if any:** \_\_\_\_\_

**PHA only:** Are you a resident of the Plattsburgh Housing Authority (PHA)? (circle one) Yes No

**PHA only:** Do you need a garden that is accessible by wheelchair? (circle one) Yes No

**PHA only:** If available, would you prefer an elevated garden plot? (circle one) Yes No

(more>>)

### **Plot-Holder Guidelines:**

Remember, our gardens are COMMUNITY GARDENS: What any one plot holder does or neglects to do affects all the others. Non-harvested, rotting vegetables draw pests of many sorts (including humans). Leaving weeds un-pulled to go to seed spreads them to other plots. Doing your part to keep the garden in good repair makes the whole garden look and feel more inviting for gardeners and our visitors.

These guidelines are intended for the health and safety of all. If you have questions, suggestions, or are experiencing a problem, please speak with a board member. **GARDENERS MUST:**

- 1) Be responsible for plot upkeep and the area immediately surrounding it, including the aisles.
- 2) Participate in at least two community workdays.
- 3) Participate in one short "Basics of Community Gardening" class at the beginning of the season.
- 4) Clear plot and **be ready to plant by Memorial Day**. Have something **planted by mid-June** and keep the plot **planted with produce or cover crop all season long**. Ask for help if you have trouble meeting this schedule or if your plot will be neglected for any reason.
- 5) Notify the garden board members if the plot must be abandoned for any reason.
- 6) Plot holders may not plant crops which block sunlight from other plots or intrude in any other way upon the space outside their own plots (no corn or sunflowers, no trellis over 6 feet tall) Plants that fall or creep into the pathway should be trimmed or re-trained to stay within your plot. If they interfere with pathways, garden board members may trim them for you.
- 7) Plot holders may not pick crops on plots of other members, unless given permission by that member.
- 8) Adhere to the principles of organic gardening (no synthetic fungicides, herbicides, pesticides or fertilizers). If in doubt, ASK. Do not use synthetic ground coverings.
- 9) At Penfield -- No pets in the plot area of the garden. At PHA -- No pets allowed on the property.
- 10) Community Garden property, including tools, may not be removed from the premises and should be rinsed before being replaced in the shed.
- 11) Use water responsibly. Turn off and lock the water when you leave. Lock shed when you leave.
- 12) Garden plots **MUST** be maintained at the assigned size (4' x 25' Penfield Garden Plot Size). Expanding any plot into the pathways is not allowed.
- 13) Each plot holder will keep crops properly harvested. If you have more than you can use donate to the food shelf or notify garden board members promptly if unable to do so for whatever reason. If your plot becomes overgrown and your over-ripe crops go unharvested, garden board members will take over your plot and harvest your produce for donation. A **Yellow Flag** in your garden means you have been notified of neglect. You have two weeks to respond to our outreach and contact us. A **Red Flag** means your plot is being taken over by the garden board.
- 14) Visit your garden plot often and get to know your fellow community gardeners. Find ways to pitch in to help in maintaining our wonderful gardens.
- 15) Respond promptly to email or phone calls from garden board members
- 16) You may not "sublet" your plot or arrange to transfer it on your own. If you don't want your plot it must be returned to board administration.

Gardeners who do not adhere to these guidelines risk having their plots forfeited and risk the loss of future participation in the community garden. If plots are forfeited, rental will not be refunded. Please do your best and **ask for help**. If you have a problem, please let a garden board member know.

I agree to these guidelines: Print Name \_\_\_\_\_

Signature:

\_\_\_\_\_