



Community Garden Program

City of Ridgefield, Washington

July 2009

Community Garden Program City of Ridgefield, Washington

The City of Ridgefield recognizes the significant role that community gardens can play – they promote healthy communities and can provide food security for many low income persons. Community gardens have been proven to strengthen community bonds, provide food, and create recreational and therapeutic opportunities for a community. The Ridgefield Community Garden Program has been created to facilitate the development and operation of community gardens on city-owned property. To ensure consistency of development and operation of community gardens located on city-owned property, the Ridgefield Public Works Department oversees the Ridgefield Community Garden Program. City funding for the Program will be provided through the City of Ridgefield's General Fund, specifically the Parks Department (Account Classification 576).

PROGRAM PURPOSE

Improve community health by providing citizens the opportunity to locally raise healthy foods and ornamental flowers and plants.

STEP 1: FORM THE GROUP

Citizens of the City of Ridgefield who would like to develop a community garden in their neighborhood should organize themselves as an official Group. As a public agency, City of Ridgefield policy requires inclusiveness; anyone interested in joining the Group is to be considered.

The Group will appoint a liaison, or group leader, who will serve as the Group's representative to the City of Ridgefield and to the public. The liaison will be responsible for organizing and monitoring all garden activities, as well as scheduling the group's attendance at Ridgefield Parks Board meetings and City Council meetings to present and discuss the proposed community garden.

Once established, the Group must develop working relationships with the Ridgefield Public Works Director, or designee, and the Parks Board.

STEP 2: DEFINE THE GARDEN TYPE & LOCATION

Define the Garden Type

1. Community Gardens: Serves the greater community with a relatively high number of garden plots that allows for a relatively large service area. As a result, support facilities (e.g., restrooms, parking, etc.) are necessary to allow for use by gardeners that live greater than common walking distances from the garden.
2. Neighborhood Gardens: Serves specific area within the community due to limited number of garden plots. Due to specific area, support facilities are typically not necessary.

Each of the Garden Types identified above may be further defined by the sub-types listed below:

- Ornamental Gardens: Includes annuals, perennials, small shrubs, etc., with no plants intended for use as food. Ornamental gardens may be planted directly into existing soil.
- Edibles Gardens: Includes plants for use as food. Edibles gardens may be planted directly into existing soil.

- **Combination Gardens:** Includes ornamental plants and plants intended for use as food. Combination gardens may be planted directly into existing soil.

Selecting the Location

Consider the following factors which must be used in identifying and defining a site for a proposed community garden:

1. Confirm with the Public Works Director, or designee, that the specific location is owned by the City and development of a community garden is an allowable use on the property.
2. Look for under-utilized sections of parks that will not interfere with park aesthetics.
3. Is the space large enough to accommodate garden bed(s), if creating a new garden?
4. An existing, available water source is mandatory. The garden must be located within 100 feet of a functioning water source. The use of fire hydrants or drinking fountains is not an option. Available water source is defined as a water source that is currently, or can be metered, and has sufficient supply to water the garden without impacting the source of supply’s original intent. The source must also be an allowable source per the Ridgefield Municipal Code.
5. Consider sun exposure and shade from buildings, trees, etc. Full sun to mostly sunny is best.
6. Ornamental gardens should be sited in an area that will not need a fence.
7. After deciding on a site, inform the Public Works Director, or designee, of your selection.

STEP 3: APPLICATION

Upon completion of Steps One and Two, submit an application (Form No. 1) to:

City of Ridgefield
 230 Pioneer Street
 PO Box 608
 Ridgefield, WA 98642
 Attn: Community Garden Application

Please keep in mind that not all properties are available for community gardening. All application forms for new gardens received will be reviewed per the following deadlines:

Period	Application (Form No. 1) Deadline	Proposal Package Deadline	Installation
1 st	July 1	August 1	October 1
2 nd	December 1	January 1	March 1

If Application or Proposal Package is not postmarked by the deadline, it will be reviewed at the next deadline listed.

The Group liaison will then receive an Application Approval Letter from the City directing you to proceed to Step 4, a request for more information, or an application denial with reasons for denial cited, within fifteen (15) business days.

STEP 4: PUBLIC NOTICE, COMMUNITY SUPPORT & PROPOSAL

Community consent and support is vital in obtaining approval for a successful community garden. After receiving an Application Approval Letter, complete the following six parts:

Identify Funding

- One of the necessary steps is to locate funds to develop and operate this garden.

Public Notice

- Public notice of the proposed use shall be posted on the proposed site using an official City of Ridgefield public notice sign. The notice shall provide the public information on the proposed use and means of the public providing input to the City, including the date, time and location of the required Public Neighborhood meeting (described below). The notice shall be posted a minimum of 21 calendar days prior to the Public Neighborhood meeting.

Site & Usage Survey Form (Form No. 2)

NOTE: Site & Usage Survey Form completion is ONLY required for proposals pertaining to creation of a garden within an existing public park.

- Survey visits determine what's going on surrounding the proposed garden site by identifying who is there, times of heaviest usage, various types of activities, existing conditions, etc.
- Arrange for the Public Works Director, or designee, to accompany the Group Liaison on the first survey visit.
- Three separate site visits are to be conducted over a period of one to two weeks.
- Of these three required visits, one is to be conducted during peak usage time on a weekday and one during peak usage time on a weekend.
- Please conduct surveys during times of high usage.

Letters of Support

Collect letters of support from any community groups or schools that may benefit from the proposed garden.

Public Neighborhood Meeting

A minimum of one public meeting must be held to gain consensus of the neighbors surrounding the proposed community garden. This meeting should be arranged by the liaison and can be held on its own or at any neighborhood association or Ridgefield Park Board meeting. IMPORTANT: Notify the Public Works Director, or designee, in advance of the date, time and location of the meeting.

Written Proposal

A written proposal consists of the following documentation:

- Group Membership Roster – name of Group, park/site, contact information of the primary group leader and secondary group leader, and a complete listing of current group members.
- Funding Plan – All costs for the proposed community garden are the sole responsibility of the Group.
- Garden Design – Include a sketch that can be basic and hand-drawn. Show the garden layout including dimensions, and locations of the water source, property boundaries, lot size and layout, access to lots, nearby buildings and trees. Describe which direction it faces, how many hours of direct sunlight per day, and the soil type.
- Plant List – Provide a list of plants to be used in the garden (Ornamental Gardens and Combination Gardens only).
- Installation, Labor & Supply – Answer the following questions:
 - ✓ How will the garden be installed?
 - ✓ Who will the laborers be?
 - ✓ Edibles Garden only: What is the source for materials such as lumber and topsoil?

- Maintenance Plan – Provide a detailed maintenance plan, indicating how the garden will be cared for on a daily and seasonal basis, including watering, weeding, mulching, spring prepping and winterizing.

Submit the Paperwork

Mail the following Proposal Package to the address listed in Step 3 by the deadlines also listed in Step 3. The Proposal Package must consist of:

- Usage Surveys (Form No. 2)
- Letters of Support
- Written Proposal
- Copy of the Application Approval Letter

The Proposal Package will be reviewed at the next scheduled deadline. The Group Liaison will then be notified that the Proposal has been approved or that further information is needed.

After approving the proposal, the Group will negotiate design possibilities with the Public Works Director, or designee. The resulting designs will then be presented at the next public Park Board meeting for review and consideration of recommendation to the City Council for approval. Following Park Board recommendation for approval, the design will be presented to the Ridgefield City Council for approval to move forward with garden installation. The Public Works Department will inspect the installation process.

STEP 5: COMMITMENT

The most important aspect of successful community gardening is on-going community support and communication between the community and the Ridgefield Public Works Department. Listed below are the responsibilities and guidelines the Group must adhere to, and the community must support:

Garden/Plot Maintenance

The Group is entirely responsible for the maintenance of the community garden. Keep in mind that the space allocated is on public land and must always be actively maintained. The Group is to provide the Ridgefield Public Works Department with a schedule detailing routine maintenance procedures, spring prepping, and fall winterizing.

Pathways must be mulched and maintained by the Group. The City will not do any maintenance within the community garden. The Group is encouraged to partner with the City in acceptance of disposal of leaves or other suitable plant matter that has been collected by the Public Works Department in City parks for use as mulch/compost.

Through the Public Works Department's independent observation, if the space is deemed unsightly, weedy or unkempt, the designated liaison will be given two separate warning notices both via two different means (for example, phone call and letter through the mail) each time. If the problem continues thereafter, the agreement will be revoked and the Group will be responsible for proposing a plan to restore the garden to the City's satisfaction.

Use

Gardens located on public property are for personal use only – growing of produce, flowers or plants for commercial use is prohibited.

Water

Please conserve water!!! The water supply is ONLY to be used by gardeners caring for their assigned areas. Washing of cars or other personal non-garden related activities is prohibited.

Organic Practices

All cultivating practices within city-owned gardens shall be organic. USE OF CHEMICAL PEST/VEGETATION CONTROL MEASURES OR FERTILIZERS IS STRICTLY PROHIBITED. Gardeners are encouraged to consult with the Garden Group and other resources for education in organic cultivation practices.

Composting

Site-specific composting is encouraged, but only that which is organic and will decompose (e.g., plant material, fruit peels/cores). Avoid rodent attracting foods such as rice, bread, meat or grease. Inorganic or non-plant materials such as plastic, metal, kitty litter, feces, or any large or thorny branches are not suitable for compost. The compost must be contained in a manner approved by the Public Works Department, such as a tumbler or open cage.

An alternative to a compost bin is bagged plant material waste that is regularly picked up and disposed of by the Group.

Structures and Sizable Landscape Material

Structures such as trellises, walls, and permanent fences (unless delineating property boundaries), or sizable plant material such as trees are not allowed, unless approved by the Public Works Director, or designee.

Garden Borders

The garden boundaries must remain as submitted in the original design plans. Any proposed expansion, if applicable to the location, must be reviewed and approved prior to expansion.

Monitoring the Community Garden

The community, especially Group members, shall routinely monitor the community garden for quality control and good management practices.

Management

Communication with the Ridgefield Public Works Department regarding the management of the community garden is required. If problems occur with the operation or patrons of the community garden, the Ridgefield Public Works Department should be informed and involved in the resolution of any problems.

New Members

The Group shall inform new members of the community garden rules and regulations; stressing the importance of ongoing maintenance. The Group must follow a transparent membership process open to all. As a public agency, City policy requires inclusiveness; anyone interested in joining the Group is to be considered.

Liability

The City of Ridgefield is not responsible for the garden itself; or to anything in or pertaining to the garden. Each member of the gardening group must sign a waiver of liability (Form No. 4).

Fundraising

The Group may organize fundraising events to finance needs of the community garden such as compost bin, water hoses, plants, etc.

Signage

Each community garden will have a sign indicating the name of the garden Group and other information as required by the Ridgefield Public Works Department. Signage will be provided by the City of Ridgefield.

Vehicles

Patrons are permitted to use motorized vehicles only on designated roadways, driveways and parking facilities. **The parking or driving of motorized vehicles on walkways, restricted-access drives, lawn areas, under trees, or within landscaped areas is strictly forbidden.**

Prohibited Activities

- Littering, dumping, alcohol consumption and other unlawful activities.
- Amplified sound.
- Pets, with exception to service animals.
- Ball playing or other forms of active recreation.

Garden Termination

If the Group decides to no longer maintain their space, it must immediately notify the Ridgefield Public Works Department. The Group will be responsible for proposing a plan to restore the property to its original condition or the satisfaction of the Ridgefield Public Works Department.

Quality Assurance

The Ridgefield Public Works Director, or designee, may attend a neighborhood association and/or Park Board meeting to review the successes or challenges experienced by the community gardeners. The City will consider appropriate action based on that assessment. Failure by the community gardeners to provide the required operational and financial support will result in the removal of the garden by the City.

FINISH: INSTALLATION OF THE GARDEN

After the City has accepted the signed Letter of Commitment, Liability Waivers, and final garden design, the Group may install the garden. In cases where the proposed garden will use the full extent of a legal parcel or abuts private property, the Group shall conduct a legal survey that defines the parcel boundaries prior to installation of the garden. If the community garden development process is completed by the May installation date, the community garden should be ready in time for the new growing season. Or, if the Group qualifies for the November installation date, the garden will be ready to start the following spring.

IMPORTANT: Your Group will be required to review its community garden registration after the first year, then every three years thereafter, and will be asked for a progress report on the garden, current membership details, and a budget plan for the next review period. Your Group may also be required to submit a renewed Letter of Commitment.

Forms

Community Garden Approval Checklist City of Ridgefield Community Garden Program

Welcome Prospective Community Gardeners,

We are glad to hear that you are interested in starting a community garden on city-owned property. This is a long-term responsibility that will require community support and dedicated, ongoing commitment by all members of your community gardening group.

This checklist has been created to assist following the process for development of a new community garden.

STEP 1	<input type="checkbox"/> READ THE COMMUNITY GARDEN PROGRAM detailing the development and approval process. <input type="checkbox"/> FORM A GROUP of community gardeners & choose a group name.
STEP 2	<input type="checkbox"/> DEFINE THE GARDEN TYPE: ornamental, edibles or combination (both). <input type="checkbox"/> SELECT A LOCATION: look for areas on city-owned property that would make good garden space. <input type="checkbox"/> INFORM THE PUBLIC WORKS DIRECTOR of your plans.
STEP 3	<input type="checkbox"/> COMPLETE THE APPLICATION (Form No. 1) and submit by the deadline (July 1 or December 1).
STEP 4	<input type="checkbox"/> RECEIVE LETTER OF APPROVAL from the City of Ridgefield to move forward. <input type="checkbox"/> IDENTIFY THE FUNDING to develop and operate the garden. <input type="checkbox"/> NOTICE SITE a minimum of 21 days prior to the public meeting. <input type="checkbox"/> COMPLETE SITE SURVEYS during three separate visits to the proposed location (Form No. 2) – ONLY REQUIRED IF GARDEN IS PROPOSED WITHIN AN EXISTING PUBLIC PARK. <input type="checkbox"/> COLLECT LETTERS OF SUPPORT. <input type="checkbox"/> HOLD A PUBLIC MEETING in the neighborhood or during a Parks Board Meeting. <input type="checkbox"/> COMPILE A WRITTEN PROPOSAL: Group Membership Roster Maintenance Plan Funding Plan Plant List (for Ornamental or Combination Gardens) Garden Design <input type="checkbox"/> SUBMIT ALL PAPER WORK (Proposal Package) by the deadline.
STEP 5	<input type="checkbox"/> RECEIVE PROPOSAL ACCEPTANCE Letter from the City of Ridgefield. <input type="checkbox"/> READ, SIGN & SUBMIT COMMITMENT Letter (Form No. 3) & Liability Waivers (Form No. 4). <input type="checkbox"/> NEGOTIATE FINAL GARDEN DESIGN with City of Ridgefield.
FINISH	<input type="checkbox"/> PERFORM LEGAL SURVEY (if using full extent of legal parcel or abutting private property). <input type="checkbox"/> INSTALL THE GARDEN.

Form No. 1
Application Form – New Garden Group
City of Ridgefield Community Garden Program

PART 1

Garden Group Name: _____ Date _____

Is this a new garden group? YES or NO How many active members to date? _____

Park/Property: _____

Park/Property Address: _____

Liaison/Primary Organizer's Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

** The Primary & Alternate contacts may not be in the same immediate family and may not reside at the same address.*

Alternate Contact's Name: _____

Phone Number: _____

Mailing Address: _____

Email Address: _____

PART 2

Our group would like to garden with (check one):

- Ornamental only Edibles only Combination of Ornamentals & Edibles

Describe in detail, the location where your Group would like to garden. Example: "Our location of interest is on the vacant lot located east of the intersection of Sargent Street and 4th Avenue."

An existing water source is mandatory. The garden must be located within 100 feet of a functioning water source. The use of fire hydrants or drinking fountains is not an option.

Describe type of water source and location:

PART 3

Attach two to four pictures showing the proposed location.

PART 4

Please make sure that all required documents are completely and accurately filled out to avoid a delay in processing. If necessary, you may be required to resubmit your documents. Please mail or hand deliver this completed form with pictures to:

City of Ridgefield
230 Pioneer Street
PO Box 608
Ridgefield, WA 98642

Form No. 2
Site & Usage Survey – New Garden Group
City of Ridgefield Community Garden Program

INSTRUCTIONS

This survey will determine the existing conditions near the proposed community garden site by identifying who currently uses the site, types of activities going on, which days and hours the site is most heavily used, weather conditions, and other existing site uses.

Please be informed that:

- ◇ Three separate site visits are to be conducted over a period of one to two weeks.
- ◇ Of these three required visits to the site, one is to be conducted during peak usage time on a weekday & one during peak usage time on a weekend (work with o define peak usage times).
- ◇ The Public Works Director, or designee, must accompany you on the first survey visit.
- ◇ Please visit during times of high usage.
- ◇ If any part of the required written proposal documents is incomplete and/or insufficient, you will be required to resubmit the documents. This may delay the group's application process.

All completed documents, as outlined in the Community Garden Program, Step 4, should be sent or hand delivered as a package to:

City of Ridgefield
 230 Pioneer Street
 PO Box 608
 Ridgefield, WA 98642

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SURVEYOR'S INFORMATION	
Garden Group: _____	Interested In: circle one <u>Ornamentals</u> garden or <u>Edibles</u> garden or <u>Both</u>
Park/Property: _____	Date: _____
Surveyor's Name: _____	Signature: _____
Surveyor's Address: _____	Ridgefield, WA ZIP: <u>98642</u>
Phone: () _____	Are you a gardener: Yes or No

TODAY'S CONDITIONS

Day of Week (circle one): M T W Th F Sat Sun

Time in: _____ am/pm Time out: _____ am/pm

Weather (check all that apply): Sunny Windy Hot Cold
 Cloudy Snowy Rainy Warm

Form No. 2 (Continued)
Site & Usage Survey – New Garden Group
City of Ridgefield Community Garden Program

THE PROPOSED GARDEN AREA

Location Description

Describe location of the proposed garden area (Area) with the park/property (e.g., NW corner of Davis Park):

Shelter & Restrooms

Are there field house or public restroom facilities near the Area:

___ YES Approximately how close to the Area? _____ feet

___ NO What is your group's solution for gardeners to have access to shelter and/or restrooms?

Water & Sun

An existing water source is mandatory, located no more than 100 feet from the Area.

Approximately how close is it? _____ feet

Describe the water source: spigot, lawn hydrant, water meter, water main, or _____
The Area is (check one): Full Sun Partial Shade Complete Shade

Structures & Size

Are there existing structures (buildings, fences, arbors, etc.) in or around the Area: YES or NO

If yes, please provide a brief description, including how close they are to the proposed Area:

Describe the Area's landscape features (trees, shrubs, grass, pathways, etc.):

Approximately how large would your gardening group like the garden space to be?

Would this Area be able to generously accommodate that size? YES or NO

Garden Existence & Current Use

Does your group want to work in an existing garden space or create a new space? Existing New

What types of usage spaces do you see that are in or near your proposed Area:

Number of individuals observed IN Area _____ Over how many minutes (time span)? _____

Number of individuals observed NEAR Area _____ Over how many minutes (time span)? _____

What activities are these people participating in?

Form No. 3
Letter of Commitment
City of Ridgefield Community Garden Program

Congratulations! After agreeing to abide by the following Community Garden terms, your group will be accepted and ready to begin. Please read the document carefully, making sure that all members of your group understand and agree to the terms listed below. Finally, sign this Letter of Commitment formalizing your agreement with the City of Ridgefield.

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Signage

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I _____ (*please print name*) am the official liaison of the Garden Group named _____ . Each current member of our Garden Group has read the above listed terms and agrees to abide by them and now enters into a commitment to maintain our Community Garden in/at _____ .

Liaison's Signature: _____ Date: _____

**Form No. 4
Liability Waiver
City of Ridgefield Community Garden Program**

The City of Ridgefield is not responsible for the garden itself, or to anything in or pertaining to the garden. Each member of the gardening group must sign this Waiver of Liability.

INDEMNIFICATION AND WAIVER OF PARTICIPANT

I, _____, acting as a voluntary participant, and for no other purpose, in the Community Gardens Program, do hereby attest that I have read the materials contained in the applicant packet and understand the contents thereof.

With this understanding, I hereby agree as follows:

That I, _____, shall save and hold harmless the City of Ridgefield, its officers, commissioners, employees, agents, successors and assigns from any and all personal injuries (including death), property damages, losses, suits, costs (including reasonable attorney's fees), claims, damages, expenses, judgments, liabilities, or liens arising directly or indirectly from my participation in the Community Garden Program during the term stated herein or any renewal thereof, from the conduct or management of the Community Garden Program or my participation therein, from the parties' activities under this Agreement, or from any landscaping, gardening, planting, preparation or other work or labor performed at the location (as determined by the City of Ridgefield in conjunction with the terms outlined in the Program) caused to be performed by the participant unless the above mentioned injuries, damages or losses result from the willful acts of wanton conduct of the City of Ridgefield.

I further understand that my participation in the program is voluntary and conducted in concert with the rules and regulations of the City of Ridgefield and failure to follow the terms contained herein the attached documents shall result in my immediate dismissal from the Program. I hereby waive any and all claims and causes of actions resulting from my failure to follow the rules and procedures governing the Program.

Participant (signed)

Park/Site Name

Participant (printed)

Garden Group Name

Date

Appendix A
Information on Setting Up a New Gardening
Organization

Setting Up a New Gardening Organization

(provided by the American Community Gardening Association)

Many garden groups are organized very informally and operate successfully. Leaders "rise to the occasion" to propose ideas and carry out tasks. However, as the workload expands, many groups choose a more formal structure for their organization.

A structured program is a means to an end. It is a conscious, planned effort to create a system so that each person can participate fully and the group can perform effectively. It's vital that the leadership be responsive to the members. Structure will help an organization to last; it will promote trust; it will help your group grow and create new opportunities for leaders to develop.

If your group is new, have several planning meetings to discuss your program and organization. Try out suggestions raised at these meetings and after a few months of operation, you'll be in a better position to develop bylaws or organizational guidelines. A community garden project should be kept simple as possible, whether large or small.

Bylaws are rules that govern the internal affairs of an organization: they are officially recorded by the State or Province in which your organization resides. They are required when you form a nonprofit corporation, but are useful even if your group is a club or a group of neighbors. Many battles are won simply because one side has more pieces of paper to wave than the other. It's helpful to look over bylaws from other similar organizations if you are incorporating. Guidelines and Rules are less formal than Bylaws, and are often adequate enough for a garden group that has no intention of incorporating.

Organizational Considerations:

- What is your purpose? What are your short and long-term objectives?
- How are decisions to be made? Who chooses leaders and how?
- How will work be shared? Who does what?
- How will you raise money? Membership dues, fund raising, grants, sponsors?
- Are you open to change? Flexibility is important when goals and members change. Do you want to be incorporated or act as a club?

What goes into formal Bylaws:

- Full official name of organization and legal address.
- Organizing members, names and addresses.
- The (brief description of the) purpose, goals and philosophy of the organization.
- Membership categories and eligibility requirements.
- Membership dues, how much and when paid.
- Specify when and how often regular or special meetings of the membership are to be held, as well as regular and annual meetings of the board of directors.
- State what officers are necessary, how they are chosen, length of term, their duties and how vacancies are filled.
- Organizational dissolution processes
- State special committees, their purpose and how they operate.
- Establish a system so that bylaws can be rescinded or amended, maybe by a simple majority. State any official policies or practices: e.g., garden group will avoid the use of hazardous substances; group will agree to keep all adjacent sidewalks in good repair and free of ice and snow in season; group will make all repairs necessary to keep equipment, fences and furniture in good order and repair.
- Include a Hold Harmless clause (sample):
- "We the undersigned members of the (name) garden group hereby agree to hold harmless (name owner) from and against any damage, loss, liability, claim, demand,

suit, cost and expense directly or indirectly resulting from, arising out of or in connection with the use of the (name) garden by the garden group, its successors, assigns, employees, agents and invites."

For more information about whether to incorporate as a non-profit organization (a state function) or to get tax deductible charitable (501(c)3) status (a federal IRS function), go to: www.tgci.com/magazine/96summer/tobe1.asp

Appendix B
Example of Garden Group Rules & Regulations

Ridgefield Community Garden Rules & Regulations

The following rules are designed to help the garden run smoothly for all. We appreciate the cooperation and community spirit that makes this program successful. Occasionally the Garden Group works with individual gardeners who are having difficulty following the rules or meeting requirements for the program. Should this happen, there is a review process, written warning and, if the situation does not change, the plot(s) will be re-assigned without a refund.

1. Gardeners must begin working in their assigned plots between opening day, _____ and the _____ of May. To maximize use of limited space, plots not worked by the second Saturday in May could be re-assigned.
2. The Community Garden plots close the first Friday in October. At the end of the season, gardeners are required to removal all non-plant materials from their plots, including weed-block fabric, plastic pots, wire tomato cages, stakes, tools, etc. Gardeners who fail to adequately clean out their plots will not be re-assigned to them the following year.
3. The Ridgefield Community Garden program is an organic gardening program. Use of pesticides, herbicides and insecticides made from synthetic materials as well as use of chemical fertilizers is strictly prohibited. Slug bait is permitted only when used in enclosed containers, which must be removed from the site after use. Use of raw human or animal waste is not allowed due to environmental and health concerns. Fully composted manures such as steer and chicken manure are allowed.
4. The Community Garden Group will provide initial and season-end plowing and fall cover crop sowing on seasonal plots. Gardeners are responsible for additional cultivating, weeding, fertilizing, watering, end-of-season clean up and all other care for their plots. Plants on the Clark County's noxious weed list are not allowed. See the web page at <http://www.clark.wa.gov/weed/index.html>.
5. Community Gardens are to be used for recreational gardening and for growing of vegetables and flowers for personal or family use. Growing vegetables and flowers for commercial purposes is prohibited.
6. No illegal plants may be grown, including plants listed as noxious weeds by the Washington State Weed Control Board.
7. Place dead plant materials in the designated compost areas. Do not pile weeds or rocks in the pathways. Place bagged, non-plant materials next to compost bins for removal.
8. Gardeners must be present at their plots when watering them. Drip irrigation may not be left unattended. Please conserve water as much as possible and minimize the use of sprinklers, especially between 10:00 a.m. and 6:00 p.m.
9. If you witness or experience garden theft or vandalism, please notify the police by calling 360-887-3556 to file a report, as well as the Garden Group liaison. Due to the open nature of parks and garden sites, the City and Garden Group are not responsible for the loss of garden products.
10. Motorized vehicles and equipment, with the exception of small rototillers, mowers and weed-whackers, are not allowed in the gardens.
11. Dogs, cats and other animals, with the exception of service animals, are NOT allowed in the garden at any time.
12. Smoking is prohibited in the garden. Research has shown that tobacco can transmit a virus to tomatoes.

Appendix C
Example of Garden Group Application Form

Community Garden Application
[Insert Community Garden Name]
[Insert Community Garden Location]
Operated by [Insert Community Garden Group Name]

Name: _____

Address: _____

City, State, ZIP: _____

Email: _____ Day Phone: _____

Garden plot assignments will be handed out at orientation. Plots are ___-ft x ___-ft (___ sq ft).

- I am a new gardener.
- I am a returning gardener requesting my same plot #_____.
- I am a returning gardener requesting a plot change.

- I would like to reserve ___ number of plots (limit ___) at \$___ per plot for a total due of \$___.
- Enclosed is a donation of \$_____ to the community garden group fund.

Total amount enclosed: \$_____ with check payable to [*insert community garden group name*].

- I have a physical limitation and hope to be assigned a plot(s) closer to water outlets when possible.
- I would like a plot near a friend, who is also applying, if possible. My friend's name is_____.

Hold Harmless Clause

The undersigned adult on behalf of themselves, their child and/or children agree to protect, defend, indemnify and hold harmless the [*insert garden group name*] and the City of Ridgefield, Washington, their officers, officials, employees and agents from any and all claims, demands, suits, penalties, losses, damages, judgments or costs of any kind whatsoever (hereinafter "claims") arising out of or in any way resulting from the activities of said individual in the community garden program except for those acts or omissions which are the sole negligence of the [*insert garden group name*] or the City of Ridgefield, Washington.

Signature: _____

Date: _____

- I give permission to the [*insert garden group name*] and the City of Ridgefield to use my photograph and/or my child's for promotional purposes.

Return completed application and payment to [*insert community garden group name & address*].

Applications filled on a first-come, first-served basis with priority given to prior garden participants.

Orientation dates will be emailed to you closer to the opening day of the garden. For further questions and information, call [*insert appropriate garden group phone number*] and leave a message with your name and return contact number.