

# Bay Village Community Garden Guidelines

## Registration:

- Registration forms are available online at: <http://www.bayvillagegreenteam.org/garden> .
- You must live in Bay Village to rent a garden plot.
- The garden year begins in spring, weather permitting, and ends November 30.
- All plots are 4 x 8 feet. Your rental in the community garden provides you with your plot, the deer fence, yard waste only containers & bags, gardening tools, wheel barrels, water wagons, water and lawn maintenance.
- Registration forms (including the Waiver) and payment needs to be received no later than April 1st of the gardening season in order to secure a plot. This date may change from year to year, depending on the plots available.
- Returning gardeners can renew the same plots each year if registration is received by the March 20th deadline or risk losing your plot once open registration begins.

## Maintaining Plots:

- Raised beds of natural colored materials are encouraged. Avoid using treated or painted wood or brightly colored plastics. Natural colors are preferred.
- Keep plots free of weeds, diseased plants, insect infested plants and over-ripe vegetables.
- All garden waste should be disposed of in the yard waste containers or brown compostable bags located in the plastic bins by the *Yard Waste Only* containers. Each container/bag cannot exceed 30 pounds.
- Stake large flowers and plants to prevent them from falling into the walkways.
- Trees, shrubs or invasive plants (e.g. mint) are not permitted.
- Plots being held for later plantings must be kept clean and weeded; gardener should email the [garden](#) with planting date.

## Abandoned Plots:

- Plots that are unplanted/untended by June 15th are assumed to be abandoned and will be forfeited without a refund.
- An attempt will be made to contact the plot renter by email and phone. If no response from renter, the plot will be re-assigned.

## Gardener Responsibilities & Volunteering:

- *"If you bring it, take it home."* No personal items should be left at the garden.
- All trash, plastic pots, plant trays, empty bags, etc. should be removed from the garden and taken home.
- Remember, only organic materials belong in the Yard Waste containers. No trash.
- Plant and/or weed and clean your plot by June 15.
- Gardeners are expected to volunteer for at least one workday: Check the website for the Volunteer workday dates. [bayvillagegreenteam.org](http://bayvillagegreenteam.org)

## Pest Control and Fertilizers:

- Gardeners agree to garden organically using only organic fertilizers.
- Herbicides are not permitted.
- Pest control needs to be organic.

- Limit application of organic fertilizers to your own plot and prevent unintentional wind drift, runoff or contamination of other plots.

#### **Trellis Guidelines:**

- Neutral materials that blend into the surroundings (wood, string, gray pipe).
- No white or bright colors.
- No higher than 5 feet.
- Installed deep enough to be stable on the north side of your plot.
- Taken down and removed at the end of the season.

#### **Garden Shut Down (Nov 30 deadline):**

- All trellises, tomato cages and stakes must be removed from the garden **and taken home**.
- Remove all plants, cut back perennials. Appropriate winter cover crops like seeding winter rye are an option.
- Plots that are not cleared and shut down will be forfeited the next year.

#### **Other:**

- No pets allowed inside the fenced area.
- Water is provided in rain barrels and on the west side of the garden. Please be sure to shut off the water and secure the door when you are done watering.
- Please be sure to secure the gate if you are the last one to leave.
- Hoses are not permitted (except to fill up the rain barrels).
- No children under 18 allowed without supervision.
- No driving on the property.
- No smoking, alcohol, profanity or loud music.
- Please harvest produce from your plot only.
- Garden hours are sunrise to sunset.

\*Help minimize food waste and consider donating your excess garden produce to local food banks. Place all food donations on the picnic table.

For more information: Please check our website: [www.bayvillagegreenteam.org](http://www.bayvillagegreenteam.org) or email the [garden@bayvillagegreenteam.org](mailto:garden@bayvillagegreenteam.org)



## 2019 Bay Village Community Garden Registration Form

### Welcome to the Community Garden!

We are pleased that you wish to join this effort to establish a place where love of gardening meets civic spirit. The garden is managed by the Bay Village Green Team. It is volunteer-led and maintained and we welcome your interest in its continued progress. The City of Bay Village partners with us to supply composting materials and leaf humus when available, but it is the collective effort of all our gardeners that keep both the grounds and workings of the garden the success that it is. **Therefore, each gardener must read and be familiar with the Community Garden Guidelines posted on our website at: [www.bayvillagegreenteam.org](http://www.bayvillagegreenteam.org).**

**Below are some specific rules for plot membership.**

**Initial each of the below bullet points for a plot in the garden. All gardeners must complete.**

- ( ) Only organic materials and fertilizers may be used in the Community Garden.
- ( ) It is the responsibility of each gardener to maintain his/her own plot throughout the season.
- ( ) If a plot appears to be abandoned, an attempt will be made to contact the gardener
  - once by email and by phone. If no response, then action will be taken including shutting down and/or reassignment of the plot.
- ( ) If a plot is not properly prepared for winter, the gardener will forfeit his/her plot the following year.

**Community gardeners are asked to participate in at least one work date each season, this way we can keep the common areas of the garden looking beautiful.**

Please place a check by the work date(s) that you plan to participate in for 2019:

\_\_\_\_\_ Sat April 27 (10-noon) \_\_\_\_\_ Tues June 25 (6-8PM) \_\_\_\_\_ Wed Sept 4(6-8PM)  
 \_\_\_\_\_ Wed May 22 (6-8 PM) \_\_\_\_\_ Sat August 3 (10-noon) \_\_\_\_\_ Sat October 12 (10- noon)

*Thanks for doing your part!*

I AM A RETURNING GARDENER FROM 2018

I AM NEW TO THE COMMUNITY GARDEN

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone number (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_

E-mail address \_\_\_\_\_

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

Number of plots \_\_\_\_\_ Plot # (if previously assigned) \_\_\_\_\_

2019 membership fee collected

-----  
 \$40 per plot\*: Amount: \_\_\_\_\_ Date: \_\_\_\_\_ Check #: \_\_\_\_\_

(\*\$35 per plot if you volunteered for a 2018 work date; \$30 per plot if you volunteered and renew before Dec. 31, 2018)

**Gardener's Signature:** \_\_\_\_\_



**\*\*\*\* PLEASE NOTE: BAY VILLAGE CITY HALL WILL NO LONGER ACCEPT PAYMENT FOR GARDEN PLOTS.**

Complete and mail Registration and Waiver forms w/payment to:

**BAY VILLAGE COMMUNITY GARDEN  
P.O.BOX 40164  
Bay Village, Ohio 44140**

\*\*\*\* Please make checks payable to Bay Village Green Team *writing* "Community Garden" in the memo portion.

---

## **WAIVER FORM**

### **RELEASE OF CLAIMS**

I am duly aware of the risks and hazards that may arise through participation in the Bay Village Community Gardening Program and assume any expenses and liabilities I incur in the event of an accident, illness, or other incapacity. If I have any questions about the Community Gardening Program, its nature, risks, or hazards, I will contact the Community Garden coordinators and discuss those questions with him or her to my satisfaction.

In consideration of being granted the opportunity to participate in the Community Gardening Program, I, for myself, my executors, administrators, agents, and assigns, do hereby release and forever discharge the Bay Village Board of Education, Bay Village Green Team, and the City of Bay Village for all claims and damages, demands, and any actions whatsoever, including those based on negligence, in any manner arising out of my participation in this activity. I understand that this release means that, among other things, I am giving up my right to sue for any such losses, damages, injury, or costs that I may incur.

### **Please Print**

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

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