



## City of Pella Community Garden

### Guidelines & Plot Rental Agreement Form

The intent of the Community Gardens is to allow residents of the City of Pella the opportunity to garden fruits, vegetables, herbs and/or flowers within a shared space and commune with other gardeners, building a social network of gardeners—both amateur and experienced—in Pella.

#### Location

- Kiwanis Park, immediately west of the tennis courts.
- There is no paved surface to the garden location. Vehicles are NOT ALLOWED on the grass.

#### Personal Responsibility

- Children are welcome and encouraged to participate. They must be supervised by an adult.
- For the safety and enjoyment of everyone, **NO PETS** are allowed in the garden area.
- Get to know your garden neighbors and work together to protect the space.
- The garden should be a safe place for the community, children and other gardeners. Do not bring anything to the garden that will compromise safety.
- Smoking, alcohol, drugs, violence, stealing or vandalism are not allowed. Participating in any of these activities may result in removal from the program and loss of garden plot. This includes taking vegetables or plants from other garden plots. If you observe any of these activities, contact the Parks Manager (641.628.4299) or the Police Department (641.628.4921).

#### Garden Plots

- Approximate 6' x 20' plots are available on a first come, first served basis. Only one plot may be reserved per gardener/family. After the reservation deadline has passed, additional plots may be reserved by the same gardener if plots remain. A waiting list will be created if the City receives more reservation requests than the number of plots available.
- Gardeners are responsible to plant, cultivate, water and maintain/weed their own plot for the length of the growing season.
- Any plants growing outside a plot may be trimmed or cut back without notice. This includes plants encroaching on pathways or other plots.
- The perimeter of the garden area will be fenced in by the City of Pella. A gate with a padlock will provide access to all gardeners. No additional fencing in the interior is allowed. Fencing is installed as a deterrent only and does not guaranteed that the area cannot be accessed by pests including rabbits or deer.
- Only the renter of each plot (or his/her designee) should have access his/her gate key and no key should be copied. Misplaced keys may be replaced upon payment of a \$5 replacement fee. **PLOTS MUST BE CLEANED AND KEYS TURNED IN ON OR BEFORE DECEMBER 1<sup>ST</sup> OR YOUR DEPOSIT WILL BE FORFIETED.**
- No garden trinkets/lawn ornaments are allowed and will be removed from the garden area.
- If there is no evidence of activity at any given plot by June 1, it will be reassigned. No refunds will be granted.
- No gardener should tend, weed, water or harvest any other gardener's plot unless specifically requested by another gardener.
- Fruits, vegetables, herbs and flowers are allowed, but no invasive plants may be planted. Restricted plants include Jerusalem Artichokes, mint (may be planted in a container but not in the ground), morning glories, ground ivy, bamboo, and any non-fruit bearing ground cover. Noninvasive perennial crops may be allowed upon approval by the Park Manager.
- All tall plants should be kept at the center of the plot so they will not shade neighboring plots. Any plants negatively impacting neighboring plots may be removed.
- Each gardener is responsible for disposing of his or her garden waste. A composting area will be available on site. Do not place trash in the compost area.
- Each plot will be tilled at the beginning of every growing season as weather permits.
- Fertilizers and pesticides used should be of a dry form, not liquid, and available at local general stores.

#### Maintenance of Plot and Garden

- All gardeners will volunteer their time for general maintenance to keep the garden site looking neat and clean. The use of the site is contingent on its maintenance.
- All plots should be harvested in a timely manner. If not all produce can be utilized by the grower, arrangements should be made for donating it. The Parks Manager can provide suggestions for where donations may be made.
- No trash cans are provided in the garden area. Anything brought it by gardeners should be taken out by them as well.
- Weeds must be kept under control. If a plot is overgrown with weeds, the gardener will receive a warning via email and by having a white flag placed in the plot. After one week of no further action, the plot may be mowed or tilled and reassigned.

- A locked water hydrant is provided. The key that unlocks the gate will also unlock the hydrant. Please shut off water, lock hydrant and gate when done using them. A hose will be provided at the beginning of each growing season. Gardeners must supply own spray nozzle.

**Application and Required Information**

By providing the required information and signing, I acknowledge that I have read the entire application packet and am willing to abide by the rules. I also consent to the use of any photographs taken by the City of myself, my family members, and my garden plot for the purposes of advertising or promoting the Pella Community Gardens, including but not limited to print and online publication.

**Waiver of Liability**

I, the undersigned, have been advised that the City of Pella does not provide medical insurance covering injuries to its participants. I voluntarily waive claim against the Department, City Officials, employees, sponsors and volunteers for any and all liability in connection with the programs in which I participate.

I am of legal age and am freely signing this agreement in behalf of myself and/or my child, that I have read this form and understand that by signing this form, I am giving up legal rights and remedies. I represent that I agree that the terms of this release are binding on myself, my child, my family, estate, heirs and assign.

\_\_\_\_\_  
Signature of Primary Gardener                      Date

Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Email: \_\_\_\_\_

Cost per plot is \$25. A \$25 deposit is also required at the beginning of each season. If the plot is maintained appropriately throughout the season, the deposit may be returned or used to reserve a plot for the following year. Check, cash, credit or debit cards are accepted. Checks should be made payable to *City of Pella*. A plot can be reserved upon receipt of the completed application and payment of the plot rental fee and deposit.

Mail/deliver to:  
*Pella Community Center*  
*712 Union St., Ste 104*  
*Pella, IA 50219*  
641.628.4571  
Office hours are 7:30 – 11:30 am & 12:30 – 4:30 pm

FOR OFFICE USE ONLY

Plot # \_\_\_\_\_ Date rental paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Date deposit paid \_\_\_\_\_ Receipt # \_\_\_\_\_ Date deposit returned \_\_\_\_\_ Receipt # \_\_\_\_\_

Date key returned \_\_\_\_\_

Unsatisfactory Condition Explanation: \_\_\_\_\_

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