



BROWN COUNTY PARKS & RECREATION COMMUNITY GARDEN PARTICIPATION AGREEMENT

1. REGISTRATION

Garden rental fees are as follows:

- For large gardens (14' X 30'), the fee will be \$40.
- For organic gardens (14' X 16') and small gardens (15' X 15') the fee will be \$30.
- For raised beds, (5' X 10.5') the fee will be \$35.
- No refunds on garden plots will be given unless the space is unused and can be assigned to another gardener. No refunds on abandoned garden plots will be given.

Each gardener (current or new) will be asked to register for a garden plot and pay a fee for the garden for the coming year.

- All current gardeners must pay the fee and complete a registration form for his/her primary garden(s) by October 31st.
- People who do not currently have gardens will be given priority on all unassigned plots after the shifting of current garden categories (if requested).
- If any garden plots are available after new gardeners have joined the community garden, these will be allocated on a first-come, first-served basis to those who wish to have a second garden. No gardener will be permitted more than two plots unless vacant plots need filled after May 15th and any/all other interested gardeners have had the opportunity to rent a second plot if so desired. In the event someone is granted the opportunity for a third plot it will be for one season only.
- Each gardener will be given the option to request that their plot be tilled for the gardening season. Please indicate on the registration form if you wish to have your plot tilled or to remain untilled. Materials such as landscaping fabric must be removed from your plot prior, if you wish to have your plot tilled. Each plot that was requested will be tilled ONE time during the gardening season. Tilling will occur in late April/early May.

Current gardeners only

When a current gardener registers with the Parks and Recreation office, that person should do the following:

- Sign up for his/her current garden plot (primary plot(s) only). Pay the fee for this space no later than October 31st.
- Indicate whether they wish to move to a different category of garden (small to large, large to organic, etc.) if available.

- Indicate whether they wish to be considered for a second garden plot (if available). Availability of second gardens will be determined after the deadline for new gardener applications at the end of March. If you are allocated a second space in the community garden, the gardener must pay the fee for that second space within two weeks of being notified that it is available.

New gardeners only

When new gardeners register with the Parks and Recreation office, they should do the following:

- Sign up for the waiting list for available spots no later than March 31st.
- Rank his/her priority for a garden category (small, large, organic, raised bed). Note that allocation will be dependent on availability of plots in that category.
- Indicate whether they wish to be considered for a second garden plot. (If allocated a second space in the community garden, the gardener must pay the fee for that second space within two weeks of being notified that it is available.)

2. CONTACT INFORMATION AND COMMUNICATION

- Please be advised that **email is the primary method used for communication. It is important that you have an updated email address on file with the office that you check regularly.** You can contact the Parks & Rec. staff by email at baldwinm@browncounty-in.gov, by phone at 812.988.5522, or in-person at our office located in the lower level of the Veteran's Hall at Deer Run Park.
- Garden preference will be given to county residents. Out of county gardeners will only be permitted if spaces need to be filled and plot renewal will not be guaranteed.
- As announced previously, anyone who currently has a well-maintained garden will be able to renew the lease on that garden. To do so, mail in your registration form or visit the Parks and Rec. office and pay the annual fee for the use of this space.

3. GARDENING SEASON

- Runs from April 1st through October 31st weather dependent. Access may be granted earlier if registration is current. Maps showing rented plots with the last name of the gardener will be posted on the garden kiosk and all garden plot numbers will be marked on a wooden stake located in each plot. **Gardeners are responsible for maintaining their plot as soon as the gardens are open for the season or immediately upon rental (if renting after April 1st).** By Memorial Day, there should be marked progress toward a productive garden. This progress

should include at least half the plot under cultivation; plants established and cared for; paths cleared and maintained, weeds managed, etc.

- If a rented plot does not show progress toward a productive garden by Memorial Day, it may be reclaimed and offered to someone else. The gardening season ends on October 31. All gardeners must have their plots cleared of all annual plants (see off-season exceptions below) and weeds by this date.
- *Off Season* - The off-season is defined as November 1st through March 31st **or** upon the plot being rented by another gardener. Gardeners may choose to continue the use of their plot into the off-season provided that their plot is cleared of all weeds, all annual plants that are not cold-hardy, and that their plot is in full compliance of this agreement by October 31st. In addition, gardeners wishing to continue using their plot into the off-season, must notify staff in writing (via email) by October 31st.

4. MAINTENANCE & RESTRICTIONS

- Gardeners must consistently maintain their plot(s) throughout the garden season, such as weeding, watering, harvesting ripe produce and removing all dead or diseased plants. Gardeners must plan for someone to weed, water and harvest in their absence. BCPR staff will contact gardeners renting unmaintained plots by email and those gardeners will be given two weeks from the initial email attempt to comply with all requirements described in this agreement. If the gardener does not comply by the end of this two-week period, the plot will be considered abandoned, and the gardener will give up the privilege to participate in the community garden. If a gardener addresses the two-week maintenance request by the deadline, but subsequently continues to neglect the plot, the second maintenance request will have a one-week deadline. Any further maintenance issues will result in immediate reclamation of the plot. BCPR staff have the discretion to extend these deadlines if extenuating circumstances exist.
- Pathways must be kept clear of overgrowing plants, gardening supplies, and equipment.
- Equipment may be stored in your own plot(s). Items will need to be stored in a way that does not collect water to provide a habitat for mosquitoes. Please advise office staff if you will be storing items in your plot for the winter.
- Water hydrants will be available on site. When using hoses, the gardener will make sure there is no damage done to other plots. Please remove the nozzle after watering.
- Gardeners will remove any trash they generate including empty plant pots and trays from the garden area.
- Plots must be cleared of all trash, cages, etc. by October 31st to be eligible for renewal unless you have winter crops. If so, please inform office staff.
- Use of herbicide inside the garden is prohibited.

- Gardeners shall NOT apply any type of synthetic insecticide, or fungicide (such as Bug B Gon, Captan, Sevin, Roundup, Ortho, Preen, etc.) to garden plots.
- Pets are NOT allowed inside the garden area.
- Invasive plants such as mugwort, Canada thistle, mint, etc. are prohibited. If you have questions regarding appropriate plants, please contact the office.
- Please report vandalism, theft, or suspicious behavior to staff immediately. BCPR is not responsible for any damage or theft of produce or personal belongings. *Gates must be kept closed while attending plots and locked upon leaving. **If for any reason you can no longer tend your plot, please notify the Parks & Rec. office.

PLEASE DO NOT ABANDON YOUR PLOT.

5. RECOMMENDATIONS

- Respect your plot boundaries. Place your plants, seeds, and hardscaping so that when plants are full-sized, they remain within the boundaries of your plot. Prune any plants that exceed your plot's boundaries. Never plant in a plot that you did not rent without prior approval.
- Be a good neighbor. Do not place tall plantings where they will shade neighboring plots.
- Be kind, rewind the hose neatly when you are done with it. Please be sure not to drag the hose through another plot or leave it in a tangle.
- Do not harvest items from someone else's plot without permission, even if you think the plot is neglected or abandoned.
- If you have questions or would like more information on gardening techniques, feel free to contact the BCPR office.

Approved 10/06/2025