

Dear Gardeners:

It's time to renew your plot. Please mail this completed, signed Plot Renewal Form to the Clinton Community Garden , P.O. Box 214, New York, NY 10108 to be received by March 4, 2014.

You may also FAX to : 718-729-1963

-or- Scan and email to clintongarden@gmail.com

Garden plots that are not renewed by this date will be reassigned. No exceptions.

Don't forget that May 1, 2014 is the deadline for breaking ground in your plot. To keep the garden running smoothly and to attend to the many ongoing needs, the Steering Committee has approved a requirement that gardeners contribute a minimum of 10 hours annually in order to renew their plots. Therefore, again in 2014, we are requiring a minimum of 10 hours per plot per year, which is less than an hour a month or a few hours several times each year. Note that two family members with separate plots will each need to contribute 10 hours, but those sharing a plot can split the hours however they want. Please look over the attached list of jobs and write down three choices in order of preference below.

We hope you'll join us at the annual membership meeting:

Clinton Community Garden Annual Meeting
Tuesday, March 4, 2014
Fountain House, 425 West 47th Street
7:00 pm.

We'll be electing new Steering Committee members, and opening up the floor to gardeners' questions and input. If you'd care to serve on the Steering Committee, let us know of your candidacy ASAP.

Please also review the Back Garden Rules. Your signature on the renewal form is acknowledgement that you've read and abide by them.

Here's to spring and great gardening!

—The CCG Steering Committee

2014 PLOT-HOLDERS AGREEMENT / BACK GARDEN RULES

A failure of obeying by the garden rules may be a cause for forfeiture of the privilege of having a plot.

1. Contribution of Hours. This community garden is a non-profit effort that requires daily, weekly, monthly, and seasonal maintenance. In exchange for acquiring and retaining a plot, **plot-holders are required to contribute a minimum of 10 hours per year** toward necessary garden tasks. Gardeners may choose from the list of many different tasks at plot-renewal time. Hours may be served on a wide variety of dates, days, or times.

2. Plot Maintenance. Plots must be actively gardened during the growing season (May 1–September 30) by planting, weeding, watering, and harvesting **at least once a week**. All gardeners must begin actively gardening by May 1. Periodic plot inspections will be done by the Steering Committee, and notice letters will be sent to those not gardening. Of course, personal circumstances will be taken into consideration if the committee is appropriately advised. Know your neighbors; ask for help, and offer to reciprocate.

3. Composting. Follow all plant and food-scrap composting guidelines for back bins.

4. Weeding. The walkway next to your plot is your responsibility. It must be weeded and kept free of debris. Plot borders may not extend onto walkways. Plot markers, boxes, containers, or other items cannot be placed permanently on the walkway. If your plants grow over excessively onto the walkway, prune or tie them back.

5. Shade. Make every effort not to block sunlight from neighboring plots. Trees are not permitted in plots. Woody shrubs must not exceed 3 feet in height and their root system must not extend beyond the plot in which they are planted. Woody shrubs may only be planted with prior approval of the Steering Committee. Tall plants—such as tomatoes and sunflowers—should be located on the side of your plot least likely to cast shade.

6. Building and Digging. Standing towers, walls, high-rise or enclosed structures of any kind are not permitted. Reasonable trellises, that don't block light and plant support poles are acceptable. Deep holes must be refilled without delay.

7. Tool and Hose Care. All tools must be cleaned and returned to their proper place in the shed. Tools may not be removed from the garden. Hoses must be neatly rewound after use and placed on their retainers. Take care not to damage someone else's plants when pulling a hose to your plot. After using a hose, turn off the tap and let the hose drain to prevent water leakage. Do not water another gardeners plot without permission.

8. Subletting. A plot may be sublet once every seven years with Committee approval.

9. Respect. Do not take anything from your neighbor's plots without their permission. Do not walk on or use your neighbor's plots to access yours. Stepping into someone else's plot without their permission is considered trespassing and is not permitted.

10. Guests. Visitors to the rear garden are welcome, but they must be accompanied by a garden plot-holder and follow the garden rules

CONTRIBUTING YOUR HOURS AT CCG

Our garden is open 365 days a year, and keeping it healthy and beautiful requires everyone's help. Unlike many other community gardens, no CCG gardener will ever be asked to pay for a plot, but each gardener is expected to fulfill an annual 10 Hour commitment to help maintain the garden as whole.

- **A minimum of 10 hours per year is required of each gardener between January 1 and December 31 of each year in order to renew a garden plot.**
- Choose from the list of jobs below for your first, second, and third choice on your 2012 plot renewal
- While most of the jobs listed must be done on a regular basis, many are flexible and there are some new ones, this year.
- If a job clearly conflicts with your schedule, please don't choose it.
- A team captain from one of your choices or committee member will contact you about scheduling.
- Keeping track of dates and times of your hours: Please write down the dates and times of your work and give this information to your team captain on a monthly basis, until you've completed your 10 hours.
- There are many other opportunities to discharge hours by performing duties and functions not listed.
- If gardeners would like to provide additional products or services in exchange for hourly credit, please present your suggestion to your team leader.
- Gardeners wishing to volunteer additional hours beyond the mandatory 10 are very welcome to do so and much appreciated!

List of Basic Garden Duties:

1. **Garbage & Recycling** – Empty garden garbage cans and recycling bins on a regular basis from April through October.
2. **Community Food-Scrap Composting** – For this job, you must be available one Saturday a month, March through July OR August through December, to staff compost collection, and you will need to have a compost lesson before you start.
3. **Summer Sidewalk Sweeping** – Sweep the sidewalk in front of the garden on a regular basis, from April through October.
4. **Winter Sidewalk Sweeping** – As needed, sweep front sidewalk and clear litter from garden. Sweep front garden brick pathways. When necessary, shovel snow and break up ice from front sidewalk and garden paths, empty garbage and recycling bins, and sweep front sidewalk (November through March).
5. **Lawn Care / Path Weeding** – Assist with lawn care and weeding of front brick paths, as needed (probably twice a month during the growing season).
6. **Public Events** – A range of jobs, including coordinating a garden events (4th of July Picnic, Ninth Avenue Food Festival, May Pole celebration, Harvest Celebration, special events, etc.); helping with shopping, setup and takedown, or food serving; and chaperoning approved private events, such as a wedding ceremony.
7. **Open Hours Hosting** – Welcome visitors and supervise the front garden when the gate is open on Saturdays and Sundays from April to October. You must be available for a block of 2 to 3 hours on a Saturday or Sunday during this time.
8. **Night Lock** – Unlock the front-gate padlock every morning and lock it in the evening. Hours vary depending upon time of year, daylight availability or weather, year-round, according to a daily schedule (team members have assigned days). You may select morning, evening or both.
9. **Tool-Shed Maintenance** – Clean up the tool shed on a monthly basis or as needed. This also includes the area around the tool shed.
10. **Maintenance** – Refinish benches, clean up graffiti, make repairs, fix hoses, etc. You will be contacted as needed and will also be asked to provide backup for other maintenance teams.
11. **Handyman** – A new category for people with professional skills and ability, i.e. carpentry, painting, sign-making, plumbing, electrician, tree-trimming, event-planning, equipment repair, printing, etc.
12. **Clerical** – Assist with mailings, envelope stuffing, letter folding, data-entry, calendar maintenance, word processing or spreadsheet management, social media maintenance, website assistance

CLINTON COMMUNITY GARDEN PLOT RENEWAL AGREEMENT

MAIL COMPLETED FORM (this page only) prior to February 28, 2014

**Clinton Community Garden, Inc., PO Box 214, New York, NY 10108-0214.
Include your phone number and e-mail address below and address corrections.**

Name(s): _____ Plot # _____

Address: _____ Zip _____

Home Phone: _____ Mobile _____

E-mail: _____

Here are my job choices for 2014:

1st) _____ 2nd) _____ 3rd) _____

Specify any skills in items 11 or 12 above: _____.

CHECK ALL THAT APPLY:

YES, I will renew and garden my assigned plot for 2014. I fulfilled my 10 hour requirement in 2013 by doing _____.

NO, I will not renew my plot.

Sublet: I want to give up my plot for one year and return to garden my plot in 2015. I understand that I may sublet only once and for only one year. If I do not return to garden the following year, I understand that my plot will be reassigned.

YES I may be interested in serving on the Steering Committee. Please contact me..

I have enclosed a voluntary, tax-deductible contribution of \$ _____ payable to the Clinton Community Garden.

I have read and will abide by the 2014 PLOT-HOLDERS AGREEMENT / BACK GARDEN RULES, and I understand the Contribution of Hours.

Signature

Date

Additional copies of this agreement and form are available at www.clintongarden.org