



GARDEN PLOT MANUAL

The Frankfort Park District Garden Plot Program is an opportunity for individuals to be part of a community gardening program. Residents and non-residents participating in the program enjoy nature, plant flowers, grow fruits and vegetables for food, and get exercise from the practice of gardening. Plots measure 20 x 20 feet and are located at Commissioners Park (22108 S. 80th Ave). The Garden Plot Manual provides the gardeners with basic rules and guidelines for a successful garden plot program.

The rules and guidelines within this manual ensure that all participating gardeners have the opportunity for a positive gardening experience, that garden plot sites are an asset to the community, and that all plots are used in a productive manner. By following the rules and guidelines, gardeners show that they want to garden successfully in a community garden plot program. All gardeners must agree to follow the rules and guidelines of the Garden Plot Program.



ADMINISTRATION

Rental Procedure

Garden Plots are rented on a seasonal basis (Registration information is in the Park District's Winter/Spring Brochure). The cost is \$25 for residents and \$40 for non-residents. A \$50 refundable clean-up deposit is required at the time of registration. At the end of the season, the clean-up deposit will be refunded once it is determined all items have been removed from the plot, such as fencing, tomato cages, weed blanket fabric, etc.

Existing Plot Condition

All plots are rented in their existing condition.

Inspection

The Park District will inspect and contact gardeners whose plots are not in compliance with the rules, who interfere with neighbors, or whose plots are not used appropriately. Gardeners who fail to address a rules violation within seven calendar days, or within an alternative timeframe specified by the Park District staff, risk losing their garden plot rental.

Plot Return Policy

Gardeners may return their plots at any time by contacting the Frankfort Park District. Garden Plot renters may not give away or sublet their rented plot to other renters. All garden plot trades and terminations must be managed by the Park District.

Safety

Renters garden at their own risk. Since all plot locations are in a public park, the public cannot be banned from these areas. The Frankfort Park District assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.

Should illegal activities, such as theft, alcohol use, malicious damage, illegal dumping, etc. be observed, please contact the Frankfort Police Department non-emergency number 815-485-2500. Please also contact the Frankfort Park District at (815) 469-9400.

Community Gardeners Facebook Group

Staff has created the Frankfort Park District Community Gardeners Facebook group to post updates, share your stories, and report incidents. You will receive an email

inviting you to join the group. This is a closed group for the current season Garden Plot members only.

GARDENER RULES

1. All gardening activities must be contained within the plot boundaries as marked by the Park District.
2. The season begins May 1 (weather permitting). Gardeners should prepare their entire plot for gardening and begin planting by **June 1**. Complete fall clean-up by **October 31**. For a successful fall clean-up, please clear the plot of any weed blanket fabric, tomato cages, garbage, debris, concrete block, fencing, gardening tools and accessories.
3. The stakes and markers designating the boundaries of plots must not be removed at any time.
4. Plots must be neatly maintained up to the boundaries May 1 to October 31.
5. All non-biodegradable trash must be placed in garbage cans. Garden waste or weeds shall be placed at designated compost signed areas.
6. Water must NOT be misused. Hoses may be used; however NO sprinklers can be attached to the water spigots.
7. Fences must have mesh fence materials and may be no taller than 6 feet. The total height of the fence and strand of string or wire is not to exceed 8 feet.
8. Poured concrete and limestone screenings may not be used to anchor fence posts or other structures. Gardeners may not dig channels or create berms outside of their plots.
9. Pets are not allowed inside the plot area.
10. Plot renters that do not plant, maintain, or properly remove debris from plots will lose following year's renewal privileges and are subject to a \$50 clean-up fee.
11. Proper attire including shoes and shirts must be worn at all times.

GARDENER INFORMATION

Gardener Eligibility

The following criteria establish eligibility for garden plot rental

1. Rental contracts must be signed and returned by May 1.
2. Must grow food in the rental garden plots for personal consumption. Food may not be grown for commercial purposes.
3. Must comply with the Agreement and Code of Conduct.

Gardener Responsibilities

1. All plots must be planted by June 1. The Park District will reassign unplanted plots without refund after June 1.
2. Before planting, gardeners should check the numbered stake to be certain they are on the correct plot. If gardeners are not sure of the plot number, they should contact the Park District before planting. The Park District is not responsible for costs incurred for replanting.
3. It is suggested that string is used to mark the boundary of each plot's lines. This makes the boundaries visible to the mower. The Park District will take care of areas surrounding the garden site. Plots are not to extend beyond the designated boundary lines.
4. While the Park District tills the soil at the beginning of the season, gardeners may need to rototill just prior to planting.
5. Gardeners are expected to weed and maintain their entire plot(s) throughout the season until closing on October 31. Trash barrels are provided; do not leave weeds in aisles. The trash barrels are for garden plot waste only and are not to be used for yard waste from home.
6. If weeds are growing 12" tall on more than 1/3 of your plot for longer than seven days or if you have extended your plot beyond the assigned boundary lines, you will be contacted by the Park District by phone/email. Gardeners will then have one week from the day they are notified to take the appropriate action before the plot is mowed. Gardeners are expected to make arrangements for their plot to be maintained during any extended absences.

7. If gardeners fail to maintain their plot, the Park District will resume maintenance and they will not receive priority registration for the following year.
8. Plastic bags, rocks, string, wooden stakes or other materials should not be left in the garden aisles. These objects can be very dangerous and destructive when mowing. It is the gardener's responsibility to remove items from the plot area at the end of the season.
9. Gardeners that do not have all items listed above removed, will be assessed a \$50 clean-up fee.

Plot Identification

The Garden Plots are located at Commissioners Park (22108 S. 80th Avenue). Weather dependent, the program will run from May 1 through October 31. Plots will be staked and ready for planting with consideration to weather and soil conditions. Garden Plots are identified with a numbered stake. Plots are marked with a number. For example, plots are 1-24.

Parking

Parking for vehicles is located at the Commissioners Park parking lot only. Please notice and obey the parking signs. **During the first 2 weeks (May 1 – 15) of the Garden Plot season, gardeners will be allowed to drive their vehicles to their plot to drop off materials.** After May 15, if you have a lot of supplies/equipment to bring to your garden plot and would like to drive your car to your plot, arrangements must be made with the maintenance department.

Water

Water is for the use of the garden plots only. There are 2 water spigots located on either side of the garden plots. The use of garden hoses is allowed, however please be mindful of water use when there are multiple gardeners present. The use of sprinklers is prohibited.

There are locks on the water spigots and garden plot shed. Garden plot members will receive 1 key per plot. Additional or lost keys can be purchased for \$3. Keys must be turned in at the end of the season.

Restrooms

Restrooms are located at the concession stand by Fort Frankfort or the concession stand by the baseball fields.

Mulch

Gardeners may bring in mulch to use on their plots with the following provisions:

- Acceptable forms of mulch include: Alfalfa, Buckwheat hulls, corrugated cardboard, feathers, garden residue, grain hulls, hay, lawn clippings, leaves, and shredded newspaper. If gardeners would like to use mulch that is not listed above, please contact the Frankfort Park District at (815) 469-9400. Mulches such as woodchips, stone, carpet, sludge, cocoa bean hulls and artificial turf are prohibited.
- Gardeners wishing to have a bulk delivery must notify the Frankfort Park District at (815) 469-9400.
- Any mulch brought in must be spread on the plot(s) within 24 hours. Plot renters are responsible for clean-up of the driveway area.
- Mulch may not encroach on neighboring plots without permission from that plot owner. The Park District reserves the right to remove mulch materials from gardeners who do not comply with the stated policies and assess a \$50 clean-up fee.

FRANKFORT PARK DISTRICT GARDEN PLOTS AGREEMENT & CODE OF CONDUCT

1. I will comply with all federal, state and local laws, and all Park District and Village ordinances.
2. I will plant my garden plot by June 1 or forfeit the plot.
3. I am the gardener that will use the plot. I understand I may not transfer or sublet my plot. Payment, planting, maintenance, cleanup and other duties at the plot are my responsibility.
4. I understand all plots are rented in their existing condition.
5. I understand that the Frankfort Park District Garden Plots is a public park and the public cannot be banned from this area.
6. I understand garden plots are temporary fixtures. The Park District reserves the right to relocate, add or remove plots as needs change.
7. I understand the Park District assumes no responsibility for loss or damage to personal property. The Park District is not responsible for replacement or reimbursement for any lost seeds, plants, produce, tools or any other item that you bring to the garden plot due to theft, vandalism, weather or any other reason.
8. I understand if I observe illegal activity, such as theft, alcohol use or vandalism I should contact the Police Department.
9. I understand the food I grow on my garden plot is for personal consumption and not for commercial purposes. Plants and produce from the garden may not be sold for a personal profit.
10. I will wear proper attire at all times, including a shirt and shoes.
11. I will keep my car the parking lot adjacent to the Garden Plots, parked properly according to posted signage. I will not park or drive in the plots, grass or any other area except the road.
12. I will remove all debris, plant supports, trellises, etc. prior to October 31.
13. I will not expand my plot beyond its boundaries into the paths or other plots.
14. I will not plant perennials, trees or shrubs.
15. I understand that personal property, including tools and clothing, should not be left at the Garden Plots for safety and aesthetic reasons, and the Park District is not responsible for theft of personal items.
16. I will keep my plot free of weeds, rotting produce, trash and other debris. Should my garden become unkempt, I will be notified by the Frankfort Park District and given 7 days to weed and clean my plot. If I do not maintain my plot within the 7 day grace period, I understand it will be forfeited and no refund will be issued.
17. I understand that weeds must be removed in a timely manner to prevent unsightliness and the propagation of weed seeds into neighboring plots.
18. I will keep my plot, paths and surroundings clean and neat. I will put compost, recyclables and trash in designated areas. I will practice good safety habits for myself and fellow gardeners by keeping paths clear of tools and debris.
19. I will not bring household trash or landscape waste and leave it at the Garden Plots or park. It is illegal to dump on public property.
20. I agree to remove excess lumber, fencing, plant supports, bags and other materials not being used and store them elsewhere for safety and aesthetic reasons.
21. I understand I may use trellis structures and plant supports as long as they do not present a safety hazard or shade another gardener's plot.
22. When planting near the boundaries of my plot, I will leave adequate space for growth so mature plants do not grow into the pathway or neighboring plots. Plants that protrude beyond the plant boundaries into the pathways or other plots will be trimmed by the Park District.

23. I will be respectful and keep tall crops and structures from shading my neighbor's plots.
24. I agree to be mindful of other garden plot members when using a hose to water my plot and understand that sprinklers are not allowed.
25. I understand that standing water presents a health hazard as a breeding ground for mosquitoes. I will empty all water containers and store upside down when not in use.
26. I will consider employing the use of mulch to conserve water and prevent unwanted weeds from growing.
27. I understand that water is a precious and limited natural resource and I will practice good water conservation methods and follow Village water restrictions.
28. I will report all hydrant leaks to the Park District.
29. In the spirit of community and cooperation, I will treat the garden, other gardeners, neighbors and visitors with respect and consideration. Violation of this rule will result in expulsion from the garden.
30. I will not enter other gardener's plots, and I will not remove plants, vegetables, tools, or any other item that does not belong to me,
31. I will not move soil, dig channels, create berms or otherwise change the landscape beyond the boundaries of my plot. I will not make any permanent changes to the garden.
32. I will not damage or destroy any property at the Garden Plots.
33. I understand that if my gardening practices negatively affect a fellow gardener, I may be requested to alter the practices by the Park District.
34. I understand that the Park District reserves the right to remove objectionable items from garden plots.
35. I will wear headphones if I wish to listen to music.
36. I will not use profane or abusive language, physically harass or discriminate against others.
37. I will communicate respectfully with neighboring gardeners to work out issues with borders, weeds and other concerns.
38. I will fully supervise my children and prevent them from wandering into other gardener's plots.

I have received a copy of the Garden Plot Manual. I have read and agree to abide by the above garden rules and policies and those found in the Garden Plot Manual. I understand that failure to abide by these rules will result in forfeiture of my garden plot without refund and my future gardening privileges will be revoked.

Signature

Date

Printed Name

Phone Number

Email Address

FRANKFORT PARK DISTRICT REGISTRATION FORM (Please Print)

Mail, Drop-Off or Fax :
 Frankfort Park District
 140 Oak Street
 Frankfort, IL 60423
 Phone: 815-469-9400
 Fax: 815-469-9275

Family Last Name _____ Date _____
 Street Address _____ Home Phone _____
 City _____ Zip _____ Cell Phone _____
 E-Mail Address _____

I want to receive program & Park District updates via email Yes No

The Frankfort Park District welcomes individuals with disabilities into its programs. Please check the box if you or a family member require special assistance and describe any accommodations needed _____

Participant Name	Program Name	Session	Birthdate Mo/Day/Yr	Grade	Sex: M/F	Fee

Please Indicate your choice of payment Check Cash Credit Card Total Enclosed \$ _____

Account Number - must complete when using Visa, MasterCard, or American Express

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Cardholder Name _____ Exp. Date _____ Charge Amount _____

Authorized Signature _____ Security Code _____

Must have signature to be processed

READ CAREFULLY

Please be aware that, in signing up and participating in Frankfort Park District programs, you will be waiving and releasing all claims for injuries, arising out of these programs that you or the other named participants might sustain. The terms "I", "me", and "my" also refer to parents or guardians as well as participants in the programs. In registering for these programs, you are agreeing as follows:

As a participant in these programs, I recognize and acknowledge that there are certain risks of physical injury, and I agree to assume the full risk of any injuries, damages of loss, which I may sustain as a result of participating, in any manner, in any and all activities connected with or associated with such programs. I further recognize and acknowledge that all athletic activities involving strenuous exertion or potential body contact are hazardous recreational activities and involve substantial risks of injury.

I hereby grant authority to the Frankfort Park District and the teacher instructor supervising an event to obtain a paramedic to give emergency treatment to my child or obtain ambulance services for my child when it is deemed necessary. I also give permission to the selected paramedic/physician to treat my child as requested by the Frankfort Park District in the event that I cannot be reached. I am aware that any expenses incurred for any of the above services will not be the responsibility of the Frankfort Park District.

I agree to waive and relinquish any and all claims I may have as a result of participating in these programs against the Frankfort Park District, any and all participating cooperating governmental units, any and all independent contractors, officers, agents, servants and employees of the governmental bodies and independent contractors, and any and all other persons, entities, or whatever nature, might be directly or indirectly liable for any injuries that I might sustain while participating in these programs. (The parties described in the preceding sentence are referred to as "released parties" in the remainder of this Agreement.)

I do hereby fully release and discharge the Frankfort Park District and any and all claims for injuries, damage or loss which I may have or which may accrue to me on account of my participation in these programs.

I further agree to indemnify, hold harmless and defend the Frankfort Park District and any and all other released parties, from any and all claims resulting from injuries, damages and losses sustained by anyone, and arising out of, connection with, or in any way associated with my conduct and the activities of these programs.

I further understand and agree that the terms such as "participation", "programs", and "activities", referred to in this Agreement, include all exercises and physical movements of any nature while I am participating in these programs and further include the provision of or failure to provide proper instructions of supervision, the use and adjustment of any and all machinery, equipment, and apparatus, and anything related to my use of the services, facilities, or premises involved in these programs, and transportation to any from any events.

I understand the nature of these programs for which I am registering, and have read and fully understand this Waiver, Release and Hold Harmless Agreement. I further understand that any advisements or warnings of the particular risks of these programs that I subsequently receive will be incorporated by reference into and become a part of this Agreement.

CANCELLATION AND REFUND POLICY: Refunds of 100% will be made, less a \$10.00 service charge, if notified at least 2 working days prior to the start of the program or if a doctor's note is provided for an injury or illness. The doctor's note and a completed refund form must be submitted to us within a week of the doctor's visit. Refund checks take up to two weeks to be processed. **There are no refunds given for Trips, One-Day Programs, or Special Events. All League deposits are non-refundable. There are NO refunds on Leagues once the teams' schedules are made. A 50% refund will be given if notified prior to the second course meeting for reasons other than a doctor-verified illness or injury. All refunds less than \$20 will be applied as a credit to the customer's account. All refunds must be done in person at the park district office. They cannot be completed over the phone or by fax. Full refunds are granted without penalty for a refund that is initiated by the Park District (i.e. low enrollment/canceled class).

NSF RETURNED PAYMENT POLICY: For any payment returned to the Park District for non-sufficient funds, the issuer will be charged \$25 to cover bank charges and fee surcharge to the Park District per transaction.

X Mandatory signature of participant, parent or legal guardian _____ Date _____