



2024-2025 MONTCLAIR COMMUNITY GARDEN ANNUAL MEMBERSHIP APPLICATION



Attention: We only accept one plot membership application per household (per address). Please fill out the following application completely.

Name: _____ Date: _____

Contact Phone: _____ Email: _____

Address: _____
Street Address City State Zip

Emergency Contact Person: _____ Relationship to Applicant: _____

Emergency Contact Phone: _____

Type of Garden Plot Requested (limited to one per address):

Small (4' x 16'), \$35 _____

Large (4' x 25'), \$50 _____

What will be grown in your garden plot, please describe:

Other Information (Indicate all that apply):

_____ I am between 14-17 years old (The Parent/guardian permission slip is also required)

_____ I have special needs. Please specify what those needs are: _____

_____ I have gardened for _____ years

I acknowledge that participation in the Montclair Community Garden activities may involve the risk of physical injury. I also acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that participation in the Montclair Community Garden may cause me to be exposed or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability, and death. In consideration for accepting the registration permitting the voluntary participation in its programs, I hereby release, discharge, and hold harmless the City of Montclair, its officers, agents, employees, volunteers and other representatives from all liabilities, claims, causes of actions or demands, that I, my family, guardians, assignees, or legal representatives, have now or may hereafter have, arising out of my participation in programs sponsored by the City of Montclair, including any physical injury caused by the negligence or omission of any officers, agents, employees, volunteers or other representatives of the City of Montclair. In addition I have received, read, understand, and agree with the information, rules and regulations regarding the Montclair Community Garden.

Acknowledgment and Consent:

For both the internal and external use, I acknowledge that the City of Montclair may compile address and mailing labels and may utilize photographs and video of the named individual. I consent to such uses and hereby waive all rights to compensation.

Applicant Signature: _____

Date: _____

Office Use Only:

Date application received: _____ Plot #: _____ Staff Name: _____ Initial: _____



2024-2025 MONTCLAIR COMMUNITY GARDEN MEMBER RULES AND RESPONSIBILITIES



1. Each gardener must complete an Annual Membership Application Form and agree to the Member Rules and Responsibilities by signature to become a member of the Montclair Community Garden.
2. An annual fee of \$35.00 or \$50.00, depending on the size of the plot, is payable when a garden plot is assigned to the gardener. This money is used for the cost of water for the Garden.
3. Renewal Fees for current garden members are due by the last business day of June every year. Members will be notified when renewal fees will be accepted via a mailed letter, phone, and email (if applicable). Members who do not submit a renewal payment by the notified deadline will lose their plot and garden membership. Renewal fees can be paid at the Montclair Recreation Center Front Desk.
4. Membership Applications are received on a first come, first served basis and can be submitted at any time of the year as long as plots are available, however, plots are limited. Applications will be placed on a limited waitlist if the plot size requested is not available.
5. New Garden Members will be accepted in July and will be notified via letter/email (if applicable) and/or phone when a plot becomes available. New Garden Members will need to pay their annual fees within two weeks of notification. If a payment is not received by the designated due date, the plot will be offered to the next person on the waitlist. Payments can be paid at the Montclair Recreation Center Front Desk.
6. Plots are limited to one per household (per address). **Absolutely no subletting of plots or transfers of one plot to another.**
7. Members will receive a lock combination code to enter the Garden. Members are responsible for making sure the Garden is locked upon leaving.
8. Garden Members will receive a key to the Garden's toolshed. **Key duplication is prohibited.** Tools may only be used at the Garden, cannot be taken outside of the Garden, and must be returned to the toolshed at the end of use or Garden visit. Please notify the Garden Lead if a tool breaks while being used. The toolshed must be locked before the gardener leaves the Garden. Gardeners are welcome to use their own tools but those tools cannot be stored in the Garden toolshed. Members who do not renew or resign their plot will need to make an appointment to return their Garden toolshed key.
9. The City of Montclair is not responsible for any lost or stolen personal items.
10. In efforts to improve the Garden, the City of Montclair will install features meant to create a more enjoyable and safe gardening experience when fiscally possible.
11. Intentional destruction, damage, or theft of City owned property will result in immediate Garden membership suspension and/or removal.
12. The gardener must detail what is grown in his/her garden plot on the Membership Application. Invasive and illegal plants are prohibited. Medicinal plants, including cannabis, are not allowed. **Additionally, in order to comply with the terms of lease, trees cannot be grown on any area of the Garden.**
13. Flowers, vegetables, fruits, and edible plants are only to be grown inside the plots. Aisles and walkways must be clear at all times.
14. Members who do not renew or resign their plot will be responsible for notifying the Garden Lead and for clearing their resigned plot (and returning the irrigation system as it was first received) within two weeks of notice. Resigned plots will be assigned to persons on the waitlist.



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15. The City of Montclair, upon discretion, will contract a land maintenance service to remove weeds and any other plants growing on the Garden’s grounds in order to maintain clear walkways.
16. The Garden is organic. This means no chemical fertilizers, pesticides, or weed-killers. No Round-Up. No GMO seeds or plants. If you have questions, contact the Garden Lead.
17. Although the plots will have soil, Garden members who wish to add more soil are welcome to do so however must provide their own.
18. Each member is responsible for the maintenance and upkeep of his/her garden plot. This includes watering, weeding, harvesting, and other maintenance. Gardeners may arrange for others to water their garden if they are away or ask the Garden Lead.
19. Garden plots should be cared for at least once a week. Ongoing checks will be performed and Gardeners will be contacted if your plot looks unattended and given a deadline to fix the issues. If the plot continues to appear unattended after the agreed upon deadline the City of Montclair reserves the right to revoke your agreement, clear the plot, remove you from the program and reassign the plot. No refund or pro-rated refund will be given to you in this case.
20. Each plot has an automatic irrigation system and is set to water the plots at night. Intentional damage to the irrigation system such as cutting the irrigation hoses is not allowed and will result in membership removal. Please contact the Garden Lead if you have any questions or issues with the irrigation system.
21. The Garden belongs to the community and all gardeners are responsible for helping maintain the Garden grounds. Everyone is responsible to take out their own trash and keep the Garden beautiful.
22. Members may harvest from **his/her plot only**. Each garden plot is the private property of the gardener.
23. Children under the age of 18 must be accompanied by an adult and supervised at all times, unless they are garden members with a completed Permission Slip on file.
24. Pets are not allowed in the garden unless they are therapy or service dogs.
25. The Garden is a smoke-free, alcohol-free, drug-free place. No weapons.
26. Loud portable music is not allowed, out of respect for the neighborhood.
27. Failure to comply with the membership rules and any issued notices will result in immediate Garden membership suspension and/or removal.
28. Montclair Community Garden hours are from dawn to dusk.
29. For updated Gardening activities, please visit <https://www.cityofmontclair.org/montclair-community-garden/>
30. Call or email the Garden Lead with any questions, issues, concerns at (909) 625-9485 or lgavilanes@cityofmontclair.org

Printed Name: _____ Signature: _____ Date: _____

Office Use Only: Plot Number: _____



2024-2025 MONTCLAIR COMMUNITY GARDEN
PARENT/GUARDIAN PERMISSION SLIP



HealthyMontclair

Name of gardener between 14-17 years old: _____ Age: _____

Name of Parent/Guardian on Garden Application: _____

Address: _____
Street Address City State Zip

Home Phone: _____ Cell Phone: _____ Email: _____

I _____ (name of parent/guardian), give my permission for _____ (name of gardener between 14-17 years old), who is my _____ (relationship to gardener between 14-17 years old), to participate in the Montclair Community Garden without adult supervision. We have read, understand, and agree to follow the Montclair Community Garden Rules and Responsibilities.

I understand that _____ (name of the gardener between 14-17 years old) is my responsibility and by signing below I am acknowledging they do not require adult supervision to work in the Montclair Community Garden.

I acknowledge that participation in the Montclair Community Garden activities may involve the risk of physical injury. I also acknowledge the contagious nature of COVID-19 and voluntarily assume the risk that participation in the Montclair Community Garden may cause the above named minor to be exposed or infected by COVID-19 and that such exposure or infection may result in personal injury, illness, permanent disability, and death. In consideration for accepting the registration of the above named minor and permitting the voluntary participation of said minor in its programs, I hereby release, discharge, and hold harmless the City of Montclair, its officers, agents, employees, volunteers and other representatives from all liabilities, claims, causes of actions or demands, that I, my family, guardians, assignees, or legal representatives, have now or may hereafter have, arising out of the minor's participation in programs sponsored by the City of Montclair, including any physical injury caused by the negligence or omission of any officers, agents, employees, volunteers or other representatives of the City of Montclair. In addition I have received, read, understand, and agree with the information, rules and regulations regarding the Montclair Community Garden.

Acknowledgment and Consent:

For both the internal and external use, I acknowledge that the City of Montclair may compile address and mailing labels and may utilize photographs and video of the named individual. I consent to such uses and hereby waive all rights to compensation.

Date: _____

Print name of Gardener between 14-17 years old _____ Signature _____

Print name of Parent/Guardian _____ Signature _____

Office Use Only:
Date permission slip received: _____ Plot Number: _____ Staff Name: _____ Initial: _____