



# MONTCLAIR COMMUNITY GARDEN ANNUAL MEMBERSHIP APPLICATION



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: \_\_\_\_\_ Relationship to Applicant: \_\_\_\_\_

Type of Garden Plot Requested:

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

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

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

If you want to share your garden plot with a friend, this person is required to fill out an application as well. You may share the annual dues; however, dues must be paid in full before a plot is assigned.

Name of Friend: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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: \_\_\_\_\_



## 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 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 serve basis and can be submitted at any time of the year, however, plots are limited. Applications will be placed on a waitlist if the plot size requested is not available. New Garden Members will be accepted in July and will be notified via mailed letter, phone, and email (if applicable) 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 their 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.
5. Members will receive a lock combination code to enter the Garden. Members are responsible for making sure the Garden is locked upon leaving.
6. 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 contact the Garden Manager if a tool breaks while being used. The toolshed must be locked before the gardener leaves the Garden. Gardeners are welcomed to use their own tools but those tools cannot be stored in the Garden toolshed.
7. The City of Montclair is not responsible for any lost or stolen personal items.
8. 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.
9. Intentional destruction, damage, or theft of City owned property will result in immediate Garden membership suspension and removal.
10. The gardener must detail what is grown in your garden plot on the Membership Application. Invasive and illegal plants are prohibited. Medicinal plants, including cannabis, are not allowed.
11. Flowers and plants are only to be grown inside the plots. Aisles and walkways must be clear at all times.
12. 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.
13. 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 Manager.
14. Although the plots will have soil, Garden members who wish to add more soil are welcomed to do so however must provide their own.
15. Each member is responsible for the maintenance and upkeep of their 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 Manager.



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16. Each plot has an automatic irrigation system and is set to water the plots at night. Please contact the Garden Manager if you have any questions or issues with the irrigation system.
17. Garden plots should be cared for at least once a week. Weekly checks will be performed and you will be contacted if your plot is not attended to. If any plot remains unattended for more than three weeks, the gardener may be removed from the program and the plot will be reassigned.
18. 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.
19. Members may pick from their plot only. Each garden plot is the private property of the gardener.
20. 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.
21. Pets are not allowed in the garden unless they are therapy or service dogs.
22. The Garden is a smoke-free, alcohol-free, drug-free place. No weapons.
23. Loud portable music is not allowed, out of respect for the neighborhood.
24. Montclair Community Garden hours are from dawn to dusk.
25. The Montclair Gardening Club meets on the second Saturday of every month to maintain the Garden, time may vary depending on the season. Each plot renter is responsible for attending at least four gardening clubs a year. Club attendance will be monitored and those that do not attend may not be able to renew their plot lease the following year. For updated Gardening Club dates and times, please visit <https://www.cityofmontclair.org/montclair-community-garden/>
26. If you are unable to attend the Gardening Club please contact the Garden Manager to arrange an alternate day and time.
27. Call or email the Garden Manager with any questions, issues, concerns at 909-625-9454 or [acampos@cityofmontclair.org](mailto:acampos@cityofmontclair.org)

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only: Plot Number: _____
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MONTCLAIR COMMUNITY GARDEN
PARENT/GUARDIAN PERMISSION SLIP



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: \_\_\_\_\_