



Phone: 607.432.6450
 Fax: 607.433.3420
 Internet Address:
 www.oneonta.ny.us/cityclerk
 E-Mail Address:
 cityinfo@oneonta.ny.us

OFFICE OF THE CITY CLERK

City Hall, 258 Main Street
 Oneonta, NY 13820-2589

CITY OF ONEONTA COMMUNITY GARDENS
2019 APPLICATION/RELEASE FORM

 Applicant Name (Please Print)

 Address

 City State Zip Code

 Home Phone Work Phone Mobile Phone

 E-Mail Address

OFFICE USE ONLY	
Plot / Box Number:	_____
Fee Received:	_____
Method of Payment:	_____
Clerk's Approval:	_____

1. What type of garden space are you requesting? (circle) 10'x22' plot 4'x10' garden box
2. Do you want your plot rototilled by the City? Yes_____ No_____
3. Did you rent a plot in 2018 at the Community Garden? Yes_____ No_____

For Returning Gardeners:
 You may request a specific plot, but the City may not honor that request if made after the third Friday in March 2019, or if you did not rent that plot in 2018.

Which space are you requesting? Plot #_____

By signing below, I affirm that I am making application to the City of Oneonta for a plot or garden box in the Community Gardens Program and that I have read the liability release provided to me. I accept the risks of participation in this program and RELEASE any claim of any nature that I might have against the CITY OF ONEONTA, NEW YORK AND ITS EMPLOYEES OR VOLUNTEERS arising out of any damage or injury I receive while participating in any part of this program to the full extent authorized by law. I agree that I will abide by the rules as set forth in the issued permit. I further certify that I am more than 18 years old and have read and understand this release of liability, and reside at the address given above. I give permission to the City of Oneonta to provide my application to the Community Garden Steering Committee for the purpose of plot or box assignment and ongoing garden management.

 Date

 Applicant Signature

Oneonta Community Gardens Steering Committee Community Gardens Application Schedule for 2019

1. The City Clerk's Office will begin accepting applications from returning 2018 gardeners until the close of business on Friday, March 15, 2019. After that time, returning 2018 gardeners must adhere to the schedule for new gardeners and will not be guaranteed their 2018 plot.
2. The City Clerk's Office will begin accepting applications from **City of Oneonta residents only** at 8:00 a.m. on Friday, April 5, 2019.
3. Plots not claimed by returning 2018 gardeners by the March 15, 2019 deadline will be awarded on a first-come, first-served basis, although applicants may express a preference for a particular plot.
4. If plots are still available, the City Clerk's Office will begin accepting applications from non-residents beginning 8:00 a.m. on Friday, April 26, 2019.
5. Households are initially limited to one plot and one garden box; however, if plots or garden boxes are still available after Friday, May 10, 2019, a household may request one additional plot and/or one additional garden box, to be assigned on a first-come, first-served basis.

Please read the following policies and procedures, and then sign the application to agree to them.

General Information about the Community Gardens

Garden Location – Swart-Wilcox Park (Wilcox Avenue between River and House Streets)

Fees – 10'x22' plot:	\$25 (City Residents)
	\$50 (Non-Residents)
4'x 10' x 8" garden box:	\$15 (City Residents)
	\$30 (Non-Residents)

Number of 10'x22' plots – 19 Number of 4'x10'x8" garden boxes – 8

Season - Approximately mid-May to October 31

Space is fenced; trash receptacles are on site; running water is available on site; some shared tools are available in the garden toolshed.

Community Gardens Permit Holders are responsible for all rules enumerated below under "Gardens Rules" and stipulated on the Parks Facility Permit that they will be issued by the City of Oneonta. These permits will be mailed. Gardeners may opt to contact Lou Lansing at llansing@oneonta.ny.us to schedule a time to pick-up their permit at the Recreation Office located in Neahwa Park. Gardeners may not work within their plot until they are in possession of this permit!

Oneonta Community Gardens Steering Committee Application Process and Garden Assignment

1. Returning gardeners in good standing from the previous season must claim their previous year's garden by the deadline of the third Friday in March. Plots and garden boxes not claimed by gardeners from the previous season by close of business on the deadline day will be awarded on a first-come, first-served basis.
2. City residents who did not rent space in the Community Gardens in the previous season may apply for a Community Gardens plot beginning on the first Friday of April; if plots are still

available on the fourth Friday of April, the City will begin accepting applications from non-residents.

3. **Payment must be submitted at time of application.** Acceptable forms of payment are cash, or check or money order payable to “City of Oneonta.” Renters may also pay with debit or credit card, but there will be an additional processing fee included for this method of payment.
4. **Applicants should carefully read and review the potential for danger, and risk of injury involved in participating in the Community Gardens activities; in the final step of the application process, applicants shall place their signature on the application form, thereby confirming their acceptance of the risks involved.**
5. Each household is limited to one plot and one garden box. If plots or boxes are available after the second Friday of May, the City Clerk’s office may allow exceptions to this policy;
6. Plots within the Community Gardens are assigned by the Oneonta Community Gardens Steering Committee using the following criteria:
 - a. Gardeners who participated in the program during the preceding season and are in good standing will have the option to retain their plot or garden box from the previous year, if they claim them with an application and fee payment by the third Friday of March;
 - b. New gardeners, returning gardeners who have missed the March deadline to claim their plot, or gardeners who skipped the preceding year, shall be assigned plots or boxes according to the criteria/dates in #2 & #5 above;
 - c. If plots or boxes are still available after the second Friday of May, they will be assigned on a first-come, first-served basis;
 - d. Once the program is at capacity, prospective gardeners may be placed on a waiting list by submitting an application (no fee taken). If a plot becomes available for any reason, the first person on the waiting list will be contacted. They will have three (3) business days to respond before the Steering Committee will contact the next person on the list.
 - e. Questions or concerns relative to the Community Gardens should be directed to the Oneonta Community Gardens Steering Committee at <kim.noling@gmail.com>. If no resolution is able to be reached, contact the City of Oneonta (Lou Lansing) by email at llansing@oneonta.ny.us.
7. As soon as is feasible after the second Friday in May, the City will rototill plots of those who requested rototilling on their applications. Plots not yet rented at that time will be rototilled and covered to prevent weed growth until they are rented. Gardeners who do not wish rototilling may begin gardening as soon as they have received their permit.
8. Gardeners who do not satisfactorily maintain their plot or garden box during the season (see Garden Rules #2) may lose their current permit and their option to retain their plot or garden box the following year.

Oneonta Community Gardens Steering Committee Gardens Rules

1. Chemical pesticides and herbicides are strictly prohibited.
2. Gardeners are responsible for the maintenance and care of their plots; trash and weed removal must be a priority to the permit-holder. Plots that are not weeded or mulched create insect and weed problems for other gardeners. The Community Gardens Steering Committee may issue an email notifying the permit holder that their plot needs to be maintained, and that their attention to this request will need to take place within a specified time. Failure to correct the situation in a timely way may cause the renter’s current permit to be revoked and jeopardize their eligibility to retain their plot the following year.

3. Gardeners should notify the Steering Committee and the City by email should they decide to abandon their plots.
4. Consideration of fellow gardeners is asked from and expected of all:
 - plant tall crops where they will not shade other plots;
 - harvest crops from your own plot;
 - use the compost bins to compost vegetable matter, but not weeds that have gone to seed;
 - return shared tools to the toolshed;
 - turn off the water spigot after using, even if a hose has a nozzle attached;
 - take care of the area surrounding your plot without blocking pathways or disrupting the plot(s) next to yours; and
 - help fellow gardeners and the Community Gardens Steering Committee in projects of common benefit, such as monitoring and repairing the fencing to prevent woodchucks and rabbits from entering the garden.
5. The Community Gardens are open dawn to dusk. The gate into the Gardens should be securely closed upon entering or exiting the Gardens.
6. Plots are expected to be cleaned of seasonal organic matter (flowers, vegetable plants, and weeds) and closed for the season no later than October 31st. Hardscape must be removed by gardeners not intending to return the next season.
7. Pets are not permitted within the fenced Community Gardens.
8. Parking is in designated areas only; driving or parking on the grass is not allowed.
9. All City park rules and regulations must be observed in the Community Gardens. Specifically, in City parks, including the Swart-Wilcox Historic Park, City ordinances prohibit smoking tobacco-burning devices, including cigars, cigarettes, pipes, as well as any other nicotine-delivery system, such as electronic cigarettes, vapor devices, and chewing tobacco. Consumption of alcohol is not allowed in City parks, including the Community Gardens, without a permit from the City.

Oneonta Community Gardens Liability Release Information

I, the applicant, wish to participate in the CITY OF ONEONTA COMMUNITY GARDENS PROGRAM, to take place at the Swart Wilcox Garden Parcel for 2019. This program is administered by the City of Oneonta. I understand that while participating in this program, I may be exposed to potential dangers, including but not limited to, injury from the misuse of tools, exposure to fertilizers, pesticides or other organic or inorganic matter, tripping or falling hazards, or other potential risks including interactions with other participants in the program or others who may be on the site. I recognize that these risks may expose me to danger and that physical injury, including serious physical injury or even death, may occur to me as a result of my own actions or the actions of others while participating in the program. I agree to review, prior to my participation in the activity, the conditions of the gardens and related facilities and any equipment used in this activity, and will accept any risk they might present while I am participating.