



# 2017 Community Garden Plot Reservation Form

Campton Township is pleased to have garden plots available for the community.  
Please see the Community Garden Plot Agreement for more information.  
**This reservation form with payment must be submitted to finalize your rental.**

|  |                        |
|--|------------------------|
| <b>Name:</b> _____   | <b>Date:</b> _____     |
| <b>Address:</b> _____  | <b>City/Zip:</b> _____ |
| <b>Email:</b> _____  | <b>Phone:</b> _____    |
| <b>Plots Requested:</b> # _____    # _____    # _____    # _____ |                        |

Payment for Garden Plots can be made by Cash or Check. Please make checks payable to Campton Township. You can mail payment to 4N498 Town Hall rd. St. Charles, IL 60175. Or drop off at the Campton Township Offices at 43W870 Empire Rd. Lily Lake, IL 60175.

## Gardener Agreement

I, \_\_\_\_\_, have read and understand the Campton Township Community Garden Plot policies that are detailed in this document. I agree to abide by the stipulation and to help the Township protect the rights of all gardeners and community members.

### Individual Release and Hold Harmless Agreement:

I understand that participating in activities at Brown Road Meadows (4n751 Brown Rd. St. Charles, IL 60175) involves a certain degree of risk that could result in injury, loss, or damage to person or property. After carefully considering the risk involved, I hereby release, hold harmless and waive all claims associated with this activity which I may have against Campton Township, its employees, elected officials and volunteers.

### Media Release:

I hereby authorize Campton Township to use any photographs and/or videos taken of myself and my minor children for newsletters, publicity, appeals and other publication. This applies to both candid and posed photographs and/or videos. I further authorize the use of information gathered from me during any interview by employees of Campton Townships. This agreement covers all future potential use of said photographs, videos or information. I hereby give permission for my name and the names of my minor children to be used in conjunction with the photographs and/or any written materials.

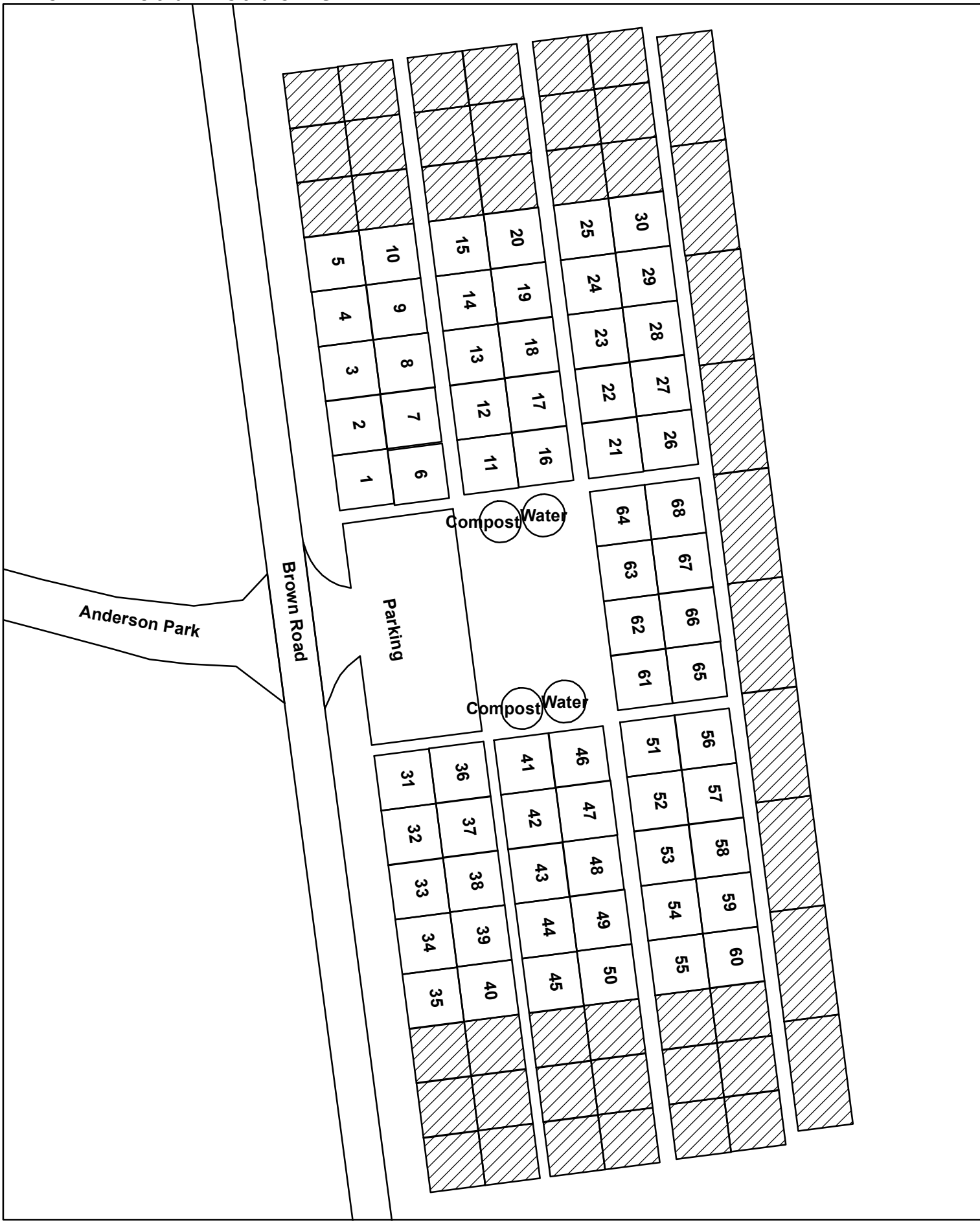
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If you have any questions, contact Josh Nelson at 630-549-7947 or

[Openspaceprograms@camptontownship.com](mailto:Openspaceprograms@camptontownship.com).

# Communtiy Gardens Brown Road Meadows



0 25 50 100 150 200 Feet

Map Date: 3/16/2017 JN Aerial: 2014

# Campton Township Community Gardens Garden Plot Agreement



Campton Township will prepare the garden plot for planting, stake out 30'x30' (approximate) plots, identify each plot by number, and make water accessible gardeners.

## Important Dates

- Garden plots open on or about the third week of April, weather permitting.
- Garden plots must be cleaned off for the season, October 31.

## Rules, Terms, and Conditions for Participation

1. I agree to abide by the policies and practices outlined in this document including the rules and regulations. The fee for the use of the garden is \$45 for 30'X30' and \$20 for each additional 30'X30' plot, for the season, third week of April – October 31.
2. I understand that resident gardeners will have the right of first refusal to a plot for the following season. I will have something planted in my garden by June 1 and keep it planted and weeded all season long.
3. Plots that have not been used by June 15 will be reassigned to someone else.
4. I will not expand my plot beyond its measurement or into paths or other plots. I will keep all my plants within the limits of my garden.
5. I will keep my plot free of weeds, pests, and diseases. Should my garden become unkempt, I will be notified by Campton Township Staff and work out a maintenance plan. If I am unable to maintain the garden I understand it will be mowed or tilled by the Township.
6. I will keep my plot, paths, and surrounding areas clean and neat. I will put my compost, rocks, recyclables, and trash in designated areas. I will not bring household trash or compost and leave it at the Community Garden.
7. I will not plant any perennials, trees or shrubs.
8. I understand that personal property should not be left on the plot. I understand that the Township is not responsible for any vandalism or theft of my garden plot.
9. I will remove all debris, stakes, fencing, tools, etc. from my plot prior to October 31. If materials are not removed, I will not be able to reserve a plot for the following year.
10. I understand that garden plots are assigned to one person only and are not transferable. Others may garden at my plot, but I am responsible for payment of fees, cleanup, and following all other rules outlined here. I understand that I am solely responsible for the behavior of my family members and other guests.
11. I understand only organic pesticides and weed control will be used responsibly. I will ask Campton Township staff for advice if I am unsure of how to respond to disease or weeds.
12. I will not use plastic or other non-porous material for ground cover.
13. I will use wooden stakes, no re-bar or metal fence posts. I will not use orange mesh fencing material.
14. I will keep my car in the parking lot. I will not drive on the grass or park on the street.
15. I will bring buckets to transport water to my plot.
16. I will practice good safety habits, including keeping the walkways and paths clear of my tools and other belongings.
17. I understand that pets and smoking are not allowed.
18. I will not enter or take food or plants from other plots. I will not take anything from the garden that is not rightfully mine.
19. I will bring headphones if I wish to listen to music while gardening, maintaining the natural setting of the gardens.
20. I will respect other gardeners, and I will not use abusive or profane language, physically harass, or discriminate against others.
21. Garden plots are temporary fixtures. The Township reserves the right to relocate or remove plots as community needs change.
22. I understand all other Township ordinances; state and local laws must be obeyed at all times.
23. I understand to defend, indemnify, and hold harmless Campton Township, and their officers, agents and employees, against all suits, actions, or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any asserted negligent act, error, or omission by myself or other gardeners on my plot.

***If issues arise, participants will be contacted, and a resolution will be mediated by Campton Township.***

## Commitment

*I have read and understand the application and accept the rules, terms, and conditions stated above.*

Gardener Name (Please print): \_\_\_\_\_

Gardener Signature: \_\_\_\_\_ Date: \_\_\_\_\_

CT Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# CAMPTON TOWNSHIP COMMUNITY GARDENS RULES AND REGULATIONS



## 1. PURPOSE OF THE PROGRAM

**YOU ARE THE RESPONSIBLE PARTY FOR PLOT #\_\_\_\_\_.**  
**(A MAP WILL BE PROVIDED)**

Campton Township provides gardeners the opportunity to participate in a community gardening experience through the Community Garden Plot program. Plots measure 30 feet by 30 feet. Gardening is permitted when the park is open, dawn to dusk.

Four plots reserved for gardeners with limited mobility.

The rules and regulations for the Garden Plot Program ensure that all participating gardeners have the opportunity for a positive gardening experience. Garden plot sites are an asset to the community. By following the rules and regulations, gardeners demonstrate their compliance to garden successfully in a community garden plot program. All gardeners agree to follow the rules and regulations of the Garden Plot Program.

### 1. **Agreement and fee:** \$45 for 30'X30'/ \$20 each additional 30'X30' plot.

New gardeners will be assigned plots beginning on April 3, 2017. Registration paperwork will be accepted beginning on March 13, 2017.

### 2. **Contact information**

All official communication is through the listed plot holder. Make sure Campton Township always has your current address, phone number and (if possible) email address. Use the Website email link or call 630-549-7947 to provide updates. The preferred method of communication will be via email.

### 3. **Transferability**

You may not transfer or sublet your plot. Resident gardeners will get right of first refusal for priority of the following gardening season.

### 4. **Leaseholder requirements**

You agree to be bound by any requirement not named here that Campton Township imposes as a condition for continued use of the garden space, including undergoing a criminal background check. I understand to defend, indemnify, and hold harmless Campton Township, and their officers, agents and employees, against all suits, actions, or claims of any character brought because of any injury or damage received or sustained by any person, persons, or property arising out of or resulting from any asserted negligent act, error, or omission by the plot holder or other gardeners on the plot.

### 5. **Planting/Cleanup Deadlines**

Clean up and prep of your plot must be completed by the following deadlines. Your plot must be clean, fully prepared, and at least half planted by June 1. Any unplanted plot failing to meet these conditions is considered abandoned and will be reassigned immediately, with no refund provided. If your plot is not fully planted by June 15, your plot may be reassigned to another gardener. Remove all plants and temporary structures by the October 31 fall cleanup deadline. Campton Township will till the soil in the fall and spring if weather cooperates.

### 6. **Expected conduct**

To retain your gardening privileges and plot, you agree to:

1. Act in a manner considerate of the rights, needs, and safety of other gardeners and the community at large and with courtesy toward others.
2. Actively garden, maintain, and use your entire plot. You may grow food in the rental garden plots for personal consumption. Food may not be grown for commercial purposes.
3. Remove weeds promptly and harvest produce in a timely manner. Keep all plants within your plot boundaries. A rule violation/red flag warning will be given if a plot is excessively weedy, or is filled with debris or overripe produce. Any plot with numerous weeds or that remains unharvested or obviously untended for 2 weeks will be presumed abandoned and is subject to immediate forfeiture without refund.
4. Maintain your half of the path around your plot regularly. Paths must be kept free of rocks, weeds, and all obstacles, including encroaching or overhanging plants (e.g. Raspberries). Campton Township reserves the right to remove any objectionable items. Do not block public paths. Campton Township will maintain public paths with regular mowing. Despite Campton Township's best efforts to avoid, grass clippings may still end up in plots.
5. Keep your plot free of perennials, trees and shrubs. If an adjacent plot's gardener complains of excessive shading by anything on your plot, you must come to an agreement or remove it.
6. Respect public property. Keep rocks inside your plot's border or remove them from the grounds. Never dump debris or garden materials anywhere else within the Community Garden. Do not use motorized vehicles in the garden area.
7. Do not enter other plots except with permission or allow unsupervised children to enter any plots.
8. Pets are not allowed in the Community Gardens at any time.
9. All devices emitting noise are not permitted.
10. No Smoking.

## **II. ELIGIBILITY**

The following criteria establish eligibility for having a garden plot:

1. Campton Township Residents receive priority registration.
2. Gardeners must sign and return rental contracts with payment by the date on the contract.
3. Food must be grown for personal consumption, not for commercial purposes.
4. Gardeners must agree to comply with rules identified in Section III for the duration of the rental agreement.

### **II a. PLOTS FOR GARDENERS WITH LIMITED MOBILITY**

Four plots reserved for gardeners with limited mobility. Please provide a note from your medical team to establish the need for accommodation. All other Community Garden eligibility standards, regulations and rules apply.

## **III. RULES**

Below are the rules that govern the program. These rules ensure that the plots are gardened, the area is safe, and the policies and laws of Campton Township, and all applicable local and state laws are followed.

When gardeners receive the contract each year, they will acknowledge that they have read, signed and understood the Rules and Regulations of the Community Gardens.

1. All gardening activities must be contained within the plot boundaries as marked by the Campton Township Staff.
2. Prepare your entire plot for gardening and begin planting by June 1. Complete fall clean-up by October 31. Removal of dead plants and securing plant supports are typical clean-up activities. Perennials, trees and shrubs are not allowed.
3. Fences must have mesh fence materials and may be no taller than 3 feet, but can have a single strand wire or string above the fence. The total height of the fence and strand of string or wire is not to exceed 8 feet. Please use black or green mesh fencing, if fencing is used. No orange fencing allowed. All structures must be removed by October 31.
4. Simple, non-permanent structures, such as trellises, raised beds and deck box containers are permitted. Neither solid walls nor roofs are permitted. Deck boxes must not exceed 2 feet by 3 feet. All structures must be removed by October 31.
5. Poured concrete may not be used to anchor fence posts or other structures.
6. Gardeners may not dig channels or create berms outside of their plots. Gardeners may be asked by Campton Township staff to remove objectionable items.
7. Mulches such as stone, carpet and artificial turf are not permitted. Avoid using mulches containing large branches or weed seeds.
8. No woody plants are allowed. All vines must be kept shorter than 6 feet to prevent shade in neighboring plots. Trees of any sort are not allowed. If a gardener's plant or roots extend and/or creates shade in a neighboring plot, the gardener may be asked by Campton Township Staff to remove or relocate the plant.
9. If you must use an organic pesticide or herbicide, you MUST follow these rules.
  - a) Please investigate safe, non-chemical methods first.
  - b) READ THE LABEL. Weed killer is not allowed. It is against federal law to use a pesticide on a pest or crop that is not listed on the label.
  - c) Research the problem pest and the regulations for managing it in the University of Illinois Pests and Diseases Guide. <http://web.extension.illinois.edu/state/hort9.html>
  - d) Mix and apply the pesticide according to the label. Increasing the dose or frequency may harm your crop or other people.
  - e) For everyone's safety, NO commercial, chemical or organic pesticides and NO fertilizers may be stored anywhere in the garden plot at any time, including locked storage bins.
  - f) Flamers or torches for weed control are NOT permitted due to the risk of fire and personal safety.
10. According to state and local game regulations, it is illegal to bait, trap, or transport any animals across property lines.
11. Place all trash and garden waste in the areas provided. DO NOT dump plants or trash anywhere outside of your plot, or in surrounding park or wooded areas. It is illegal to dump on any public property.
12. Gardeners may not store excess lumber, fencing mesh or other materials not needed for gardening at their plots for aesthetic and safety reasons.
13. Garden plots are to be maintained throughout the season with active planting, harvesting and weeding.
  - a) Fences are to be kept in good condition: gates on hinges; posts upright; replace severely rusted wire that could cause scratches or puncture wounds.
  - b) Keep weeds under control.
  - c) Keep weeds off fences and weed 6 inches on the outside of the non-shared fence(s) (i.e., remove weeds from the fence to where the ground crew mows).

14. Do not block off-road garden paths and aisle ways with structures, equipment, and debris. Gardeners who are not in compliance with these rules will:
- a) Receive a notice by mail, email and/or phone from the Campton Township Staff;
  - b) Have 7 calendar days to correct the problem upon receipt of the notice; and,
  - c) If the problem(s) is/are not corrected or addressed within the allotted time frame, the garden plot may be reclaimed and reassigned.
  - d) No refund will be issued.

## 15. REGULATIONS

These regulations are designed to make gardening enjoyable and successful for you and your garden plot neighbors. For more gardening information, visit the Watch Your Garden Grow, at the University of Illinois Extension website <http://urbanext.illinois.edu/veggies/>

### 1. Existing Plot Condition

- a) All plots are rented in their existing condition.
- b) Campton Township will till all garden plots once a year in the fall, as close to October 31 as weather allows.

### 2. Fences

Fences with mesh fencing material up to 3 feet tall are permitted, but not required. The gardener supplies the materials and labor. Posts must be placed deep enough into the soil to securely anchor the post.

- a) NO poured concrete may be used.
- b) The maximum fence height is 3 feet. Fencing materials must be open mesh for all fences between plots. String or wire may be used above the fence to deter deer.
- c) Fences may be used as a trellis between plots only if BOTH garden plot renters agree. Fences on the outside edge may be used as a trellis for plants if the plants do not encroach or obstruct the path. We recommend separate trellises within the plot border. Plots not in compliance with the fencing and structure rules on June 10, 2017 will be reclaimed.

Please contact Campton Township Staff with any fencing questions. Campton Township staff has the right to make final judgment on any fencing issue.

### 3. Structures

The gardener supplies the materials and labor for non-permanent structures.

- a) Simple trellis structures are permitted if they do not shade other gardens. DO NOT use poured concrete for anchoring. Neither solid walls nor solid roofs are permitted.
- b) Row covers are permitted. Please anchor them to prevent blowing away, and store them when not in use.
- c) Deck boxes must not exceed 2 feet by 3 feet. Campton Township assumes no responsibility for any loss to personal property.

All structures must be removed by October 31.

### 4. Making Good Plant Choices

Gardeners may grow a wide variety of fruits, vegetables, herbs and flowers. Choosing from among the wide range of plants for the garden is challenging and fun! The regulations below will help you make good choices for gardening in a community garden plot program. Talk to your gardening neighbors to share ideas for good plant choices for success.

- a) Asparagus, rhubarb, and many desirable flowers are permitted. Divide them as needed to manage their size. Take them with you when you leave the garden plot program.
- b) Herbaceous vines permitted. Seek neighbor's permission to grow on common fence.
- c) No plants on the Invasive Plant of the Chicago Region List may be grown, (<http://www.chicagobotanic.org/research/conservation/invasive/chicago/index.php>). Many of these are weeds surrounding the plots. Please control them as much as you can.
- d) Some desirable plants can be weedy, such as raspberries, blackberries, mints, morning glories, and fennel. Please keep these plants 1 foot or more away from plot boundaries. Grow plants like mint in pots to contain them. Remove and throw away seed heads before the seeds ripen. Take the plants with you when you leave the garden plot program.

## 5. Mulch

Using mulch in your garden plot has many benefits. As organic mulches break down, they add valuable nutrients to your soil. You will need less fertilizer. They also help conserve water.

- a) Organic mulches, such as compost, leaves, straw, and shredded bark are highly recommended to conserve water and add nutrients to the soil.
- b) Non-biodegradable mulches, such as stone, carpet and artificial turf, are prohibited. Plastic and porous weed blocker covers are permitted, but need to be secured to the ground to prevent them from blowing away.
- c) Composting plant materials is an excellent way to reduce trash and conserve nutrients. Do not compost food scraps (such as meat, oils, or fat), as these attract animals.
- d) Avoid fresh manure which may contain weed seeds, smells bad, and may have sanitary issues that could affect neighboring plots

## 6. Watering

The community garden plots will have access to water. Gardeners will need to carry water to their plot. We recommend using water conservation methods such as mulching and selecting plants that use less water. Earth-friendly and low-water gardening methods are encouraged.

- a) Hoses are not allowed.
- b) Please report water problems to Campton Township Staff.
- c) Standing water or excessive wet spots are breeding grounds for mosquitoes, which are a health hazard. Empty all containers and store them upside down.

## 7. Managing Pests

There are many potential pests in the garden, such as weeds, insects, fungi, small mammals, etc. Most can be controlled using good gardening practices. We ask all gardeners to try these actions first. Remember the garden plot community is like a crowded neighborhood. Your actions can affect everyone. Please use organic pesticides very sparingly and only as a last resort. See the University of Illinois Extension site regarding pest management.

- a) Choose plant varieties that are appropriate for our area and are resistant to pests.
- b) Keep plants healthy by using compost for fertilizer and mulches to retain water. Overwatering can cause diseases to increase.
- c) Remove insects by hand, such as caterpillars and beetles.



- d) Clean up dead and diseased plants immediately.
- e) Get ideas from the Campton Township Staff, your fellow gardeners, bulletin boards, books and magazines, and the Internet to help you resolve your pest problems safely.

Small mammals, such as mice, voles, rabbits, squirrels and groundhogs can be a problem. Barrier methods, such as fencing below the soil line and netting, may help protect your crops.

## **V. ADMINISTRATION**

### **1. Program Management**

The Campton Township Garden Plot Program is managed by Campton Township and staff can be reached at 630-549-7947 or by email at [Openspaceprograms@camptontownship.com](mailto:Openspaceprograms@camptontownship.com)

### **2. Rental Procedures**

- a) Garden Plots are rented on an annual basis from the third week of April through October 31.
- b) Rental contracts will be available at the Campton Township and must be signed and returned with payment. New gardeners will be assigned plots beginning on April 3, 2017. Registration paperwork will be accepted beginning on March 13, 2017.
- c) Residents gardeners in good standing will be automatically mailed renewal contracts. At that time a gardener may request a trade to a different plot, if one is available.
- d) As a garden plot renter, the gardener and family members agree to abide by the rules and regulations of the program.

### **3. Inspections**

- a) Campton Township staff will send written notices to gardeners who are not in compliance with the rules or interfere with neighbors, or whose plots are not used appropriately.
- b) Campton Township staff will contact the garden plot renter to address problems.
- c) Gardeners who fail to address a rules violation within 7 calendar days, or within an alternative time frame specified by Campton Township Staff, risk losing their garden plot rental.

### **4. Plot Return Policy**

- a) Gardeners may return their plots at any time by contacting the Campton Township Staff at 630-549-7947.
- b) Garden plot renters may not give away or sublet their rented plot to other renters. All garden plot trades or plot rental terminations must be managed by Campton Township Staff.
- c) Fees are not returned or prorated if a garden plot is returned early or if it is reclaimed.

### **5. Waitlist** Gardening is popular, and when applicable we maintain a waitlist of potential new garden plot renters.

**6. Safety**

a) Renters garden at their own risk.

b) Since all plot locations are in public parks, the public cannot be banned from these areas. Campton Township assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.

c) Should you observe illegal activities, such as theft, alcohol use, malicious damage, etc., please contact the Campton Hills Police Department at (630) 584-0330.

Be a good community garden member and enjoy the benefits of gardening in the Garden Plot Program. If you have any questions, please contact the Campton Township Staff at 630-549-7947 or at [Openspaceprograms@Camptontownship.com](mailto:Openspaceprograms@Camptontownship.com)