

TICONDEROGA FARMS LLC

OBTAINING A COMMUNITY GARDEN PLOT 2017

HOW TO OBTAIN A GARDEN SPOT:

- STEP 1** **Read the Garden Plot Rules & Guidelines before signing up for a garden plot** so that you fully understand the commitment you will be making. All garden plot renters are obligated to meet established deadlines, to actively garden in the plot during the season, and to keep weeds under control at all times. Fall and winter crops are encouraged. Site checks are conducted throughout the year to ensure compliance.
- STEP 2:** **Choose an available spot desired.** Gardens can be viewed in person by scheduling an appointment with the Garden Coordinator for plot selection. If no preference is given to plot location, an available garden spot will be selected for you.
- STEP 3:** **Complete and submit the garden application along with your signed liability agreement clause.**
- Here are some things to consider when signing up:**
- You **may** sign up for more than one garden plot.
 - School groups, community groups, nonprofit organizations, and families are strongly encouraged to apply.
 - Contact the Garden Plot Coordinator at any time to find out approximately when a plot might become available for you.

CONTACT INFORMATION:

Community Garden Plot Rental Program
The Garden Plot Coordinator, Shawna Carl, may be reached at
shawna@amazingfarmfun.com or at 703-327-4424.

All forms and applications are available for download at **www.amazingfarmfun.com**

The Community Garden Plot Rental Program is administered by the Ticonderoga Farms Office, which is located at:
26175 TICONDEROGA ROAD
CHANTILLY, VIRGINIA 20152

Please note that front desk staff at Ticonderoga Farms cannot process garden plot payments or assign plots. These tasks are the responsibility of the Garden Plot Coordinator.

BY SIGNATURE ON THIS DOCUMENT THE GARDENER CONFIRMS THAT THEY HAVE READ AND WILL ADHERE TO ALL OF THE GARDEN PLOT RENTAL RULES AND GUIDELINES, VIOLATION NOTIFICATION, AND HOLD HARMLESS CLAUSE WITHIN THIS AGREEMENT.

TICONDEROGA FARMS LLC

RATES AND IMPORTANT DATES 2017

Ticonderoga Farms provides local residents of the surrounding areas the opportunity to participate in a community gardening experience through the Community Garden Plot Rental Program here at the farm. We have garden plots that are rented on an annual basis.

Your Garden Plot Rental Includes:

- Free Subscription to *Better Homes and Garden Magazine* or *Martha Stewart Living*
- Deer-proof fencing surrounding outer perimeter
- 3ft-wide service paths for easy access
- Full southern exposure to sun, 10-11 hour daily minimum
- On-site water hookups
- Security fenced with coded lock
- Ample all weather parking adjacent to gardens
- Picnic areas for lounging and relaxing
- Options for roto-tilling and composting services are available for additional fee
- Participate in discounted gardening lessons and garden workshops held on site

Rental Fees and Optional Services Available for 2017:

- \$105.00 annual rental fee (non-refundable)
 - \$50.00 garden spot deposit (refundable upon garden clean up inspection completed on Nov 15, or if renewed at this time, may be applied to deposit for the following year)
 - \$40.00 roto-tilling services (optional)
 - \$25.00 delivery of 8 cubic feet of compost (optional)
 - \$15.00 per person for Gardening Classes (optional)
 - \$30.00 per hour for gardening assistance/removal/plant transfers/help etc. (optional)
- All payments for Garden rentals and additional fees must be paid by Check. **Make payable to: Ticonderoga Farms**
- All *optional* services will be completed on March 1st & 2nd dates ONLY, dates may be subject to change due to weather. Optional services **will not** be offered at a later date. **Please notify the Garden Coordinator at the time of registration if you would like to receive these services for 2017.**

Important Dates:

- January 29- Last day of Garden Plot Rental
- **January 30 - Last day to renew your current garden spot for 2017 season**
- **January 31- Any vacant or non-renewed plots will be available for new gardeners to obtain**
- January 31- Gardens will be opened and ready for prep
- March 1 & 2- All tilling and composting services will be completed at this time, weather pending. Please have gardens completely cleared and prepped if receiving these services.
- March 1- Begin planting cold-weather crops
- April 15-May 1- Begin planting warm-weather crops on or before this date
- **April 22- "EARTH DAY" Garden Event 10AM-12PM:** seeds & plants available, raffles, free basic gardening class, how-to demos, meet your neighbors, & much more! (Rain date Scheduled: April 23)
- **May 31- Your garden must be "active," which means having at least two-thirds of the land in cultivation, weeds under control, spent plants removed, and crops harvested throughout the season**
- Nov 15- Garden plot inspections will be completed on this day. All plots must be cleared of debris and prepped for winter. Upon passing inspection, deposits will be returned or if renewing at this time, applied to the following year.

COMMUNITY GARDEN PLOT RENTAL PROGRAM

RULES AND GUIDELINES 2017

BY SIGNATURE ON THIS DOCUMENT THE GARDENER CONFIRMS THAT THEY HAVE READ AND WILL ADHERE TO ALL OF THE GARDEN PLOT RENTAL RULES AND GUIDELINES, VIOLATION NOTIFICATION, AND HOLD HARMLESS CLAUSE WITHIN THIS AGREEMENT.

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I. Purpose of the Program

Ticonderoga Farms provides local residents of the surrounding areas the opportunity to participate in a community gardening experience through the Community Garden Plot Rental Program here at the farm. We have garden plots that are rented on an annual basis.

The rules and guidelines for the Garden Plot Program 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.

Many residents want to garden, and we have waiting lists of willing gardeners. By following the rules and guidelines, you show that you want to garden successfully in a garden plot rental program. All gardeners agree to follow the rules and guidelines of the Garden Plot Program.

II. Gardener Eligibility

The following criteria establish eligibility for having a garden plot:

1. Must be a nearby resident to the surrounding areas of the farm. School groups, non-profits, and small groups are encouraged to apply.
2. Must sign and return rental contracts with payment by the date on the contract.
3. Must agree to comply with rules identified in Section III for the duration of the rental agreement

III. Rules

Below are the rules that govern the program. These rules ensure that the plots are gardened, that the area is safe, and that policies and laws of the Commonwealth of Virginia, Loudon County, and Ticonderoga Farms are followed.

When gardeners sign the Garden Plot rental contract each year, they acknowledge that they have read and understand the following rules:

1. All gardening activities must be contained within the plot boundaries as marked by the Garden Plot Coordinator.
2. Prepare your entire plot for gardening and begin planting on or before May 1. Finish planting by May 31st. Your garden must be "active," which means having at least two-thirds of the land in cultivation, weeds under control, spent plants removed, and crops harvested throughout the season. Complete fall clean-up by November 15th.

Clean-up activities include removal of any remaining dead plants and weeds, securing plant supports, and mending fences. Active winter gardening is encouraged. Living, productive winter crops such as greens and root vegetables may remain in place. Plant a cover crop such as rye grass, if desired.

3. Fences

Fences are not required. If a gardener chooses to erect a new fence, the gardener supplies the materials and labor. Recommended fencing is galvanized steel wire fencing on 4" x 4" wooden posts. The following criteria apply to new and existing fences:

- a) Fences and other structures are to be kept in good condition: gates on hinges; posts and fence materials upright; no sharp/rusty wire or other protrusions that could cause injury.
- b) Posts must be placed deep enough into the soil to securely anchor the post in a vertical (plumb) position. **NO poured concrete may be used.**
- c) Fence posts may be up to 8 feet tall (8 feet above ground) and up to 4 inches wide. Wooden 4" x 4" posts are preferred. Metal fence posts are also permitted. If metal posts are used, it is recommended that they have a flange at the base.
- d) Fences must have mesh fence materials (preferably galvanized steel wire mesh) and may be no taller than 6 feet, but can have a single strand of wire or string above the fence. The total height of the fence and strand of string or wire is not to exceed 8 feet.
- e) 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.
- f) Please contact the Garden Plot Coordinator with any fencing questions

4. Structures

Simple, non-permanent structures, such as trellises, raised beds and deck box containers are permitted. The gardener supplies the materials and labor for non-permanent structures.

The following criteria apply to new and existing structures:

- a) Raised beds are permitted. Wood is recommended for the bed edging, but not required.
- b) Simple trellis structures are permitted if they do not shade other gardens.
- c) DO NOT use poured concrete for anchoring any structure.
- d) Neither solid walls nor solid roofs are permitted on trellises.
- e) Storage bins for tools are permitted with a maximum size 30 inches by 30 inches by 60 inches. We recommend using plastic deck storage boxes.
- f) Your box or bin must not shade other gardens.
- g) Row covers are permitted. Anchor them securely to prevent blowing away, and store when not in use
- h) Plastic-Cold frames are permitted if they are no taller than 30 inches-Sturdy Plastic Only
- i) Greenhouse-type structures are not permitted.

5. Open, standing water is not permitted in your plot at any time or in any form because it fosters the development of mosquitoes.

- a) The use of plastic as a ground cover, or any material on which water puddles, is not permitted. Permeable weed cloth is acceptable as long as it does not block infiltration.
- b) Empty all containers and store them upside down. Buckets, trash cans, wheelbarrows, or other open containers of water are prohibited.
- c) All water-filled containers, such as rain barrels, must be tightly covered. Rain barrel usage is highly encouraged to help the farm conserve water during drought months. Water provided for the gardens is a well based system.

6. Gardeners may not dig channels or create berms outside of their plots.
7. Mulches such as stone, carpet and artificial turf are prohibited. All tarp must be covered with natural material such as wood mulch or leaf mulch.
8. All woody plants, such as trees, shrubs, roses, woody vines, etc., must be kept shorter than 6 feet. All woody plants are measured from the top of the soil line to the highest branch of the plant. If a gardener's plant roots extend and/or the plant creates shade in a neighboring plot, the gardener may be asked by the Garden Plot Coordinator to remove or relocate the plant.
9. If you must use a pesticide or herbicide, you **MUST** follow these rules:
 - a) **All pesticides or fertilizers used MUST BE CERTIFIED ORGANIC!**
 - b) READ THE LABEL. It is against federal law to use a pesticide or herbicide for a purpose that is not listed on the label.
 - c) Research the problem pest and the guidelines for managing it in the Virginia Pest Management Guide, <http://pubs.ext.vt.edu/456/456-018/456-018.html>.
 - d) For everyone's safety, NO commercial, NO chemical or organic pesticides and NO fertilizers may be stored anywhere in the garden plot at any time, including locked storage bins.
 - e) 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 or trap or transport any animals across property lines.
11. Take all trash and plant debris that you do not compost within your plot or place within designated compost piles; must be taken to your home, or to a citizen trash collection location. There are two designated areas for placing composting weeds and other vegetation located outside of the fence at each end of the garden. DO NOT place plants, weeds, or trash anywhere outside of your plot, or in surrounding plots, or any wooded areas. It is illegal to dump anywhere on Commonwealth of Virginia and Loudon County 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. Weeds must be kept under control throughout the year. Keep weeds off fences and weed 8 inches on the outside of the non-shared fence(s) (i.e., remove weeds from the fence to where the ground crew mows). Gardeners may place bark mulch or leaf mulch on the outside of their fences to a height not to exceed 8 inches above ground against the fence (measured up the side of the fence) and to a distance not to exceed 8 inches away from the fence (measured from the fence along the ground to the edge of the mulch). This is very important for all the neighbors, both for looks, as well as reducing weed-seed dispersal.
14. Do not block off-road garden paths and aisle ways with structures, equipment, debris, or vehicles.
15. Gardeners who are not in compliance with these rules will:
 - a) Receive a notice by email or phone from the Garden Plot Coordinator;
 - b) Have 14 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) Receiving more than two notice of non-compliance in a single calendar year may result in the plot being reclaimed. Receiving the same notice in consecutive years (such as allowing your plot to become weedy while you are on vacation each year) may also result in a reclaim.

IV. Guidelines

These guidelines are designed to make gardening enjoyable and successful for you and your garden plot neighbors. For more gardening information, visit the Virginia Cooperative Extension website, <http://www.pubs.ext.vt.edu/category/fruits-vegetables.html>.

1. 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 guidelines below will help you make good plant choices. Talk to your gardening neighbors to share ideas for success.

- a) Perennials such as 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 are permitted. Seek your neighbor's permission to grow them on a shared fence.
- c) NO plants on the Virginia Invasive Plant List; <http://www.dcr.virginia.gov/naturalheritage/invspdflist> may be grown. Other invasive plants may be prohibited at the discretion of the Garden Plot Coordinator. Many of these are weeds in areas surrounding the garden 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.
- e) Gardeners may plant a fall crop or cover crop after the summer season. Fall and winter crops are encouraged.

4. Mulch and Fertilizers

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, and straw, are highly recommended to conserve water and add nutrients to the soil. Shredded bark mulch is an appropriate deterrent for weeds in pathways within your plot and the area outside your plot, along the fence.
- b) Non-biodegradable mulches, such as stone, carpet and artificial turf, are prohibited. Porous weed blocker covers are permitted, but need to be secured to the ground to prevent them from blowing away. Cover them with a thin layer of soil, mulch, or other organic material.
- c) Composting plant materials within the plot is an excellent way to reduce trash and conserve nutrients. Do not compost food scraps (such as meat, oils, or fat), as this attracts animals.
- d) Avoid fresh manure which may contain weed seeds, smells bad, and may have sanitary issues that could affect neighboring plots. Liquid 'compost tea' fertilizer must be used immediately and may not be stored in the plot. Composted manure is permitted.

4. Watering

Most of the community garden plot sites have water faucets where gardeners may attach their own hoses. Many gardeners must share the same faucet. 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. The farm is on a well based system, rain barrel usage is strongly encouraged during the drought months to help conserve water.

- a) All hoses must be stored in areas that do not present a safety problem to other gardeners or to the mowing crews that maintain the common areas. Mowing crews are not responsible for damage to hoses.

- b) All gardeners should have a Y-splitter to attach to the main faucet while they are watering their plot. This will enable another gardener to water simultaneously.
- c) Hoses may not be hung on other gardeners' fences without their permission.
- d) All gardeners should be considerate when using the water. If someone is waiting to water, please limit your time to 15 minutes.
- e) Fix leaky hoses and leaky connections so water is not wasted or cause a problem with soggy spots in other plots or common areas. Use washers to prevent leaks at hose connections and at the pump faucet. Please report water faucet problems to the Garden Plot Coordinator.
- f) Keep in mind that standing water or excessively wet spots are breeding grounds for mosquitoes, which are a health hazard.

5. *Managing Pests*

- a) 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. See the Rules for specific guidance on pesticide use.
- b) Choose plant varieties that are appropriate for our area and are resistant to pests.
- c) Keep plants healthy by using compost for fertilizer and mulches to retain water. Overwatering can cause diseases to increase.
- d) Remove insects by hand, such as caterpillars and beetles. Clean up dead and diseased plants immediately.
- e) Get ideas from 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 Garden Plot Program is managed by Ticonderoga Farms. Shawna Carl, the Garden Plot Coordinator, manages the day-to-day operations and can be reached at 703-327-8940. You may also e-mail the Garden Plot Coordinator at shawna@amazingfarmfun.com.

2. *Rental Procedures*

- a) The annual garden plot contract period begins on January 15 of the current year and ends January 14 of the following year.
- b) Gardeners in good standing will be automatically emailed renewal contracts.
- c) Renewal contracts are emailed early in January and must be signed and returned with payment by the date on the contract (January 15). Unpaid plots for the upcoming year may be assigned to new gardeners after this date.
- d) As a garden plot renter, the gardener agrees to abide by the rules and guidelines of the program. He or she also accepts responsibility for family members and others who help with the plot.
- e) A gardener whose plot is in compliance with these Garden Plot Rules and Guidelines may request a trade to a different plot during the off-season. Contact the Garden Plot Coordinator in December to request a change for the upcoming year.

3. *Garden Plot Waitlist and Offers to New Gardeners*

Gardening is popular, and we maintain a waitlist of potential new garden plot renters. Aspiring gardeners may enter the list by completing the info request form on the website **www.amazingfarmfun.com** or by calling **703-327-8940**.

- a) Plots are offered throughout the year as they become available. Offers are sent by email when an email address is given.
- b) When a potential gardener is offered a particular plot, he or she may accept or decline the offer. If the offer is declined or if no response is given within the allotted time for reply, the person is retired from the wait list. The time allotted to reply to an offer is usually about 5 calendar days, and usually includes a weekend.
- c) Persons who are retired from the wait list may re-apply and will be placed at the end of the list. Names remain on the list from year to year, until a plot is offered.

4. *Existing Plot Condition - New Tenant*

- a) All plots are rented in their existing condition.
- b) A new tenant is responsible for bringing a plot into compliance by clearing and active planting of crops within two weeks of accepting the offer for the plot.
- c) Plots offered in June through September 10 must be cleared and 2/3 planted with late season and/or winter crops within 2 weeks of accepting an offer.
- d) Full annual rent must be paid for the calendar year in which a plot is accepted. Plot rental fees are not prorated.

5. *Inspections*

- a) The Garden Plot Coordinator will inspect and send email or telephone notices to gardeners whose plots are not in compliance with the rules, who interfere with neighbors; or, whose plots are not used appropriately.
- b) Gardeners who fail to address a rules violation within 14 calendar days, or within an alternative timeframe specified by the Garden Plot Coordinator, risk having their garden plot reclaimed. **No refunds are given for reclaimed plots.****

6. *Plot Return Policy*

- a) Gardeners may return their plots at any time by contacting the Garden Plot Coordinator at 703-327-4424.
- 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 the Garden Plot Coordinator.
- c) Fees are not returned or prorated if a garden plot is returned early or if it is reclaimed.

7. *Safety*

- a) Renters garden at their own risk.**
- b) Alcoholic beverages may not be brought upon or consumed on the premises.
- c) Pets are not permitted in or around the garden spots.
- d) Ticonderoga Farms LLC assumes no responsibility for any loss or damage to personal property, plants or produce at the Garden Plots.
- e) Should you observe illegal activities, such as theft, alcohol use, malicious damage, etc., please contact the Loudon County Police Department at 703-771-1021. You may file a report at the Loudon County Police Department website. <https://sheriff.loudoun.gov/index.aspx?NID=213>

Please be a responsible member of the Community Garden while enjoying the benefits of gardening in the Community Garden Plot Rental Program. If you have any questions, please contact the Garden Plot Coordinator, Shawna Carl, at Shawna@amazingfarmfun.com or 703-327-8940.

COMMUNITY GARDEN PLOT RENTAL PROGRAM APPLICATION 2017

MAIL TO: 26175 TICONDEROGA ROAD
CHANTILLY, VIRGINIA 20152
EMAIL TO: shawna@amazingfarmfun.com
PHONE: 703-327-4424 FAX: 703-327-4810

NAME: _____

ADDRESS: _____

PHONE NUMBER: (DAY) _____ (EVENING) _____

CELL PHONE NUMBER _____

E-MAIL ADDRESS: _____

GARDEN SPOT ASSIGNMENT # _____

SIGNATURE OF APPLICANTS _____

BY SIGNATURE ON THIS DOCUMENT THE GARDENER CONFIRMS THAT THEY HAVE READ AND WILL ADHERE TO ALL OF THE GARDEN PLOT RENTAL RULES AND GUIDELINES, VIOLATION NOTIFICATION, AND HOLD HARMLESS CLAUSE WITHIN THIS AGREEMENT.

COMMUNITY GARDEN HOLD HARMLESS CLAUSE AGREEMENT

We the undersigned members of the Community Garden Plot Rental Program do hereby agree to hold harmless Ticonderoga Farms LLC from and against any damage, loss, liability, claim, demand, suit, cost and expense directly or indirectly resulting from, arising out of or in any connection with the use of the garden spots by the individual gardeners, successors, assigns employees, agents, and invites.

SIGNATURE (GARDENER) _____

DATE: _____

STAFF SIGNATURE OF APPROVAL: _____ DATE: _____

PLEASE MAKE ALL CHECKS PAYABLE TO: **Ticonderoga Farms**

Payment Submitted: _____ Amount: _____ Form of Payment: _____