



COMMUNITY GARDEN COORDINATOR AGREEMENT FORM

Each Community Garden Coordinator (CGC) is responsible for managing all volunteer operations and activities at their own community garden, maintaining a safe and welcoming space, educating other gardeners on appropriate growing techniques, and serving as a liaison to the City of Lowell in their leadership capacity.

General Responsibilities

- Ensuring that all garden activities are in accordance with the City of Lowell Community Garden Guidelines and the stipulations outlined in their own license agreement
- Securing funding for materials and other items as needed for a garden's establishment and on-going maintenance
- Collecting and managing membership fees
- Assigning plots to volunteer gardeners, maintaining a wait list for plots that become available, and reassigning plots as they turn over
- Training volunteer gardeners at their site on appropriate gardening techniques
- Coordinating with the City of Lowell on any site maintenance issues that arise
- Addressing potential conflicts that may arise at the garden site in collaboration with the City of Lowell
- Attending quarterly meetings with the City of Lowell and other Garden Coordinators

Forming a Garden Committee

Community support for urban gardens is essential to their lasting success. Each Community Garden Coordinator must be able to demonstrate an active interest in their garden site of choice by a minimum of 8 volunteer gardeners/residents. Interested individuals must sign a petition to demonstrate their commitment.

Choosing a Site

The City encourages use of the city's GIS website for the garden location selection process, as it enables users to verify the ownership information of particular properties and confirm whether parcels of interest are, in fact, owned by the city. The City of

Lowell has identified a series of properties that could potentially serve as garden sites, and would be glad to make this list available to interested parties upon request, if they do not have a site already selected. The City of Lowell and other relevant community stakeholders must agree upon selected sites before applications will be accepted.

Quarterly Meetings

The City of Lowell will convene quarterly meetings with key City staff and all Community Garden Coordinators to discuss issues that may arise, share resources, and coordinate any relevant events.

Membership Fees

Community Garden Coordinators will charge an annual membership fee of \$15 per garden plot to cover maintenance costs associated with their garden, unless otherwise determined through their individual license agreement with the City of Lowell. Garden Coordinators must maintain and submit copies of all receipts and payments from the previous year and provide these to the City of Lowell by December 1st of each year.

Waiting List

Community Garden Coordinators are responsible for maintaining a waiting list for their own gardens, and reassigning plots as they turn over. The City of Lowell will also maintain a record of inquiries it receives about garden sites, and may share this list with Garden Coordinators as needed.

Maintenance

Community Garden Coordinators are responsible for the maintenance of their garden, including trash and yard waste removal, repairs, and general upkeep of the space. CGCs are also responsible for coordinating with the City of Lowell on any maintenance issues that may arise. Coordinators must ensure that all volunteer gardeners at their site are tidy and respectful of both shared, communal spaces and their own individual plots. City officials will visit each garden annually to perform routine inspections and ensure that guidelines are being adhered to.

Failure to Maintain Responsibilities

Should the City of Lowell deem it necessary, the failure to adhere to the garden bylaws and other garden responsibilities as dictated in this agreement form may result in the termination of a license agreement. The City of Lowell reserves the right to terminate rights to a garden site if safety and/or maintenance concerns arise.

Change of Leadership

Should a Community Garden Coordinator choose to step down from his or her position, he or she must first identify another qualified volunteer leader (ideally one who is already familiar with the garden) who is willing to take his or her place. The existing CGC must submit a written letter of resignation to the City of Lowell 60 days prior to his or

her last day or service. The replacement CGC must complete and submit all required documentation two weeks before the existing CGC leaves his or her position. Failure to find a replacement may result in the suspension of rights to use the parcel.

My signature below indicates that I have read, understand and agree to duties outlined in the City of Lowell's Community Garden Coordinator Agreement Form.

Signature_____ Date_____

Please return to:

Sophie Mortimer, Neighborhood Planner
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