City of Prior Lake Recreation Department Contact Information:
Direct Phone: (952) 447-9820  
Email Address: recreation@cityofpriorlake.com
Office Location: Prior Lake City Hall – 4646 Dakota Street SE, Prior Lake, MN 55372
Regular Office Hours: Monday – Friday, 8 a.m. - 4:30 p.m.
Website: www.cityofpriorlake.com – Click the REC tab, click the RENTALS tab

OVERVIEW
The community gardens were developed to give people a chance to learn and share gardening within the community. The garden rules serve as a way to clearly establish expectations for all gardeners participating in the Kop Family Community Garden. Many of the gardening rules are drawn from Gardening Matters, which is an organization that has worked extensively with newly established gardens and has foresight regarding necessary rules to meet with avoiding potential conflicts between gardeners. For more information, contact garden committee member: Cheryl Hanson (612) 205-7744 or via email, livingfrontiers@gmail.com

PLOT SELECTION
For the 2017 Season: 2016 Gardeners register 2/1-2/20; open to the public 2/21 –until all plots are rented.

1. Each household and residential address is only allowed to rent one garden plot and is not to exceed five consecutive gardening seasons. After that time their plot becomes available to the public for a new renter.
2. Garden renters must be at least 18 years of age.
3. Plots are assigned on a first come/first serve basis. Returning garden renters are given preference and must rent the same plot/same size they had the previous year.
4. Garden plots are assigned to one person only and are not transferable. Others may garden at your site, but the responsibility for payment of fees, cleanup, and other duties at the site will be the responsibility of the individual whose name is assigned to the plot.
5. It is the responsibility of each gardener to follow Community Garden rules and take an active role in administering the gardens. All gardeners MUST attend the Annual Spring Meeting, April 18 at 6pm at Prior Lake Fire Station #1. Applicants will be notified of their plot number and receive a copy of the Season Schedule at the Annual Spring meeting. Also plan to attend the monthly garden meetings held at the garden weather permitting.
6. Plot requests are filled according to the order in which the registration forms and fees are received. If requests cannot be filled, the fee will be refunded. A waiting list will be maintained until June 6, 2017. The wait list then becomes a notification list for the next season.
7. Returning gardeners will have the right of first refusal to their previous years plot for the following season within the predetermined time period listed above.

MAINTAINING GARDEN PLOT
1. Plant your plot by June 5, 2017 weather permitting. Plots that are unplanted by the planting deadline are assumed abandoned and will be forfeited without a refund and will be reassigned. If the crops you are growing must be planted later, weed your plot as needed. You are responsible for a weed free plot the entire growing season.
2. If for any reason (health, vacation, etc.), you will temporarily be unable to maintain your plot, inform a member of the garden committee.
3. I understand that if I abandon my garden for more than 2 weeks, without having given notice to the garden coordinator, my plot could be reassigned to someone else. If a plot is noted as abandoned, the gardener will be given 2 weeks’ notice by phone, e-mail or mail. If the plot is not improved and instead forfeited, it will be re-assigned or tilled in and any produce will be donated to charity.
4. Garden clean-up must be accomplished by October 31. Failure to do so by this date will result in forfeiture of reserving a plot the following year. Cleaned up means plot is ready for tilling, clean and level.
5. Gardeners agree to keep the garden and garden edges free of weeds, diseased plants, insect-infected plants and over-ripe vegetables.
6. No spraying of fertilizers or pesticides, etc. is allowed in or near the gardens. Beyond compost, any fertilizers and pesticides used must be cleared by the gardening committee.
7. Be respectful of tall crops (such as sunflowers and corn), structures, etc. as to not plant these where they would shade the adjacent plot.
8. Don’t bring in sand or gravel.
9. Wood chips will be used on the public paths, but should not be used on individual plots.
10. Any plants that protrude into the next plot or walk-way may be trimmed or picked by the next plot where the plant is imposing into.
11. Gardeners should leave a 6” unplanted border along each plot where there is not a walking path.
12. Water hoses must not cross other plots and must be attended to at all times. Each gardener is responsible for turning off the water and re-coiling the hose. Water sprinklers are not permitted in the garden.
13. Gardeners will not make any permanent changes to the garden, such as adding an underground watering system or drastically changing elements of the garden, without permission from the City of Prior Lake.
14. Electric fences are not permitted in the garden.
15. No digging for worms anywhere in the garden.
16. Glass containers are prohibited from the gardens. In addition, containers, bags, etc. of any kind should be secured so as to not blow around and/or detract from the orderliness of the gardens. Any empty containers or bags are to be removed promptly. Each gardener is responsible for trash removal.
17. Gardeners must not plant, weed, or harvest from any other members plot unless asked to do so.
18. Power equipment may only be operated by those over 16 who own or lease the equipment. All use is at the user’s risk.
19. Shed Cleanup occurs in the spring-before the spring planting deadline. Committee will make executive decisions on what is trash and what is not, and dispose of any items in the shed on June 6, 2017. Any items of value should be clearly marked before cleanup with blue painting tape or they will be disposed of.

CHILDREN/PETS
1. Children are welcome at the garden when accompanied and fully supervised by an adult.
2. Should you wish to bring your dog to the garden, please remember that the City of Prior Lake rules apply (on park land) Leashes and “pick-up” is required at all times. Under no circumstances should dogs be permitted into the gardening area proper because of potential disease from dog feces.

FEES AND USER TYPES
Fees are based on residency and size of the garden plot. Fees are due at time of application.

<table>
<thead>
<tr>
<th>Plot Type</th>
<th>Resident</th>
<th>Non-Resident (resides outside city limits)</th>
</tr>
</thead>
<tbody>
<tr>
<td>10x10 Plot</td>
<td>$30/season</td>
<td>$45/season</td>
</tr>
<tr>
<td>10x20 Plot</td>
<td>$45/season</td>
<td>$60/season</td>
</tr>
<tr>
<td>20x20 Plot</td>
<td>$75/season</td>
<td>$90/season</td>
</tr>
</tbody>
</table>

PAYMENT TYPES
Acceptable forms of payment include cash, check, Visa, MasterCard or Discover. If reserving online, must use credit/debit card. Online payment is only available after priority registration has ended. Please make checks payable to the City of Prior Lake.

APPLYING FOR A PLOT
Applicants may complete their registration online at [www.cityofpriorlake.com](http://www.cityofpriorlake.com) and click the “Rec” tab, in person at Prior Lake City Hall, or print and complete page three of this document.
PARK RESERVATION REQUEST
KOP FAMILY COMMUNITY GARDEN PLOT
Please complete the form below.

APPLICANT NAME: ___________________________________________________________

STREET ADDRESS: _____________________________ CITY: _______________ ZIP: ______

TELEPHONE (PRIMARY): __________________________ (SECONDARY): __________________________

EMAIL: __________________________________________ PERMIT HOLDER DOB: ____________

Please circle garden plot size requested:

Resident: Non-Resident:
10 X 10 - $30.00 10 X 10 - $45.00
10 X 20 - $45.00 10 X 20 - $60.00
20 X 20 - $75.00 20 X 20 - $90.00

2016 Garden Plot # (if applicable) _____________

Please note, between the 2017 and 2018 seasons, all garden plots will be changed over to 10 x 20 sized plots.

Forms may be returned to: Recreation Department, 4646 Dakota Street SE Prior Lake, MN  55372
Or emailed to recreation@cityofpriorlake.com
For more information: (952) 447-9820; Mon. – Fri. 8 a.m. – 4:30 p.m.

APPLICANT’S STATEMENT:
Applicant agrees to comply with Kop Family Community Garden Rules and all relevant provisions of Federal, State and local laws, rules and regulations. Applicant agrees to comply with all conditions and addendums to this permit.
Applicant agrees that in the event Applicant’s application is granted by the City, Applicant shall defend, indemnify and hold harmless the City and its officials, employees and agents from any liabilities, judgments, losses, costs or charges (including attorneys’ fees) incurred by the City or any of its officials, employees or agents as a result of any claim, demand, action or suit relating to any bodily injury (including death), loss or property damage caused by, arising out of, related to or associated with this application, and/or the use of City property or facilities by the Applicant of the Applicant’s guests or invitees, except to the extent caused by the sole negligence, gross negligence or willful misconduct of the City or its officers, employees or agents.
Applicant hereby certifies that all of the foregoing statements are true and accurate to the best of my knowledge.
In no event will the applicant acquire any rights, title, or interest in the public property whatsoever; and the City may cancel my use of the property any time with or without prior notice to me.
The applicant further understands that in granting this permit the City is not waiving compliance with other laws, rules or regulations and, further, that the applicant is responsible for obtaining any other required permits or licenses.

APPLICANT: (signature) _______________________________ DATE: ________________

OFFICE USE ONLY
2017 Garden Plot Number: _____________ Payment Type, (Check Number): ____________