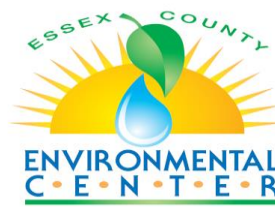




Joseph N. DiVincenzo, Jr.  
Essex County Executive



**COUNTY OF ESSEX**  
Department of Parks, Recreation and Cultural Affairs  
ESSEX COUNTY ENVIRONMENTAL CENTER  
621-B EAGLE ROCK AVENUE  
ROSELAND, NEW JERSEY 07068  
Phone 973.228.8776 Fax 973.228.3793  
[www.essexcountyparks.org](http://www.essexcountyparks.org)



Daniel K. Salvante  
Director

## **Essex County Riker Hill Community Garden Application and Agreement 2023 Growing Season**

**Introduction:** The Essex County Riker Hill Community Garden is administered by the Essex County Department of Parks, Recreation and Cultural Affairs. The Essex County Riker Hill Community Garden is an initiative through the Department of Parks to encourage gardening in Essex County and provide gardening resources to County residents. This is the first community garden being launched by the County of Essex.

**Fees:** Plots are available to rent per garden season, March through November, for both in-County (Essex) and out of County residents; however, Essex County residents will take precedence. The person filling out the agreement must be 18 years of age or older, but family members can use the plot with the permission of the responsible party. **Plots are not transferable** which means that should a gardener not be able to maintain his or her plot, the Parks Department should be notified immediately by email: [tcasella@parks.essexcountynj.org](mailto:tcasella@parks.essexcountynj.org). **The plot will be reassigned at the discretion of the Garden Coordinator.**

**In-County Seasonal Rate: \$50 for one 10x4 plot**  
**Out-of-County Seasonal Rate: \$65 for one 10x4 plot**

Plot fee is non-refundable. After the fee is paid in full and the signed contract submitted, the gardener will be assigned a plot. As long as the plot is maintained, and the gardener abides by the rules and regulations outlined in this contract and in the County ordinance as posted in the garden, they will have the option to renew their membership for the following season when the applications are released, and plots will be assigned on a first come first served basis, both for returning gardeners and new gardeners alike.

Due to the current space limitations and demand, **only one plot per household will be assigned**. In the case of full capacity, we will start a waitlist and notify each person in the order received when a plot is available. Requests for a second plot will only be considered if there is no one on the waiting list.

**Obligations of Gardeners:** The main obligation is to keep the community garden as a happy, secure and enjoyable place where all participants can garden and socialize peacefully in a neighborly manner. Gardeners are expected to respect the integrity of other plots and conduct themselves in a responsible manner on the premises. Gardeners are also expected to maintain open communications with the Garden Coordinator to allow for concerns to be addressed and resolved in a timely manner. Gardeners are required to follow the rules and regulations of the Essex County Parks Department. Gardeners must keep their plot and plot perimeter maintained regularly including: control of weeds, pests and disease with **organic products** (as found on the [Organic Materials Review Institute's list at https://www.omri.org](https://www.omri.org)), staking plants to keep plants within the plot, harvesting upon maturity and disposing of waste in the proper place. If you are unable to maintain your plot, please notify the Department immediately.

### **If a plot is not maintained or abandoned, the following steps will be taken:**

- First, a verbal warning will be given.
- If there is no response or correction after 7 days, the gardener will receive a written notice.
- If, after another 7 days, the violation has not ceased or been fixed, the plot will be forfeited, and the gardener will lose his/her privileges and plot for the remainder of the season.



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Vegetables must be harvested when they ripen. If you cannot harvest your produce in a timely fashion, the garden committee reserves the right to first notify you, then pick the produce so it can be donated.

**Mandatory Dates and Volunteer Hours (Actual Dates will be announced):**

**Opening Day & Garden Orientation** -- Mandatory attendance: Opening Day is the orientation where we review garden policies, introduce the gardeners, and get the garden ready for the season.

**Closing Day** -- Mandatory attendance: final cleanup for plots and overall garden cleanup. Volunteering: All gardeners must volunteer one (1) hour per month during the season to help with general garden chores and must log their monthly volunteer hour(s) on the sign-up sheet (location TBD).

**Primary Volunteer Activity:** includes mowing and weed whacking pathways, weeding the fenced garden perimeter, watering flowers around perimeter (though planting tall growing flowers is discouraged as it may block sunlight to the interior plots), placing ripe crops from donation plots in cooler for donations and (notifying the garden committee whenever donations need to be made), cleaning garden tools, maintaining compost bins and bird bath, and overall helping to keep the garden space looking neat and tidy.

**Rules and Regulations:** Anyone who signs a garden agreement is expected to comply with the garden rules and regulations listed below so that everyone can all enjoy the benefits the garden offers.

**Please initial below in the blank space provided to indicate acknowledgement and agreement of each:**

- \_\_\_\_\_ Only one plot per family is allowed
- \_\_\_\_\_ Plots are NOT transferrable (whoever signs the lease is to maintain their own plot and not "give it over" to another gardener in the program, but rather must inform the Parks Department who will then reassign the plot)
- \_\_\_\_\_ No pets are allowed in the garden
- \_\_\_\_\_ No smoking is allowed (in the garden and in the Park in general)
- \_\_\_\_\_ Plot must be maintained in a tidy manner
- \_\_\_\_\_ Waste must be disposed of properly
- \_\_\_\_\_ Planting is prohibited outside the garden (outside the fenced area of the garden)
- \_\_\_\_\_ Participation in garden maintenance activity is required (weeding, shed clean-up, etc.)
- \_\_\_\_\_ Attending opening day orientation and cleaning out plot at season closing (by date given) is required



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**Please return this application with payment and keep a copy of for your records.  
Thank you!**

**Community Garden Membership Agreement:** By signing below, I agree that I have read and understood this application including the obligations & rules for participation in the Essex County Riker Hill Community Garden program. I understand that if I do not follow the information outlined herein, I may lose my membership, and/or my plot will be reassigned. I may receive an amended version of this agreement to sign in the future if the committee members decide to change anything included above.

*It is my responsibility to contact the Essex County Parks Department if I am going to be unable to maintain my plot on a weekly basis or if I have any questions.*

*I use this garden at the discretion of the Essex County Parks Department and must abide by the rules and regulations stated in the Essex County Community Garden Ordinance. I will contact the Department if I have any dispute or issue that needs attention.*

*I hereby agree to indemnify and save and hold harmless the County of Essex, any Department or Division thereof, the Riker Hill Artist Association, and any person charged with the administration of the garden from any liability, damage, loss or claim arising out of or in connection with the use of the garden by me or any of my family or guests, agents, or invitees.*

**Gardener's Signature:** (Must be over 18 years of age and provide proof of residency). The \$50.00 (in-County) payment or \$65 (out-of-County) payment can be made by cash, check or credit card. Checks should be made payable to: County of Essex, Department of Parks Recreation and Cultural Affairs. Send checks with completed and signed contract to: Environmental Center, 621B Eagle Rock Avenue, Roseland, NJ 0706

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

**Name(s) (clearly printed):** \_\_\_\_\_ **E-MAIL (clearly printed):** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **Alternate Phone Number:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_

**Is this the re-lease of a plot from previous years? Yes / No** If yes, please provide plot # \_\_\_\_\_

**Do you require an elevated garden plot? Yes / No**

**FOR OFFICE USE:**

**Riker Hill Plot Assigned:** \_\_\_\_\_ **Initialed:** \_\_\_\_\_

**Verification of address:** \_\_\_\_\_

**Plot Fee Received: Check #** \_\_\_\_\_ **Cash** \_\_\_\_\_ **Money Order** \_\_\_\_\_ **Credit Card** \_\_\_\_\_