
Appendix G: Agreement Templates for Partnering with a Community Garden or Community Group

These templates serve as guidelines for schools and community groups sharing a garden space. Template 1 is for schools and any type of community group (such as neighborhood associations, volunteer groups, non-GreenThumb community gardens) sharing a garden space.

Template 2 is specifically for partnerships between GreenThumb registered community gardens and schools.

TEMPLATE 1: FACILITATION AND AGREEMENT GUIDE FOR SCHOOLS & COMMUNITY GROUPS

School Name: _____

Community Group Name: _____

Shared Garden Mission

(Insert mission statement of the garden)

Both groups recognize and agree with the mission of the shared Garden.

Decision-Making

Choose one

_____ If the Garden is on DOE Property, the garden must follow DOE guidelines and school rules.

_____ If the Garden is not on school property, the school and community group will create by-laws and rules to follow.

Communication between School and Community Group

Appoint a yearly School Liaison:

Name: _____

Contact Info: _____

Start and End Date: _____

Appoint a yearly Community Group Liaison:

Name: _____

Contact Info: _____

Start and End Date: _____

These two liaisons shall represent the two parties and be responsible and available for communication for any garden-related matters.

School Use

Describe the plan for school use of the garden (days of the week, hours, areas of the garden and garden beds to be used).

Community Use

Describe the plan for community use of the garden (days of the week, hours, areas of the garden and garden beds to be used).

Special Events

Describe the protocol and permission process for hosting special events in the garden.

Garden Security and Access

Describe the plan for the security of the garden (key/lock protocol).

Garden Maintenance

Insert agreement about who will be responsible for maintaining the garden. Insert schedule.

Finances

Insert agreement about who will be responsible for funding the garden and/or how the costs will be shared.

Conflicts and Disputes

In the event that a Conflict and/or Dispute arises between the School and the Garden and the Liaisons cannot reach a successful resolution, both parties agree to a larger meeting between the School Administrator, School Liaison, Community Group President(or other applicable name), and Community Group Liaison.

Agreement Length of Time

This agreement between the School and the Garden will be good for the following length of time:

Beginning Date: _____

End Date: _____

At the end of the agreement time period, the two parties will need to agree to renew the partnership for future programming plans. This agreement will not automatically be renewed but will need to be revisited and resigned prior to each school year.

Formal Agreement

By signing this form, you agree to adhere to these conditions for a successful partnership between the School and the Community Group.

School Parties

School Administrator

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

School Garden Liaison

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

Community Group Parties

Community Group Leader

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

Community Group Liaison

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

TEMPLATE 2: FACILITATION AND AGREEMENT GUIDE FOR SCHOOLS & GREENTHUMB COMMUNITY GARDENS

This document serves as guidelines for partnership use by a School in a NYC Parks GreenThumb registered Community Garden in good standing. The intent is to provide a roadmap for a successful partnership between the School and the Garden. All parties must agree to the contents stated below and sign the agreement at the end of the document. Gardens on Parks property must follow the rules of NYC Parks and should consult with and share the GreenThumb Gardeners' Handbook with both garden members and school liaisons.

School Name: _____

Community Garden Name: _____

Garden Mission

(Insert mission statement of the garden)

The School recognizes and agrees with the mission of the Garden.

School Mission for Garden Program

(Insert School mission for garden Program)

The Garden recognizes and agrees with the mission of the School.

Garden Membership

The School will be recognized as a full member of the Garden.

Circle one: Yes / No

If Yes, the School is afforded all Membership Rights & Responsibilities (including but not limited to Payment of Dues) and must adhere to all By-laws, Rules & Regulations and/or Rules of Conduct for the Garden (see attachments for each of these).

If No, the School is afforded the right to utilize the garden for specific school programming needs as agreed to by the Garden, must adhere to all Rules and regulations and/or Rules of Conduct, but is exempt from adhering to the following sections of the By-laws and Rules of Membership.

List out the exemptions

Garden By-laws, Rules and Regulations, Rules of Conduct

Attach each of these documents:

The School also agrees that each staff member and student participating in the School's garden program will sign a copy of the Garden's Rules of Conduct prior to any visits to the garden. The School must collect these signed documents and share with the Garden Liaison prior to the start of the program.

Decision-Making

Choose one

_____ If the School is a Member of the Garden, the School may participate in larger Garden decision-making votes as described in the By-laws.

_____ If the School is not a Member of the Garden, The School may not participate in larger Garden decision-making votes as described in the By-laws.

Garden—School Communication

School Liaison (appointed by the School Administrator) responsibilities include, but are not limited to:

- Coordinating with the School administrators and garden programming teachers on issues that impact both the School and the Garden;
- Coordinating with the School administrators and garden programming teachers seasonally on the program schedule and content of lessons for student visits to the garden;
- Communicating with the Garden Liaison to plan for the seasonal schedule of school visits;
- Coordinating with the Garden for soliciting grants, other funds, and supplies to benefit both the School and the Garden.
- Developing a schedule for maintenance of the School's plots during the days when the school is not in session;
- Attend the Garden's annual meeting and attend (2) General meetings from March through November. (optional)
- Informing the Garden Liaison about the School's concerns or issues.

Garden Liaison (appointed by the Garden Steering Committee) responsibilities include, but are not limited to:

- Coordinating with the School Liaison on issues that impact both the School and the garden;
- Communicating with the School Liaison to plan for the seasonal schedule of school visits;
- Coordinating with the School Liaison for soliciting grants, other funds, and supplies to benefit both the School and the Garden.
- Coordinating with the School Liaison for maintenance of the School's plots during the days when the school is not in session should the School not be able to maintain their plots;
- Informing the School Liaison about the Garden's concerns or issues.

School's Programming Requests

The School's Garden Program wishes to utilize the Garden in the following manner:

The School can attach a separate document that lays out the framework for their Garden Program that highlights the following: days and time for requested regular use, requested number of plots for student use, anticipated tool usage, age of students, number of adults

supervising, and special events hosted by the School Garden Program (e.g. Autumn bulb planting). This document supports the basic summary below of requested needs of the Garden.

Days Requested in the Garden: _____

Time of Day Requested to be in the Garden: _____

Number of Plots Requested: _____

Number of Students in Overall Garden Program: _____

Number of Students Visiting the Garden per Class Period: _____

Number of Adults per Class Period: _____

Special Events

School Garden Events:

Choose one:

_____ The School agrees to coordinate with the Garden Liaison _____ months in advance of a planned Special Event to be hosted by the School. These permissible events for the School are: _____

(list out all that may apply. Attach separate sheet of paper if need be. Examples include seasonal bulb plantings, seasonal harvest celebrations)

_____ The School is Not Allowed to hold Special Events in the Garden.

Community Garden Special Events:

Choose one:

_____ The School is invited to participate in any Garden hosted special events.

_____ The School is asked to help promote/advertise for the event.

School Supervision

Choose one:

_____ The School must follow Garden's stated rules for supervision.

_____ All individuals under the age of 18 years will be supervised at all times by a member of the School staff. The school will provide a minimum of _____ (insert number) adults for supervision of students during each visit to the Garden.

_____ All individuals under the age of 16 years will be supervised at all times by a member of the School staff. The School will provide a minimum of _____ (insert number) adults for supervision of students during each visit to the Garden. Individuals between ages 16-18 are allowed to visit the garden un-attended during school hours to conduct school garden programming activities.

Garden Agrees to School's Programming Requests

The Garden agrees to let the School utilize the Garden for their programmatic needs and agrees to the following:

The School can use _____ number of garden plots. These plots are located

(describe their location). Attach a garden map if necessary, that highlights the School Garden plots.

The School can use the Garden during the following Days and Times:

- Day(s): _____
- Time(s): _____

Please choose one:

- _____ The Garden will be open only to the School during the above stated times. No Garden members will be allowed to visit their plots during this time.
- _____ The Garden will be open to the School during the above stated times and a Garden Member will be present on-site during the School's programming hours.

A garden key or lock code will be provided to the School. The name of the person from the School with the key is:

Name: _____

Phone number: _____

The key holder agrees to all Rules and Regulations per the Garden Bylaws of how to use the key.

The Garden will allow the School full use of the Garden's tools with full understanding the School will respect the tools, use them in their intended manner, clean the tools, return all tools to the storage shed and make arrangements for repair or replacement should the School damage or lose a tool during the course of School programming.

Requirement of the School to maintain use of the Garden

School Liaison and Garden Liaison meet at the beginning and end of each growing season (September, November, March/April, June) to discuss the School's participation, plan the schedule, & resolve any issues;

Please select one:

- _____ The School agrees to follow the Garden's Bylaws with regards to requirements for maintaining membership (see attached Bylaws)
- _____ The School agrees to maintain (planting, weeding, harvesting, etc) their allotted plots as laid out by the Bylaws, but given the School's status as a non-member they are exempt from the following Bylaw requirements: (list out any specific exemptions)

Special Considerations

School Garden Animals

Please select one:

- _____ The School May keep an Animal inside the Garden.
 - Provide specific instructions on type of animals allowed, housing needs of animals, care and feeding requirements and designate School has primary guardian. Include rules on should the School not keep up proper care and housing, the Garden assumes role as guardian and has the right to keep or give up the Animal(s).
- _____ The School May Not keep an Animal inside the Garden
- _____ If the Garden has animals on-site, the School May interact and help with the care and feeding of these animals.

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- Provide specific instructions on allowable activities the School may help with for the Animals
 - ☐ ____ If the Garden has animals on-site, the School May Not interact and help with the care of the feeding of these animals.

Add more Special Considerations as needed

Finances

The School must provide their own funding for their programmatic needs and as such, any monies held by the Garden are not available to be utilized by the School. Should the School pursue grant or fundraising opportunities to support the School's program or gardening needs, the School agrees to communicate in advance with the Garden Liaison. The Garden reserves the right to approve or not approve of the intended grant project or fundraiser if especially it relates to making changes to the design of the garden, infrastructure improvements or special events intending to be held in the garden. Should the School receive a grant award, all parties agree the monies awarded will be held by the School and they are the party responsible for spending down the funds in accordance with grant award stipulations.

Conflicts and Disputes

- In the event that a Conflict and/or Dispute arises between the School and the Garden and the Liaisons cannot reach a successful resolution, both parties agree to a larger meeting between the School Administrator, School Liaison, Garden President (or other applicable name), and Garden Liaison.
- Should a resolution still not be reached, School and Garden parties agree to work with GreenThumb and GrowNYC School Gardens to reach resolution of the conflict.

Agreement Length of Time

This agreement between the School and the Garden will be good for the following length of time:

Beginning Date: _____

End Date: _____

At the end of the agreement time period, the two parties will need to agree to renew the partnership for future programming plans. This agreement will not automatically be renewed but will need to be revisited and resigned prior to each school year.

Formal Agreement

By signing this form, you agree to adhere to these conditions for a successful partnership between the School and the Garden.

School Parties

School Administrator

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

School Liaison

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

Community Garden Parties

Community Garden President

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

Garden Liaison

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

Community Garden & School Support Organizations

GreenThumb Outreach Coordinator

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____

GrowNYC School Garden Coordinator

Name: _____

Address: _____

Email: _____

Phone number: _____

Date Signed: _____