



ATTENTION: NEW EMAIL: woottonsmill@rockvillemd.gov

**Department of Recreation and Parks
Woottons Mill Park Garden Plot Program
Information and Registration**

General Information:

The City of Rockville operates a garden plot program located at Woottons Mill Park, 472 Hurley Avenue in Rockville, Maryland. There are 159 plots available for use between April 1, 2021 – November 14, 2021. Each plot is approximately 25'x25'. The standard rental fee is \$80 per plot or \$70 per plot for City of Rockville, Maryland residents. City of Rockville residents must provide proof of residency.

Registration:

As of January 11, 2021, gardeners may call the Civic Center Business Office at 240-314-8660 to register. Registration may be completed through e-mail or in-person at the Civic Center business office. Because plots may be renewed annually, the number of available plots will vary year to year. All available plots are first-come, first-served and plots may not be held. Payment is due immediately upon registration. Failure to pay the registration will result in the plot being made available to others. If paying by check, please include the completed registration form along with check payable to "City of Rockville." Send to: Rockville Civic Center Park, Glenview Mansion, 603 Edmonston Drive, Rockville, MD 20851. It is the participant's responsibility to confirm and ensure that the registration process is complete.

Responsibility Agreement:

All registered participants agree to maintain the plot and surrounding pathways for the entire season. The weeds must be kept at a minimum and crops must be harvested when ready. If, at any time, gardeners are unable to maintain the plot, notification must be provided to the Civic Center Business Office at 240-314-8660 or woottonsmill@rockvillemd.gov so the plot may be offered to others. Once registration is complete no refunds will be issued.

Registered participants in the Woottons Mill Garden Plot program shall be fully responsible for, shall indemnify, and hold the City of Rockville harmless from any damage to or loss of objects or property and for any personal injury incurred during or as a result of City property use. Participating in this program is at your own risk. If you observe illegal activities in the garden plots and/or park, contact the City of Rockville Police immediately to report the incident and file a report.

Phone Number to Non-Emergency Police Dispatch: 240-314-8900

Urgent and/or Life-Threatening Emergencies: Call 911

Parking:

There is a parking lot located at Woottons Mill Park. Please park in marked spaces. Parking in front of the dumpster is not permitted. There is no vehicle access to the plot area for unloading supplies, so be prepared with a wagon or wheel barrow. Do not drive into the park. This is a violation punishable by a \$200 fine per Sec. 14-53 Sub(b).

Tilling:

The City of Rockville tills the plots at the end of March in preparation for the April 1st opening date. This is an approximate opening date and is solely based on the weather. A large farm tractor is used to till the plots. Further tilling is recommended, especially if the plot is not prepared for gardening within a week or so of the opening date.

Finding the correct plot:

The plots will be staked, marked with string and numbered with a small utility flag placed in the center of the plot. Be sure to locate the correct plot. Be sure to count over and out to ensure the correct plot. Those who plant in the wrong plot will be required to clear the plot before moving to the correct plot.

Planting Guidelines:

Gardeners must maintain the entire plot area. All weeds must be kept at a minimum even if gardeners use only a portion of the plot. Additionally, if gardeners are not planning to utilize the plot for the entire season the gardener is still responsible to maintain the weeds in the plot even when not in use.

Only plants that perform their entire life cycle from seed to flower within a single season are permitted in this program. This allows for complete clean up at the end of season. Growing tall plants such as corn or sunflowers is limited. Tall plants may not block the sun access to a neighboring plot. It is recommended that tall plants be placed in the center of the plot to avoid this situation as much as possible. Structures such as trellises, wood ladders or other support systems built within a plot are permitted, but are limited to 4' in height.

Water/Hoses:

There are water spigots throughout the garden plot grid. Gardeners are responsible to bring their own hoses and a splitter to connect to the water source so that multiple gardeners may use the water spigot at the same time. Do not leave your hose connected to the water spigot. For safety reasons, all hoses must be rolled up and returned to the plot. Alternatively, the hose must be buried along the pathway if you do not return the hose to the plot to prevent tripping/falling hazards. Hoses in violation will be removed. The City of Rockville is not responsible for hoses that have been removed as a result of violating this rule.

Fencing:

The City of Rockville does not provide fencing. Gardeners may erect their own fencing. There are a variety of fencing materials that are allowed. For example, metal fencing, wood fencing and mesh fencing are options. If using mesh fencing, the mesh pattern must $\frac{3}{4}$ square in diameter or larger and higher than 3' from the ground. Mesh fencing may not be used if less than 3' from the ground.

Wood Chips/Pathways:

A wood chip pile is located on-site. These wood chips may be used in the plots to maintain the weeds, as well as along the pathways that access the plots. Gardeners are responsible to maintain the pathway surrounding their plot. Replenishing the wood chip pile only occurs when the Parks crew completes projects throughout the City that create wood chips (i.e. tree trimming, removal of wood piles, etc.). There is no set schedule for wood chips to be delivered. All gardeners are welcome to use the wood chips at the garden site on a first-come, first-served basis.

City Maintenance:

The City of Rockville mows the area surrounding the garden perimeter every two weeks April through October. In order to avoid damaging any fencing, a grass buffer is left on the area surrounding the plot. Unsold plots, or abandoned plots will be cut down once per month once we have confirmed that the plot owner is not returning. Unsold plots that are taken over are the responsibility of the new owner to clear.

Smoking:

City of Rockville parks are smoke-free/vaping-free.

Dumpster/Organic Disposal Bins:

Organic bins are located around the perimeter of the garden plot area. Signs in these bins are to be used for weed/plants or rocks/soil only. All other debris must be placed in the dumpster located in the parking lot area. Be sure to separate items accordingly.

Pets:

All pets must be leashed. Standard courtesy rules apply for cleaning up after pets. Pets are not permitted to roam the garden plot area.

Chemicals:

The use of insecticides, herbicides, etc. are allowed with the utmost consideration for other gardeners. If using chemicals, be sure to follow the instructions provided on the product container. All items must be removed from the plot area after use. For safety reasons, chemical products may not be stored on site.

Animal Control:

Gardeners experiencing any issues with wild animals at the garden plot site may call the City of Rockville Animal Control Services at 240-314-8937.

Personal Items:

Gardeners are responsible to provide their own hoses, fencing, weed barrier materials, plants and tools. The garden plots are located in an open public park. It is recommended that all items be labelled with a name and plot number.

End of Season Clean up:

The deadline for clearing your plot is **Sunday, November 14, 2021**. Be prepared to clear all items from the garden plot site. All trash and garden debris must be disposed of in the dumpster located in the parking lot. Organic disposal bins are available for organic materials, weeds, plants and rocks are available throughout the clean-up process. Debris may not be left on the outer perimeter of the garden area. All fencing, caging, weed barrier, containers, hoses, tools and other garden supplies must be removed from the park property. There is no storage at the plot site from one season to another. Failure to clear your plot by the deadline will result in a \$100 fine. In addition, participant rights may be revoked for the next season. Failure to pay any fine will result in your City of Rockville account being frozen. You may not register or rent any other City of Rockville property including community centers, picnic sites, senior center, nature center, swim center or any other entity owned by the City of Rockville until the fine is paid in full.

2021 General Registration Form

Garden Plot Grid

140	141	142	143	144	145	146	147	148	149	150	151	152	153	154	155	156	157	158
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139
102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120
84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	101	
66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	
49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65		
32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48		
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31			
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15				

← Parking Lot →

● = water spigot

● Tennis Courts

#159RB

The standard rental fee for the 2021 garden season is \$80 per plot; \$70 per plot if you live within the City of Rockville. Not all 'Rockville' post office addresses qualify. Proof of residency is required.

To complete your registration, fill out all information on the registration form, sign the form and return by e-mail to woottonsmill@rockvillemd.gov or by regular mail. Payment must accompany the registration form. We highly suggest your register completely online and pay online due to the COVID19 restricted office hours. Registering online is a much faster option.

To renew by e-mail:

1. Please send an email to woottonsmill@rockvillemd.gov indicating that you are interested in registering for a plot in Woottons Mill Garden Plot Program.
2. We will email you the map of remaining available plots.
3. Once you review the map, fill out your registration form with your preferred plot numbers (please have a first and second choice listed on the registration form).
4. Return the registration form to woottonsmill@rockvillemd.gov.
5. Once we have received your registration, you need to watch your email for a payment link to your City of Rockville recreation account (if you do not have an account, one will be created for you). Be sure to check your **spam** box, as well as your **inbox** for these links from CivicPlus. Payment is accepted by Mastercard or Visa credit card information. Payment is due immediately.

Reminder: Payment is due by the close of business(5pm) the day that you register. It is your responsibility to pay immediately. **Unpaid requests will be deleted after 48 hours and the plot or plot numbers will be returned to the available list for others to register.**

To renew by check: Mail the registration form along with a check payable to "City of Rockville" to the Rockville Civic Center Park, Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851.

2021 WOOTTONS MILL GARDEN PLOT GENERAL REGISTRATION FORM

General registration for Woottons Mill Garden Plot Program begins January 11, 2021.

To register electronically/online for a plot or multiple plots at the 2021 Woottons Mill Garden Plot Program, please follow the 5-step process outlined on page 4 of this information packet.

If paying by check, please include the registration form (leaving the plot number/s area blank). You will be assigned a plot at random. Once your registration is processed, you will receive an email with your plot number.

Plot Number/s: _____

Please print clearly.

Name: _____

Complete Address (including Zip Code): Address _____

City, State & Zip Code _____

Print E-mail: _____

Phone Number: _____

I have read and understand the information provided in the Woottons Mill Garden Plot Program Information and Registration packet. I understand if I am unable to maintain my plot that I must notify the Civic Center Business Office by e-mail at woottonsmill@rockvillemd.gov. I agree to abide by the clean up deadline of **November 14, 2021** and I understand the repercussions of not clearing my plot. I understand that I will forfeit my plot with no refund if the garden plot rules and regulations are not followed at all times. I understand it is my responsibility to ensure the registration form has been received by the Civic Center Business Office. Once registration is complete, no refunds will be issued.

Signature of Registrant: _____ Date: _____