



**City of Rockville, Maryland
Department of Recreation and Parks**

Community Garden Program at Woottons Mill Park



The City of Rockville has extensive parks and open spaces, including garden plots located at Woottons Mill Park. Woottons Mill Park is located at 472 Hurley Avenue and features 106.5 acres of land, tennis and basketball courts, forest preserve and nature trail, foot bridge, playground, picnic tables, and grills. The Department of Recreation and Parks is responsible for caring and maintaining our parks. We are committed to offering a variety of recreational opportunities for all residents. Owned and operated by the City of Rockville, Maryland.

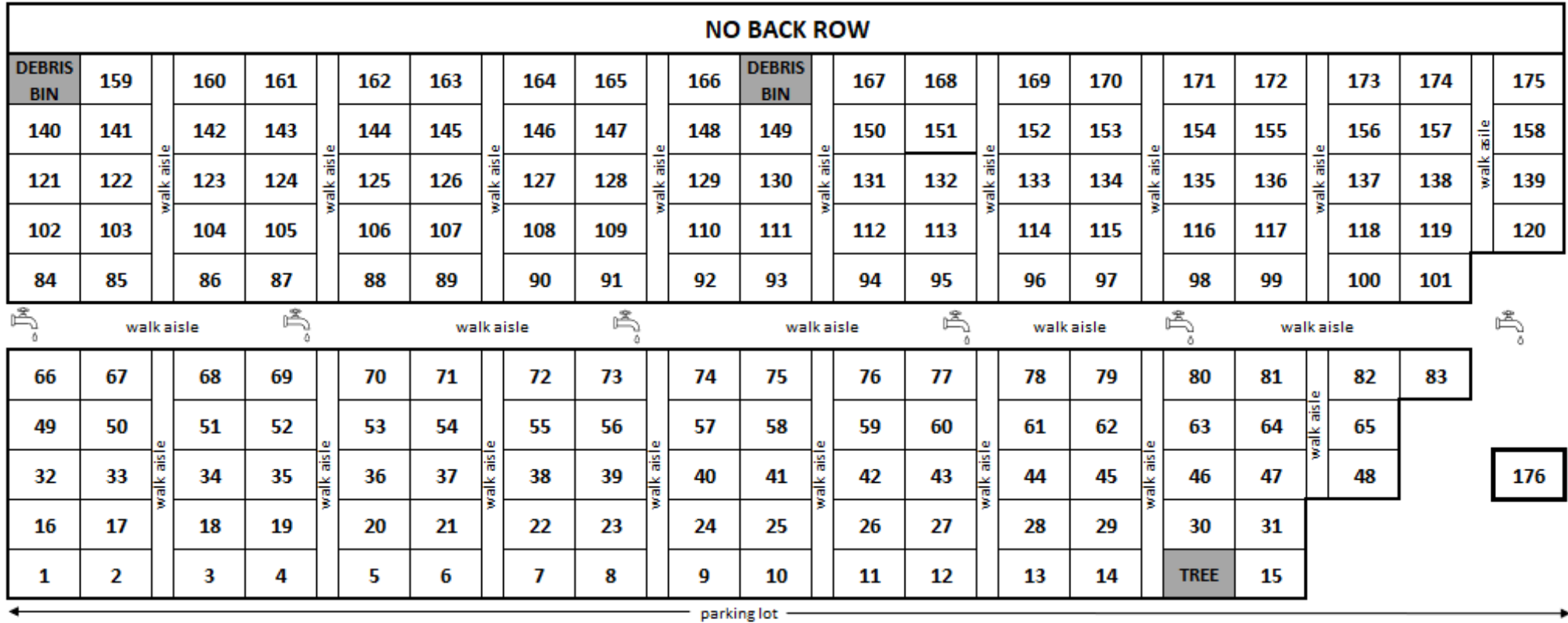
The Community Garden Program at Wootton Mills Park is managed by:

Rockville Civic Center Business Office
(located at Glenview Mansion)
603 Edmonston Drive
Rockville, MD 20851
240-314-8660 (phone) | 240-314-8669 (fax)
woottonsmill@rockvillemd.gov


**All times listed within this information packet is Eastern Standard Time.
All information in this packet is subject to change.**

2023 Community Garden Plot Map (Woottons Mill Park)

City of Rockville, Maryland
Department of Recreation and Parks



Plot 176 is a 5' x 25' plot with a short wooden boarder.

 indicates a water spigot.

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COVID-19 Guidelines

1. Do not come to the community garden if you are sick with any COVID-19 or flu-like symptoms, are otherwise instructed to remain at home, or came into contact or share a home with anyone who tested positive for COVID-19 or is exhibiting COVID-19 or flu-like symptoms.
2. If you do not have hand sanitizer, consider carrying a container with soapy water and a washcloth to make hand washing easier while in the garden area.
3. Any personal protective equipment (PPE) such as wipes, face coverings, and gloves that you bring on-site must be disposed of in proper trash bags and receptacles. Do not dispose of any PPE into the organic bin area or orange barrels (when available). A large trash dumpster will be provided in the parking lot solely for registered community garden participant use.

Plot Inspections and Violation Policy

The plots are subject to regular inspections. Failure to abide by the rules set out under the Conditions of Use section will result in the loss of your plot. If a plot is not in compliance with the Conditions of Use, a written violation notification will be sent to the program participant by e-mail. A follow-up inspection will be performed approximately 2 weeks after the first e-mail notice. **If the plot is still not in compliance, the plot will be revoked and returned to Rockville Civic Center Business Office for re-assignment and the entire program fee will be forfeited.**

Failure to follow these guidelines will result in a violation:

- **On April 1**, gardeners must begin working in their assigned plot including weeding, soil amendment, and cultivation.
- **By June 1**, most of the plot space must be planted.
- **By November 1**, gardeners must remove weeds, dead plants, and summer debris from plots. Fall/winter vegetables and cover crops should remain in the plot.
- **During the entire gardening season**, dead plants and those that have stopped producing should be removed promptly.

Program Fees

Rockville Residents: \$75 per plot for the season
Non-Rockville Residents: \$85 per plot for the season

Payment is due immediately upon enrollment. Failure to pay the program fee within 48 hours will result in the plot being made available to others. Program fees will not be refunded or prorated. All plots are the property of the City of Rockville and are not transferrable. Plots that are given up or are revoked for cause will be returned to the Rockville Civic Center Business Office for re-assignment.

If paying by check, please include the completed program form along with check payable to the **City of Rockville**. Send the check to: Glenview Mansion at Rockville Civic Center Park, c/o Rockville Civic Center Business Office, 603 Edmonston Drive, Rockville, MD 20851.

The Rockville resident program fee applies to those owning property or living within the corporate tax district of the City of Rockville. The program form must be in the name of the Rockville resident and the home address must be located within incorporated Rockville, Maryland. The Rockville resident program rate is only available at the time of enrollment and will not be applied later. Check your residency using the [GIS City Map](#).

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Program Dates

- Program participants may access their garden plot starting **on Saturday, April 1, 2023 at sunrise** (this opening date is approximate and is based on the weather).
- Program participants must completely clean/clear out their plots **by Sunday, November 12, 2023 at sunset**.

Registration Dates

- Renewals for existing program participants begins **on Wednesday, November 16, 2022 at 9:00am**.
- Renewal for existing program participants ends **on Monday, January 9, 2023 at 9:00am**.
- Open registration for new program participants begins **on Monday, January 9, 2023 at 9:00am**.
- Open registration for new program participants ends **on Sunday, November 12, 2023 at 5:00pm**.

General Information

1. The community garden at Woottons Mill Park is located at 472 Hurley Avenue in Rockville, Maryland.
2. Each plot is approximately 625 square feet (except for Plot 176, which is 125 square feet with a short wooden boarder). All plot sizes are approximate and variation in size and shape from plot to plot each season is normal.
3. Plots are rented as-is (in current condition) and are the responsibility of the new program participant to clear/clean out.
4. Plots are tilled annually before April 1 (further tilling by the program participant is recommended).
5. The number of available plots may vary year-to-year and all available plots are first-come, first-served and plots may not be held.
6. A program participant may rent more than one garden plot per season.
7. There is a parking lot located at Woottons Mill Park. Park in marked spaces only and 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 for this is a violation punishable by a \$200 fine per [Sec. 14-53 Sub\(b\)](#).
8. Registered participants in the Woottons Mill Garden Plot Program shall be fully responsible for and 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.
9. Rockville, Maryland Code of Ordinances applies to the Community Garden Program at Woottons Mill Park: https://library.municode.com/md/rockville/codes/code_of_ordinances

City of Rockville Provisions

1. The plots will be staked, marked with string, and numbered with a small utility flag placed in the center of the plot.
2. The City of Rockville does not provide fencing.
3. Mows the area surrounding the garden perimeter takes place every 2 weeks from April through October annually. To avoid damaging any fencing, a grass buffer is left surrounding the plots. Unassigned plots or abandoned plots will be cut down once per month only.
4. Organic bins are located around the perimeter of the community garden. These bins are to be used for weeds, plants, rock, and soil debris only. All other debris must be placed in the dumpster located in the parking lot area. Be sure to separate items accordingly.

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5. 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. All gardeners are welcome to use the wood chips at the garden site on a first-come, first-served basis. 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.
6. There are water spigots throughout the community garden for registered program participant use.
7. City of Rockville staff may empty water containers that are not sealed tightly to help reduce mosquito problems.

Conditions of Use

Communication Rules

1. Gardeners must maintain a current mailing address, e-mail address, and phone number on file with the Rockville Civic Center Business Office. Any changes must be updated in CivicRec and sent to woottonsmill@rockvillemd.gov.
2. Notify the Rockville Civic Center Business Office at woottonsmill@rockvillemd.gov if you are away or not able to keep up with maintenance tasks due to travel, illness, or other circumstance.

Safety Rules

1. Gardeners are not allowed to trap animals (ground hogs, raccoons, rabbits, etc.) in the community garden or Woottons Mill Park at any time. Gardeners experiencing any issues with wild animals at the garden plot site must call the Rockville Animal Control Services at 240-314-8937.
2. If the weather includes thunder, lightning or high winds, all program participants must leave the community garden and Woottons Mill Park until the conditions change and safe use of the outdoor areas is appropriate. High winds easily blow gardening equipment and plantings out of place and down tree branches. Picnic shelters are not a safe environment during lightning storms or high winds. Lightning storms travel faster than you think and may not be accurately reflected on radar weather maps.
3. If you observe illegal activities in the garden plots and/or park, contact the Rockville City Police Department immediately to report the incident and file a report.

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

Urgent or Life-Threatening Emergencies: Call 911

Plot Access Rules

1. Public access hours of the community garden and Woottons Mill Park is sunrise to sunset.
2. Use of garden plots outside of the season date range is strictly prohibited. **Use of a garden plot before the season begins or failure to clear your plot by the deadline will result in a \$100 fine per plot and the participant will not be allowed to register for the next season.** Failure to pay any fine will result in your City of Rockville CivicRec 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 and operated by the City of Rockville until the fine is paid in full.
3. By the season end date, 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 throughout the clean-up process for organic materials, weeds, plants, rock, and soil

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debris only. 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 community garden and Woottons Mill Park property. There is no storage at the community garden from one season to another.

Plot Markers & Equipment Rules

1. Be sure to locate the correct plot you rented. Those who plant in the wrong plot will be required to clear the plot before moving to the correct plot.
2. Always keep plot markers upright and visible. Gardeners shall not relocate any plot markers. Plot markers are not to be used as fencing material, plant structures, or watering can holders.
3. Gardeners must provide their own tools and take their tools home when they are done for the day. Gardeners are also responsible to provide their own, fencing, weed barrier materials, and plants. The garden plots are in an open public park. It is recommended that all items be labelled with a name and plot number.
4. 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 because of violating this rule.
5. Ensure there is no encroachment into paths or other garden plots. Gardeners must store all tools, wheelbarrows, and other items inside the garden plot they are renting. Do not store items in the garden paths. Garden paths must be kept open and clear of all items – no tools, wheelbarrows, or garden debris may be stored or left on the garden paths. Items left in the paths are subject to removal.

Gardening, Maintenance & Planting Rules

1. Gardeners are responsible to maintain their entire plot, adjacent paths, and adjacent interior and exterior fence lines by weeding and spreading wood chips.
2. Work in your garden plot **at least once every week** to maintain weeding, cultivating, watering, and harvesting. Weeds must never reach taller than 10 inches in height at any time and crops must be harvested when ready.
3. Growing tall plants such as corn or sunflowers is very limited. Tall plants should only be planted if they will not shade neighboring plots. Tall plants must be placed in the center of the plot to avoid this situation as much as possible.
4. 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.
5. Invasive plants are not allowed in the garden. Aggressive plants like mint, lemon balm, plants that reproduce multiple seeds, and similar plants must be grown in above-ground containers.
6. Organic practices with an emphasis on good sanitation are strongly encouraged in all parks of the community garden. Sanitation practices include handpicking pests, using row covers, pruning or digging out diseased plants, and physically removing weeds.
7. The use of insecticides, herbicides, fertilizers, etc. is prohibited.
8. To improve the soil, manage weeds and pests, and maintain the garden's appearance, applying mulch, newspaper, or cardboard is strongly recommended. Carpet, stone, and sod mulch are not allowed.
9. A violation of open water containers may result in the revocation of your plot.

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10. Hording water from the spigots is not allowed and practice water conservation. Gardeners must be present when watering and do not leave water running unattended.
11. Do not place burlap, plastic, or paper materials in the organic bins.

Fencing and Structure Rules

1. Gardeners must erect their own fencing within their plot boundaries. 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 feet from the ground.
2. The fencing materials must not create tripping or other safety hazards and must be neutral in color such as black, grey, green, silver (red, yellow, orange is not okay). Fences must always be kept weeded.
3. The City of Rockville reserved the right to remove fences that are unsightly or negatively affect gardeners or other plots. Removal will be at the gardener's expense.
4. Structures such as trellises, wood ladders or other support systems built within a plot are permitted, but limited to 4 feet high, and must always be kept weeded. Any other types of structures may not be erected without written approval from the Rockville Civic Center Business Office (send all requests to woottonsmill@rockvillemd.gov).

Courtesy Rules

1. Respect your fellow gardeners and City of Rockville staff. Verbal, physical, and personal attacks or harassment are strictly prohibited. If there is a situation you are unable to resolve, please contact the Rockville Civic Center Business Office at woottonsmill@rockvillemd.gov.
2. City of Rockville parks are smoke-free and vaping-free. Woottons Mill Park is also alcohol-free.
3. Loud or amplified music is prohibited.
4. Visitors are not permitted in the community garden unless accompanied by a current registered program participant.
5. Children are welcome to garden and must always be supervised by their parent or guardian.
6. Pets are not allowed in the community garden area (service animals specifically trained to aid a disabled person are allowed).
7. Gardeners should not enter the plots of other gardeners without permission from the registered program participant.
8. Gardeners are not allowed to borrow or use anything without permission of the owner. Taking produce, equipment, or other items from another gardener may result in the revocation of your plot, which will be returned to Rockville Civic Center Business Office for re-assignment, and the entire program fee will be forfeited.