



## COMMUNITY GARDEN PROGRAM AGREEMENT INSTRUCTIONS

City of South Bend – Board of Public Works  
215 S. Dr. Martin Luther King, Jr. Blvd  
Suite #400  
South Bend, IN 46601

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Dear Resident:

Thank you for your interest in using City property to create a Community Garden. Please read and fill out the attached Agreement needed to participate in this program.

### PROCESS

Once your Agreement is received, it will be reviewed by City personnel and presented at a City of South Bend Board of Public Works meeting for approval. Once approved, a signed copy of your agreement will be emailed or mailed to you.

### AGREEMENT CHECKLIST

Please be sure you have filled out the Agreement in its entirety. You will need the following information:

- ✓ Location(s) of City property you plan on utilizing
- ✓ Date you will return the property to the City of South Bend
- ✓ Year you will be using the property
- ✓ Signature and contact information is required

Submit your completed agreement via mail, email or hand-delivery to:

City of South Bend – Board of Public Works  
215 S. Dr. Martin Luther King, Jr. Blvd  
Suite #400  
South Bend, IN 46601

### QUESTIONS

The City of South Bend looks forward to working with you! If you have any questions, contact the Division of Engineering at 574-235-9251 or [PWengineering@southbendin.gov](mailto:PWengineering@southbendin.gov)



## COMMUNITY GARDEN PROGRAM AGREEMENT

City of South Bend – Board of Public Works  
215 S. Dr. Martin Luther King, Jr. Blvd  
Suite #400  
South Bend, IN 46601

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The undersigned hereby agrees that in consideration for use of a vacant City-owned lot(s), located at:

Tax Key No. _____	Address: _____
Tax Key No. _____	Address: _____
Tax Key No. _____	Address: _____

The undersigned or agents will:

1. Maintain said above described lot(s) for the sole purpose of gardening at no cost to the City of South Bend;
2. Do any necessary grading or excavation of topsoil or other materials at the sole cost of the undersigned;
3. For no reason whatsoever remove topsoil or other material from said lot(s); or without prior consent from the City, or add any soil or other similar material to said lot(s);
4. Maintain said lot(s) in accordance with all City ordinances regarding refuse, weeds and noxious growths, and pertinent State and County laws;
5. Use any fumigants, insecticides, or other similar substances in accordance with City ordinances, State and Federal law;
6. Purchase any and all seeds, plants or similar items at their own expense;
7. Agree not to erect any fence or other structure on said property for the duration of this Agreement;
8. Maintain said lot(s) in a safe and orderly fashion so as not to impede pedestrian safety, and so as not to obstruct motorist visions; and
9. On \_\_\_\_\_, return use of said lot(s) to the Civil City of South Bend in a condition that is cleared of all weed and plant matter.

The undersigned further agrees to indemnify and hold harmless the City of South Bend free from all claims, suits, causes of action, or other matters that may arise from maintaining said Community Garden in the City of South Bend during the summer of \_\_\_\_\_, whether caused by or because of the undersigned, and whether the claim be based on property damage or personal injury, and shall reimburse and pay any and all costs of suit, attorney's fees, claims and any other costs. The undersigned shall further pay and be responsible for, and hold the Civil City of South Bend harmless for any damage that may accrue to the property of the Civil City of South Bend caused by or because of the undersigned.

This Agreement is subject to revocation by the City of South Bend if this lot(s) is/are offered for sale prior to \_\_\_\_\_.

Date: \_\_\_\_\_

Company Representative Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

#### BOARD OF PUBLIC WORKS APPROVAL

\_\_\_\_\_  
President

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

\_\_\_\_\_  
Member

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Member

\_\_\_\_\_  
Attest: