

**Please sign one copy
and return it to RING
for our records.**

**Keep the other copy
for your records.**



RING 2008 Key holders' Agreement

Dear RING Volunteers / Key-Holders:

Due to the large number of key-holders to the RING garden, and that RING is public parkland, it is necessary to ask everyone to be aware of certain rules which have been in force. Some of the rules are necessary under RING's licensing agreement with the City Parks Department, and to ensure that other City agencies, by whose grace our garden operates, are kept satisfied.

Please read and sign one of these forms, which describe the City's and RING's rules of operation, and return it to RING.

If you have any questions, please call Maggie Clarke at 567-8272.

Name (please print) _____

Address _____

Home phone _____ Email: _____

I, the undersigned, have read the rules and procedures and agree to adhere to them. If at any time I do not wish to be a key-holder I will return my key to the RING Board.

Signature

Printed Name

Date

I received my key (initial) _____ Date _____

Please send this agreement to:	Maggie Clarke, RING 1795 Riverside Drive, Apt 5F, New York, NY 10034
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RING rules:

1. An authorized RING volunteer must be IN the garden AT ALL TIMES when the gate is open.
2. Please leave at least 1, if not all 3 garden gates open while in the garden. The locks must be secured to the gates to prevent theft. If you can, please place the welcome signs in front of the opened gates (and brought in when you leave).

3. Please welcome visitors and offer membership brochure and information (kept in box under arbor).
4. All volunteers and garden sitters should keep track of the time that the garden is open and the approximate number of visitors by writing in the Volunteer Log (calendar) kept in the large cedar box under the arbor (water fountain side) each time the garden is opened. Please note if there are any special instructions with respect to needed garden tasks.
5. Garden keys must never be duplicated, loaned, or given out to anyone for any reason. (If you lose your key, please notify Arthur Sherry at 569-2629 or Maggie Clarke (567-8272). If any garden visitor wants to volunteer please try to notify one of us.
6. Tools must not be loaned to anyone for any reason. This includes the hydrant wrench, the hydrant adapter, hoses, trowels, composting and other equipment.
7. RING is designated as a quiet area where no loud radios or loud behavior is allowed.
8. All plants, fish and frogs must be respected and remain within the garden unless authorized by the RING Board. Picking of flowers is not allowed, unless specifically authorized.
9. All children MUST be supervised at all times. No running or playing of games.
10. If you are interested in gardening at RING, please request a brief orientation session to acquaint you with care and maintenance of the garden and ongoing garden-related projects. Please call Arthur / 569-2629 to schedule one.

Some of New York City Agencies' Rules:

1. City Parks and Police Departments prohibits littering, consuming/selling alcohol and/or drugs, urinating, spitting, setting fires, panhandling, and other "quality of life" violations on the Triangle. (We enforce Parks rules only within our garden gates.)
2. Parks requires all dogs to be kept on a short leash.
3. City Parks Department has a general rule that its parks open at dawn and close at dusk.
4. City Department of Environmental Protection has a drought restriction in force from time to time, whereby we must limit or eliminate watering of the garden and it has a permanent ban on use of hydrants for washing cars, sidewalks, and streets, and other non-public uses.

Failure by any of us see that these rules are followed may cause personal injury, the garden to be vandalized, and/or may our license to operate the garden to be revoked by the City.

If someone enters the garden and violates any of the above rules, please:

1. Ask politely for the person to stop the violation.
2. If this is not successful, politely ask the person to leave the garden.
3. If this is not successful, leave the garden and call either the Parks police (212) 427-8700 (10:00 am to 7:00 pm) or (800) 427-0933 (24 hours) or the City police (927-9711) or 911 if you feel it is necessary.
4. If at any time you are not comfortable being in the garden, ask those inside to leave, lock the gate, and leave.