

Baltimore Green Space acquires land in order to protect its existing use. Before we agree to acquire land, we make sure that:

- it provides a public benefit; and
- it meets the terms of our insurance and risks are well managed.

We cannot promise to own land for an extended period if it does not meet these standards.

This document outlines the minimum requirements for maintenance and use to ensure that the site continues to provide a public benefit, can be covered by our insurance policy, and that risks are well managed. It is the responsibility of the site manager, assistant site manager, community partners, and site volunteers to ensure that these requirements are met. Coordination of activities is the primary responsibility of the site manager.

Please contact us if you are having trouble meeting any of the requirements here, so that we can help identify a solution. We are also available to help you find any resources you need.

Maintenance

Good maintenance is key to providing a public benefit. A run-down, messy, or littered site suggests to others that the project and land are not cared for. This reduces the site's public benefit and can lead to illegal uses.

Built elements: You will need to keep seating areas, walls, and fences safe and attractive at all times. Compost systems must be maintained and used properly.

Planted areas: Plants must be well cared for. This includes sufficient watering (especially during a drought); lawn mowing, weeding, pruning, and removal of overgrown vegetation. Baltimore Green Space sites with plantings must have an identified source of water.

Rats: Any rat infestations must be eradicated.

Trash: The weather, neighbors, or passersby discard any number of things on the street, sidewalk, and neighboring land. Litter removal is your responsibility.

Sidewalks and planting strips: Bushes, trees, and hedges should not interfere with the sidewalk and should be kept cut back and thinned out enough to provide transparency and avoid providing hiding places. The sidewalks should also be kept clear of snow, ice, and debris. Planting strips should be watered as needed, and cleared of litter.

Signs

Garden signs can be a great way to let others know about your project, but should not dominate the site. Advertisements – whether for commercial goods and services; political candidates, parties, or platforms; of a religious nature; or for any purpose – are not permitted.

Public Access

The public should have access to the site as much as is sensible. This will vary. For example, many vegetable gardens are kept locked to prevent theft. Any fences should allow visual access. Parks may not need any fencing. Sites with locked fences are encouraged to post a sign that says

when the site is open to the public. Please post contact information so that people can get involved or ask for a tour.

Large Events

If there are plans to hold large community gatherings on the property that may attract more than 300 people, you must notify Baltimore Green Space. Additional insurance coverage is required, and you are responsible for the cost. We can arrange for the insurance. You must also comply with Baltimore City regulations.

Activities that Create Risk

Some activities are more risky than others. You must inform us any new activities you take on after preservation. Where Baltimore City or Maryland regulate activities, you must follow these rules. Below are some examples; please call us if you are not sure whether a new activity creates risk.

- **Cookouts:** Baltimore City allows the use of grills and outdoor fireplaces to prepare food. The device must be at least 10 feet from any combustible construction or property line. Baltimore Green Space should be notified before the cookout, and we will need to discuss safety precautions. Open fires are prohibited by the City because they pollute the air.
- **Alcohol:** If alcohol is to be sold, a one-day liquor license must be obtained. In any event, Baltimore Green Space should be notified and we'll want to hear how you will prevent under-age drinking.
- **Children's programming:** When possible, have parents sign liability waivers for organized programs. We may want to discuss child safety with you for any new programs.

Domestic Animals

Any animals that visit or are kept on the site should not interfere with the normal functioning of the site, or the growth and health of plants. Dogs that are considered threatening by volunteers or visitors are not allowed. All dogs must be restrained at all times.

Animals such as chickens and bees may be kept if permitted by law. Baltimore City Health Department regulations must be followed and required permits secured. In addition, signage must be posted to educate volunteers and visitors about safety considerations. Sales and other distribution of animal products are not covered by Baltimore Green Space's liability insurance. As provided by law, these are the responsibility of the person who is distributing such products. The animals are not covered by our property insurance.

Changes to the Use or Layout

You must get our written permission before making any substantial changes to activities or physical layout. We need to review plans that would:

- change the use,
- change the risks,
- create substantial new maintenance needs, or
- change the public access.

Any new plans should consider aesthetics. For example, perimeter treatments can be artistic elements. Built and planted elements should blend in, complement, or accentuate other features of

the surrounding neighborhood without blocking views into the garden.

Here are *examples* of new activities and installations that require our review and permission:

- domestic animals (chickens, bees, goats, etc.)
- water features such as ponds
- sculptures
- non-traditional playground equipment
- parking

When in doubt, please contact us.

Here are *examples* of activities and installations that are prohibited because we cannot insure them:

- Permanent buildings or structures such as homes or garages
- Traditional playground equipment

When in doubt, please contact us.