



MINNEAPOLIS
PUBLIC SCHOOLS
Urban Education. Global Citizens.

Capital Planning, Construction &
Maintenance
1250 West Broadway Avenue
Minneapolis, Minnesota 55411-2533
Phone: 612.668.0277

Curt Hartog, P.E.
Executive Director

Gardens on School Property Request Process

Purpose

Use this form to request School Gardens, landscaping and beautification projects, community projects and Inter-governmental projects at schools. Please review Policy 7000, Gardens on School Property; Regulation 7000A, Definitions, Gardens; and Regulation 7000 B Application and Approval Process.

Application Requirements

1. Attach documentation establishing the status of the sponsoring organization as a Community Partner pursuant to District policies. (See Policy 1301, Regulation 1301A and Regulation 1301B)
2. Complete the attached request form and have the form signed by the Principal.
3. Once signed, submit the form directly to the Executive Director, Capital Planning, Construction & Maintenance. Please allow a minimum of 2 weeks for review.
4. Some projects will require a lease agreement for the project. This may require the requesting party to provide insurance for the project. The Operations Real Estate Coordinator will contact the requesting party to obtain information if a lease agreement is needed.



Gardens on School Property Request Form

General

The proposed size and location of area. Attach map showing the general area of the improvement.	
Is any signage proposed? Please explain. Provide examples.	
Types of plants/materials to be used?	
Expected duration of the project?	
Provisions to restore the area after the permitted use expires?	

School Gardens

How will the program fit into the standards based curriculum as taught in the school?	
Explain how the garden program will conform to District curricular guidelines and beliefs about learning.	
How will the materials, supplies and water be funded to support the garden?	
Who will supervise the garden? (MPS employee name)	
How will the garden be maintained during the school year?	
How will the garden be maintained when school is not in session?	

Landscaping and Beautification Projects

How will the project be maintained?	
How will the project be funded?	
For creation?	
For maintenance?	
For water use?	
For restoration?	
How much funding is available?	



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How does the project comply with security plans for the building?	
Does the project block site lines?	
Does the project create hidden areas?	

Community Garden

Person/partner that will be responsible for all financial expenditures including materials, planting, water use and maintenance.	
Person/partner responsible for compliance with the terms of any agreement with MPS or other entities	
How will the community garden comply with accessibility standards?	
How will the District be held harmless for any damage or injury?	
Does the Community Partner have a standard lease agreement for MPS to consider?	

Proposer:

Signed: _____

Date: _____

Principal:

Signed: _____

Date: _____