



MASTER GARDENER PROGRAM

THINKING SAFE AND GREEN



**AGRICULTURE AND NATURAL RESOURCES
ENVIRONMENTAL HEALTH AND SAFETY**

#23

HOLDING AND ATTENDING MASTER GARDENER MEETINGS AT PRIVATE RESIDENCES

Information given here is intended for use by program representatives, master gardeners, and those they train.

When a Master Gardener meeting is held at a private residence, the host and guests each assume roles with attendant responsibilities that contribute to productive, safe, and successful meeting outcomes.



Host Responsibilities

- Prepare your residence and grounds by removing clutter and trip hazards, including garden hoses or tools such as rakes/hoes from outdoor pathways.
- If there are many guests anticipated, inform your neighbors about the potential parking and/or access issues.
- Confine or remove pets from the meeting area.
- Provide for adequate seating for meeting attendees.
- Inform guests of residence areas and items that are off limits such as swimming pools and private rooms.
- At the beginning of the meeting, inform guests about how to exit the meeting area and residence and where restrooms are located.
- Be prepared to offer guests water as needed.
- If you as the host are providing refreshments, then be aware of food safety requirements. Find additional food safety information in the University of California Cooperative Extension brochure entitled "Make It Safe - Keep It Safe, FIGHT BAC! Keep Food Safe From Bacteria" available online at <http://groups.ucanr.org/ehs/files/42038.pdf>.

Guest Responsibilities

- Follow the host's rules, instructions, and directives.
- If you are the chair of the meeting, inform the host of your specific needs for your meeting prior to the meeting and give them adequate time to prepare.
- Do not wander outside the meeting area.
- Do not approach or touch household pets without explicit permission from the host.
- Wash your hands with soap and water after using the restroom or touching a household pet.
- Request permission from the host to use the telephone.
- Depart the meeting at the pre-arranged time and by the pre-arranged mode of transportation.
- If Master Gardener members are walking, riding a bike, or taking public transportation home, it is recommended that they telephone another family member at the time of departure to allow for their arrival time at home to be estimated. Calling home before departing a private residence meeting is particularly important for meetings held during evening hours.

A Certificate of Insurance is needed if you want to use someone's property or facility for a program or event and/or they request a Certificate of Insurance. You should contact your county office and provide them with the necessary information on Attachment C, Request For Certificate of Insurance from ANR Risk Services. If there is a contract or Facility Use Agreement to be signed, it should be submitted to the county office as well with this information, as the County Director is the only person that has been delegated authority to sign agreements on behalf of UC. If the property or facility does not have an agreement, use Attachment D or Attachment E ANR's Preferred and Alternative Facility Use Agreements which indemnifies each party and states the purpose of the use of the facility. See Risk Services website for more details at:

http://groups.ucanr.org/RiskServices/Forms_and_Waivers/.