

**DRAFT**  
**RODGERS HOUSE POLICY**

**I. OVERVIEW:**

**A. History:**

The Rodgers House came to the Fairgrounds in 1998 by way of donation from Melanie Kett. The Fair's Board of Directors accepted Ms. Kett's donation formally in a letter dated \_\_\_\_\_ and attached to this policy. The original premise was stated that the home would generate a partnership between AHP and the Fair, involvement from members of the community in the Fair that may not have existed previously, and overall exposure for the Fair in establishing itself as a partner in the community.

Melanie Kett states that her intention in giving the Rodgers House was that it was to be a gathering place for the community; that by restoring the house, businesses and members could demonstrate an example of our community's interest in preserving the rich history of Pajaro Valley agriculture, in which the Rodgers family played a prominent role; and that the house would inspire future generations to take interest in the value of their own heritage here in Santa Cruz County and beyond.

Furthermore, Ms. Kett expresses that her gift of the Rodgers House and the foundation it sits upon, requires that its contents, current and future, are to be preserved with the house into perpetuity, regardless of what happens to the land it sits on, owned by the Santa Cruz County Fair, 14<sup>th</sup> District Agricultural Association and the State of California.

**B. Current Intent:**

The Rodgers House is the sole property of the Santa Cruz County Fair, 14<sup>th</sup> District Agricultural Association and the State of California. The Santa Cruz County Fair has total responsibility for the maintenance and operations of the Rodgers House.

The Rodgers House may be operated by a group of interested people that desire to preserve and maintain the Rodgers House as a focal point for entering the Santa Cruz County Fairgrounds. The group, "The Rodgers House Committee" has been operating since the house underwent restoration, and is currently appointed by the President of the Board of Directors of the Santa Cruz County Fair, 14<sup>th</sup> District Agricultural Association at the December meeting each year.

**II. PRESERVATION AND MAINTENANCE OF THE RODGERS HOUSE:**

A. The Santa Cruz County Fair, 14<sup>th</sup> District Agricultural Association shall be responsible for the following:

1. Maintenance of the Rodgers House as well as all the gardens, patio, tank house site, gazebo, water system and surrounding gardens, which may include furnishing new plants, fertilizing, weeding.
2. Paying for the alarm system, fire protection, insurance, all cleaning supplies and equipment needed to keep the house up to a status considered equivalent to Historical Preservation.

## II. PRESERVATION AND MAINTENANCE OF THE RODGERS HOUSE: cont'd

### 3. Maintenance of the black iron fence.

## III. RODGERS HOUSE COMMITTEE:

- A. The Rogers House Committee will oversee the day-to-day appearance of the house and its contents, including the receiving of new items.
- B. A roster of the Rodgers House Committee members with their contact information will be provided to the Santa Cruz County Fair Administrative Office and updated by July 1 of every year.
- C. The Rodgers House Committee must report monthly to the Board of Directors of the Santa Cruz County Fair.
- D. The Rodgers House Committee will make periodic recommendations to the Board of Directors as to the status of the house, the yard and its upkeep to a standard in accordance with i) its role as a model of Historic Preservation and ii) the necessity of keeping a neat appearance for all tours.
- E. The Rodgers House Committee will have special privileges to use the house; it is here the history of the house will be preserved. The committee will encourage new members to help with the tours during the years to come.
- F. The Rodgers House shall have the discretion to require that docent training be maintained at a level of accuracy and may require members/docents to go through annual training and review of the historical facts pertaining to the Rodgers House and its contents.

## IV. BUDGET/FINANCING:

- A. All major cash donations for the Rodgers House shall be deposited into the Heritage Foundation to be used for maintenance, operations and preservation of the Rodgers House.
- B. The Santa Cruz County Fair will maintain an Income and Expense Report for the Rodgers House on a monthly basis.
- C. There shall be a separate line item in the Fairgrounds Budget for the Rodgers House. The Rodgers House Committee must present an annual operating budget to the Fair Manager by October 1 of every year.
- D. In the event the house needs money, a fundraising event will be done by members of the Rodgers House Committee or with help from another organization who will support the event.

## V. ACTIVITIES AT THE RODGERS HOUSE:

- A. Tours throughout the year  
The Rodgers House Committee will conduct the business of operating tours of the Rodgers House, and be solely responsible for this activity until notified in writing by the Board of Directors of the Santa Cruz County Fair.
  - 1. The Rodgers House Committee and or their designated docents will be the only persons to conduct tours and give the history of the Rodgers House.
  - 2. Before a tour is booked by the Fair Manager, the Santa Cruz County Fair Administrative Office must first contact the Rodgers House Committee Chairman to see if there will be a Committee Member(s) available to give the tour.

V. ACTIVITIES AT THE RODGERS HOUSE: cont'd

3. Once a tour has been booked, the Rodgers House Committee will finalize all arrangements regarding to that particular tour.
4. No tour shall occur without at least one member of the Rodgers House Committee present at the house at all times, no exceptions.

B. Tours during the annual Fair

The Rodgers House Committee will conduct the business of operating tours of the Rodgers House during the annual Fair, held in September.

1. The Rodgers House Committee and or their designated docents will be the only persons to conduct tours and give the history of the Rodgers House during the Fair.
2. No tour shall occur without at least one member of the Rodgers House present at the house at all times, no exceptions.
3. All monies taken in during the Fair tours via donation will be used for minor things the house needs.

C. Rentals

The Rodgers House Committee will oversee all rentals of the Rodgers House, and be solely responsible for this activity until notified in writing by the Board of Directors of the Santa Cruz County Fair.

1. The Rodgers House Committee and or their designated docents will be the only persons to conduct tours and give the history of the Rodgers House during a rental, if requested.
2. Before a rental is booked by the Fair Manager, the Santa Cruz County Fair Administrative Office must first contact the Rodgers House Committee Chairman to see if there will be a Committee Member(s) available to be present during the rental period.
3. Once a rental has been booked, the Rodgers House Committee will finalize all arrangements regarding to that particular rental.
4. No rental shall occur without at least one member of the Rodgers House Committee present at the house at all times, no exceptions.
5. The Rodgers House Committee shall have a discounted rate of \$100.00 for special events such as private dinners, parties.
6. All meetings, seminars, fund raisers and community functions may be held in the house by the committee, free of charge.

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