

# **Mascoutah Historical Society**

## **Buildings & Grounds Policy**

### **Article I – Purpose**

The purpose of the Buildings and Grounds policy is to identify key strategies to maintain safe and welcoming facilities for members and visitors to the properties managed by the Mascoutah Historical Society.

### **Article II – City Agreement**

The Executive Board of the Mascoutah Historical Society shall review the Contract with the City of Mascoutah at the first meeting of the calendar year in order to remind the organization of the responsibilities of the Society in maintaining the Mascoutah Heritage Museum. Every effort shall be made to work cooperatively with the City with regard to issues involving upkeep and improvements to the building.

### **Article III – Establishment of Buildings and Grounds Committee**

The Executive Board of the Mascoutah Historical Society shall establish a Buildings and Grounds Committee to consist of either the President or Vice President, one director, and at least one member of the general membership.

### **Article IV – Maintenance of the Heritage Museum**

1. The exterior of the Museum shall be inspected by the Buildings and Grounds Committee twice each year. Features to be assessed shall include the following:
  - Paint, siding & brickwork
  - Foundation
  - Windows
  - Doors
  - Gutters & downspouts
  - Garage doors
  - Parking lot & driveways
  - Loading docks
  - Landscaping (hardscape and plants)
  - Fire escapes
2. The roof of the Museum shall be inspected once every five years by a qualified roofing company.
3. The interior of the Museum shall be inspected by the Buildings and Grounds Committee twice each year. Features to be assessed shall include the following:
  - Paint
  - Windows & window treatments
  - Bathrooms & plumbing
  - 2<sup>nd</sup> floor kitchen

- Flooring
  - HVAC systems
  - Alarm systems & carbon monoxide detectors
4. A log of maintenance projects (including repairs and replacements) and improvements to the Museum shall be kept.
  5. The Executive Board may allow from time to time, the use of the Museum by outside organizations or individuals, following the Guidelines stated elsewhere in this policy.

**Article V – Maintenance of the Berger Kiel Log House, Anstedt Barn, and Carol Klopmeier Learning Center Pavilion**

1. The exteriors of the Log House, Barn, and Pavilion shall be inspected by the Buildings and Grounds Committee twice each year. Features to be assessed shall include the following:
  - Paint, siding & brickwork
  - Foundation
  - Windows
  - Doors
  - Gutters & downspouts
  - Garden
2. The roofs of the buildings shall be inspected once every five years by a qualified roofing company.
3. The interior of the buildings shall be inspected by the Buildings and Grounds Committee twice each year. Features to be assessed shall include the following:
  - Paint & chinking
  - Windows & window treatments
  - Flooring
  - Electrical wiring
4. A log of maintenance projects (including repairs and replacements) and improvements to the buildings shall be kept.
5. The Executive Board may allow from time to time, the use of the Berger Kiel House or the Carol Klopmeier Learning Center Pavilion by outside organizations or individuals, following the Guidelines stated elsewhere in this policy.

Initial Buildings and Grounds Policy adopted July 3, 2022

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Annie Holmes, Secretary

*Adopted July 2022*

**Mascoutah Historical Society**  
**306 W. Main Street**  
**Mascoutah IL 62258**

## **Guidelines for Use of the Mascoutah Heritage Museum**

1. There is a fee of \$100, with a separate security deposit of \$50. These fees must be paid at the latest one week before the event is scheduled to be held. The security deposit check will be held until after the event, when it will be returned uncashed if the Museum is left in acceptable condition. Checks should be made payable to the Mascoutah Historical Society. The Society may choose to waive the fee for educational groups or non-profit organizations.
2. There is no smoking allowed inside the Museum.
3. Nothing is to be moved or removed from its location in the Museum without the consent of the Mascoutah Historical Society.
4. A Society member will be on site to open and close the Museum. A key will not be furnished.
5. The Mascoutah Historical Society is a non-profit organization, registered with the State of Illinois. As such, donations are always welcome to be used for the upkeep of the Museum.

## Contract Agreement for use of the Mascoutah Heritage Museum

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For: Rental of the Mascoutah Heritage Museum

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Fee: \$100.00, plus \$50.00 security deposit. The two checks should be made payable to the Mascoutah Historical Society.

I, \_\_\_\_\_, agree to abide by the attached guidelines during the time of the agreement.

\_\_\_\_\_  
(lessee's signature and date)

\_\_\_\_\_  
(Mascoutah Historical Society representative signature and date)

**Mascoutah Historical Society  
306 W. Main Street  
Mascoutah IL 62258**

## **Guidelines for Use of the Berger Kiel Log House**

1. The house and grounds may be used for small affairs only.
2. Please remember: There is not a water line to the house; therefore, there are no restrooms available on site. The nearest restrooms are in Scheve Park, close to the Dog Park.
3. There is a fee of \$50, with a separate security deposit of \$50. These fees must be paid at the latest one week before the event is scheduled to be held. The security deposit check will be held until after the event, when it will be returned uncashed if the house is left in acceptable condition. Checks should be made payable to the Mascoutah Historical Society. The Society may choose to waive the fee for educational groups or non-profit organizations.
4. There is no smoking, no food, and no drink allowed inside the house.
5. The house is furnished as to the time period of the individual rooms. Nothing is to be moved or removed from its location in the house without the consent of the Mascoutah Historical Society.
6. Park only in the grassy areas around the house. The driveway should be kept clear for emergency vehicles.
7. A Society member will be on site to open and close the house. A key will not be furnished.
8. The Mascoutah Historical Society is a non-profit organization, registered with the State of Illinois. As such, donations are always welcome to be used for the upkeep of the house.

## Contract Agreement for use of the Berger Kiel Log House

To: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

For: Rental of the Berger Kiel Log House

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Fee: \$50.00, plus \$50.00 security deposit. The two checks should be made payable to the Mascoutah Historical Society.

I, \_\_\_\_\_, agree to abide by the attached guidelines during the time of the agreement.

\_\_\_\_\_  
(lessee's signature and date)

\_\_\_\_\_  
(Mascoutah Historical Society representative signature and date)