

Dear Museum Supporter:

The Museum reopened on Tuesday, June 16 with new guidelines and business hours.

-Anyone entering the Museum is required to wear a mask if they are over 2 years old. If you do not have a mask we will provide one at no cost. This includes service personnel, staff, visitors, caterers, and rental guests.

-The Museum will permit 25 gallery visitors in at a time, allowing the Museum an opportunity to clean in between groups of guests. Due to smaller galleries with limited capacity, this will ensure safe distancing between groups of visitors. To help social distancing of visitor we have also marked a museum route in the building to create one-way traffic.

-All visitors must register when visiting (this should be done ahead of time on our website – www.macniderart.org; we can also do it for you over the phone).

-New hours are: Tuesday, Wednesday, Friday, Saturday: 10am – 5pm; Thursday: 10am – 8 pm; Sunday & Monday: CLOSED.

- Please limit drop-ins and do as much business by email, over the phone, or by mail. Rental visits should be planned ahead as you will need staff to accompany you to the Salisbury Room.

As of June 16, we also have new rental guidelines. They are as follows:

1. ATTENDANCE NUMBERS - These numbers are in *total*. For example, you cannot bring in 60 people every hour. It is 60 for the entire event.
For events the following numbers will be allowed:
 - Ceremony/speaker event (just chairs in theater style): 60
 - Sit down meal event (tables & chairs, 8 chairs per table): 48 if there are additional tables for food/display; 56 if all tables in the room are for seating. Food/display tables can be put in library.
 - Non-chair / No Food event (favors could be given as people leave, no food consumed): 75
2. FOOD - Masks do not need to be worn while eating at a table. Once the guest resumes moving around the room and talking to other groups the mask should be put on. If you choose to serve food at your event there should be a designated person serving at something like a buffet. Guests should not touch shared tongs, spoons, etc. The server will wear a mask, gloves, and be handing out the individual cupcakes or making each taco, for example. If your meal is professionally catered they will likely have a good handle on the safest way to serve. Right now individually pre-packaged foods are highly recommended and set out at each place setting. This should include everything: cupcakes, salads, silverware, beverages, etc.
3. SET-UP - We will set up the tables or chairs for you based on social distancing guidelines. Each round table can have up to 8 chairs and each table will be 6 feet apart. If you are only using chairs then we will set groups of 4 chairs and each group will be 6 feet apart from the next. If you have seating charts for either scenario we will gladly set the room to organize guests into their households, for example we can place 2 groups of 2 apart instead of together.

4. GUESTS – Please share our new guidelines with your guests so they know what to expect. Everyone will be expected to wear a mask, we can give them a mask if needed at no cost. The mask must be worn by your guest through the event. We will be greeting and checking guests in as they come in – so we will need a guest list from you. These new requirements are part of our policies and if they are not followed that will result in asking the person(s) to leave and/or losing your damage deposit. Please make sure your guests understand this.
5. WEDDING NUMBERS – The ceremony numbers above do not include the wedding party, minister, photographer, etc. that are not seated in social distancing groups. We don't expect that they will be seated so they are not counted, but we do expect for this group of people to be a reasonable number so we can socially distance them in the front of the room.
6. WEDDING PHOTOGRAPHY - Those getting married (brides/grooms) do not need to wear their mask during the actual ceremony, but will need to wear it up to that point. Masks do not need to be worn on our front lawn for pictures, but is recommended if not in a photo and in close proximity to one another. Indoor photos of the bride and groom without masks are permitted after the Museum closes at no extra cost, should you make arrangements with staff. Graduates likewise will be allowed to take photos after hours with their masks removed.

Upcoming booked rentals have been contacted with options to reschedule or cancel your event. These options will remain available to you. You can (1) wait to see how restrictions change; (2) change your date (there is not an additional date change fee); and (3) cancel. If you choose to cancel you can receive a 100% refund, you can also choose to receive the refund minus the membership fee (\$40), or donate all or part of your refund to the museum. This is not our normal cancelation policy but is for those effected by COVID-19 at this time and will remain in effect until all restrictions have been lifted.

Keep in mind, we write this with our current caseload as which has increased in recent days – if Cerro Gordo's numbers increase dramatically the Board of Trustees, City, or Governor may choose to close the Museum once again. Remember guests coming from other areas may come from areas dubbed "hot zones." The Museum has made these arrangements with the intent to keep everyone safe, while still allowing rentals. Please let us know if there is anything we did not address. We will do our best to find answers and work with you to find a solution.

Thank you,
Charles H. MacNider Art Museum