

March 18, 2021

Dear Museum Supporter:

The Museum Board recently met and approved COVID guidelines for rentals and visitors.

Here are visitor guidelines (that also apply to rental guests) that will remain in effect until June 30, 2021:

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

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

Rental Guidelines

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. A professional catering staff does not count against your attendance number.

For events the following numbers will be allowed:

- Ceremony/speaker event (just chairs): 60

- Sit down meal event (tables & chairs, 8 chairs per table): 56 if all tables in the room are for seating. Food/display tables can be put in library and/or on the stage

- Non-chair / No Food/Beverage event (favors could be given as people leave, no food consumed): 75

2. FOOD – Food and beverage may not be consumed unless seated.

- Masks do not need to be worn while sitting down and eating at a table. Once a guest has finished eating the mask needs to be put back on, regardless if sitting or standing.

- If you choose to serve food at your event there should be designated serving people at each food/beverage station. Guests should not be sharing utensils (salad tongs, cake spatula, punch spoon, etc.). The server(s) will wear a mask and gloves, and be handing out individual cupcakes, pouring each drink, 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.

- Individually pre-packaged foods are highly recommended and could be set out at each place setting. This would include everything: cupcakes, salads, silverware, beverages, even full meals, etc. Pre-made goodie bags to be handed to those leaving is also a great idea.

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 a seating chart you'd like us to follow please get that to us at least a week before your event.

4. GUESTS – Please share our guidelines with your guests so they know what to expect. Everyone will be required to wear a mask when in the building; we can provide a mask if needed at no cost. The mask must be worn by your guest through the entire event. We will check in your guests as they enter the building – so we will need a guest list from you (names only). These requirements are part of our policies and if they are not followed it 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 listed in event attendance do not include a wedding party, minister, photographer, etc. because they are not seated. We do expect this group to be a reasonable number and the overall attendance number should not be over 75.
6. WEDDING PHOTOGRAPHY - Those getting married in the building (brides/grooms) do not need to wear their mask during the actual ceremony, but will need to wear it up to that point. Indoor photos of the bride and groom without masks are permitted after the Museum closes at no extra cost, this must be arranged ahead of time. Graduates likewise will be allowed to take photos after hours with their masks removed. All other persons must remain masked (including photographer).

These guidelines will remain in place through June 30, 2021.

Everyone who has booked a rental still has the opportunity to change the date of your event (based on availability) or cancel and receive a full refund. This is not our normal cancelation policy and we will return to the regular policy once restrictions have lifted. Please let us know by April 10 if you plan on cancelling so we can get the refund paperwork started. If you or someone in your family becomes ill in the days before your event please let us know and we will work with you to reschedule or refund.

These rules follow CDC, state, and local health department recommendations. As a city building the museum is required to follow mask ordinances set forth by the city. 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