



Abraham Lincoln Presidential Library and Museum Event Procedures

Current: 10-29-2020

Let's Meet Smart – Stay a Lincoln Apart (6'4")! The ALPLM looks forward to welcoming rental event clients and their guests to the Library and Museum for meetings and events following Illinois Department of Public Health guidelines. ALPLM staff are working to provide the safest and healthiest environment possible for our visitors and event guests.

Following are ALPLM health and safety procedures as well as our cleaning procedures for your information as you consider the ALPLM for an upcoming meeting or event:

Health and Safety Procedures

- We ask that before entering the building, guests put on a face covering.
- Face coverings are required to be worn by all event guests throughout the event. The exception is that the covering may be removed when seated and eating or drinking. At all other times – even when seated – face coverings should be worn.
- To keep groups of people from potentially gathering close together, we ask guests to try not to arrive early for an event.
- All event guests will be screened for COVID-19 like symptoms including a no-touch temperature check to ensure body temperature is below 100.4 degrees Fahrenheit.
 - If symptoms are present, we will ask the rental client to ask their guest to leave the event for the guest's health and the health and safety of other event guests.
 - ALPLM Employees, Secret Recipes Catering staff, and other vendors are required to take a Health Screening including a temperature check prior to being admitted to the Museum/Library.
- Due to health concerns, interactive touchscreens and other touchable elements are temporarily closed throughout the Museum, and our theatrical presentations, Lincoln's Eyes and Ghosts of the Library, are restricted to a limited number of guests.
- The Museum parking garage located at the corner of Sixth and Madison Streets is currently available at no cost.
- Our onsite SUBWAY restaurant is temporarily closed.
- ALPLM staff will wear masks, and gloves as needed, during set up of the event, and during the event when in and near the event venue.
- Secret Recipes Catering staff will follow appropriate food service guidelines in the preparation and serving of food and beverages for events at the ALPLM.
 - Catering staff will wear face masks and gloves throughout service for the event.
 - Please contact Secret Recipes with any specific questions/concerns regarding catering.



During an Event

We ask that guests wash their hands for at least 20 seconds after using the restroom. Museum restrooms are in the hall and near the Café (Subway). There are two restrooms on each floor of the Library.

- Avoid touching items including handrails and surface tops.
- Make use of the hand sanitizing dispensers located in event venues and throughout the facility.
- **Please Meet Smart and “Stay a Lincoln Apart”** (6’4”) between you and your fellow event attendees.
- During the event, the ALPLM asks the rental client to monitor and communicate with guests as needed regarding the following of guidelines such as wearing a face covering and practicing social distancing. Our staff will be available to assist if needed.

ALPLM Cleaning Procedures

The ALPLM has the following cleaning measures in place to provide the safest environment possible for your event:

- For daytime events, public restrooms are deep-cleaned and disinfected before every event as well as at least every two hours during the day. For evening events, the restrooms are cleaned and disinfected before an event begins and are cleaned and disinfected once during the event as well as after the event.
- Commonly touched surfaces like handrails, countertops, and seating are disinfected before and after the event.
- At the Museum, our staff will clean touchable surfaces prior to an evening event.
- Hand sanitizing stations are positioned throughout the ALPLM for guests to use, including in and around event venues.
 - Disinfecting wipes will be available at one hand sanitizing station in event venues for guests’ use.
- Event furniture and equipment are cleaned and disinfected once the event is set up before the caterer sets up for food and beverage service. Items are cleaned and disinfected after the event as well.

Please contact the Facilities Rental Office with any questions or to discuss an event reservation. Thank you for your consideration. We hope to welcome you and your guests to the ALPLM sometime soon.

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