

The Gateway Visitor Center is owned and operated by the Historic Hudson Hoosic Rivers Partnership. The mission of the Visitor Center is to introduce residents and visitors to the resources, venues and history of Saratoga, Washington and Rensselaer Counties. The Visitor Center is not a museum and/or a collection of objects. A secondary goal is to serve as a limited gathering space in support of special events for the communities and member organizations.

### **Policy on Temporary Exhibits and Materials for distribution at the Gateway Visitor Center**

Any Temporary Exhibit offered to the Partnership must enhance the visitor experience, not as a museum piece but as an example of one of the themes developed in the existing exhibits.

1. The Partnership will establish a committee to review exhibit Proposals or Special Programs to ensure that they enhance the mission to encourage residents and visitors alike to explore the wealth of resources in the region.
2. The Partnership will avoid receiving any permanent donation of objects or items of material culture requiring conservation and long-term stewardship.
3. The Partnership will develop an agreement to accept a Temporary Exhibit or Program that makes it clear of the terms of acceptance. (Things like length of program/exhibit, care, insurance, security, etc.)
4. If the “Partnership” accepts any ownership transfers to the Partnership it includes all rights to display, dispose or sell the item with concurrence of the Board
5. The Partnership will not accept “period” pieces for display in the cases. All items should be replicas and/or represent current businesses (aka King Dairy Milk Bottle).  
?(I don’t get this one /JF)

### **2022 Use Guidelines (re-evaluated for 2023 season)**

1. The Partnership will establish a committee to review requests for any gathering of Community Groups and Partners during the season and (after season?) the Board will appoint a representative responsible to coordinate scheduling.
2. Groups must secure board member or Hudson Crossing Park staff to open and close the structure. Groups must record the names of those in attendance.
3. All users are responsible for set up and take down, including removal of trash or miscellaneous items.
4. No food can be served. (Was going to say drink as well – but people may want water or coffee.)
5. Any use of the AV equipment should be done with permission and coordination with knowledgeable staff!

6. A \$25 clean up fee will be charged for the 2022 season.
7. No political, private or fundraising events.
8. During visitor center use hours – it will be expected that the visitor will be accommodated.

Note: Based on my years of experience I believe that we should not accept material cultural donations. The burdens of security, insurance and stewardship are cumbersome for our group. There are occasions where the Partnership may be the last resort like the acceptance of the Lafayette Sign. We should establish definitive guideline relating to this.

We will need to establish process for requesting group access. I'll see if I can find something.

Joe