



# Mohonk Preserve Visitor Center Meeting Room Rental Guidelines

## What is the Mohonk Preserve?

The Mohonk Preserve is a mountain refuge – for people and nature. It is a haven for wildlife, a living museum, and a sanctuary where visitors can come to reflect and be restored.

*The Preserve's mission is to protect the Shawangunk Mountains region and inspire people to care for, enjoy, and explore their natural world.*

## What is the basis of the Preserve's rental guidelines? The Preserve developed the rental guidelines to ensure:

- **Ecosensitivity:** The event has to have minimal environmental impact, including limited or no manipulation of the rental site or of the outdoors.
- **Compatibility with existing uses:** The event must not conflict with other visitors' use or quiet enjoyment of the resource, or with regular staff operations.
- **Consistency with facility limitations:** Renters must respect the capacity limits listed in the guidelines below, and use the facility in a manner consistent with its purpose, legal occupancy limits, and equipment.

## What are the general rental guidelines?

- Food may be brought in or catered from a local restaurant. Cooking on the premises is not allowed.
- No alcohol is allowed.
- Acoustic music is allowed. During business hours the volume must be kept low and must not interfere with or disturb other activities.
- Renters must make prearrangements to reconfigure Conference Room.
- Renters may rearrange the chairs and the smaller tables in the Discovery Room.
- No furnishings are allowed outside.
- No exterior event signs are allowed.
- Nothing may be affixed to the walls or cabinets in the rooms except on the exhibit wall in the Conference Room on which paper or charts may be affixed with pushpins only.
- The rental group is responsible for leaving the rooms in a neat condition. Tables must be cleaned and trash placed in the receptacles provided. Recyclable material must be placed in the receptacles provided.
- The Preserve will determine the condition of the rooms after the event. If any damage has occurred, the rental group assumes full responsibility for the cost of repairs to be determined by the Mohonk Preserve.
- Rental groups must sign a renter's contract and liability release statement and, if required, secure a Certificate of Insurance from their insurance company (see rental contract). The Preserve reserves the right to request a Certificate of Insurance from rental customers whose event, in the opinion of the Preserve, may involve significant outdoor activities. The certificate must indicate that the group's liability coverage is at least \$1 million per occurrence and \$2 million in aggregate. The certificate must name the Mohonk Preserve as Additional Insured.

## When are the rooms available for rental?

- The rooms are available for rental Monday through Sunday from 9:00am-5pm with the exception of holiday weekends, Thanksgiving, Christmas Eve, Christmas Day, and New Year's Day.
- The rooms may be rented beyond 9:00am-5pm for an additional fee for staff time. This must be pre-arranged and is dependent upon staff availability.

## What is the cost of renting the Conference Room (includes outdoor roof Terrace) and/or Discovery Room?

**\$300** from 9:00am to 5:00pm

**Staff Fees: \$50** per hour

## What does the Preserve provide?

- The Conference Room is located in the upstairs of the Visitor Center adjacent to the main exhibit hall. Four tables are arranged in a square with comfortable seating for 20. There is seating for an additional 5 to 10 around the perimeter of the room. There is a sink, a small refrigerator, a microwave and counter space for materials or food, and an audio visual screen. This room has direct access to the Terrace.
- The Discovery Room is located on the lower floor of the Visitor Center. This is a more informal space and can be set up with smaller tables and chairs arranged a number of ways. Depending upon room arrangement this space can accommodate 25-35 people. The room has a sink, some counter space, and an audio visual screen, but no refrigerator. It has direct access to the outside and is in close proximity to the LaVerne Thompson Self-Guiding Nature Trail, the J&S Grafton Sensory Trail, and the Butterfly Garden.
- The Visitor Center parking lots can accommodate up to 70 cars total. Parking on non-holiday weekdays is usually not a problem. However, on holidays and peak visitation weekends, parking is at a premium and cannot be guaranteed.
- The Visitor Center is handicapped accessible. Four handicapped parking spaces are available, three in the Visitor Center main lot, and one in the secondary, back lot. The building is equipped with an elevator.
- Rental groups are welcome to walk the LaVerne Thompson Self-Guiding Nature Trail, the J&S Grafton Sensory Trail, or visit the Butterfly Garden, all of which are easily accessible. There are exhibits on both levels of the Visitor Center and our Gift Shop is open during business hours.
- Brochures, maps, and general information are available at the reception desk.

For a rental contract including the renter's agreement and liability release statement, please contact:

Jon Ross, Associate Director of Visitor Services  
Phone: 845-255-0919 ext.1231; email: [jross@mohonkpreserve.org](mailto:jross@mohonkpreserve.org)

**PLEASE NOTE:** Your rental reservation cannot be confirmed until a completed contract, including compliance with appropriate insurance requirements or liability release statement is received. Your confirmed reservation is subject to room availability at the time your completed contract is received.