

Omaha Public Library (OPL) Meeting Room Policy – A.V. Sorensen Branch and Recreation Center and Florence Branch and Recreation Center

PURPOSE:

This meeting room policy is used in conjunction with the OPL Meeting Room Policy. Meeting rooms/space at these facilities may be reserved through these two entities: OPL and Omaha Parks, Recreation, and Public Property (PRPP).

POLICY:

The owning entity will have priority use of all meeting rooms/spaces. The A.V. Sorensen Recreation Center's two meeting spaces will be available to OPL when not in use by PRPP. The Florence Branch Library meeting room will be available to PRPP when not in use by OPL.

Once an entity has reserved a room, it cannot be cancelled or changed to another room without the entity's prior approval.

Meeting rooms/space is available at no cost to the other entity unless a cost is incurred by the owning entity.

The owning entity receives and approves applications for the use of meeting rooms/space by outside groups/organizations. Any fees charged are determined by the owning entity and may be dependent on the gathering's purpose.

Meeting rooms/space may not be used in a manner that allows for consumption of alcohol, flame/lighted candles, or excessive noise.

Set-up and take-down time must be included in the time requested. These times cannot exceed the facility's open hours.

Meeting rooms/space must be cleaned up after use and put back in the standard configuration or as directed by the owning entity staff.

Entities will abide by the fire code capacities as directed by the Fire Marshall.

Entities will take attendance and provide the count to the owning facility.

Entities will be responsible for damage to supplies, equipment, and/or the facility.

It is expected that all users of this space follow each entity's policies, code of conduct, and rules.

IMPLEMENTATION:

OPL and PRPP personnel at these locations are responsible for enforcing this policy.

Approved by the Board of Trustees
of the Omaha Public Library, August 20, 2025