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# Omaha Public Library (OPL) Meeting Room Policy – Saddlebrook Branch, Recreation Center, and School



## PURPOSE:

This meeting room policy is used in conjunction with the OPL Meeting Room Policy.

The meeting room at this facility may be reserved through the three entities occupying this joint-use facility: Omaha Public Library, Omaha Parks and Recreation Community Center, and Omaha Public School's Saddlebrook Elementary School, hereinafter referred to as the "entities".

## POLICY:

The entities make every effort to offer and provide free events and/or meeting space to the public. They reserve the right to charge a fee.

There is sometimes a set fee for outside private groups/organizations to use the meeting room. This fee is calculated on an hourly or half-hourly basis, which includes set-up and take-down time for that space. Any fees charged are dependent on the gathering's purpose and the entity that receives and approves the application.

The meeting room may not be used in a manner that allows for consumption of alcohol, flame/lighted candles, or excessive noise.

Room set-up arrangements are the responsibility of the group using the meeting room. The meeting room must be cleaned up after use or a cleaning fee may be charged.

All meeting room users agree to adhere to the posted fire code capacity as directed by the Fire Marshal.

Advance reservations are required to use the meeting room.

If the meeting room is being used for an event outside of OPL's hours, access to the OPL facility is prohibited at any time.

It is expected that everyone using the meeting room will follow each entity's policies, code of conduct, and rules.

In the event of inclement weather or an emergency requiring facility use for a City of Omaha event, the entities reserve the right to cancel or postpone the meeting room use. Every effort will be made to reschedule the meeting room at a mutually satisfactory time.

Use by outside groups does not constitute an endorsement by any of the entities.

## IMPLEMENTATION:

All personnel at these entities are responsible for enforcing this policy.

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