



Headquarters Policies:

- The Junior League office (608 N. 108th Court, 68154) is for the purpose of transacting the business of this League. The facilities serve as the administrative office of this League and provide all members with a place to hold meetings and conduct and coordinate various League projects.
- The Junior League of Omaha (JLO) shall not be responsible for any personal property damaged, lost or stolen on the premises.
- All members, committee chairmen and outside organizations must contact the office secretary in advance to reserve space for their meetings and other functions.
- Headquarter facilities may be used by a past Junior League partnering agency or outside organizations when reserved by a Junior League member who assumes the following responsibilities:
 - The meeting must be cleared through the Office Manager.
 - The meeting is not to interfere with regularly scheduled League meetings and must be posted on the office calendar by the Office Manager.
 - The League member who schedules the meeting must be in attendance and assume responsibility.
 - The organization must provide its own coffee or tea and be responsible for clean up.
 - No long distance calls can be made and no children are allowed during meetings.
 - The punch code number to Headquarters must be obtained from the Junior League of Omaha Office Manager.
 - The outside group using Junior League Headquarters will pay for any damage incurred by one of their group during their use of the facility.
 - A cleaning fee of \$35 will be charged to members of organizations if the facility is left in an unsatisfactory manner.
- Clean-up is the responsibility of each committee chairman or a member or members of the committee so appointed.
- The Junior League files are to remain at Headquarters.
- A library for League use is in the Headquarters. Books and other materials may be added to the library by forwarding this material to the League Operations Vice-Chairman.
- Punch code access number to the office may be obtained from the League Operations Vice-Chairman.
- Video equipment is available for use by any League committee and must be reserved and checked out with the Office Manager or League Operations Chairman. Audio visual equipment may be loaned to persons who are or are not members of this League for a period not to exceed five days. The equipment must be checked out with the Office Manager or the League Operations Chairman.