



Assistance League® of Omaha Office Policies

Building Use and Security

- The office is for the use of all members.
- Members may access the building with the appropriate door and security system codes.
- Members may reserve use of the Fran Batchelder and the Mary Holland Conference Rooms by noting the event and person requesting the rooms on the large desk calendar in the office.
- Members are asked to collect all trash and food waste after a meeting and dispose of it out of the building, either in the locked dumpster or by taking it home.
- A cleaning service provides basic cleaning once a week, but members are asked to keep the building neat and attractive for our members, patrons, and to facilitate cleaning.

Copy Machines

- Two copy machines are for Assistance League business. One is located in the office and in the other in the Fran Batchelder Conference Room.
- Please make only the necessary number of copies and refrain from printing in color.

Computers

- There are two computers (one has two screens) in the office that can be used for Assistance League business. The computers must NEVER BE SHUT DOWN. After using the computer, turn off the screen but leave the computer on.
- The computer in the Fran Batchelder room is reserved for Operation School Bell.

Telephones

- Please answer the telephone if you are using the office. DO NOT GIVE OUT MEMBER INFORMATION. Take a message and call the appropriate person. Leave a message on their personal phone if necessary.
- There are also dedicated phone lines for the Thrift Shop and the FAX machine.

Security Cameras

- There are several security cameras in the office and Thrift Shop. If you wish to view the live activity, you may turn on the screen. Please shut off the screen when you leave.

Building Grounds

- The Garden Committee keeps the landscape beautiful but anyone using the chapter house is encouraged to maintain the cleanliness of the building grounds.