



LAURITZEN
GARDENS

100 Bancroft Street
Omaha, NE 68108
www.lauritzengardens.org

Seeds of Learning Fact Sheet

HOURS AND PROGRAM INFORMATION

- Open daily 9 a.m. to 5 p.m. except Thanksgiving, Christmas, and New Year's Day
- Open until 8 p.m. on Mondays and Tuesdays from mid-May to mid September
- Programs are available year round
- Programming is typically one hour in length
- Programming available year-round for children 3-5 years of age
- Topics are updated throughout the year, please check the website for details

ADMISSION

Children – 3-12 years of age:

- \$3 per student

Adults:

- One teacher or adult chaperone per group of 5 children is required and is admitted free of charge
- Additional adults are \$10 each
- Complimentary admission for bus driver

SETTING UP A PROGRAM

[Click here to submit a program request.](#)

Please note that a program is not reserved until you receive an email confirmation. If you have not received an email within three business days of submitting your request, call (402) 346-4002, ext. 253.

Once your request is processed, you will receive a confirmation packet via email.

- After you receive your confirmation packet, carefully review the information. Email a.dush@omahabotanicalgardens.org call (402) 346-4002 ext. 253 if corrections need to be made or if you have any additional questions.
- Please bring the program confirmation form with you on the day of your visit.

PARKING AND UNLOADING

- Bus parking is available on the east end of the parking lot (see map)
- Due to safety regulations, passengers must be unloaded in bus parking area and may not unload in the circle drive in front of the Visitor and Education Center.
- Walking distance from the bus parking area to the entrance of the Visitor and Education Center is roughly 300 feet.
- Parking is free.
- See the "What to Expect when You Arrive" section for further details.

WHAT TO EXPECT WHEN YOU ARRIVE

When you arrive, please park and prepare to unload in the proper area(s). If you are arriving on a bus/motorcoach, please wait for instructions from a garden staff member or volunteer before unloading. Your allotted program time includes arrival, departure and any necessary restroom breaks.

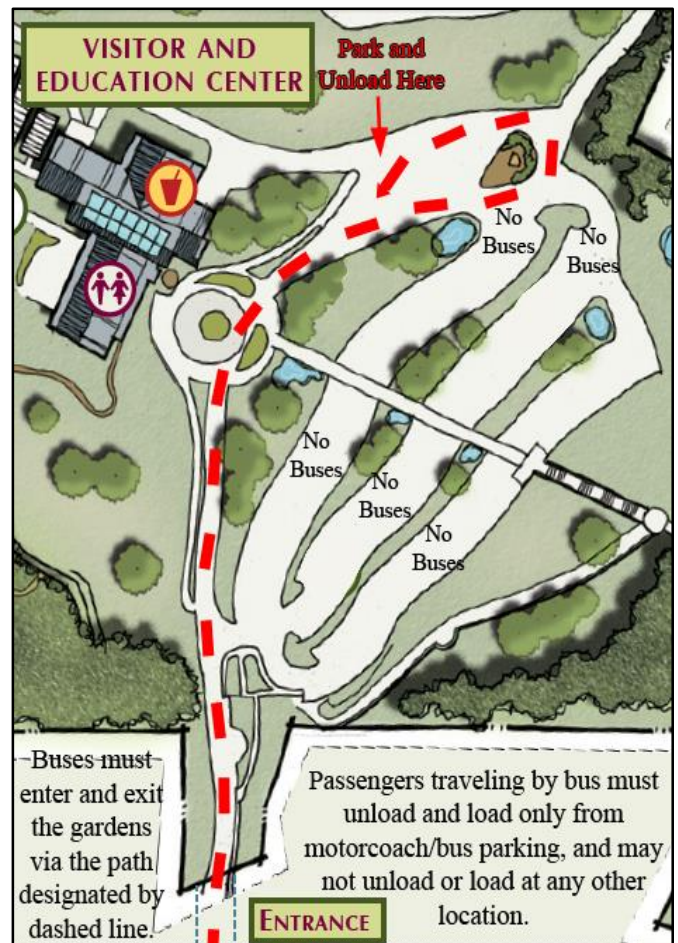
APPROPRIATE DRESS ATTIRE

Programs that include an outside component will not be altered unless otherwise arranged. Indoor activities are not available unless they are arranged with the gardens ahead of time. Please ask your students to dress appropriately for the weather. Due to the amount of walking required, tennis shoes are recommended.

ETIQUETTE

For the enjoyment of others and the protection of the garden, we thank you for following these simple guidelines:

- Stay with your group at all times. We ask that accompanying adults do their part to ensure a safe and enjoyable trip for all participants.
- Respect each other as well as other visitors. No pushing, shoving or abuse of any kind will be permitted (including verbal abuse).
- View and smell flowers, fruits, leaves and seeds, but please leave them for others to enjoy.
- Lauritzen Gardens does not allow jogging, running, bicycles, sleds, skateboards, scooters, and roller blades or activities such as Frisbees or kites.
- Let nature's music prevail. Please avoid loud voices and noises.
- For your safety, kindly stay on the paths and sidewalks and out of water features.
- Take this opportunity to cultivate the love of the beautiful garden.



TEACHER AND CHAPERONE GUIDELINES

- Chaperones must remain with their assigned group throughout the visit and help with supervision.
- Please refrain from cell phone conversations during programs. Programs may require brisk walking.
- Strollers are not permitted in student group tours or classes. Special needs guests are exempt.

ACCESS TO INDOOR FACILITIES

Groups may use the restrooms in the Visitor and Education Center, but may not tour or stay in the Visitor and Education Center or the Conservatory unless it is a part of their program, and the group is with a Lauritzen Gardens volunteer or staff member. Please include any restroom breaks within the allotted program time.

LUNCH AT THE GARDEN

Kenefick Park is available for lunch upon request. No indoor space is available for lunch groups, please plan accordingly. Groups must eat/sit on the lower level next to the trains, and may not eat/sit next to the flag poles so as to avoid the path of the gardens' tram. Kenefick Park is an outside area that is located to the south and east from the parking lot and up the stairs. Outside food is not allowed on garden grounds including the café. Picnicking on garden grounds and coolers are not permitted. If you arrange to have your lunches stored in the Visitor and Education Center, please make sure that your lunches are stored in a cooler/basket for easy transportation.



PROGRAM CANCELLATION AND RESCHEDULING POLICY

Programs will be cancelled in severe or inclement weather; such as lightning, hail, tornados or blizzards. In the event that your program is cancelled due to weather, you will receive a full refund. If you need to cancel your program, please call 402-346-4002 ext. 0 and ask to speak with the Education Department. Please do not consider your program canceled until you have received written (electronic or paper) confirmation from the Education Department that the cancelation has been completed. In the event of inclement weather, program formats that include outdoor participation may not have the outdoor portion substituted for another type of programming (may not substitute with indoor or other programming).

If your program needs to be rescheduled or important information regarding your program (such as type of program, lunches, etc.) needs to be altered, acceptance by the gardens of the request(s) may only be considered official once you have received a new and updated confirmation receipt stating the rescheduled information. Verbal or written/typed conversation does not guarantee that the request(s) has been completed. If your program needs to be canceled, please do not consider your program canceled until you have received written (electronic or paper) confirmation from the Education Department that the cancelation has been completed.

To cancel or reschedule your program, please call (402) 346-4002, ext. 253.

PHOTOGRAPHY CONSENT

Unless Lauritzen Gardens is notified in writing in advance about particular children or their parents (or guardian) not consenting to the students being photographed, registration serves as consent that children may be photographed and that such photos may be used in garden publications and promotional materials.

SAFETY

Teachers and chaperones are responsible for the safety of their children. Teachers and chaperones must remain with their assigned group throughout the visit. Be especially attentive during arrival and departure when children are loading and unloading.

CLICK ON THE FOLLOWING LINKS FOR MORE HELPFUL RESOURCES FOR PLANNING YOUR PROGRAM

- [Map of Lauritzen Gardens](#)
- [Upcoming shows and events at Lauritzen Gardens](#)

PAYMENT AND REFUND POLICY

- Payment may be made upon arrival or in advance
- Organizations that require billing must make arrangements with Lauritzen Gardens in advance of the tour
- Payment must be made in one sum for all visitors (children and adults) involved in the tour and all related activities (check, credit, or cash is accepted)
- If the attendance for your group falls below the minimum level required for your program type, guided or self-guided, the gardens reserves the right to alter or cancel your program
- Fluctuation in the number of kids that attend your program as a part of your group, may effect the number of chaperones that can be admitted at no charge
- No refunds are given once payment has been submitted

Payment by check should be addressed to:

Lauritzen Gardens
c/o: School/Youth Programs
100 Bancroft Street
Omaha, NE 68108

FINDING LAURITZEN GARDENS

From Interstate 80:

From Interstate 80, take the 13th Street exit north to Bancroft Street. Turn right (east) onto Bancroft and continue eastbound through a residential area until you reach the visitor and education center at Lauritzen Gardens.

From Downtown Omaha:

From the Greater Omaha Convention and Visitors Bureau visitor center at 10th and Farnam Street in the Old Market, follow 10th Street south to Bancroft Street. Turn left (east) onto Bancroft and continue eastbound through a residential area until you reach the visitor and education center at Lauritzen Gardens.

**LAURITZEN GARDENS
EMERGENCY CONTACT NUMBERS**

If injury is not life-threatening

- Seek the assistance of the nearest Lauritzen Gardens staff member
- If no staff member is close at hand, call the Lauritzen Gardens main number to request assistance
 - Call 402-346-4002
 - Press the number "0" for operator when you get the recording
 - Tell the operator where you are in the garden
 - Describe the emergency
 - This step will help gardens staff to prepare for the emergency personnel

If injury is life-threatening

- Call 911
- Inform the 911 operator that you are at Lauritzen Gardens, 100 Bancroft Street
- Inform the Lauritzen Gardens main number that you have called 911
 - Call 402-346-4002
 - Press the number "0" for operator when you get the recording
 - This step will help gardens staff to prepare for the emergency personnel

FOR FURTHER ASSISTANCE PLEASE EMAIL OR CALL Allison Dush:

a.dush@omahabotanicalgardens.org or (402) 346-4002, ext. 253

QUESTIONS OR UPDATES WHILE ENROUTE:

(402) 346-4002, ext. 250 (visitor and education center front desk)