

**OPERATING RULES
Clubhouse 4**



A. General

1. Residents and guests must sign in upon arrival at the facility; guest policies vary per studio/workshop.
2. Anyone using studios/workshops must complete an annual release, waiver of liability and indemnity agreement for each specific shop/activity in which the individual participates.
3. Studio/workshop use is limited to residents and to students enrolled in classes through the Saddleback College Emeritus Institute (only during class time). Nonresident students are allowed in the room 15 minutes before posted start time of class and only when a volunteer supervisor is present. If the instructor is absent, nonresident students must leave the facility. Nonresident students must vacate the classrooms by the posted end time of class.
4. Residents not enrolled in an Emeritus class are not permitted to be in the room during scheduled class time.
5. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.
6. Caregivers are allowed to assist the resident with Clubhouse 4 supervisor approval.
7. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
8. The head volunteer supervisor for each studio/workshop reports to the (staff) Clubhouse 4 supervisor.
9. A volunteer supervisor must be present at all times during studio/workshop hours. Studios/workshops will remain closed unless a volunteer supervisor is on duty.
 - a. Anyone wishing to serve as a volunteer supervisor must submit a volunteer application to the Clubhouse 4 supervisor.
 - b. When unable to cover an assigned shift, the volunteer supervisor will arrange for alternate coverage in advance. Inform the Clubhouse 4 supervisor of any long-term absence.
 - c. General end-of-shift duties (see individual studio/workshop volunteer supervisor duties):
 - I. All residents/guests must leave the studio/workshop.
 - II. Turn off all electrical machinery.

- III. Lock all windows and cupboards.
 - IV. Ready the floor for janitorial staff.
 - V. The volunteer supervisor must return the studio/workshop key to the Clubhouse 4 office upon leaving the facility.
10. No craftwork may be done outside of the applicable studios/workshops or their specially designated work space. Examples are:
 - a. Raku firing and glaze spraying: Specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding: Must be done in designated areas on the patio at the outside grinding area behind the kiln room.
 - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and the designated woodshop area.
 - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the studio/woodshop.
 11. Leave safety guards in place on all machines at all times. Residents/guests must inspect all equipment prior to use to ensure the item's proper function and safety features.
 12. Clean all shop equipment and return it to its usual location. Work areas must be left clean and neat prior to leaving the facility. Removal of shop tools from the room is prohibited.
 13. Use newspaper or canvas to cover work tables to protect the surfaces.
 14. Harmful or toxic chemicals are prohibited. All chemicals stored/used in the studios/workshops must have a material safety data sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
 15. Only personnel authorized by the Recreation Department may fire the kilns in the kiln room.
 16. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
 17. Work quietly in each studio/workroom. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
 18. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
 19. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
 - a. Any disruptive behavior or, misuse of studio/workshop equipment or any situation/issue will be reported by room supervisor to Clubhouse 4 supervisor.
 20. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
 21. Refer to the studio/workshop procedures for equipment use and/or material handling.
- B. Lounge

1. The lounge is a drop-in, first-come, first-served facility. No reservations are permitted.
2. Do not remove lounge furniture.
3. Leave the lounge neat and clean.
4. The refrigerator is for all to use and will be cleaned out regularly; store personal items at your own risk.
5. Money lost in the vending machines must be reimbursed from the vendor. The phone number is posted on the vending machine.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.