

**OPERATING RULES
Clubhouse 4 Jewelry
and Enameling**



A. General

1. Residents and guests must sign in upon arrival at the facility.
2. Report broken tools to the instructor's/volunteer supervisor's attention before returning them. Training prior to tool use is required.
3. Always clean the working area and the area around any tool used at the end of the studio/workshop period.
4. Work quietly in the studio/workshop. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
5. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
6. 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.
7. 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.
8. Please refer to the studio/workshop procedures for metal shear, rolling mill/hydraulic press, acid etching, buffing/grinding machines, drill press, soldering station, kiln, enamels and/or material handling.

B. Safety

1. Cigarette lighters and matches are prohibited.
2. Loose clothing, gloves (except thermal oven gloves), neckties, bracelets or loose jewelry that could get caught in moving parts is not permitted. Secure long hair in a ponytail. Nonslip, closed-toe shoes are required.
3. Wear safety glasses at all times.
4. Protect all surfaces in the studio/workshop by hammering on metal blocks or the anvil, saw cutting and filing on bench pins, and applying nail polish or marking materials on metal that sits on a protective sheet of poster board.
5. Carry all sharp objects and tools pointing downward; move with caution.
6. Quench all hot material after heating and especially before asking questions or showing to another person.
7. Store materials and tools out of the way of other users. If using a large tool box, store under the table to prevent tripping.

C. Metal Casting Safety

1. Eye protection, leather apron and fireproof gloves are required.

2. Have a step-by-step plan in place.
3. Know where the fire extinguisher is located.
4. Keep bystanders away from casting area.
5. Announce the start of the metal casting to the volunteer supervisor.
6. Turn exhaust on.

D. Emeritus Students

1. Students may not enter the room without a volunteer supervisor present.
2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
4. Serial production is not permitted (no more than three pieces of the same kind).

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.