

<p style="text-align: center;">OPERATING RULES Clubhouse 4 Sewing Rooms</p>	
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A. General

1. Residents and guests must sign in upon arrival at the facility; please see guest policies below.
2. Food and/or drinks are prohibited on the sewing and cutting tables.
3. Use a cutting board; razor blades or other sharp instruments are prohibited on the cutting tables.
4. The use of the sewing machines is on a first-come, first-served basis; no reservations are permitted.
5. No resident/guest may remove parts of a sewing machine without the approval of the volunteer supervisor. Use feet made for the present sewing machine model only.
6. Shut down machines not working properly and label them with signage. The volunteer supervisor will submit a work order form containing as many details as possible. Only staff or specialized vendor may do repairs.
7. The sewing room (quilters room) nearest to the parking lot may be used as an overflow room if all machines in the other room are occupied. Residents must inquire with the volunteer supervisor on duty about use of this room.
 - a. Two exceptions are:
 - i. Students enrolled in an Emeritus sewing class with an instructor present.
 - ii. Members of the Crazy Quilters Club with a volunteer supervisor present.
8. Storage space is limited in the sewing rooms. Overflow must be moved to storage provided in the old bridge room.
9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
10. Work quietly in the studio/workshop. Moderate voices and sound. Silence phones; use them outside.
11. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
12. 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.
13. 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.

B. Guests

1. Guests are permitted sewing room use on Sundays only; however, guests may not utilize the sewing machines at any time. Guests may walk through the sewing room any day during normal business hours.
 2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use.
 3. Nonresident guests may not purchase any supplies offered in the sewing studio/workshop.
- C. Emeritus Students
1. Students must 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.