

GRF OPERATING RULES Clubhouse 4 Art Studio	 Laguna Woods Village®
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A. General

1. Residents and guests must sign in upon arrival at the facility.
2. A volunteer supervisor must always be present during studio hours. Studios will remain closed unless a volunteer supervisor is on duty.
3. No chemicals considered hazardous (turpentine, solvents, linseed oil, brush cleaners or rags containing these byproducts) may be left in the art studio. Use odorless solvents. Residents and guests must remove these items from the facility and properly dispose of them.
4. See the volunteer supervisor for information pertaining to the mat cutter, library case, available paper, picture hanging, art classes, etc.
5. Residents and guests must always cover tables with a full-sized table cover or newspaper.
6. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
7. Only registered students may work in the art studio during posted Saddleback Emeritus class times.
8. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
9. The storage closet and supply cabinet are for club member use only. Do not leave personal items/materials on tables and counters or in non-assigned studio/workshop storage spaces.
10. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not remain in the drying area for more than two weeks unless they are being worked on currently.
 - a. Canvases and work on paper must be clearly marked with the name, phone number and date.
 - b. Items without ID will be removed, dated and eventually disposed of.
11. Before leaving the studio, clean up all spilled or splashed paints, glue, mediums and dry media dust from the tabletops, chairs, floor and sinks. Use damp towels and soap if needed. Return studio easels to their designated hanging racks and studio tools to the supply cabinet.
12. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
13. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.

14. Residents and guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their ability to use equipment safely.
15. Staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine whether a resident and/or guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
16. Club meetings and events do not have priority use. Club events must be approved by the Recreation and Special Events Department to take priority at the facility.

B. Guests

1. Guests are permitted on Tuesday and Thursday from 4 p.m. until closing time and Sundays.
2. The maximum number of guests per resident is two. Guests under 10 years of age are not permitted to use the facility. Residents must always accompany their guests.
3. Anyone using studios must complete an annual release, waiver of liability and indemnity agreement for each specific shop/activity in which the individual participates; a guardian must sign for children ages 10 to 17.

C. Emeritus Students

1. Nonresident students may enter the art studio 15 minutes before the beginning of posted class time and must leave Laguna Woods Village promptly by the end of class.
2. Students may enter the art studio only during actual class times of the specific class(es) in which they are enrolled.
3. Serial production is not permitted (no more than three pieces of the same kind).

Note: The Recreation and Special Events 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. GRF is authorized to take disciplinary action against a member found in violation of the operating rules. Register a complaint by contacting the Security Services Department at 949-540-1400 or the Compliance Division at compliance@vmsinc.org or 949-268-CALL.