

**GRF OPERATING RULES
Clubhouse 4
General**



A. General

1. Residents and guests must sign in upon arrival at the facility; guest policies vary per studio.
2. Anyone using studios must complete an annual release, waiver of liability and indemnity agreement for each specific shop/activity in which the individual participates.
3. Studio use is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute (only during class time).
 - a. Nonresident students are allowed in the room 15 minutes before posted start time of class and only when a volunteer supervisor is present.
 - b. If the instructor is absent, nonresident students must leave the facility.
 - c. Nonresident students must vacate the classrooms by the posted end time of class.
4. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
5. Residents not enrolled in an Emeritus class are not permitted to be in the room during scheduled class time.
6. Guests of residents are not permitted to use the Clubhouse 4 studios except for 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.
7. Caregivers are allowed to assist the resident with Clubhouse 4 supervisor approval.
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 head volunteer supervisor for each studio reports to the (staff) Clubhouse 4 supervisor.
10. A volunteer supervisor must always be present during studio hours. Studios will remain closed unless a volunteer supervisor is on duty.
11. No craftwork may be done outside of the applicable studios or their specially designated workspace. 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 patio and outside grinding areas 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.
 12. Always leave safety guards in place on all machines. Residents/guests must inspect all equipment prior to use to ensure the item's proper function and safety features.
 13. 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.
 14. Use newspaper or canvas to cover worktables to protect the surfaces.
 15. Harmful or toxic chemicals are prohibited. All chemicals stored/used in the studios must have a material safety data sheet (supplied by the vendor and submitted to the clubhouse staff before it is used or stored at the facility).
 16. Only personnel authorized by the Recreation and Special Events Department may fire the kilns in the kiln room.
 17. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
 18. Residents and guests must work quietly in each studio. Moderate voices and sound. Silence mobile phones and use them outside if necessary.
 19. Residents and guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
 20. 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/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
 - a. Any disruptive behavior, misuse of studio equipment or any situation/issue will be reported by room supervisor to the Clubhouse 4 supervisor.
 21. 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.
 22. Refer to the studio procedures for equipment use and/or material handling.
- B. Safety
1. Do not wear jewelry, gloves, neckties or loose clothing that could get caught in moving equipment parts. Remove coats and jackets and roll up loose sleeves.
 2. Nonslip, closed-toe footwear is required.
 3. Tie back long hair away from the face; do not let it "fall" into work.
 4. Safety glasses or a face shield must be worn when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
 5. Always keep your eyes on the cutting action.
 6. Inform the volunteer supervisor of a potential safety danger.
- C. 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 by the vendor. The phone number is posted on the vending machine.

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.