

**GRF OPERATING RULES
Clubhouse 4 Jewelry
and Enameling Studio**



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. Report broken tools to the instructors/volunteer supervisors. Do not return them to the storage cabinet.
4. Training is required prior to using any tool.
5. At the end of each session all users must clean their workspace and the area around any equipment used. Return all tools to their designated holding spot.
6. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
7. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
8. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.
9. Residents cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
10. 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.
11. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
12. 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.
13. Please refer to the studio 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.
3. Nonslip, closed-toe footwear is required.
4. Safety glasses are always required.
5. Leave safety guards in place on equipment always.

6. Protect all surfaces in the studio by hammering on metal blocks or the anvil. Use bench pins for sawing, cutting and filing. When using nail polish or marking materials on metal, make sure that materials sit on a protective sheet of poster board.
 7. Carry all sharp objects and tools pointing downward; move with caution.
 8. Quench all hot material after heating and especially before asking questions or showing them to another person.
 9. Store materials and tools out of the way of other users. If using a large toolbox, 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 15 minutes before the beginning of posted class time and must leave Laguna Woods Village promptly by the end of class.
 3. Students may enter the studio 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 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.