

<p style="text-align: center;"><b>GRF OPERATING RULES</b>  <b>Clubhouse 4</b>  <b>Photography Studio and</b>  <b>Dark Room</b></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. A volunteer supervisor must always be present during studio hours. Studios will remain closed unless a volunteer supervisor is on duty.
4. Residents are eligible to use the darkroom located in the photography studio with approval of the volunteer supervisor. Nonresidents may use the photography dark room only during Emeritus class time and under their instructor's supervision.
5. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
6. All chemicals must have a material safety data sheet supplied by the vendor and submitted to clubhouse staff before they are used at the facility.
  - a. Any type of chemical considered hazardous may not be left in the photography studio classroom. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
  - b. Chemical storage is not permitted. Chemicals used in the dark room must be taken home at the end of the day.
7. Serial production is not permitted (no more than three pieces of the same kind).
8. Use of the multipurpose photography studio classroom must be scheduled with Recreation and Special Events Department approval.
9. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
10. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.
11. Residents and guests cannot be under the influence of alcohol, drugs and/or medication that may alter their ability to use equipment safely.
12. Staff have 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 in an unsafe manner and may request adherence to proper equipment use.
13. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
14. 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. Resident guests 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.
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 always accompany their guests. Guests must sign a waiver prior to use. Guests may not use the computers or printers. A guest may use the scanners with the resident.
3. Guests are permitted to attend Camera Club lectures.
4. Guests are not permitted to use the dark room.

## C. Emeritus Students

1. Students must not enter the room without a volunteer supervisor present.
2. Serial production is not permitted (no more than three pieces of the same kind).
3. 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.
4. Students may enter the studio only during the actual class times of the specific class(es) in which they are enrolled.

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](mailto:compliance@vmsinc.org) or 949-268-CALL.