

**GRF OPERATING RULES
Clubhouse 4
Sewing Studios**



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.
3. Food and/or drinks are prohibited on the sewing and cutting tables; water bottles are permitted.
4. A cutting board must be used for razor blades or other sharp instruments. Absolutely no cutting is allowed on the cork-surfaced cutting tables.
5. The use of the sewing machines is on a first-come, first-served basis; no reservations are permitted.
6. The foot pedal may only be removed after consulting with the sewing volunteer supervisor. Mark the sign-in sheet with your initials for the use of a substitute foot pedal. The volunteer supervisor will note when the foot pedal is returned. Use foot pedals made for the present sewing machine model only.
7. Machine parts may not be removed.
8. Needles may only be changed by the volunteer supervisor.
9. Shut down machines that are not working properly and label them with an out-of-order sign. Notify the volunteer supervisor if a machine is not working properly. The volunteer supervisor will submit a work-order form containing as many details as possible.
10. If all machines in the main sewing room are occupied, the second sewing room (quilting room) nearest to the parking lot may be used as an overflow room. Only those machines nearest to the volunteer supervisors may be used. Residents must inquire with the volunteer supervisor on duty about use of the second sewing 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.
11. Storage space is limited in the sewing rooms. Overflow must be moved to storage provided in the old bridge room.
12. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
13. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.

14. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside.
15. Residents and guests cannot be under the influence of alcohol, drugs and/or medication that may alter their ability to use equipment safely.
16. 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.
17. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
18. 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 to use sewing room 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 always accompany their guests. 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 Laguna Woods Village promptly at 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 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.