

GRF OPERATING RULES
Computer Learning Centers



A. General

1. Residents and guests must sign in upon arrival at the facility. Residents must always accompany their guests in all computer rooms.
2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence phones; use them outside if necessary.
3. Abusive conduct, including viewing graphic or violent content, is not permitted.
4. Residents and guests must clean up the area after use and return all equipment to the proper place.
5. Computer learning centers are managed by volunteers and are open in accordance with posted hours which are subject to change.
6. Workshop use is free; to offset printing supply costs, printing fees and class donations may apply.
7. The on-duty volunteer may impose a time limit to accommodate those waiting.
8. 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. PC Workshop

1. The maximum number of guests per resident is two. Residents and guests must sign in upon arrival at the facility.
2. Workshop users may obtain information from the greeter and computer assistance from the supervisor(s) on duty.
3. The PC Club funds and maintains a library available to all residents.

C. PC Learning Center

1. The maximum number of guests per resident is two. Residents and guests must sign in upon arrival at the facility.
2. PC Club membership is not required to take classes.
3. Non-disruptive classroom conduct is expected (like that in an educational environment).

D. Mac Learning Center

1. The maximum number of guests per resident is three. Residents and guests must sign in upon arrival at the facility.
2. Mac Club membership is not required to take classes.
3. Visitors may obtain assistance with Apple devices from on-duty supervisors (commensurate with their ability).

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.