

<p style="text-align: center;">OPERATING RULES Computer Learning Centers</p>	
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A. General

1. Residents and guests must sign in upon arrival at the facility.
2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence mobile phones and 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.

B. PC Workshop

1. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
2. The PC Workshop is open to all residents and their guests during posted hours.
3. The PC Club Workshop is managed by volunteers.
4. Using the PC Workshop is generally free of charge. To offset printing supply costs, printing fees may apply. Check with the volunteer on duty for further information.
5. The on-duty volunteer may impose a time limit to accommodate those waiting.
6. Users may obtain information from the greeter and computer assistance from the supervisor(s) on duty.

C. PC Learning Center

1. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
2. The PC Learning Center provides a variety of computer classes.
3. PC Club-organized classes are open to all community members; however, club members receive a discount. Club-organized class subjects and schedules are selected by the volunteer PC Club education chairperson. A registration fee applies for each club-organized class.
4. Classes are designed and paced to meet the needs of the majority of students.
5. Expected classroom conduct is similar to that in an educational environment.
6. All instructors are PC Club member volunteers. All classes have an instructor and an instructor assistant who helps students keep pace with the class.
7. Advanced classes may require basic skills as a prerequisite.
8. Special interest group (SIG) sessions are open to all residents free of charge. SIGs are typically held weekly on a variety of computer-related subjects.

9. The PC Club funds and maintains a lending library that is available to club members only.
- D. Mac Learning Center
1. The facility, including teacher-led classes, is open to all residents.
 2. The maximum number of guests per resident is three. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
 3. Mac Club membership is not required to take classes.
 4. The Mac Learning Center is operated by Macintosh Club volunteers and is open in accordance with posted hours that may change periodically.
 5. Using equipment is generally free of charge. To offset printing supply costs, printing fees may apply. Donations may be requested for class attendance.
 6. Visitors may obtain assistance with Apple devices from on-duty supervisors (commensurate with their ability). The on-duty volunteer may impose a time limit to accommodate those waiting.

Note: The Recreation 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.