

OPERATING RULES Clubhouse 4 Sewing Rooms	 Laguna Woods Village®
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A. General

1. Residents and guests must sign in upon arrival at the facility.
2. Food and/or drinks are prohibited on the sewing and cutting tables.
3. Razor blades or other sharp instruments are prohibited on the cutting tables; use a cutting board.
4. The use of the sewing machines is on a first-come, first-served basis; no reservations are permitted.
5. No parts of a sewing machine can be removed by a resident/guest without the approval of the volunteer supervisor. Only feet that are made for the present sewing machine model may be used.
6. Machines not working properly must be shut down and labeled with signage. A work order form containing as many details as possible will be submitted. Repair may only be conducted by staff.
7. The sewing room (quilters room) nearest to the parking lot can be used as an overflow room if all machines in the other room are occupied. Residents must inquire with the volunteer supervisor on duty for use of this room.
 - a. There are two exceptions:
 1. Students enrolled in an Emeritus sewing class with an instructor present.
 2. Members of the Crazy Quilters Club with a volunteer supervisor present.
8. Storage space is limited in the sewing rooms. Overflow must be removed.
9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
10. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones and use them outside.
11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
12. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
13. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.

B. Guests

1. Guests are permitted on Sundays only.

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 accompany their guests at all times. Guests must sign a waiver prior to use and may share a sewing machine with the resident.
 3. Nonresident guests cannot purchase any supplies offered by the Sewing Club.
- C. Emeritus Students
1. Students must 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 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 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.