

OPERATING RULES Clubhouse 4 Art Studio	 Laguna Woods Village®
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A. General

1. Residents and guests must sign in upon arrival at the facility.
2. No turpentine, solvents or linseed oil, or brush cleaners or rags containing these byproducts or any type of chemical considered hazardous, may be left in the art studio. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
3. See the volunteer supervisor for information pertaining to the mat cutter, library case, available paper, picture hanging, art classes, etc.
4. Residents/guests must always cover tables with a full-sized table cover or newspaper.
5. Only registered students may work in the art studio during posted Saddleback Emeritus class times.
6. The storage closet is for all to use; the supply cabinet is for club member use only.
7. Do not leave personal items/materials on tables and counters or in nonassigned studio storage spaces.
8. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not remain in the drying area for more than a month unless they are being worked on currently.
9. Before leaving the studio, clean up all spilled or splashed paints, glue, mediums and dry media dust from the table tops, chairs, floor and sinks. Use damp towels and soap if needed. Return studio easels to their designated hanging racks and studio tools to the supply cabinet.
10. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their 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 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. The maximum number of guests per resident is two. Guests under 10 years of age are not permitted to use the facility. Residents must accompany their guests at all times.
3. The guardian of children ages 10 to 18 must sign the waiver for the underage guest.
4. Guests must sign a waiver prior to using the art studio.

C. Emeritus Students

1. Students may 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 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.