

<b>OPERATING RULES</b> <b>Clubhouse 4 Art Studio</b>	 <b>Laguna Woods Village®</b>
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A. General

1. No turpentine, linseed oil, brush cleaners, or rags containing their by-products, or any type of chemical considered hazardous, may be left in the Art Studio. It is the user's responsibility to remove these items from the facility and properly dispose of them.
2. See the volunteer supervisor for information pertaining to the mat cutter, library case, picture hanging, sponsored art classes, etc.
3. Residents and Emeritus students using the Art Studio must always cover the table with a full sized table cover or with newspaper found in cupboards under the sinks.
4. 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. Return studio easels to their designated hanging racks and studio tools to the supply cabinet.
5. Personal items/materials must not be left on the tables and counters and in non-assigned storage spaces in the studio.
6. The storage closet is for the use of the entire membership. Remove all canvases and works on paper as they are dry and can be moved so that other members can make use of this convenience.
7. Work quietly in the studio both when a class is in session and other artists are concentrating on their creative process in the studio keep voices and sounds respectfully moderated. Cell phones should be used outside.
8. Room capacity limits prohibits residents from working in the Art Studio during the Monday morning Emeritus painting class.

B. Guests

1. Guests are only permitted on Sundays.
2. Guests under 10 years of age are not permitted to use the facility.
3. The guardian of a person under age has to sign the waiver for the under age guest.
4. Residents and guests must sign in upon arrival at the facility.
5. Guests must be accompanied by resident at all times and must sign a waiver prior to using the Art Studio. No other room may be used by guests at Clubhouse 4.