

OPERATING RULES Clubhouse 4	 Laguna Woods Village®
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A. Clubhouse Four General Operating Rules

1. All residents and guests must sign in upon arrival at the facility.
2. Clubhouse 4 hours are Monday through Sunday, 8:00 AM until 4:00 PM. Clubhouse 4 is open on Thursday from 8:00 AM until 8:00 PM. When Emeritus classes are in session, Clubhouse 4 is open on Tuesdays from 8:00 AM until 8:00 PM.
3. Anyone using a hobby/craft shop must have a completed and signed Release, Waiver of Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse 4 office. New waiver forms must be signed each calendar year.
4. Use of hobby/craft shops is limited to residents and students enrolled in classes through the Saddleback College Emeritus Institute Program. Non-resident students are allowed in the room only 15 minutes before posted start time of class, if a volunteer supervisor is present. If the instructor is absent, non-resident students must leave the facility. Non-Resident students must vacate the class rooms by the posted end time of class.
5. Guests of residents are not allowed to use the Clubhouse 4 hobby/craft shops. Use implies sitting, participating, or occupying space within the shops. Walking through to tour the facilities is permissible. Pets, except service dogs, are prohibited.
6. Residents not enrolled in the class in the Ceramics Studio during an Emeritus College class must obtain permission from the instructor to use the room during class time and must sign a Saddleback College Waiver of Liability form; must not ask the instructor for assistance; must give up his/her work space in the main studio area if the scheduled class needs the space. Residents may instead work in the small classroom, if space is available.
7. Hobby/craft shops are required to have a volunteer supervisor present at all times during open hours. Shops will remain closed unless a volunteer supervisor is on duty.
8. Volunteer Supervisors have the authority to enforce all policies and operating rules. Facility staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
9. The Head Volunteer Supervisor for each workshop reports to the Clubhouse 4 Supervisor.

10. Rules specific to each hobby/craft workshop are always available in each shop.
11. No craftwork may be done outside of the applicable shops or their specially designated work space
12. Safety guards must be left on all machines at all times. All equipment should be inspected by the user prior to use to ensure the proper function of the item and its safety features.
13. All Shop equipment must be returned to its usual location after being used and cleaned. Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
14. No harmful or toxic chemicals are allowed that affect the health of residents or staff. All chemicals stored/used in the hobby/craft shops must have a Material Safety Data Sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility). It is requested that shop users read the information pertaining to any materials used.
15. In case of injury or illness, call the Paramedics at 911 or 9-911 from the office telephone notify security immediately at 949-580-1400.
16. Member can't be under the influence of alcohol/medication which doesn't allow driving a vehicle, if said member wants to use any of the machines in any of the rooms.

B. Drop-in Lounge

1. Drop-in Lounge is available on a drop in, no fee basis.
2. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
3. Drop-In Lounge is available on a first come first served basis and may not be reserved in whole or in part.
4. There are no kitchen facilities.
5. Users may not move furniture and/or equipment into the room from other rooms in the clubhouse.
6. Users are responsible for leaving the room neat and clean.
7. Noise level must be kept down to ensure the enjoyment of the room by all users.
8. When using your own reusable/travel coffee containers, limit amount to one cup of coffee at a time.
9. Coffee is provided from 8:00 AM until 12:00 PM Monday through Sunday.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.