

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

1. Eating and/or drinking are prohibited on the Sewing Tables.
2. Razor blades or other sharp instruments are prohibited on the cutting tables. They will damage the cork tabletops.
3. The use of the machines is on a first come first service basis, no reservations allowed.
4. The Sewing Room nearest to the parking lot is used as an overflow room, in case all machines in the front room are occupied. It can be used by resident, but the Sewing Supervisor on duty must be made aware of the move. There are two exceptions:
 - a. Students enrolled in an Emeritus sewing class with an Instructor present.
 - b. Members of the Crazy Quilters club with a supervisor present.
5. Shop Supervisors are there to provide information regarding policy and to enforce policy. They have the authority to refuse the use of equipment that they feel is being used in an unsafe manner.

B. Guests

1. Guests are only permitted on Sundays.
2. Guests under 10 years of age are not permitted to use the facility.
3. Residents and guests must sign in upon arrival at the facility.
4. Guests must be accompanied by resident at all times and must sign a waiver prior use..
5. Only residents may use the sewing machines, guests are not permitted to use the equipment.
6. No other rooms may be used by guests in Clubhouse 4.

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