

<p>OPERATING RULES Computer Learning Centers</p>	
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A. The PC Workshop

1. The PC Workshop is open to all residents and their guests during posted open hours.
2. All residents and their guests must sign in upon entering the facility. Residents must display their Laguna Woods Village ID.
3. Guests must be accompanied by a Laguna Woods Village resident.
4. The Workshop is managed by the Volunteer PC Club Workshop Manager.
5. All users are requested to observe “library-like” guidelines on conversations, cell phones, etc.
6. Abusive conduct is not tolerated.
7. Use of the PC Workshop is generally free of charge. To offset the cost of printing supplies, printing fees may apply. Check with the Volunteer on duty for further information.
8. When all computers are in use a time limit is imposed in fairness to those waiting.
9. Users may obtain information from the Greeter and computer assistance from the Supervisors on duty.

B. PC Learning Center

1. The Learning Center provides a variety of computer classes.
2. Club organized classes are open to all members of the community, however, club members receive a discount. The subjects and schedules for club organized classes are selected by the Volunteer PC Club Education Chairman.

3. Classes are designed and paced to meet the needs of the majority of the students.
4. Classroom conduct is typical of an educational environment.
5. There is a registration fee for each club organized class.
6. All instructors are PC Club Member Volunteers. All classes have an instructor as well as an instructor assistant who helps students keep up with the class.
7. Advanced classes may require basic skills as a prerequisite.
8. Special Interest Group sessions (SIGSs) are open to all residents and there is no charge for these sessions. SIGs are typically held weekly on a variety of computer related subjects.

C. The Mac Learning Center

1. The facility, including teacher-led classes, is open to all residents.
2. All residents must sign in upon entering the facility.
3. Membership in the Mac Club is not required in order to take classes.
4. The Mac Learning Center is operated by Volunteers from the Macintosh Club and is open in accordance with posted hours that may change from time to time.
5. The Club funds and maintains a lending library that is available only to club members.

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