

OPEN MEETING

REGULAR OPEN MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE*

Thursday, October 12, 2023 – 1:30 P.M. Board Room/Virtual Meeting

Laguna Woods Village owners/residents are welcome to participate in all open committee meetings and submit comments or questions regarding virtual meetings using one of two options:

- 1. Join the Committee meeting via a Zoom link at: <u>https://us06web.zoom.us/j/87439575498</u> or by calling (669) 900-6833; Access Code: 874 3957 5498
- 2. Via email to <u>meeting@vmsinc.org</u> any time before the meeting is scheduled to begin or during the meeting. Please use the name of the committee in the subject line of the email. Name and unit number must be included.

NOTICE AND AGENDA

This Meeting May Be Recorded

- 1. Call to Order
- 2. Acknowledgement of Media
- 3. Approval of the Agenda
- 4. Approval of Meeting Report for September 14, 2023
- 5. Chair's Remarks
- 6. Department Head Update
- 7. Member Comments (Items not on the agenda)

At this time Members only may address the Committee regarding items not on the agenda and within the jurisdiction of this Committee. The committee reserves the right to limit the total amount of time allotted for the Member Comments to thirty minutes. A member may speak only once during the forum and each speaker is limited to three minutes. Speakers may not give their time to other people, no audio or video recording by attendees, and no rude or threatening comments.

Consent:

- 8. Financial Statement
- 9. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

10. None

Items for Discussion and Consideration: (Entertain a Motion to)

- 11. Donation of Fans for Equestrian Center
- 12. Golf Pro Shop Sales Promotions
- 13. Recreation and Special Events Department Operating Rules (Final Review)

Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- Equestrian Center Non-Resident Boarder Fee

Concluding Business:

Committee Member Comments

- Date of Next Meeting: Thursday, November 9, 2023 at 1:30 p.m.
- Adjournment

*A quorum of the GRF Board or more may also be present at the meeting.

Yvonne Horton, Chair Alison Giglio, Staff Officer Telephone: 597-4270

OPEN MEETING

REPORT OF THE REGULAR MEETING OF THE GOLDEN RAIN FOUNDATION COMMUNITY ACTIVITIES COMMITTEE

Thursday, September 14, 2023 – 1:30 p.m. Board Room/Virtual Meeting

MEMBERS PRESENT:	Yvonne Horton, Chair, Elsie Addington, Maggie Blackwell, Cush Bhada, Mark Laws, Sue Stephens, Ajit Gidwani, Dennis Boudreau
MEMBERS ABSENT:	Pearl Lee (excused), Diane Casey
OTHERS PRESENT:	Bunny Carpenter, Juanita Skillman, Andy Ginocchio, S.K Park, Joan Milliman, Diane Phelps
STAFF PRESENT:	Alison Giglio, Jennifer Murphy, Jackie Chioni, Tom McCray, Peter Quan, Laura Cooley, Laura Cobarruviaz

Call to Order

Chair Horton called the meeting to order at 1:31 p.m.

Acknowledgement of Media

There was no press present.

Approval of Agenda

Director Bhada made a motion to approve the agenda. Director Laws seconded.

Motion passed unanimously.

Approval of Committee Report for August 10, 2023

Director Bhada made a motion to approve the report. Director Blackwell seconded.

Motion passed unanimously.

Chair's Remarks

Chair Horton stated she will comment at the end of the meeting to save time for operating rules discussion.

Report of the Recreation and Special Events Director

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 1 floor maintenance is completed and the main lounge HVAC is repaired; the final summer splash day at pool 2 was held on August 18 all three events selling out; weekend hours at Clubhouse 4 have been expanded from 9 a.m. to 4 p.m. and the workshop volunteers are making efforts to get all workshops open; volunteer supervisors, Emeritus instructors, Emeritus staff and Recreation staff recently had a meeting to build cooperation between all involved; the Art studio floor was recently stripped and waxed for the first time since before Covid: the first training of the longarm guilting machine was held and will be repeated every Friday; the Clubhouse 5 Italian Buffet had 122 people in attendance; Grandparents Fun Day was hosted at Clubhouse 5 with an estimated attendance of 350 to 400 which includes 114 grandchildren; the Clubhouse 7 main lounge floor has been replaced and we appreciate everyone's flexibility and patience during this project; the 5th Dimension concert at the Performing Arts Center was sold out at 814 attendees; the Equestrian Center security gate project is progressing with finalizing of the plans and permits; the Equestrian Center door and trim maintenance project is complete and new lesson session has begun with increased volume; on average, over 300 users three days per week visit the Clubhouse 1 Fitness Center and close to 300 users in the same time period at the Community Fitness Center; the Library continues to be a great service to the residents as they have greeted 2,744 visitors with volunteers working 762 hours which is only three less people compared to July.

Ms. Giglio stated staff was in the process of coordinating a new event, the International Peace Festival, which was an effort to bring together different clubs and cultures with entertainment and food. Unfortunately, staff must cancel this event due to not enough interest and participation from the clubs. This event will be reevaluated to determine if it can be offered in the future.

Ms. Murphy stated the following upcoming events: the AARP sponsored Smart Driver class will be hosted this weekend at Clubhouse 2, 8:30 a.m. to 1 p.m. which focuses on a course refresher and reservations must be made through the Recreation office; the Performing Arts Center will host the Monday free movie on September 18 at 2 p.m. featuring *Till*; Monday night football has resumed at Restaurant 19 with food and drink specials available; Clubhouse 5 will host a steak dinner on Monday, September 18 at 5 p.m.; Clubhouse 2 will host the free outdoor concert on Saturday, September 30, 4 to 6 p.m. featuring Tino Sings Tom Jones; Clubhouse 5 will host the fall Village Bazaar on Saturday, October 28, 10 a.m. to 2 p.m.; Drum Circle, a new, free, drop-in class, will be hosted at the Performing Arts Center on Tuesdays, 5:15 to 6:45 p.m.

Mr. McCray stated the golf course is in the first stages of three-week fall maintenance which is going well; the foreUP online registration staff changes have created some issues, but IT staff is working with vendor to rectify; the driving range project is ongoing with sod being added by the vendor which prevents an opening date from being secured; Mr. McCray thanked Guy West and his team for remaining responsive during the driving range

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Report of GRF Community Activities Committee Regular Meeting September 14, 2023 Page 3

project issues; the second Garden Center Advisory Group meeting was held and each meeting has been very successful.

Chair Horton inquired as to both Garden Centers being represented within the Garden Center Advisory Group. Mr. McCray affirmed both are equally represented. Chair Horton inquired as to the Garden Center Vegepods rental. Mr. McCray stated five inquiries have been noted and staff is purchasing the proper dirt in order to secure rentals. Director Bhada inquired as to backlog of Garden Center renters not using the plots properly. Mr. McCray stated those needing assistance will always be present, but staff reviews each consistently on an individual basis. Director Bhada inquired as to what show was sold out at the Performing Arts Center. Ms. Giglio confirmed the show as the 5th Dimension.

Member Comments (Items Not on the Agenda)

Members were called to speak on the following: extended hours of Pool 5 to 7 p.m. in October; update on court date regarding volleyball in the mini-gym.

Chair Horton directed staff to request Pool 5 hours extension to be added to the GRF agenda in October. Ms. Giglio stated the cost for Pool 5 hours extension will be approximately \$1300.

Chair Horton stated there is no court date for volleyball in the mini-gym and the schedule in the mini-gym includes all levels of volleyball play.

CONSENT

Director Addington made a motion to approve the consent calendar. Director Laws seconded.

Motion passed unanimously.

REPORTS

None.

ITEMS FOR DISCUSSION AND CONSIDERATION

Drop-In Lounge Television - Ms. Murphy stated the staff proposed changes to the drop-in lounge television.

Director Laws made a motion to remove the drop-in lounge television. Director Bhada seconded.

Discussion ensued.

Motion passed unanimously.

Donation of Step Ladder for Slipcasting Room – Director Bhada made a motion to accept the donation of the step ladder for the Clubhouse 4 Ceramics room. Director Stephens seconded.

Discussion ensued.

Motion passed unanimously.

Recreation and Special Events Department Operating Rules (Partial Review) – Director Bhada made a motion to accept the presented operating rules with suggested edits. Director Blackwell seconded.

Members were called to speak regarding the following: tracking of facility usage; against the allowance of pets in the Garden Center; prohibition of shading a garden plot; pickleball court overcrowding, guest policy and prime-time versus non-prime time; removal of one hour tennis court restricts play; adding 10 minutes to prime time year round takes the pressure off; challenge court being viable; prime-time should be consistent; singles is viable; residents should be able to vote, not just tennis board members; support of proposed tennis operating rules; group play on reservation system at 9 a.m.; agrees with 1.5 hours set time for all courts, agrees with eliminating challenge court; addition of one court for reservations.

Discussion ensued.

Staff was directed to implement the suggested committee edits and bring the operating rules back to the Community Activities Committee for review.

Motion passed unanimously.

ITEMS FOR FUTURE AGENDAS

Reservation System Review – Staff was directed to place this item under Items for Future Agendas.

Recreation Policy Review – Staff was directed to keep this item under Items for Future Agendas.

Equestrian Center Non-Resident Boarder Fee – Staff was directed to keep this item under Items for Future Agendas.

CONCLUDING BUSINESS

Committee Member Comments

Advisor Boudreau stated the operating rules may be restated to seem more positive in lieu of prohibitive and gate 12 changes are helping with guest admittance.

Advisor Gidwani thanked staff for streamlining the operating rules.

Chair Horton thanked staff for making the operating rule review process easier. Director Addington thanked committee for being congenial and thanked staff for the

operating rule rewrites.

Chair Horton stated miscommunication of guest percentages is occurring publicly and directed any of those with inquiries must go to the proper staff for correct information before quoting numbers.

Date of Next Meeting

The next regular meeting of the GRF Community Activities Committee will be held both in the board room and virtually via the Zoom platform at 1:30 p.m. on Thursday, October 12, 2023.

Adjournment

There being no further business, the Chair adjourned the meeting at 3:35 p.m.

____Yvonne Horton____

Yvonne Horton, Chair

Agenda Item #4 Page 5 of 5 Golden Rain Foundation of Laguna Woods Recreation Services Summary of Operations 8/31/2023

		Admin	Aquatics/Fitness	Bar Services	Clubhouses	Equestrian	Garden Centers	Golf	PAC	YTD ACTUAL	YTD BUDGET	VAR\$ B/(W)	VAR% B/(W)
1	Non-Assessment Revenues: Golf Green Fees	0\$	\$0	\$0	\$0	\$0	\$0	\$1.103.373	\$6.643	\$1.110.016	\$1,162,992	(\$52.976)	(4.56%)
5	Golf Operations	0	0	0	0	0	0	154,148	0	154,148	252,848	(08,700)	(39.04%)
m	Merchandise Sales	0	270	36,333	0	0	0	131,247	0	167,850	243,944	(76,094)	(31.19%)
4	Clubhouse Rentals and Event Fees	7,500	14	0	190,729	2,780	0	11,391	329,640	542,053	421,824	120,229	28.50%
S	Rentals	0	0	0	0	0	53,967	42,000	0	95,967	86,264	9,703	11.25%
9	Miscellaneous	50,096	91,769	2,165	62,757	117,586	0	86	31,911	356,381	313,115	43,266	13.82%
2	Total Non-Assessment Revenue	57,596	92,053	38,498	253,486	120,366	53,967	1,442,258	368,194	2,426,417	2,480,987	(54,570)	(2.20%)
	Expenses:												
8	Employee Compensation	555,224	268,612	10,884	451,220	246,482	61,841	1,026,158	222,384	2,842,805	2,745,409	(92,396)	(3.55%)
6	Expenses Related to Employee Compensation	130,601	83,645	2,516	123,089	40,391	24,448	391,012	59,502	855,205	980,604	125,399	12.79%
10	Materials and Supplies	7,130	111,089	321	66,375	149,396	13,639	136,883	13,688	498,521	423,732	(74,789)	(17.65%)
11	Cost of Goods Sold	0	0	15,128	0	0	0	94,421	0	109,549	149,528	39,979	26.74%
12	Community Events	302	15,421	0	74,814	7,716	103	0	160,355	258,710	255,088	(3,622)	(1.42%)
13	Utilities and Telephone	728	183,063	0	517,496	16,770	48,315	369,085	99,623	1,235,079	1,060,776	(174, 303)	(16.43%)
14	Fuel and Oil	0	0	0	0	60	0	0	0	60	0	(09)	0.00%
15	Equipment Rental	0	16,378	0	0	0	0	34,103	0	50,481	74,896	24,415	32.60%
16	Outside Services	40,287	447,565	83	24,274	12,545	13,658	158,027	20,811	717,251	532,995	(184,256)	(34.57%)
17	Repairs and Maintenance	0	7,952	0	12,471	8,741	0	9,698	783	39,644	47,728	8,084	16.94%
18	Other Operating Expense	23,383	4,178	0	15,507	2,056	580	12,824	2,437	60,965	76,554	15,589	20.36%
19	Property and Sales Tax	43	19	2,613	212	28	102	10,243	25	13,286	18,905	5,619	29.72%
20	Total Expenses	757,698	1,137,923	31,545	1,285,457	484,185	162,688	2,242,454	579,607	6,681,556	6,366,214	(315,342)	(4.95%)
21	Net Cost (before allocations)	\$700,102	\$1,045,870	(\$6,953)	\$1,031,971	\$363,819	\$108,720	\$800,196	\$211,413	\$4,255,139	\$3,885,227	(\$369,912)	(9.52%)
22	Allocated To Departments	(505,372)	0	0	(26,637)	0	0	0	0	(532,009)	(357,932)	174,077	48.63%
23	Allocated From Departments	206,187	90,869	9,025	590,413	39,001	5,790	102,462	88,983	1,132,730	958,938	(173,792)	(18.12%)
24	Net Cost	\$400,918	\$1,136,740	\$2,071	\$1,595,747	\$402,820	\$114,510	\$902,658	\$300,397	\$4,855,861	\$4,486,233	(\$369,628)	(8.24%)

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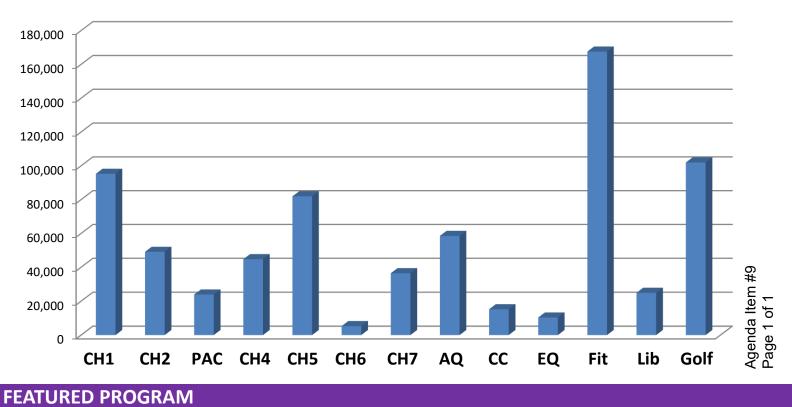
October, 2023 Laguna Woods Village[®] Recreation Dashboard

UPCOMING EVENTS

- **Oct 14:** Harvest Hoedown, Equestrian Center, 4 p.m.
- Oct 16: Monday Movie, *Puss in Boots: The Last Wish*, PAC, 2 p.m.
- Oct 23: Monthly Dinner, Clubhouse 5, 5 p.m.
- Oct 28: Village Bazaar, Clubhouse 5, 10 a.m.
- **Nov 4:** Arts & Crafts Bonanza, Clubhouse 4, 9 a.m.
- **Nov 5:** Arts & Crafts Bonanza, Clubhouse 4, 10 a.m.
- Nov 11: Veterans Day, Clubhouse 2, TBD
- Nov 20: Monday Movie, *Living*, PAC, 2 p.m.
- Nov 23: Thanksgiving Buffet, Clubhouses 2 and 5, 1 p.m.
- **Dec 1:** Volunteer Luncheon, Clubhouse 5, 11:30 a.m.
- **Dec 2:** Village Tree Lighting, Clubhouse 1, 6:30 p.m.
- **Dec 18:** Monday Move, *White Christmas*, PAC, 2 p.m.
- **Dec 25:** Christmas Buffet, Clubhouse 5, 1 p.m.



The Harvest Hoedown will be held at the Equestrian Center on Saturday, October 16 at 4 p.m. Come enjoy live music, food and fall fun!



The Arts & Crafts Bonanza will be hosted at Clubhouse 4 on Saturday, November 4 and Sunday, November 5. There will be music, a food truck and many creative artisan works. Start your holiday shopping early and support the Laguna Woods Village artists!

Facility Usage (2023 YTD)

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STAFF REPORT

DATE:October 12, 2023FOR:Community Activities CommitteeSUBJECT:Donation of Fans for Equestrian Center

RECOMMENDATION

Review and recommend a resolution of the donation of 18 outdoor high-velocity fans in accordance with the Donation Policy (Attachment 1) for the Laguna Woods Village Equestrian Center to be used to cool the stalls when temperatures are elevated.

BACKGROUND

Laguna Woods Village clubs and/or individual residents have historically raised and donated equipment to GRF to enhance GRF facilities, services and programs for the enjoyment of village residents.

DISCUSSION

The Saddle Club would like to donate 18 NewAir outdoor high-velocity fans to the Equestrian Center (Attachment 2). The barn was built in 1964 and was not designed with proper horse stall ventilation. The cinderblock buildings heat up during summer afternoons and the air does not circulate adequately to keep the horses cool. Stalls in direct afternoon sunlight can reach 10 degrees hotter than outside. Prolonged exposure to high temperatures can result in heat stress, heatstroke and problems such as dehydration, muscle spasms and colic. Fans are standard in hot areas for cooling horse enclosures including indoor barns and stalls. With the addition of fans and the current misters, horses can be comfortable year-round.

Currently, when weather is hot, boarders are permitted to use fans in the windows of the stalls. Fans must be operated by a battery and may not be plugged in to outlets.

FINANCIAL ANALYSIS

The Saddle Club donation of 18 NewAir outdoor high-velocity fans is valued at \$3,311.87 (Attachment 3).

An outside contractor would be required to complete the installation and cost approximately \$6,715 (Attachment 4). The cost of the installation would not be included in the Saddle Club donation and would require GRF to cover installation costs. Funds are available in the 2024 operating budget for installation.

Prepared By: Jennifer Murphy, Recreation Manager

Reviewed By:

Alison Giglio, Recreation and Special Events Director Jose Campos, Assistant Financial Services Director Catherine Laster, Services Manager

Committee Routing: Finance Committee

ATTACHMENT(S)

- ATT 1: GRF Donation Policy
- ATT 2: Donation Request
- ATT 3: NewAir Outdoor High-Velocity Fans
- ATT 4: Coastal Current Electric Corp Quote

Attachment 1



Golden Rain Foundation | Donation Policy

I. Purpose

To provide guidelines and an efficient and effective process for accepting gifts and minor monetary donations in a responsible, transparent and accountable manner that is consistent with Golden Rain Foundation (GRF) goals. This policy also establishes guidelines, standards and procedures for the installation and care of donated community improvements. GRF desires to encourage donations while managing aesthetic impacts and mitigating installation and ongoing maintenance costs.

II. Donation Defined

A donation is defined as any item of value given to GRF by a donor who expects nothing significant of value in return other than recognition and disposition of the gift in accordance with the donor's wishes to the degree possible.

III. Sponsorships Defined

A sponsorship is defined as any item of value given to GRF by a donor. The sponsor expects the publicity of the sponsorship(s) to attract new supporters, sponsors and donors alike. Most sponsors like to share their activities, and GRF will typically highlight the sponsor.

IV. Types of Donations and Sponsorships

Donations and/or sponsorships may be offered in the form of cash and real or personal property. Designated donations are donations the donor specifies for a particular department, location or purpose. Undesignated donations are donations given to GRF for an unspecified use. Typically, donations and/or sponsorships to GRF are made by individuals, Village clubs or the Village Community Fund (VCF). VCF is a nonprofit 501(c)(3) community-benefit charitable organization created by Village residents to provide support for programs, services and facilities that enrich the lives of older adults.

V. Consistency with GRF Interests

Designated donations and/or sponsorships may be accepted only when they fulfill a purpose consistent with GRF goals and are in the best interest of Laguna Woods Village. GRF must always consider resident trust and comply with all applicable governing documents and laws when accepting donations.

VI. Standards for Donations and Sponsorships

A. Acquisition or purchase: GRF and the community have an interest in ensuring that community space elements shall be purchased and installed by Village Management Services (VMS). Items selected for acquisition or purchase will be of high quality

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related to style, appearance, durability and ease of maintenance. VMS personnel will be responsible for coordinating purchases and installations of all community space elements. All acquisitions and/or purchases shall be approved in advance by the GRF board of directors. In certain instances, the GRF board may waive the requirements that the community space element(s) be purchased by VMS.

- **A. Appearance and aesthetics:** GRF and the community have an interest in ensuring the best appearance and aesthetic quality of community facilities. Community space elements should reflect the character of the space or facility. All community space elements will be installed in a manner that will not substantially change the character of a facility or its intended use.
- **B.** Maintenance: Donated community space elements will become GRF property once installed and/or permanently placed in the mutually agreed-upon location. Accordingly, VMS has the duty to provide only routine maintenance and repair of the donation for a minimum of five years or beyond, if applicable. GRF, may, but shall not be required to, replace the donation or community space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires. In certain instances, the GRF board may waive the requirement that maintenance costs be funded by the donor.
- **C. Repair:** GRF has an interest in ensuring that all community space elements remain in good repair. In addition, the community has an interest in ensuring that the short- and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated community space elements purchased must be of high quality to ensure longevity and be resistant to the elements, wear and tear, and acts of vandalism.
- **D. Cost:** GRF has an interest in ensuring that the donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space element(s). GRF also has an interest in ensuring that ongoing maintenance costs do not negatively impact the resources for maintenance of other GRF facilities. Consequently, GRF will assess, at time of purchase, a charge sufficient to cover anticipated installation and ongoing maintenance costs of donated community space element(s) during its anticipated life cycle.

II. Procedure for Making Donations and Sponsorships

- **A. Management:** The applicable department director or services manager will manage the proposed donation(s) and/or sponsorship(s) (Recreation and Special Events, Landscaping Services, General Services, Maintenance and Construction, etc.).
- **B. Contact:** Donor or sponsor must contact the applicable department director or services manager to determine whether donation(s) and/or sponsorship(s) will be accepted and the conditions of acceptance. If the donation(s) or sponsorship(s) is(are) accepted, the donor will work with VMS s

Otaff to finalize the combined total cost of donation(s) and/or sponsorship(s) and Agenda Item #11 Page 4 of 11

- **A.** complete the Donation Agreement (Attachment 1).
- **B.** Committee consideration: Donation(s) and/or sponsorship(s) will be reviewed by the applicable oversight committee prior to board consideration of donation(s).
- **C. Board approval:** Final approval shall be granted by the GRF board of directors for acceptance of all donations and/or sponsorships.
- **D.** Board approval VCF donations: Acceptance of VCF donations and/or sponsorships requires GRF board approval of the Donation/Sponsorship Agreement (Attachment 1) followed by execution of the corresponding VCF Project Application (Attachment 2).

III. Criteria for Acceptance

To accept donation(s) and/or sponsorship(s) of a community space element for a specific facility, the donation must:

- A. Meet a true need of the facility;
- B. Not interfere with the intended current or future use of the facility; and
- **C.** Not require the relocation of other equipment or infrastructure to accommodate the donation and/or sponsorship.

GRF reserves the right to accept or deny any donation(s).

IV. Guidelines

All determinations, will be based upon, but not limited to, the following guidelines.

A. Flowers, shrubs and bushes

- 1. Donated plants become exclusive property and maintenance responsibility of GRF;
- **2.** Only those plantings that require a maintenance effort consistent with other plantings will be considered;
- 3. Site preparation, installation and site restoration will be the responsibility of GRF;
- **4.** Only perennial flowering plants will be permitted and incorporated in existing beds; and
- 5. Placement of plants will be based on criteria such as the variety, color, mature height and size. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.

B. Trees

1. Donated trees become the exclusive property and maintenance responsibility of GRF;

- 2. Site preparation, installation and site restoration will be the responsibility of GRF;
- **3.** Tree placement/location will be based upon variety of tree selected, mature height, size, etc. Compatibility with surrounding areas will be a strong consideration for trees and their location; and
- 4. Size and species of tree(s) donated shall be limited to those determined by GRF.

C. Signage

1. No signage or slogans shall be displayed on donated personal property or those items secured with U.S. dollar cash donations. Donation and/or sponsorship acknowledgement shall be found listed on gratuity plaque displayed at one selected location, e.g., the Community Center or applicable clubhouse, if gratuity plaques are displayed there. Gratuity plaque will list only the name(s) of the person(s) or the specific club name and the date of the donation and/or sponsorship. Refer to Naming Policy.

D. Benches, tables and other amenities

- Donated benches become exclusive property and maintenance responsibility of GRF;
- **2.** Site preparation, installation and site restoration will be the responsibility of GRF; and
- **3.** Amenity must be similar to or complement other amenities in the area.

E. Buildings, structures and public art

1. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

V. Conditions

- **A. Cost:** Donor covers the full cost for the purchase, installation and maintenance during the expected life cycle of donated community space elements. Any surplus funds would be applied to related or ancillary operational and maintenance expenses.
- **B. Installation:** Installation of donated community space elements, including any donor acknowledgement, will be completed by VMS personnel. Installation will be scheduled at a time and date as determined by applicable department director or COO, so as not to unnecessarily interfere with routine maintenance activities.
- **C. Removal and/or relocation:** This section applies to both existing and new donations. GRF reserves the right to remove and/or relocate donated community space elements and their associated signage when they interfere with site safety, maintenance or other activities.

VI. Distribution of Donation and Sponsorship

- A. Tangible items will be distributed to the applicable department director or CEO for use.
- **B.** Monetary donations in U.S. dollars for the installation and maintenance expenses will be deposited into the appropriate account for the designated department as assigned by the director of Financial Services or recommended by the receiving department director.
- **C.** Donations of cash for undesignated donations will be deposited into appropriate account for the designated department as assigned by the director of Financial Services.
- **D.** The director of Financial Services will allocate any surplus funds to related or ancillary operational and maintenance expenses.

VII. Donation Record Keeping

A copy of the Donation/Sponsorship Agreement for accepted donations shall be forwarded to the director of Financial Services for recordkeeping, the designated department director for which the donation and/or sponsorship was assigned and the services manager.

VIII. Declined Donations and Sponsorships

GRF reserves the right to decline any donation if, upon review, acceptance of the donation is determined in the sole discretion of GRF to be not in the best interests of the community.

Attachment 2

Laguna Woods Village*

Recreation Committee Request Form

PLEASE NOTE: THIS FORM IS NOT FOR ROUTINE RECREATION REQUESTS

Your request is important to us and will be handled accordingly. Per the policy of the Golden Rain Foundation (GRF), if your request falls outside the scope of the Recreation Department's authority, it will be forwarded to the Community Activities Committee (CAC) for review. If you are unsure whether your request falls into this category, please contact the on-site facility Supervisor or the Recreation Manager at **597-4482** in order to make that determination. CAC will then review the request and determine the proper course of action. If necessary, CAC will make a recommendation to the GRF Board of Directors for action. You will then be notified of the Committee or Board's decision. Please be patient as this process may take several months.

Print Individual, Club or C	Organization Name:	the Club /	, may mana
Print Requestor Name: S Print Individual, Club or O Manor:	one: É E-m	nail:	uc
Request (please check on Change/Exception to Pol			
Equipment Request	Facility Request	Other:	
18 fano for	Equiption Cos		

(Please attach a separate sheet if more signatures are necessary)

PLEASE FORWARD COMPLETED REQUEST FORM TO:

ever en

Laguna Woods Village Recreation Department

P.O. Box 2220, Laguna Woods, CA 92637

Attachment 3

'urchases! Join Neighbor's Club Order Status	Tractor Supply App	Gift Cards	Earn Rewards Faster with a TSC	Cardl Credit Center	My Pet
Shop What can we help you find?					2
Urder Commadon			A		0
Thank You!					
Your order has been completed.					
Communication rates been sent to symmetrise	c@yahoo.com				
Order Number: 1134648520 Order Date: July 17, 2023					
Ship To Store					
	NewAir 18 in. Outdo	or Rated 2-in-1 I	High-Velocity Wall-Mounted Fan, 3 1	ipeeds, Water	
ARA	Resistant				
SKU: 1613938					
Quantity: 18					
Subtotal: \$2,699.82 Important:					
An email notification will be sent to you and the p	tick up person listed below	(if different) who	en the order is ready to be picked up.		
Ship To Store for pickup at a later date					
Nation: This preduct may require up to 2 days for order pr	oceasing prior to shipping.				
NORCO CA #1750 2195 Hamner Ave					
Norco, CA 92860					
(951) 735-2216					
Pickup Person:					
and the lot of the lot					
CERMARDI	Neight	bor's Club memb	ers earn points on purchases like thi	s one. Join the club to	dayt
		JOIN NOW			
Order Summary					
1					
Subtotal (18 items)					\$2,699.8
, Ship To Store @					\$375.8
Sales Tax 🚯			 NEW 10 10 		\$236.2
Total					\$3,311.8
Payment Details					
GET EXCLUSIVE OFFERS					
APT PROPRIATE ALLERIO					
	By continuing, y	you agree to the use o	of <u>reaction</u> .		

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Attachment 4



Coastal Current Electric Corp 29811 Imperial Drive San Juan Capistrano, CA, 92675 <u>Off 1</u>-949-547-1136 Lic# 846066

Project: 18 Fans mounted and wired. Proposal #090723EF Date :09/07/23 Project Location: Equestrian Center

Project description:

- Install 9 double duplex weather proof boxes with weather proof bubble covers.
- Install new weatherproof GFCI and Receptacle at each fan location.
- · Provided dedicated circuit for each group of 6 fans.
- Provide 3 1 horsepower rated timers 6 hours to control each section of fans.
- Provide ³/₄³ trunk home run to panel for new power.
- Provide and install 120', 130', and 150' branch circuits pipe and wire <u>runs</u>.
- Install owner provided fans 18 total on 9 groups of 2.

Exclusions:

- · Permits, plans or engineered drawings.
- Existing electrical code violations.
- Inspection time.

Michael Griffin / Coastal Current Electric Corp 29811 Imperial Drive San Juan Capistrano, CA, 92675 949-547-1136 Lic#846066



Coastal Current Electric Corp 29811 Imperial Drive San Juan Capistrano, CA, 92675 <u>Off 1</u>-949-547-1136 Lic#846066

Submitted to: Laguna Woods Village 24351 El Toro Rd Laguna Woods, CA, 92637 Job location: Equestrian Center Laguna Woods, CA, 92637

Description of Work: Wire and Install 18 new fans in the Equestrian Center. See attached inclusions and Proposal#090723EF exclusions.

Proposal:

\$6,715.00

WE PROPOSE to perform the work as stated in this contract in a neat and workman like manner and in compliance with plans and specifications submitted to us. All work will meet local and national electrical codes. This contract is executed at San Juan Capistrano, CA by Coastal Current Electric Corp.

Payment in the amount of: six thousand seven hundred fifteen dollars Will consist of _____ Progress payments upon completion net 30.

ACCEPTANCE OF PROPOSAL: The prices, specifications, terms and conditions are hereby accepted. See specifications and terms and conditions in additional pages. You are authorized to do work as specified. Payment will be made as outlined above.

DATE......SIGNATURE.....

DATE......SIGNATURE...... Coastal Current Electric Corp Representative

> Agenda Item #11 Page 11 of 11

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STAFF REPORT

DATE: October 12, 2023

FOR: Community Activities Committee

SUBJECT: Golf Pro Shop Sales Promotions

RECOMMENDATION

Review and recommend golf operations staff to promote revenue generating merchandise sales promotions using the resident golf database.

BACKGROUND

The Laguna Woods Village golf facility has a retail store which sells a variety of golf merchandise to support revenue generation/cost recovery included in the annual budget.

Sales have been very successful with previous promotional campaigns. These promotions are specific to sales of general merchandise or custom fitting days for the purchase of golf equipment and only one vendor is invited to customize items sold. The order is placed using the Golden Rain Foundation account which generates retail sales that nearly double annual revenue from these promotions.

Vendor promotions provide revenue as part of the retail pro shop operation and also provide a fun, interactive service for the resident golfers. The promotional days have consistently received positive feedback and all events have sold out.

DISCUSSION

Email promotions were recently questioned by residents as to the legitimacy of being a GRF sponsored event and if the current process protects private resident information. No resident information is provided directly to the vendor by staff; residents must voluntarily provide their personal information when registering for a club fitting or sales activity. Residents have the option to opt out of marketing through ForeUp.

Staff will work with Media and Communications to properly brand marketing promotions to eliminate confusion among residents.

It is recommended that the Community Activities Committee review the process and determine if the activities should continue in the future.

FINANCIAL ANALYSIS

A negative impact on revenue would be realized if the promotional events were to be discontinued, however merchandise sales line items will continue to grow if the promotional events were to continue as scheduled.

The golf shop sales increased from \$144,288 in 2016 to \$310,694 in 2022 largely in part due to the addition of ForeUp and use of these promotional tools. Eliminating these promotional events, GRF may see an estimated decline in revenue of \$125,000 per year.

Agenda Item #12 Page 1 of 2 Community Activities Committee Golf Pro Shop Sales Promotion October 12, 2023 Page 2

- Prepared By: Tom McCray, Golf Operations Manager
- **Reviewed By:** Alison Giglio, Recreation and Special Events Director Steve Hormuth, Financial Services Director Catherine Laster, Services Manager



STAFF REPORT

DATE:October 12, 2023FOR:Community Activities CommitteeSUBJECT:Recreation and Special Events Department Operating Rules (Final
Review)

RECOMMENDATION

Review and recommend the Recreation and Special Events Department Operating Rules.

BACKGROUND

The Recreation and Special Events Department oversees all Golden Rain Foundation (GRF) recreation facilities and periodically updates the operating rules, as needed. Existing amenity operating rules were previously approved on various dates and at various levels of approval including by Community Activities Committee/GRF Board review and minor changes at the staff level.

DISCUSSION

The Compliance Department recommended that Recreation review and update all amenity operating rules for audit and consistency purposes. Recommendations were provided by clubs, user groups and Recreation staff to ensure safety and compliance with the GRF and Recreation Policies. The proposed edits are shown as redlined in each attached amenity operating rule. Updated operating rules were presented at the July, August and September 2023 Community Activities Committee meetings and additional feedback was received by committee members, club members and facility users. Operating rules were also submitted to Media and Communications for final review of format and consistency.

FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

Reviewed By: Catherine Laster, Services Manager

ATTACHMENT(S)

ATT: All Recreation and Special Events Operating Rules

Agenda Item #13 Page 1 of 135

OPERATING RULES Archery



Com	
Gene	
	esidents and guests must sign in upon arrival at the facility.
	ts under 18 years of age are not permitted to use the facility. <u>MThe maximur</u>
	umber of guest allowed per resident is a <u>R</u> <u>Guests under 18 years of age are</u>
	ot permitted to use the facility.
B <u>2</u> . O	nly Recreation Department certified range masters or instructors are
	authorized to have access to the archery range. All range masters are
	equired to leave their <u>Laguna Woods Village resident</u> ID card in <u>at</u> the fitness
	enter to gain entry to the range. The <u>f</u> Fitness center staff will furnish <u>the</u> key
	nlock the range. <u>Only Recreation Departmentcertified range masters are</u>
<u>a</u>	uthorized to check out the key to the archery range.
(.	
D. A	Il participants must successfully complete orientation before being allowed
_	participation in <u>to shoot at</u> the range. Upon completion <u>the range</u>
	haster will issue a <u>"safe shooter" card will be issued by</u> the range master.
	ee for the orientation is \$10 that includes club equipment as needed for the
	ne hour session.
	. The range master provides, denies, or withdraws consent <u>access</u> to the
	ange at any _ time that the range is open <u>due to safety restrictions</u> ed.F. <u>Alwa</u>
	se wSSPE The Only the range master and assigned assistant areas the only perso
	<u>The Only the</u> range master and assigned assistant are<u>is</u> the only perso llowed access —to- <u>the c</u> lub cabinets, <u>e</u> quipment and club targets.
	<u>Non-members who are Laguna Woods Village residents may shoot at</u>
	<u>re range</u> for \$5 per range session and always at the discretion of the ran
	herange and is performer session and always at the discretion of the ran haster. The \$5 covers the bow, three arrows and protective gear when
	vailable. Non-members — may shoot a maximum of sixfive arrows per end
	hen using their own_arrows.
	n <u>-member guests who are not Laguna Woods Village residents may shoot fo</u>
	\$5 per session as a guest of a resident at the discretion of the range
r H	haster. The resident must be present with the guest at the range for the
	ntire session. The \$5 covers the bow, three arrows and protective gear
	then available. The <u>gG</u> uest <u>s</u> — — may shoot a maximum of <u>six</u> five arrows
	er end when using <u>his/her/their</u> own arrows.
	bers may shoot at the range without any additional fee but always within th
	iscretion of the range master. The club provides the bow, three arrows and

<mark>protective gear when available. Members may shoot a maximum of <u>six</u>five arrows per end when using their own arrows.</mark>

- I. Paper targets when available may be purchased at the range for your lane at \$1 each and becomes the club's property after installation. The range master will secure<u>s</u> the <u>paper</u> target.
- <u>J5</u>. _____No food or drinks are allowed in the range.

<u>6</u>K.

- <u>E. Each rResidents and guests must clean up the area after use and return all</u> equipment to itsthe proper place.
- <u>L7</u>. <u>Report any maintenance issues to the fitness center. Unauthorized</u> modifications to the range or its amenities isare strictly prohibited and may result in loss of range <u>access</u>.
- M8.Scheduled use is determined by the Recreation Department and issubject to—change. Play may be restricted due to scheduled maintenance.Club—tournaments and events must be approved by the RecreationDepartment and—may take priority at the facility. Please reference theRecreation Department policy for tournament guidelines.
- B. Guests
 - 1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 18 years of age are not permitted to use the facility.
- C. Safety
 - 1. The range master secures the paper target.
 - 2. Targets must remain in their designated target positions.
 - 3. Archers may not shoot alone. At least two people must be present while the range is in use.
 - 4. All participants must successfully complete orientation before being allowed to shoot at the range. Upon completion, the range master will issue a "safe shooter" card. Nominal fees will be charged for use of the range and supplies.
 - 5. The range master provides, denies or withdraws access to the range at any time that the range is open due to safety restrictions.
 - 6. Always use whistle commands, not just verbal or hand signals. Know and obey all whistle commands:
 - a. Two whistle blasts: Stand at the shooting line
 - b. One whistle blast: Shoot
 - c Three whistle blasts: Pull arrows
 - d. Five or more whistle blasts: Emergency, cease fire, put down bows and remove nocked arrows

Note:

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. -<u>All GRF policies and procedures</u> apply to the use of the amenities.

OPERATING RULES Bar Services



- A. <u>The GRF Golden Rain Foundation (GRF)</u> holds <u>Alcoholic alcoholic Beverage</u> <u>beverage Licenses licenses</u> at Clubhouses <u>One1</u>, <u>Two2</u>, <u>Three3</u>, <u>Five5</u>, <u>Six 6</u>, and and <u>Seven7</u>, and the Performing Arts Center/Clubhouse 3.
- B. <u>The Golden Rain FoundationGRF</u> follows all regulations set forth by the California Department of Alcoholic Beverage Control.
- C. <u>Make Bar requests Rrequests for bar services</u> are made through the <u>Clubhouse 15</u> officebar supervisor.
- D. A <u>b</u>Bar request form is filled out and signed by t<u>T</u>he Laguna Woods Village resident populates and signs the bar request form, agreeing to <u>pay pay</u> appropriate fees, refer to the GRF Fee list. <u>Payment is to be made</u> at the conclusion of the event.
- E. <u>Outside No-</u>alcoholic beverages are allowed to be brought in to<u>are prohibited at</u> an<u>y</u> event when <u>where</u> a GRF bar is operating.
- F. <u>Any pP</u>atrons <u>that who</u> appear under the age of 30 will be asked to show ID before purchasing an alcoholic beverage.
- G. A maximum of two alcoholic beverages may be <u>carried awaytaken</u> from the bar by one person. <u>Bottle service is available at the bartender's discretion.</u>
- H. If <u>the an event</u> host of the event is providing provides wine for dinner when a GRF no<u>-</u>-host bar is operating, the bar must close when the wine is placed on the dinner tables.
- I. <u>A bB</u>artender<u>s</u> may refuse service to a<u>ny</u> customer <u>that who</u> appears <u>to be</u> intoxicated or <u>being is</u> disorderly.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. -<u>All GRF policies and</u> procedures apply to the use of the amenities.

OPERATING RULES Billiards Room



A. General

- A.—<u>1. Residents and guests must sign in upon arrival at the facility. All</u> residents and guests must sign in upon arrival at the facility.
- B. Guests under 12 years of age are not permitted to use the facility. <u>MThe</u> maximum number of guestsallowed twoR Guests under 12 years of age are not permitted to use the facility.
- C.—<u>2.</u> Residents must always accompany guests.
- D. Gambling is prohibited not permitted.
- E. <u>3.</u> Jump shots are prohibited not permitted.
- F. <u>4.</u> Sitting on tables is prohibited not permitted.
- G. <u>5.</u><u>There is aA</u> two-game limit <u>applies</u> when others are waiting to play.
- Each rResidents and guests must clean up the area after use and return all equipment to itsthe proper place.
- 7. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. -Please reference the Recreation Department policy for tournament guidelines. The Billiard Club scheduled tournaments and events must be approved by the Recreation Department and may take priority at the facility.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Bocce



All residents and guests must sign in upon arrival at the facility.

- <u>A. General</u>
- Residents and guests must sign in upon arrival at the facility. Persons Guests under 12 years of age are not permitted to use the facility. <u>MThe maximum</u> number of guests allowed is twoR. Guests under 12 years of age are not permitted to use the facility.
- A.—<u>2.</u> Residents must always accompany guests.
- B. All players must wear soft-soled shoes.
- C. <u>3.</u> <u>The bB</u>all<u>s</u> must be rolled<u>, (not bounced,)</u> on the court<u>; (physical ability considered)</u>.
- D. <u>4.</u> Each rResidents and guests must clean up the area after use and return all equipment to its the proper place. Players must return all equipment to the west end of the court when games are completed.
- E. <u>5.</u> <u>A one-game limit applies All players are restricted to one game if others</u> are waiting to play.
- F. <u>6.</u> <u>The cCourt dDirector has the authority to schedule games and enforce the posted rules.</u>
- Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Bocce Club tournaments and social events <u>must be</u> approved by the Recreation Department and may take priority at the facility.

B. Guests

1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. -<u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Bridge Room



Laguna Woods Village[®]

General -A. 1. Residents and guests must sign in upon arrival at the facility. Residents who are sponsoring guests must be playingplay bridge at the same time as their guest(s) but are not required to play at the same table at their guest(s). O; otherwise, residents must accompany their guest(s) at all times. R Each bridge- playing resident is limited to two guests per session per <u>—В.</u> day, not to exceed four guests per day, and g. Guests must be a minimum ofat least 10 years of age. Each rResidents and guests must clean up the area after use and return <u>€2</u>. all ——equipment to its the proper place. The Bridge bridge Room room is for playing duplicate bridge and D3. progressive bridge during—regular clubhouse hours. Fees to play in organized bridge games/tournaments are established by E4. tThe—_Bridge Club running the <u>organized bridge</u> game/tournament establishes fees to play. **₽**5. The gGross guest fees shall be collected on behalf of and paid daily to GRF in appropriate and timely accountability in accordance with the GRF Pricing_——Policies and Fees Listlist. A.—The parent chapter of the Duplicate Bridge Club may host tournaments one day per month. On that day the Duplicate Bridge Club must rent the Bridge Room and pay a fee in accordance with the approved GRF Pricing Policy and Fees List. G6. The aAssigned Game Ddirector(s) run the games and is are paid by the club. H7. -Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. B. Guests 1. Residents must play bridge at the same time as their guest(s) but are not required to play at the same table; otherwise, residents must accompany their guest(s) at all times. B. 2. Each bridge-playing resident is limited to two guests per session per day, not to exceed four guests per day. Guests must be at least 10 years of age.

Effective: December 2017 December, 2023

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<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and</u> <u>procedures apply to the use of the amenities.</u>

OPERATING RULES Card/Game Room<u>s</u> and Drop-In Lounge



Laguna Woods Village®

A. General

- 1. <u>Residents and guests must sign in upon arrival at the facility.</u>
- 2. —Card/gGame Rooms rooms and the Ddrop-In-in Lounge-lounge are available on a no-fee, drop in, first-come/first-served basis and may not be reserved in whole or in partno fee basis only. Hours of operation are in accordance with the posted —clubhouse schedule and are subject to change.
- 2. 2. Residents must sign in when entering the Card/Game Rooms and Drop-In Lounge.<u>R at</u>
- 33. Card/Game Rooms and Drop-In Lounge area available on a first come, first served basis and may not be reserved in whole or in part.
- 44<u>3</u>. Multiple card and/or board games may be played in the Card<u>card</u>/Game game Rooms rooms at the same time<u>simultaneously</u>.
- 554. There are no kitchen facilities Kitchen facilities are not available for use.-
- 665. Users may not move furniture and/or equipment from other clubhouse rooms into the card/game rooms or drop-in loungeroom from other rooms in the clubhouse.
- 776. <u>Each rResidents and guests must clean up the area after use and return</u> <u>all equipment to its</u>the proper place. Users are responsible for leaving the room neat and clean.
- 887. <u>Minimize Nn</u>oise level must be kept down to ensure <u>all users may enjoy</u> the enjoyment of the room by all <u>u</u>Users.
- 998. Gambling is prohibited not permitted.
- B. Drop-In Lounge
 - 1. Puzzles Puzzle use isare limited to the assigned puzzle tables.
 - 2. When using your ownpersonal reusable/travel coffee containers, limit coffee consumption to amount to one cup-of coffee.
 - 3. The Dropdrop-In in Lounge lounge Patio patio is open Monday through Sunday from 10:308 AMa.m. to until 6 p.m.:00 PM.

<u>Note:</u> The Recreation Department reserves the right to review and adjust <u>the</u> <u>the</u> operating rules to accommodate the needs of the community. <u>All GRF policies and</u> <u>procedures apply to the use of the amenities.</u>

OPERATING RULES Clubhouse 4 Art Studio



<u>A.</u>General

- A.—<u>All residents of Laguna Wood Village may use the Aart Sstudio. Classes and various</u> activities are provided for residents of the Laguna Wood Village.
 - 1. All rResidents and guests must sign in upon arrival at the facility.
 - 1.2. No turpentine, <u>solvents</u>, or linseed oil, <u>or</u> brush cleaners, or rags containing these by-products, or any type of chemical considered hazardous, may be left in the Art <u>art Studiostudio</u>. -It is the <u>user's resident's/guest's</u> responsibility to remove these items from the facility and properly dispose of them.
 - 2.3. See the volunteer supervisor for information pertaining to the mat cutter, library case, <u>available paper</u>, picture hanging, sponsored art classes, etc.
 - 3.<u>4</u>.Residents/<u>guests</u> and <u>Emeritus students using the Art Studio</u> must always cover the tables with a full-sized table cover or with newspaper found in cupboards under the sinks.
 - 4. Work quietly in the studio both when a class is in session and other artists are concentrating on their creative process in the studio. k Keep voices and sounds respectfully moderated. Cell phones should be used outside.
 - <u>Saddleback College Room capacity limitsLiability insurance prohibits rOnly</u> registered students mayesidents from working in the Art art Studio studio during the Monday morningposted Saddleback Emeritus painting class times.
 - 6. The storage closet is for all to use; theand supply cabinet areis for the-club member use only of members. 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.
 - 6.7.Do not leave Ppersonal items/materials must not be left on the tables and counters and or in non-assigned studio storage spaces in the studio.
 - 8. Remove all canvases and work on paper from the drying area when they are dry. -Art pieces may not stayremain in the drying area for more than a month unless they are being worked on currently. This is not an area for storing artwork that is being worked on occasionally or not being worked on at all.
 - <u>9.</u> 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. <u>Use damp towels</u> <u>and soap if needed.</u> Return studio easels to their designated hanging racks<u>and s</u> <u>and s</u>tudio tools<u>to</u>the supply cabinet.
 - <u>10. Work quietly in the studio. Respectfully moderateKeep voices and sound-respectfully</u> <u>moderated. CSilence mobileell phones should be silenced and used</u>use them outside if <u>necessary.</u>

- <u>11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs</u> <u>and/or medication that may alter their ability to use equipment safely.</u>
- 7.—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 in an unsafe manner unsafely and may request adherence to proper equipment use.

<u>13. In case of injury or illness, call 911 and notify Security personnel immediately</u> <u>at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front</u> <u>office.</u>

8. -

<u>Facility patron cannot be under the influence of any substance such as alcohol,</u> <u>drugs and/ or medication that may alter ability to use equipment safely.</u>

<u>B.</u>Guests

B.—1.

Guests are only permitted on Sundays only.

- 2. Guests under 10 years of age are not permitted to use the facility. <u>MThe maximum-</u> <u>number of guests per resident is two. Guests under 10 years of age are not</u> <u>permitted to use the facility. Residents must accompany their guests at all –times.</u>
- The guardian of a person under age<u>child</u>children ages 10 to 18 must has to sign the waiver for the under-age guest.

Residents and guests must sign in upon arrival at the facility<u>Art Studio</u>.

 Guests must be accompanied by resident at all times and must sign a waiver prior —to using the Art <u>art Studiostudio</u>. No other room may be used by guests at <u>Clubhouse 4.</u>

C. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor presentStudents must not enter the room if a volunteer supervisor is not present.
- 2. Non-resident 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 only enter the studio only during the 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).

<u>Note: The Recreation Department reserves the right to review and adjust the operating rules</u> to accommodate the needs of the community. <u>All GRF policies and procedures apply to the</u> <u>use of the amenities.</u>

Effective: December 2017



<u>A.</u> <u>General</u>

- <u>4a 4 the and only 4</u><u>studios</u>5<u>tudios</u>678.9<u>1</u>.<u>(Ceramics Studio only)</u> All rResidents and guests must sign in upon arrival at the facility.
- 2. Only authorized personnel designated by the Recreation Department may fire the kilns in the kiln room.
- €3. No craftwork may be done outside of the applicable workshops or their specially ——_____designated work space. Examples are:
 - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding, sanding must be done in their designated areas on the patio outside the kiln room.
 - c. OAt the outside grinding area behind the kiln room. The use, diamond grinder use of the diamond grinder is restricted to ceramic pieces and their glazes.

work: C, and designated area in the Woodshop <u>Spray and brush p: Work11.</u>

- 124. Use Nnewspaper or canvas must be used to cover the work tables to protect the surfaces.
- 13. 14.
 15.
 <u>via a cell</u>
 16.
 17.

 <u>Members under the influence of medication or any substance which impairs driving may</u>

 not use machines in any of the studios/workshops.

18. <u>r</u>

- 5. All Laguna Woods Village residents of Laguna Woods Village are welcome to use the studio for work in ceramics and sculpture, to purchase clay and tools, and to have their pieces bisque-fired. Only members of the Potters and Sculptors Club (P&S) can and Emeritus students may use glazes, and. o OP&S of P&S borrow club tools and take member-taught classes. Saddleback Emeritus students may only use glazes provided only by the Emeritus program. Emeritus instructors have authority over theirall enrolled students.
- 6. <u>Please rRefer to the studio/workshop procedures for Greenware, drying room, kiln rooms,</u> <u>glazing, firing, studio clean up, outside grinding area/Raku kiln area and/or material handling.</u>

- Work quietly in the studio. KeepRespectfully moderate voices and sound respectfully moderated. Silence mobileCell phones should be silenced and usedse them outside if necessary.
- 8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 9. 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 in an unsafe mannerunsafely and may request adherence to proper equipment use.

<u>10.</u> 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. The studio is a place of work for potters and sculptors only.not intended to be
- 2. TWhile the studio encourages socializing and sharing knowledge among studio users. It, it is not a place for socializing with friends who are not actively working on ceramic projects.
- 3. Friends or relatives are welcome in the studio for a brief visit to see a member's place of work or work samples of work that they have produced. Please rRefer to Clubhouse 4 General Operating Rules, A.5.
- A. <u>C.</u>Clay
 - 1.—Only cone 10 clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags. Only clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. No other clay will be glazed or fired.

<u>1.</u>

- 2.— Clay is sold in 25 pound bags at various prices. _Those wishing to share a bag must arrange that with another facility user_privately. New clay bags are available for sale in the studio.
- 3.2. There is no clay storage in the studio. Residents may rent a locker from GRF through the Clubhouse 4 <u>o</u>Office. -Non-<u>r</u>Resident <u>Emeritus</u> students must take their clay with them each time they leave the studio.
- 4.<u>3.Newspaper Cover work areas with newspaper</u> or canvas<u>over newspaper</u> must be used to cover the work areas. Studio users wishing to wedge clay, roll coils, or create slabs must do it on the appropriate wedging tables, on canvas, or on the butcher block table in the studioUse wedging/butcher block table for cover table with canvas to roll clay and create slabs.
- <u>4. No sanding in the studio. SAny sanding must be done is permitted only</u> in the grinding/sanding area outside/-behind the kiln room. <u>Use a trash can to catch anysanding dust produced by sanding</u>. <u>Clean If dD</u>dust should that falls on the benches, it must be <u>cleaned up</u> with a wet sponge.
- 5. Use of Make sure clay dust does not fall on benches and areas that are used by others for seating. Clean up dust with wet sponge. Use a trash can to catch any dust produced. GgGrinding wheel can be doneuse is permitted on the grinding wheel in the grinding area behind the kiln room. Training and a separate waiver for the grinding area are required. on

the grinding wheel Personal protective equipment, such as googles or a face shield, must be worn when using the grinding machine.

- 6. Keep studio equipment and door handles clean by washing your hands of clay before using any of itopening doors. If clay yogets clay on equipment or handles, wWipe them all clay from handlesclean with a sponge and paper towel. Clay leaves a haze on surfaces. Rinse your sponge for the last wipe to remove as much residue as possible.
- 7. <u>Maximum The maximum size permitted</u> for any ceramic piece is 1687""x18"" high. <u>Size is determined by kiln shellvesf size and posts that support them.</u>
- 7. <u>8.</u> <u>Clean clay-covered items only in the clay sinks only; clean glaze in the glaze sinks</u> <u>only.Kiln shelves and supports determine this size limit.</u>

9. <u>Everyone All studio patrons</u> must clean up their own work areas as well as plaster molds, bats, wheels, <u>and</u> glaze mixing utensils., and all studio equipment. <u>SKeep</u> studio equipment <u>must be kept clean offrom clay and clay haze</u>. <u>Special care must be taken</u> to avoid leaving a clay haze on surfaces; rinse sponges must be rinsed and wipe surfaces wiped repeatedly to avoid haze. A good rule is to leave your work area cleaner than you found it.

- 10. Care must be taken to clean clay-covered items only in the clay sinks. Glaze should be cleaned only in the glaze sinks.
- -Return studio tools to their designated places before leaving the studio. <u>Leave your</u>
 <u>work area cleaner than you found it.</u>
- 9. Conserve water by using basins in the sinks.
- D.— Water Conservation
 - 1. Be conscious that you are using as little water as possible.
 - 2. Clean tools and brushes in a small bucket or other container before rinsing them with clean water. Do not clean your tool/brush under running water.
 - 3. Use the smallest stream possible for rinsing from the faucet.
 - 4. Do not leave water running.
- BE. GreenwareGreenware and Drying Room
 - Only volunteer supervisors are permitted to move otheranother people'sperson's work. Ask a volunteer supervisor for help in retrieving If you need help getting to your piece or making room for your pieceon a shelf from/on a shelf, please ask a volunteer supervisor.

<u>Completed work that needs further drying to reach bone dry may be placed on ware boards</u>
 <u>or directly on the shelf in the appropriate Greenware Room. Be sure that your piece is labeled</u>
 <u>with your name and date, either on the ware board or on a slip of paper in or under your</u>
 <u>piece. Your pottery signature is not sufficient for work left in the Greenware Room.</u>

- Place finished work that is not completely dry on the drying shelves and mark your name, initials, or potter's mark and date clearly on the piece. If a piece is not identified it will not be fired.
- <u>boneforingMove your dry work to the bisque cart in the Kiln-Ready Room.</u>

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- 2. <u>GreenwarePieces left on the drying shelves for two months will be discarded.</u>
- 3. After bisqueware is fired it is placed in the <u>appropriate</u> bisque cabinet. <u>The exception is work</u> <u>that is unidentified or unclear signatures. Such work is left on the tables in front of the bisque</u> <u>cabinets and must be picked up immediately or it risks being discarded.</u> Studio users are <u>responsible for removing <u>W</u>work from the bisque cabinet <u>must be removed</u> within one month from the date of firing. Technicians and appointed club members have the power to remove items after said time and discard.</u>
- 4. <u>F.</u> <u>Kiln-Ready Room-Green Wall/</u>-Green Wall
 - a. a.1. ———Carts along the green wall (or carts marked for Emeritus classworkgreenwareGreenware) are for Greenware that is completely dry and ready to be

Classworkgreenware Greenware (are for Greenware that is completely ury and ready to be bisque-fired is bone dry. Pieces must have your name or pottery signature visible.; - Each piece must have your name or identifying mark clearly visible on the bottom of the piece. Unidentified pieces will not be fired. Carts along the green wall (left side of room) are for finished green ware work that is completely dry and marked clearly with your name, date, initials or potter's mark. No two people should have the same initials or symbol. BFor bisque-firing, pieces such as cookies or plates, can be stacked and lids left on pots.

- b. If a piece is not identified it will not be fired. <u>2</u>. Carts can be accessed from both sides.
 Place your piece <u>as near the center of the cart as possible</u> with minimum space between other pieces. Place your piece according to height on shelves of similar height. Short pieces should be placed on the narrow height shelves and tall pieces on the tall shelves.
 If not, it will be moved around to make space.
- <u>— 3. Place short items on short shelves and tall items on tall shelves. If your piece is</u> <u>— wasting cart space it will be moved.</u> Measure the height and width of your piece. Pieces should not be higher or wider than 18 inches.

EG. Kiln Ready Room-White Wall/-White Wall

- 1. Carts along the white wall are for bisque-_fired pieces that are ready for high fire. Glaze and oxides must be completely wiped off from the bottom and foot of each piece before placing it on the cartPieces may be glazed or not, as you choose. For Emeritus classes carts are marked for students' work.
- 2. <u>Glazed pieces must be placed on a cookie that is approximately ¼" larger than the base or your piece. A cookie prevents glaze from running off of your piece and onto the kiln shelf. You are responsible for providing a cookie that is the right size for your piece. It is best to make cookies when you make your pieces, to ensure that you have the right sizes. There may be some cookies (marked P&S) available in the Kiln-Ready Room, but there is no guarantee that you will find one the right size. Do not use a cookie that is too large for your piece. Pieces placed on oversized cookies may be rejected.</u>
- 3. Watch out for runny glazes. The buckets are marked as such. You must use a "cookie" if you suspect your glaze may run. (1/2"-3/4")
- 4. <u>cookies You may wipe these areas clean with a sponge or use wax (which must also be</u> wiped clean). Note that wax does not prevent glazes from running down to the bottom of

- c. See volunteer supervisor or Saddleback Instructor or Emeritus iInstructor -for assistance.
- d. These procedures will help reduce the handling of pieces, which will result in the reduction of damage and contamination of your work. The less pieces are touched the less chance of damage.
- 5.—<u>36.</u> Only technicians may move carts in the Kiln Rready rRoom. The Kiln Ready Room carts are only moved by the technicians.

FH.EC. Glazing

- 1. Studio technicians have authority over glaze mixing. -Do not disturb the technicians when they are mixing glazes.
- Only gOnly gOnly
- 3. Training, is which is required before anyone can glaze, and. Training may be provided by a class instructor of a class, or by members of the Glaze Committee marked with Red tape.
- 4. Beginners and those with little glaze experience must only use only the glazes in the top row of buckets along the wall opposite the glaze counter.
- 5. Anyone using glazes must be familiar with the Glaze Application Checklist and follow its instructions. Ask a volunteer supervisor for the checklist.
- 6. Clean stirring paddles immediately and place backreplace them on hooks. Clean counters and throw away newspaper Throw away newspaper and clean counters when finished.
- 7. If glaze is spilled on the floor, either wipe up the spill or spread newspaper over it to prevent slipping.
- The foot ring or bottom of each glazed piece must be clean of glaze up to a point below which the glaze will not run. This point needs to be higher with runny glazes. You may wipe these areas clean with a sponge or use wax (which must also be wiped clean). Note that wax does not prevent glazes from running down to the bottom of your piece. Wax protects areas of your pieces only when you dip or brush on your glazes; it burns off in the kiln and does not provide any barrier to a runny glaze.
- <u>All glazed pieces must be glued to a cookie to protect kiln shelves from running glazes.</u> <u>Cookies must extend no farther than approximately ¼" from the base of the piece, see # E, 2.</u> <u>Pieces placed on cookies that are too large and therefore waste kiln space may be rejected.</u>
- Spraying Glazes: No one may use the spray equipment for applying glaze without receiving specific instruction in the use, care, and cleaning of the equipment and the spray booth. This applies to everyone using the studio, even if you have experience using spray equipment. If you wish to use the spray equipment, write to pottersandsculptors@gmail.com to arrange an appointment. All users of spray equipment should have a proper mask and eye protection.
- . Training is required to do glazing.

2. Staff has the authority over glaze mixing.

3. Emeritus Instructors have authority over classroom rules during class time.

4. Only glazes approved by the Glaze Committee are allowed. Beginning students and those with less than two years of glazing experience should use the beginning glazes in the largest buckets against the wall in the glaze area and marked with red tape. Pieces with unauthorized glaze will not be fired.

5. Glaze must be wiped off with a damp sponge from the bottom and foot of each glazed piece before it is placed on the glaze shelves. Watch out for runny glazes. The buckets of runny glazes are marked as such. "Cookies" must be used for running glazes.

6. Everyone must use a "cookie". See Volunteer Supervisor, Technician, or Emeritus Instructor for explanation.

7. No one may use spray equipment for applying glaze until receiving specific instruction in the use, care, and cleaning of the compressor and spray equipment. This applies to everyone using the studio even if they have been using the spray equipment for a long time. Emeritus students may receive this training from their Instructor; residents must make an appointment for a special training session with the Glaze Chairperson.

8. Do not disturb any Technician while he/she is mixing glaze. Ask <u>an</u>the Instructor <u>if</u> <u>an enrolled student</u> or the Supervisor for assistance.

El.-_ Firing

- 1. <u>Only technicians authorized by the Clubhouse 4 Ssupervisor may fire the kilns. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.</u>
- 2. Only authorized technicians designated by the Clubhouse 4 Supervisor may fire the kilns. Only those authorized and accompanied by staff may enter the kiln room.
- <u>No one may enter the Kkiln rRoom unless accompanied by an iInstructor or a</u> <u>tTechnician.No one is allowed in the kiln room unless accompanied by an Instructor or</u> Technician.

4.2. No salt firings <u>are</u>allowed.

- 5.3. No specialized firings or refiring of already high_-fired items are allowed without prior staff approval.
- 6.<u>4.</u>Work must have originated in the studio in order to be fired. Class projects may be taken home and brought back for firing-but must have originated in the studio.
- 7.<u>5.</u>Once a piece <u>wasis</u> submitted to be fired and <u>it was</u> loaded into the kiln, it <u>will-cannot</u> be removed from the kiln, unless it is in the front and easily removable.

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6. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process, and safe handling practicing practicessafe handling, and are <u>must be accompanied by a buddy</u>. No firing allowed Firing without a buddy present is not permitted prohibited.

7. After bisqueware is fired, it is placed in the appropriate bisque cabinet. The exception is wWork that is unidentified or with unclear signatures. Such work is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. WRemove work from the bisque cabinet must be removed within two months from the date of firing or it may be discarded. Technicians and appointed club members may remove items after stated time and discard.

- 78. <u>TNotify the volunteer -s</u>Supervisor <u>on duty must be informed notified</u> when <u>the Raku kiln will</u> be used. <u>TSign out the keys to the gas valves are stored at</u> in the Clubhouse 4 office and need <u>to be signed out and returned by the usersresident/guest</u> them when done.
- 8. 89. Closed_-<u>toe</u> leather shoes, cotton clothes and face protection are required. <u>Absolutely</u> <u>no sSynthetic clothing allowed of any kind is prohibited not permitted.</u>
- FJ. -----Studio Clean-up Policies
 - <u>Cleaning of clay and glaze equipment is the responsibility of every student, resident and club</u> member. This is important, not only because it is courteous, but because c<u>C</u>lay dust is a health hazard and proper cleaning reduces the amount of clay dust in the air.will eliminate much of it.
 - <u>2. Volunteer s</u>-upervisors and instructors will announce clean-up time twenty <u>20</u> minutes before prior to the end of class or <u>the studio</u> closing of the <u>Studio</u>. <u>Studio</u> <u>users</u>Residents/guests must vacate the studio promptly by the posted closing time.
 - 3. Please leave your work area cleaner than you found it. Leave any space you use cleaner than you found it.

1. Glaze Area

- a. Keep covers on glazes to prevent accidental contamination.
- b. Clean stirring paddles immediately and place back on hooks.
- c. Remove all equipment and clean the counters when done.
- d. Place newspapers on wet spots to prevent slipping hazards.
- e. Store all plastic containers on shelves or under sinks.
- f. Conserve water by washing tools in pan or full sink as much as possible before you rinse them.
- g. Do not dump clay in the sink. Put it in the trash can.
- h. Do not leave any tools, plastic vessels, bats, or other equipment in the sink.
- i. At the end of class, wipe down stainless steel with a clean sponge.

12. Wheels

a. <u>Remove splash pans and scrape all clay, wet or dry into waste basket before washing. Do</u> <u>not put clay scraps in clay sink.</u> Remove splash pans and clean thoroughly in the sink.

- <u>Wipe splash pans in clay sink before rinsing with clean water.</u> Wipe entire wheel assembly with a clean sponge before replacing the splash pan.
- -----Pick up foot pedal and block and put it on the table or shelf by the wall.
- b. Place your clean stool off the floor behind the wheel
- ——Place your clean stool off the floor behind the wheel<u>Turn</u>; turn off the power
 - c. -- and pick up the pedal and wooden blocks from the floor.
- 23. Wedging Area
 - a. Do not store clay, tools, or art work on the wedging tables.
 - b. Do not leave wet clay on wedging tables to dry out.
 - <u>Clean wedging area and wire after use</u>. Use the scraper provided. Do not scrape clay off tables with a metal putty knife or other sharp object. Use wooden paddle and wet sponge.
 <u>Butcher</u> block wedging tables can be cleaned with a wet sponge.
 - d. d. <u>Plaster and canvas wedging areas should be cleaned with only a slightly damp</u> <u>sponge.</u> If you use the wedging table, you must clean it.
- 34. Work Areas and Equipment

 - <u>— Discard any clay crumbs in the waste basket.</u>
 - a. <u>Discard all used newspaper.</u>
 - <u>— Check that table area is clean; wipe if necessary.</u>Wash off tables when finished
 - e. <u>Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned</u> <u>thoroughly with no traces of clay remaining.</u>
- b. working.
- <u>45. Floors</u>
 - a. Spills, clay trimming, or excessive clay dust in work areas must be picked up immediately. <u>Mops are available in the closet by the main entry door. DO NOT use a broom to sweep</u> <u>floors in the studio, as brooms spread clay dust into the air. If you need to use a whisk</u> <u>broom, cover its bristles with a damp paper towel.</u>
 - b. <u>Wet areas on the floor should be covered with newspaper to prevent slipping</u> accidents.
- a. Mops, brooms and dust pans are available for use. Clay extruder, slab roller, banding wheels, molds and other equipment must be cleaned thoroughly with no traces of clay remaining.
- EK.- Outside Grinding Area/-Raku Kkiln Aarea
 - ASign a separate waiver for the gGrinding area must be signed before any work can be be done in this area. Proper Wear proper dust masks should must be worn while performing any sanding or grinding is performed anyon any material. Dust masks are available, see the volunteer supervisor. in the studio (.pPlease see volunteer supervisor).
 - 2. Users must be trained on the grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.
 - Wear goggles.

Step aside when starting the wheels.

<u>Water spray must cover entire grinding surface.</u>

- 1.3.Grind across the full surface of the wheel.
- 4. No lLong_term storage is permitted prohibited. Benches Clear benches need to be cleared daily. If <u>a</u> work piece needs to must be left overnight, it must <u>be</u> be placed on the storage shelfmarkedmark it with the resident's name and phone number. Projects need to the storage finished in a timely manner. Staff has the authority to remove <u>an</u> item from the bench and place on storage shelf.
- L. Emeritus Students
 - <u>1. Students mustmay not enter the room if without a volunteer supervisor is not present.</u>
 - 2. Non-resident 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 only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
 - <u>No s</u>Serial production is prohibitenot permitteddd (no more than five pieces of the same kind).
 - 5. Drain pthem MClean molds, <u>-boards and -bats</u> must be cleaned thoroughly and returned them to their appropriate shelf/drawer prior to the end of class.
 - <u>6. Students may <mark>submit</mark> up to two pieces per class session.</u>
 - 7. Student must clearly mark their Greenware must be clearly marked with initials or logo and the current semester and year. Make sureRecord your logo is recorded with the volunteer supervisors. Verify that no one else has the same initials as you do.
 - 8. If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back, with the note on the appropriate cabinet end cap for firing.
 - 9. Non-resident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio may be discarded.
 - 10. Class projects may be taken home for work and brought back for firing, but they must have originated in the studio.

5.

- 2. Grinding wheels:
- a. Wear goggles
- b.—Step aside when starting the wheels
- c. Water spray must cover entire grinding surface

Grind across the full surface of the wheel

Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner.

- K. <u>Cell Phone Use</u>
 - <u>1. Texting is permitted inside the studio.</u>
 - 2. To place or receive call, studio users must step outside or into the Lunchroom so that they do not disturb others.
- L. <u>Guests and Visitors in the Studio</u>

- 1. The studio is a place of work for potters and sculptors. It is not intended to be a place of work for other arts or areas of inquiry.
- 2. The studio encourages socializing and sharing knowledge among studio users. It is not a place for socializing with friends who are not actively working on ceramic projects.
- <u>3. Friends or relatives are welcome in the studio for a brief visit to see a member's place</u> of <u>work or samples of work that they have produced. Please refer to Clubhouse Four</u> <u>General Operating Rules on the top.</u>

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. -<u>All GRF policies and procedures apply to the</u> <u>use of the amenities.</u>



- A. Clubhouse Four General Operating Rules
 - Clubhouse 4 hours are Monday through Sunday Friday, <u>9</u>8:00 AM until 4:00 PM.
 Clubhouse 4 is open on <u>Tuesday and</u> Thursday from 8<u>9</u>:00 AM until 8<u>Saturday and</u>
 <u>Sunday 109 a.m. to 24 p.m</u>:00 PM. When Emeritus classes are in session, Clubhouse 4 is open on Tuesdays from 8:00 Am until 8:00 PM.
 - <u>31</u>. <u>All rResidents and guests must sign in upon arrival at the facility.</u>
 - 2. Anyone using a hobby/craft shopstudios/workshops must have a completed annd annual signed Rrelease, Waiver waiver of Liability liability and Indemnity indemnity Agreement 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.
 - 43. Use of hobby/craft shops<u>Studios/workshop uses</u> is limited to residents and to students enrolled in classes through the Saddleback College Emeritus Institute Program_(only during class time). -Non-resident students are allowed in the room only 15 minutes before posted start time of class<u>and</u>, only whenif a volunteer supervisor is present. If the instructor is absent, non-resident students must leave the facility. Non-resident students students must vacate the class-rooms by the posted end time of class.
 - 4. Residents not enrolled in an <u>Saddleback College</u> Emeritus class are not permitted to be in the room during scheduled class time.
 - 55. Guests of residents are not allowed-permitted to use the Clubhouse 4 hobby/craft shopsstudios/workshops with the exception of the Aart-Studio, Seewing and the Pphotography Sstudios. "-Use" implies sitting, participating, in activities or occupying space within the shops. -Walking through to tour the facilities is permissibletted. Pets, except service dogs, are prohibited. Please refer to specific room operating rules. 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. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals is permitted.

- 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. <u>during scheduled class time</u>.
- 77. <u>The Hhead volunteer supervisor for each workshop reports to the (staff) Clubhouse 4</u> <u>Ssupervisor.</u>
- 8. Hobby/craft shops<u>Studios/workshops</u> are required to have a<u>A</u> volunteer supervisor must be present at all times during open studio/workshop hours. <u>Studios/Sworks</u>hops will remain closed unless a volunteer supervisor is on duty.
 - a. Anyone wishing to serve as a volunteer supervisor must submit a volunteer application to the Clubhouse 4 Supervisor.
 - b. When unable to cover an assigned shift, the volunteer supervisor will arrange for alternate coverage in advance. Inform the Clubhouse 4 supervisor of In case of any long-term absence, let the Clubhouse 4 Supervisor know.
 - c. General end--of--shift duties: (see individual studio/workshop volunteer supervisor duties):
 - I. All residents/guests must leave the studio/workshop.
 - II. Turn off Aall electrical machinery-must be turned off.
 - III. Lock The all windows and cupboards must be locked.
 - IV. TReady the floor must be ready for the janitorial staff.
 - V. The volunteer supervisor is to must return the studio key to the Clubhouse 4 office upon leaving the facility.
- 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.
- **119**. No craftwork may be done outside of the applicable <u>work</u>shops or their specially designated work space. <u>Examples are:</u>
 - a. Raku firing and glaze spraying: are sSpecialized ceramic processes that require outside ventilation.
 - b. Stone cutting/sculpting/sanding: mMust be done in designated areas on the patio at the outside grinding area behind the kiln room.
 - c. Metal work: Cutting, sanding and grinding are permitted only in the jewelry room, the machine shop and the designated woodshop area in the woodshop.
 - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the woodshop.

- 1210. Leave safety guards in place Safety guards must be left on all machines at all times. Residents/guests must inspect Aall equipment should be inspected by the user resident/guest prior to use to ensure the item's proper function of the item and its safety features.
- 131. All-<u>Clean all Ss</u>hop equipment <u>must be <u>cleaned and</u> returned <u>it</u> to its usual location <u>after being used and cleaned</u>. -Work areas must be left clean and neat prior to leaving the facility. <u>NoRemoval of</u> shop tools <u>may be removed</u> from the room<u>is</u> <u>prohibited</u>.</u>
- <u>12. NeUse newspaper or canvas must be used to cover the work tables to protect the surfaces.</u>
- 14<u>3</u>. No h<u>H</u>armful or toxic chemicals are allowedprohibited-that affect the health of residents or staff. -All chemicals stored/used in the hobby/craft shopsstudios/workshops must have a Material material Safety safety Data data Sheet sheet -(supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- <u>14. Only authorized personnel authorized designated by the Recreation Department may</u> <u>fire</u>

the kilns in the kiln room.

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, 911 from a mobile phone notify security immediately at 949-580-1400.15. In case of evacuation, pProceed to the parking lot in case of evacuation.

Evacuation maps are posted next to exit doors in each room.

- 1<u>6</u>6. Work quietly in each studio/workroom. KRespectfully moderateeep voices and sound-respectfully moderated. Cell-Silence mobile phones should be silenced and used them outside if necessary.
- 17. Facility patronResidents/guests cannot be under the influence of any substance such as alcohol, drugs and/-or medication that may alter ability to use equipment safely.Member Facility patron cannotcan'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 roomsany substance such as alcohol, drugs and/or medication.
- 18. 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 in an unsafeunsafely-manner and may request adherence to proper equipment use.
- <u>19. In case of injury or illness, call 911 and notify Security personnel immediately at 949-</u> <u>580-1400. The first-aid kit and AED</u> are located at the Clubhouse 4 front office.
- 20. Please rRefer to the studio/workshop procedures for equipment use and/or material handling.
- B. Lounge

<u>The lounge is a drop--in, first--come, first--served facility. No reservations are</u> <u>possiblepermitted.B. Drop-in Lounge</u>

- 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.<u>1.</u>Users may not move furniture and/or equipment into the room from other rooms in the clubhouse.
- 6.—<u>Phone calls need to be taken outside to not disturb users.</u>Users are responsible for leaving the room neat and clean.
- 2. <u>LDo not remove lounge furniture may not be removed.</u>
- —<u>Leave Opening hours are the same as the CHClubhouse 4</u>
- 3. Please leave the Tthe lounge must be left neat and clean. Pick up your trash.
- 4. RThe refrigerator is available for all to use and will be cleaned out regularly; store personal items at your own risk?..
- 5. Money lost in the vending machines have to must be retrieved reimbursed from the vendor. ——— The phone number is posted on the vending machine.

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.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Clubhouse 4 Glass Shop

Laguna Woods Village[®]

A. Clubhouse Four General Operating Rules

<u>1. Everyone must sign in on entering to use the Clubhouse Four 4 workshops.</u>

2. 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 Four <u>4</u>Office. New waiver forms must be signed each calendar year.

3. 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 at posted end time of class.

4. Guests of residents are not allowed to use the Clubhouse Four <u>4</u> 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.

5. Residents working 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.

64. 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.

75. Volunteer Supervisors have the authority to enforce all policies and operating rules. Facility Staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.

86. The Head Volunteer Supervisor for each workshop reports to the Clubhouse Four Supervisor. 97. Rules specific to each hobby/craft workshop are always available in each shop.

10. 8 Only authorized personnel designated by the Recreation Division may fire the kilns in the Kiln Room.

19. No craftwork may be done outside of the applicable shops or their specially designated work space...

a. Raku firing and glaze spraying are specialized ceramic processes that

require outside ventilation. Along with stone cutting/sculpting/sanding

- they must be done in their designated areas in the patio outside the kilnroom.

b. Outside grinding area behind the kiln room

c. Metal cutting, sanding and grinding are permitted only in the metal areas within the Machineshop/ Woodshop.

d. Painting wood and metal projects must be done in the Paint Room in the rear of the Woodshop.

120. 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.

131. <u>Newspaper or canvas must be used to cover the work tables to protect the surfaces.</u>

142. 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.

153. 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.

164. In case of injury or illness, call <u>911 from your cell phone or</u> the Paramedics at 911 or 9-911 from the office telephone. Notify security immediately 949-580-1400 <u>AED is located in the</u> Clubhouse <u>4 office and at Pool 4.</u>

175. In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit doors.

186. 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. <u>Any form of harassment, intimidation, emotional and/or verbal abuse is not permitted. Offendent(s) of such behavior will be fined and/or suspended per GRF Guidelines and Regulations.</u> 12.

A.__B.___Glass Shop Safety GuidelinesGeneral

- 1. <u>All rResidents and guests must sign in upon arrival at the facility.</u>
- If no volunteer supervisor is present, approach the <u>Lapidary volunteer supervisor can</u> <u>be approached andto asked if he/she/they are comfortable with a glass person using a</u> <u>table to cut material or do stain glass work. No equipment (grinder, saws and flat lab,</u> <u>etc.) is permitted for use without a volunteer supervisor present.</u>
- 23. A <u>The volunteerglass Shop s</u> upervisor must verify the completion of <u>your user</u> training before <u>you any resident/guest may</u> operate any equipment in the G glass <u>s</u> hop, no exceptions.
- 34. Uncertified residents may sign up for certification classes/instructions as needed; contact the gGlass shop HhhHead volunteer sSupervisor.
- 4. Do not wear loose clothing, gloves (except thermal OVE <u>kiln gloves</u>), neckties, bracelets, or loose jewelry that could get caught in moving <u>machine parts</u>. Non slip, closed toe footwear is required.<u>Long hair must be in secured in a pony tail.</u>
- 5. Wearing eye protection that complies with ANSI Z87.1 must be worn and will be available from the Glass Shop Supervisor in the form of a full face shield, eye goggles, or safety glasses. Also, use face shields or dust masks when cutting operations are dusty. Everyday eye glasses only have impact resistant lenses; they are not safety glasses.

6.Never leave any tool running unattended; turn power off.7.C85.Cutting tempered glass in the glass shop is not permitted.

- 96. Maximum cutting size for glass sheets is 24"" x 24"."
- 7. Clean equipment, work benches and chairs after use. Use the vacuum that is located in the shop to ensure all glass particles are removed.

- 8. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary Keep voices and sound respectfully moderated. Cell phones should be silenced and used outside.
- 5. <u>9.</u> Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 1006. 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 in an unsafe mannerunsafely and may request adherence to proper equipment use. <u>Volunteer Ssupervisors have the authority to refuse use of equipment if they feel it is</u> being used in an unsafe manner. Supervisors also and have the authority to enforce the shop rules and regulations.
- <u>11. In case of injury or illness, call 911 and notify Security personnel immediately at 949-</u> <u>580-1400. The first-aid kit and AED</u> are located at the Clubhouse 4 front office.
- 11. . The equipment in the Glass Shop is to be operated with the following manufacturer's safety standards (MSS): <u>No metal work of any kind is allowed on the glass equipment.</u>

<u>ЄВ</u>.

<u>Safety</u>

- Do not wear lLoose clothing, gloves (except thermal kiln gloves), neckties, bracelets or loose jewelry that could get caught in moving machine parts is prohibited not permitted. Non-slip, closed-toe shoes are required. Escure long hair must be secured in a pony-tail.
- 2. Wear Eye protection that complies with ANSI Z87.1-compliant eye protection; supplies are must be worn and will be available from the glass shop supervisor in the form of a full-face shield, eye goggles or safety glasses. Use face shields or dust masks when cutting operations that are dusty.
- 3. Never leave any equipment running unattended; turn power off before stepping away from the equipment.
 - 4. TheOperate glass shop equipment in the glass shop is to be operated with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.
 - 5. <u>Please rRefer to the studio/workshop procedures for cutting glass, ring saws, wet belt</u> sanders, grinders, kilns, molds, Covington 24"<u>2</u> Fflat lap and/or material handling.

<u>C.</u>

Cutting Glass

- 1. Ensure the cutter is aligned with the ruler center w₩hile using the plastic grid cutting table make sureensure cutter is aligned with the ruler center. Do not run the cutter over the grid.+; it dulls the blade.
- 2. Use only gentle pressure on the cutter. Use one continuous motion for proper cut. No back and forth movement as it ruins the diamond cutting tool.
- 3. Tap cutline with the back of cutter. Use pliers to break the glass.
- 4. Clean the cutting table with the provided shop vacuum.
- 5. Discard shards in marked metal bucket only. Do not use the normal trash bin to avoid injury to janitorial staff.
 - 62. Vacuum the cutting board after each use.

- D. Ring Saws
 - 1. To prevent blade damage all ring saws must be operated with water in their reservoirs. This is done by filling to the watermark on the reservoir or turning on the main water supply.
 - 2. (MSS) Never start a saw with the blade engaged in the work piece.
 - 3. 3. Never force the work through the blade, let the diamonds cut the work, no pushing
 - 4. <u>Make sure the blade is not dull. Ask supervisor for assistance. These saws are very</u> <u>delicate in nature and require pProper training on these delicate saws is required.</u>
- E. <u>Wet Belt Sanders</u>
 - <u>Adequate waters supply must be provided to avoid dust and cooling the belt.</u>
 - <u>— Dry off water after finished with work.</u>
 - <u>Water will spray on to the user. It is recommended to ware an apron.</u>
 - 4. Cutting metals of any sort can only be done in the Machine shop.
- bF. Grinders
 - 1. Must have proper water levels to keep the sponge wet before applying power.
 - 2. Grinding metals of any sort can only be done in the Machine Shop. thoroughly
 - 4. When dull ask supervisor for assistance.
- - <u>11.</u> <u>Based on demand by residents the use of kilns might be limited to one kiln per day, not to overlap with using a kiln the following day. A waiting list might be created to give everyone a chance who desires to use a kiln. Users may sign up two weeks in advance.</u>

 - <u> Take a picture of the calendar</u>
 - <u>— Create a reminder on your smart phone</u>
 - <u>— Contact glass supervisor immediately if you cannot come to your kiln</u> <u>appointment. This will give someone else the chance to use the kiln.</u>
 - <u>21</u>. (MSS) Always wear heat resistant gloves when working with any hot kilnA volunteer supervisor must be present when using a kiln., n NList the resident's name and phone number must be listed for everyfor any kiln when operated by a resident. Use calendar on the clipboard next to the kiln.
 - a. Choose a kiln that is size appropriate to the piece you want to fireto be fired.
 - b. The pProject kilns require multiple power sources.
 - c. Sign your Residents must include their name and phone number on the calendar assigned to the kiln they are using.
 - d. Double check the steps of programming any given kiln with the volunteer supervisor if you are new to using electric glass kilns.
 - <u>32. Always check the temperature, even if the kiln is not on. Always assume the kiln is hot.</u> <u>4temperature for unloading to avoid stress on glass piece.</u>
 - <u>567resident's38</u>. Saddleback <u>College</u>kilns (Skutt) are to be operated only by the Saddleback C<u>ollege</u>Instructor. <u>Loading,and emptying</u>See the Shop Supervisor if you have any questions.

- Saddleback kilns (skutts). If the evenheat kiln is not powered on verify it is connected to the wall plug. Power for this kiln is shared and must be verified before disconnecting any other kiln. Have the Glass Shop Supervisor verify power before proceeding.
- 10 Please p
 - <u>a.</u> Verify that the glass recipe is properly loaded into the controller before proceeding.
 - b. Load the kiln only with shelves that have an adequate application of kiln wash.
 - c. Load the kiln with your project glass.

 - d.
 Start the recipe program.

 e.
 All glass must be annealed and removed before the start of the next

 Saddleback fusing class.
- h. Kiln user is responsible for cleaning and returning the kilns shelves to the storage shelf. Do not leave any used kiln paper on the shelf or in the kiln. 6. The project kiln requires multiple power sources. See the Shop Supervisor to properly configure the power before proceeding.
- a. Verify the glass recipe is properly loaded into the Paragon controller before proceeding.
- b. Manual kilns with temperature dials must be monitored at all times.
- c. Load the kiln only with shelves that have an adequate application of kiln wash.
- d. Load the kiln with your project glass
- 1HF.— Molds
 - 1. Resident molds cannot be used during Saddleback Emeritus classes.
 - <u>— 6. You must use Boron available from the Glass supervisor to release the glass</u> from mold.
- 7. <u>Molds need to be cleaned after use to be ready for next user.</u> <u>1</u>IG. _____Covington 24"" Fflat lap
 - 1. Inform supervisor on duty of your wish to use the machine.
 - H. Emeritus Students
 - 1. <u>Students must Students may not enter the room without a volunteer</u> supervisor present not enter the room if a volunteer supervisor is not present...
 - 2. Non-resident 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 only enter the studio only during the 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). o a

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Clubhouse 4 Jewelry &<u>and</u>Enameling



Laguna Woods Village®

<u>A.</u> <u>General Jewelry and Enameling Specific RulesGeneral</u>

1. All rResidents and guests must sign in upon arrival at the facility.

1. Do not wear loose clothing, gloves (except thermal OVE<u>N</u> gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non-slip, covered toe footwear is required.

Safety in the Jewelry Studio

- 1. General Studio Rules
- a. When coming to work in the jewelry studio you should always remove dangling jewelry, tie back hair, remove hanging clothing and wear close-toed shoes.
- b. While working with equipment in the studio such as the buffing wheel, the drill press the rolling mill and any equipment that requires hammering, you should always<u>must</u> have safety glasses on.
- c. Protect all surfaces in the studio by hammering on metal blocks or the anvil, saw cutting and filing on bench pins and applying nail polish or marking materials on metal that sitse on a protective sheet of poster board.
- d. Carry all sharp objects and tools pointing down and don't move in a hurry. You will be working next to other people and their safety must also be your concern.
- e. Quench all hot material after heating and especially before asking questions about or showing another person.
- f. Materials and tools should be stored out of the way of other students. If using a large tool box, store in the adjoining office or under the table so that no one trips on tool boxes.
- g. <u>2.Broken_Report broken</u> tools should be brought <u>reported</u> to the instructor's /<u>volunteer</u> superviso<u>r''s</u>-attention before returning them. <u>Training prior to tool use is</u> required. Only use tools that you have been trained on. and you should a <u>Always ask</u> permission from the supervisor/ instructor to use power tools that you have not been trained to use.<u>Users must be trained on tools before use.</u>
- h. <u>3.</u>If you are injured you should bring it to the supervisor's/ instructor's attention immediately. And never use power tools if you are tired or taking medications that impair your ability to focus.
- Always clean <u>your the</u> working area and the area around any tool <u>you have</u> used at the end of the studio period.

4. Work quietly in the studio. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessaryKeep voices and sound respectfully moderated. <u>Cell phones should be silenced and used outside</u>.

<u>5.Residents/guests cannot be under the influence of any substance such as</u> <u>alcohol, drugs and/or medication that may alter ability to use equipment safely.</u>

- 6. 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 in an unsafe mannerunsafely and may request adherence to proper equipment use.
- 7. 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. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Please refer to the studio/workshop procedures for metal shear, rolling mill/hydraulic press, acid etching, buffing/grinding machines, drill press, soldering station, kiln, enamels and/or material handling.

i. Metal Shear

- B. Safety
 - 1. Use of cCigarette lighters and matches are forbidden.
 - Do not wear lLoose clothing, gloves (except thermal OVENoven gloves), neckties, bracelets or loose jewelry that could get caught in moving parts is prohibited not permitted. Secure long hair in a ponytail. Tie back long hair. Non-slip, closed-toe shoes are required.
 - 3. SWear safety glasses must be worn at all times.
 - 4. Protect all surfaces in the studio by hammering on metal blocks or the anvil, saw cutting and filing on bench pins, and applying nail polish or marking materials on metal that sits on a protective sheet of poster board.
 - 5. Carry all sharp objects and tools pointing downward; and don't move in a hurry with caution.
 - 6. Quench all hot material after heating and especially before asking questions or showing to another person.
 - 7. <u>MStore materials and tools should be stored out of the way of other users</u>. If using a large tool box, store under the table to prevent tripping.

C. Metal Casting Safety

- 1. Eye protection, leather apron and fireproof gloves must be wornare required.
- 2. Have a step by step step by step plan in place.
- 3. Know where the fire extinguisher is located.
- 4. Keep bystanders away from casting area.
- 5. Announce the start of the metal casting to the volunteer supervisor.
- 6. Turn exhaust on.
- D. Emeritus Students

- 1. Students may not enter the room without a volunteer supervisor presentStudents must not enter the room if a volunteer supervisor is not present.
- 2. Non-resident 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 only enter the studio only during the 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). When using the metal shear to cut metal, be sure your fingers are a safe distance from the cutting edge. Do not use the shear when distracted. and r<u>R</u>emember that cut pieces of metal can be just as sharp as a knife edge. Do not run your finger along the edge of a cut piece of metal from the shear.

- a. Rolling Mill/Hydraulic Press
 - b. <u>a.</u> Make sure to sandwich metals before running through the rolling mill to protect the drums. Never run sandpaper without checking with instructor or steel through the mill.
 - c. <u>b.</u> Large pieces of metal can shoot out of the mill or press if applying too much pressure so be sure to wear safety glasses. Never apply so much pressure to the crank that it lifts the table or is a strain for you to turn.
- 2. Acid Etching
 - a. While working with acid you should always where safety glasses, heavy plastic gloves and an apron. Use eye wash to rinse if acid were to get in your eyes. It is located at the offices first aid kit and your eyes should be thoroughly rinsed without rubbing.
 - b. If acid spills on your skin immediately rinse with water and apply baking soda as a neutralizer to any spilled acid. Wipe up acid that has been neutralized wearing plastic gloves, and apron and eye protection with paper towels and dispose of in a sealed, plastic container.
- 3.—Buffing Machine/Grinding Machines
 - a. Buffing wheels may be used for jewelry only. Using the buffs to polish chains is prohibited.
 - b. The buffing machine can be hazardous if clothes, hair or gloves catch on the wheel and are pulled into the machine. Make sure all dangling objects are removed or tied back, away from the buffing wheels.
 - c. The buffing machine can pull material being polished into the machine at rapid speed and shoot the object back out at the user. Be sure to always have the safety shields positioned down over the wheels_ when in use and the wear eye protection when using the machine.
 - d. If your object is dislodged from your hand while polishing, be sure to turn off the buffing machine and wait for a complete stop to carefully reach in and retrieve the object. Never bend over to retrieve an object off of the floor without turning off the buffing machine.

e. Never walk away from the buffing machine while it is still on. Wait until a complete stop before moving away.

4.—Drill Press

- a. The dr<u>a</u>ill press should only be used while wearing safety glassed and always use a ring clamp <u>on small pieces</u> to hold the metal in place. Objects not properly secured can catch on the drill press and spin causing severe cuts or fly off of the machine.
- Make sure the machine is working properly by turning on and checking before using. Clamp all drill bits securely with the chuck key and check for straightness before using the machine.

5. Soldering Station

- a. The soldering station should always be approached with caution, following all rules regarding safety such as eye protection, close<u>d</u> toed shoes<u></u>, no dangling objects or <u>synthetic</u> clothes<u></u>, and <u>ll</u>eave no flammable material in the area such as notes or paper towels.
- b. The torch hoses should be examined for holes, tears or cracks before using the torch so that no gas is leaking. The torch tips should always be in a tight position with no loose fittings. Check the torches each time you use them to make sure everything is tight and there is no smell of gas or other indications of safety hazards. If anything in the area looks suspicious, inform the instructor.
- c.—When lighting the torches always position the torch tip away from you<u>and others</u>, and <u>Turn</u> toward a nonflammable surface. Open the gas needle valve slowly, only a 1/4 of a turn and cautiously place tip on torch lighter. Position the torch tip with gas on about 1/2inch from the spark of the lighter<u>spark igniter</u>. <u>Cigarette lighters or matches are</u> <u>forbidden</u>.
- d. Never position a torch flame toward another person or any flammable materials. Be aware of the torch at all times when using. Remember that that flame emits heat beyond the visible area of the flame and never reach your hand or arm over the torch flame while working.
- e.—When working with metals and the torch at the same time, only use tools that are heat resistant like solder picks, third hands or metal tweezers to touch the metal. Always use copper tongs to place the metal in the pickle solution.
- f. Remember to quench any soldering surfaces such as charcoal blocks, solderlite tablets and metal holding tools with plain water after use. Tthese objects can burn and are not always apparently hot.
- g. When placing hot metal in the pickle, shield yourself from the backsplash with the lid of the container. The pickle contains acid and you should be careful to not let it splash on you, to never put your hand in the pickle and to not breathe the fumes when opening up the container. When lifting the lid off of the container, hold it over the open pot so it drips into the pot, not the soldering table.
- 6. The Kiln

- a. Don't use the kiln if you haven't been properly trained on using it. When the kiln is on proceed with caution as even the outer surface can cause serious burns.
- b. The high heat from the kiln is dangerous and can cause serious burns. Always use heat resistant gloves when reaching in and out of the kiln, never using your hands, even in safety gloves to pick up an object from the kiln.
- c. Only use forks and spatulas that are approved for the kiln to place objects in or take objects out of the kiln. Move slowly and carefully so that you don't drop the molten object.
- d. Always check the area around you when you open the door of the kiln to make sure the area is free of flammable objects or traffic. Open the door only when you are ready to move efficiently so that you conserve the heat within the kiln.
- e. Only place objects coming out of the kiln on fire proof or steel surfaces.
- f. If placing your enameled object on the top of the kiln to dry or heat, always use a fork, pliers or tweezers to pick up the object. The outer surface, especially the top of the kiln is hot enough to seriously burn.
- 7. Enamels
 - a. Enamels can contain toxic substances and you should always<u>must</u> wear a respiratory mask when working with them<u>.</u>, e<u>E</u>specially when working with them dry and sifting.
 - b. Enamel spills should be cleaned up by wiping with a wet rag. Never sweep up enamel powder or returned spilled powder to a class container of enamel powder.
 - c. Enamels should be sifted onto metal surfaces while sitting on a disposable paper surface. When disposing of the paper, fold carefully and place in trash. Don't crumple as this makes enamel dust float in the air.
- 10. Only Shurlite Strikers[™] may be used to light torches._ Cigarette lighters or matches are prohibited.
- 11. 10. Only brass, wood, or copper tongs may be used in the pickle solution.
- 12. <u>Pickle solution has to be neutralized before disposing it in provided collecting bucket.</u> <u>Once the collecting bucket is half full let staff know to dispose of it in ceramic pit.</u>
- 131. Each shop user is expected to clean up his/her work area after each use.
- 142. Pouring investment (investment is a material used in casting jewelry) in the sink is prohibited, as it will clog the drain. Let the water sit in the bucket until investment settles, then pour off the water and place the residue in a plastic bag in the trash can.
- 153. See the <u>sShop volunteer sSupervisor before using rolling machine or cutter.</u>
- 164. Tools may not be removed from the Jewelry and Enameling Room.
- 175. The exhaust hood must be turned on when <u>burnout</u> kilns or casting torches are in use.
- 186. When firing enameling pieces in the kilns, temperatures should stay between 1450 degrees and 1500 degrees. Temperatures must not exceed 1800 degrees.
- 197. Kilns must be turned off after use and never left unattended.
- 208. <u>Heating/Ddrying lights lamps must be turned off when they are not in use.</u>
- 118. <u>Heat resistant Asbestos ggloves and a long trowel or fork must be used to remove or</u> insert an item into the kiln.

- 220. Lockers are issued by clubhouse staff and are billed on an annual basis in accordance with the current GRF Pricing Policy and Fees List. Check with staff regarding a waiting list if all lockers. are in use.
- 231. Use of nitric acid and cyanide are prohibited. No other harmful or toxic chemicals may be stored in the room without staff's knowledge and approval.
- 242. Using torches directly on large transite blocks on benches is prohibited. Use a smaller piece of transite on top of an existing larger block.
- 253. Gas and oxygen must be turned off at workstations when not in use. Do not set burning torches in holders.
- 617. Scrub all items with soap before putting them into the ultrasonic cleaner.
- 718. Shop <u>volunteer s</u>Supervisors are on duty to assist and answer questions. Shop <u>volunteer Ssupervisors have the authority to refuse use of equipment they feel is being</u> used in an unsafe manner.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use</u> of the amenities.

OPERATING RULES Clubhouse 4 Lapidary Workshop



Laguna Woods Village®

A. General Clubhouse Four General Operating Rules

<u>Everyone must sign in on entering to use the Clubhouse Four4 workshops.</u>

- <u>Anyone using a hobby/craft shop must have a completed and signed Release, Waiver of</u> Liability and Indemnity Agreement for each specific shop/activity in which the individual participates and it must be on file in the Clubhouse Four4 Office. New waiver forms must be signed each calendar year.
- 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 at posted end time of class.
- <u>Guests of residents are not allowed to use the Clubhouse Four4 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.</u>
- Studios/Workshops 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.
- <u>Volunteer Supervisors have the authority to enforce all policies and operating rules.</u> Facility Staff and Volunteer Supervisors have the final authority to determine safe procedures, protect facilities and equipment, and enforce policy.
- <u>The Head Volunteer Supervisor for each workshop reports to the Clubhouse Four4</u> Supervisor.
- <u>Rules specific to each studio/workshop are available in each shop.</u>
- <u>Only authorized personnel designated by the Recreation Department may fire the kilns in the Kiln Room.</u>
- <u>No craftwork may be done outside of the applicable shops or their specially designated</u> work space.
- Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
- Stone cutting/sculpting/sanding must be done in their designated areas on the patio at the outside grinding area behind the kiln room.
- Metal cutting, sanding and grinding are permitted only in the metal areas within the Jewelry room or the Machine shop.

			Paint Room	in the rear of the
Woodshop.				

Torches can only be used in the Jewelry rooms designated areas.

- 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.
- Newspaper or canvas must be used to cover the work tables to protect the surfaces.
- <u>If oil or water gets on the floor use appropriate cleanup methods immediately. Sawdust</u> provided in the shop for oil spill. Mop or newspaper to clean up water.
- <u>All shop equipment must be returned to its usual location after being used and cleaned.</u> Work areas must be left clean and neat prior to leaving the facility. No shop tools may be removed from the room.
- <u>No harmful or toxic chemicals are allowed that affect the health of residents or staff. All</u> 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.
- In case of injury or illness, call 9 911 from the office telephone. Notify security immediately 949-580-1400. First aid kit is located in the Clubhouse 4 office.
- <u>In case of evacuation, proceed to the parking lot. Evacuation maps are posted next to exit</u>
- <u>Facility patron cannot be under the influence of any substance such as alcohol, drugs</u> and/ or medication that may alter ability to use equipment safely.
- Facility patron cannot be under the influence of any substance such as alcohol, drugs and medication that forbids you from driving.
- B. Lapidary Specific Rules
- Residents and guests must sign in upon arrival at the facility. Medication that does not allow you to drive also does not allow the use of any machinery.
- 2. Never leave any equipment unattended while in operation.
- 3. Do not add oil to saws; see volunteer supervisor.
- 4. Time limits for slab saw use are as follows:
 - a. Saws one, three and four: one hour.
 - b. Saws two and five: two hours.
 - c. Limit of two saws per person.
 - d. Saws must be cleaned after each use.
- 5. If any equipment does not appear to be operating correctly, shut it off immediately and inform the volunteer supervisor. Do not use force on any of the equipment.
- 6. After each use or end of class, all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- 7. Clean area thoroughly of debris and rock chips after each visit.
- 8. Work quietly in the studio. Moderate Keep-voices and sound respectfully-moderated. Silence Cell phones should be silenced and used them outside if necessary.

- 9. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 10. 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 in an unsafe manner unsafely, and may request adherence to proper equipment use.
- 11. In case of injury or illness, call 911 and notify Security immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
 12. Please refer to the studio/workshop procedures for heat lamps, dop wax, grinding wheels, slab saws, water trim/tile saws, polishing/sanding wheels, tumbler grinding/polishing and/or material handling.

a. Do not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts. Non slip, covered toe footwear is required.

- b. Always use eye protection when working on <u>nibbler, tile saw, trim saws, cutting, grinding,</u> buffing, sanding and polishing wheels
- c. Watch out for your fellow students/ users: do not run, announce yourself when you are behind someone
- d. As a beginner always check with the <u>volunteer</u> supervisor on how to use the machinery properly
- Each piece of equipment is designed for specific purposes and should never be used for tasks that are beyond its capabilities. To do so could cause accidents resulting in injuries to persons and damage to the equipment. No home improvement projects, marble or tilework on any of the lapidary equipment.
- <u>CB</u>.<u>Safety</u>
 - Do not wear loose clothing, gloves, neckties, bracelets or loose-jewelry that could get caught in moving parts. Non-slip, closed-toe footwear is required. Tie up/back Llong hair needs to be tied up.
 - 2. Always use safety glasses or goggles when working on nibbler, tile saw, trim saws, cutting, grinding, buffing, sanding and polishing wheels.
 - 3. Watch out for your fellow residents/guests; announce yourself when you are behind someone.
- C. Lapidary Specific Rules
 - 1. Beginners must check with the volunteer supervisor on how to use the machinery properly.
 - 2. When using glue on the work tables, cover the surface with paper or a work board.
 - 3. Each piece of equipment is designed for specific purposes and should never be used for tasks that are beyond its capabilities. No home improvement projects, marble or tilework are permitted on any of the lapidary equipment.
- D. Emeritus Students
 - 1. Students must not enter the room if without a volunteer supervisor is not present.

- 2. Non-resident 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 only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- <u>No s</u>Serial production is not permitted (no more than three pieces of the same kind)-is prohibited.

<u>rock Leave the equipment cleaner than you found it. Make "post-use clean up" a mindful habit.s....d.</u> <u>4. or equipment damaging.</u>5.

- 6. <u>Careless or thoughtless use can ruin a saw, grinder, sander or polisher in a matter of</u> <u>minutes. If any equipment does not appear to be operating correctly, shut it off</u> <u>immediately and inform the Shop Supervisor. Do not use force on any of the equipment.</u>
- D. <u>Heat lamps/ dop wax</u>

The heat lamp is used to warm up your stone material for 30 seconds to get ready to add the dop wax and the dop stick. The heat lamp is not to be used to melt wax.

- 1. <u>Turn on the lamp.</u>
- 2. <u>Place your rock underneath the heat lamp</u>. Do not put wax on your rock to place under the lamp.
- 3. <u>Do not walk away. Stay for 30 seconds until rock is warmed. Avoid overheating your rock.</u>
- 4. <u>Do not put wax on your rock to place under the lamp.</u>
- 1. E. Grinding Wheels
- 1.—Turn water on first.
- 2. Turn on wheel. Let the wheel get up to speed before starting to grind.
- Do not push hard, let the wheel do the work.
- 3. <u>Shape your rock in a back and froth motion. Avoid pressing on the same spot for prolonged time.</u>
- 4. Pay attention, don't talk and grind, stop grinding if you are distracted.
- a. Never leave the machine running unattended.
- F. Slab Saws
- <u>A. Make sure the blade is sharp before setting the saw up with a rock. If smooth to the touch supervisor</u> should use a coarse aluminum oxide block to sharpen the <u>blade. It might take a few cuts to get the</u> <u>blade sharp.</u>
- <u>The hardness of the rock determines the speed of the cut.</u> Rocks must be placed solidly in the vise and be checked by the Supervisor. <u>Volunteer supervisor to verify that rock is securely glued</u>
 <u>to wood before being placed in vise</u>. Example hold the stone and tap the board against
 <u>the floor</u>. This suggestion is very important as it protects the saws from damage and allows for checking the security of the glue joint</u>.
- 1.—Oil 1/4 inch to 1/2 inch above the bottom <u>cutting</u> edge of the blade.
- Pay attention to the progress of the saw. Listen to the sound of the drive belt and the blade. Turn the saw off if unusual sounds appear. Belt or blade damage might occur.

- <u>Check the motor shut of set screw after each cut to prevent it from vibrating loose and getting lost in</u> <u>the sludge. 8"Little "Very delicate equipment. O. Please check with the present head supervisor.</u>
- G. Water Trim Saws
- 1. Be sure saw blade throws a three inch stream of water.
- 2. Stones must have a flat bottom.
- 3. Hold securely with both hands and guide so as to make straight line cuts.
- 4. Maximum stone thickness is 1/2 inch.
- 5. No free hand cutting. You are risking the damage of the blade. Plus losing control over the rock.
- H. Polishing Wheels
 - 1.To eliminate the possibility of contaminating the buff<u>ing wheel</u>s, wash <u>oil and</u> grit of hands and stones before using the equipment.
 - 2.____ Cover wheels when they are not in use.
- I. Sanding Wheels
 - Do not grind glass or ceramic on grinding wheels or sanding drums except wheels or drums designated for stained glass work. See the shop supervisor for location. Glass equipment can only be used when a glass volunteer supervisor is present.
- 1. Check sandpaper for any rips.
- 2. Water spray must cover the full surface of the wheels. Wheel needs to reach full speed before use.
- 3. Sand across the full surface of the wheel.
- 4. Wheel needs to reach full speed before use.
- J.
- <u>-grinding/ polishingFill out the Tumbling Barrel Usage Record Form. The volunteer supervisor has to</u> check and sign the form before use.
- 1. Separate soft from hard stones. Choose a variety of shapes and sizes for best result.
- 2. If stones are very rough and have an outer crust start with 60/90 grit.
- 3. <u>Smooth stones can be started with 220 grit.</u>
- 4. Barrel and lid have to be clean before each use.
- 5. Barrels are filled ½-3/4 full with rocks, no more than that depending on rock size, add water just above the rock level line.
- 6. Add 2 Tbsp. of grit for small barrels; 4 Tbsp. of grit for big barrels.
- 7. <u>Fill out the Tumbling Barrel Usage Record Form. The volunteer supervisor has to check and sign</u> <u>the form before use.</u>
- 8. <u>Tumblers run 4-5 weeks. Tumbler must be checked every few days, depending on the material for</u> <u>progress, pressure release and water level.</u>
- 9. <u>Thick mud should be removed and #200 grit added.</u>
- 10. <u>do not add any more stones during this process.</u>
- 11. <u>To polish fill the barrel water just over the level of stones.</u>
- 12. Get polishing powder and clean pallets from the volunteer supervisor.
- 13. Run tumbler 1-3 weeks.
- 14. When finished clean and saver the pellets to the tumbler room locker. Pellets are reusable.
- 15. Duration of use

- a. Barrels are available on a first come first serve basis.
- b. <u>A waiting list will be created if there is more interest than barrel space available.</u>
- c. Users are to vacate their barrel and inform the supervisor after their final finish polishing round is done. After a completed tumbling cycle, residents may add their name to the waiting list. Waiting list to follow Golden Rain Foundation Recreation and Special Events Department Policy and Procedures page 4 #16 updated 22-2-2022 which states:
- <u>three options: Accept the opening, pass and retain his/her position on</u>
 <u>the list or pass and</u>

 <u>be removed for the list. Volunteer Supervisor will contact next person on waiting list.</u>
- 2. When working on stained glass only use equipment designed for cutting glass.
- 3. Tumbler use: See supervisor or instructor for proper filling and sign up
- K. General use:s
- 1. Clean area thoroughly of debris and glass chips after each visit. Do not add oil to saws; see Shop Supervisor.
- 3. Time limits for slab saw use are as follows:
- 4. Saws must be cleaned after each use.
- a. Supervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. Supervisors also have the authority to enforce the shop rules and regulations.
- b. After each use or end of class all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/ rust.c<u>void rust.</u>
- L. Polishing Wheels Genie and

These diamond wheels are used for final polishing. These wheels are fragile and expensive. They are absoluYely not intended to be used for shaping.

- Before use, wash your rock with soap and water.
- 1. <u>1.</u> <u>To use either of these machines, sign in on the "Use" Sheet and be prepared to prove to the</u> <u>volunteer supervisor that you have been "checked out" and demonstrated how to use the</u> <u>machine.</u>
- <u>You must sign the check list and be signed off by a supervisor before using the wheels</u>
- <u>All your shaping should have been completed before you used either of these machines.</u>
 <u>Use plenty of water and very light pressure to polish your stones.</u>
- ——<u>Use the 600 wheels to remove any final scratches. The remaining wheels will put the</u> ——<u>final polish on your stone.</u>
- <u>Should you be on it longer than that, you need to go back to the 600 silicon carbide wheel.</u>

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of</u> the amenities.

OPERATING RULES Clubhouse 4 Photography Studio <u>& and</u> Lab



Laguna Woods Village®

A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- In order to use the Photo lab aA Volunteer Supervisor must be present to use the Photography Lab. Residents using the Photography Lab must adjust their work schedule so they can finish according to the availability of volunteer supervisors. Monday through Friday by 4:00 p.m.PM and Saturday/Sunday by 12:00 PMnoon. The lab is closed daily from 12:00 PMnoon to 1 p.m. – 1:00 PM.
- 3. <u>Students Residents enrolled in photography classes meeting in the Photo Classroom</u> are eligible to use the darkroom located in the Photo<u>graphy</u> Lab <u>with approval of the</u> <u>volunteer supervisor</u>. Non-residents may <u>only</u> use the Photo<u>graphy</u> Lab <u>only</u> during the <u>College</u> Emeritus class time and under their <u>i</u>Instructor<u></u>² s supervision.

<u> 4. </u>

- -<u>Guests</u> Guest are allowed to attend Came
- <u>Guest are allowed to attend Camera club lectures.</u>
- Guest are not allowed to use the dark room.
- a. <u>Guests must be accompanied by resident at all times and must sign a waiver prior to using</u> the Photo Studio. No other room may be used by guests at Clubhouse 4.
 - <u>Residents and guests must sign in on the provided utilization sheet upon arrival at the Photo Studio.</u>

Harmful or toxic chemicals that will affect the health of residents or staff are prohibited. All chemicals must have a <u>Material material Safety safety Data data Sheet s</u>upplied by the vendor and submitted to <u>Clubhouse clubhouse Staff staff</u> before it is used or stored at the facility. No storage of chemicals allowed

a. Any type of chemical considered hazardous, may not be left in the Photography Studio classroom. It is the resident/guest responsibility to remove these items from the facility and properly dispose of them.

2. <u>b.</u> <u>Chemical storage is not permitted. Chemicals used in the dark room need to be taken</u> <u>home at the end of the day.</u>

5. Shop Supervisors are on duty to assist and answer questions. Shop Supervisors have the authority to refuse use of equipment they feel is being used in an unsafe manner.<u>GRF</u> <u>facilities are open to all residents.</u> The China Painter club is allowed to use in tThe Fred <u>Greinger room</u>Photography Studio classroom is a multi-use room to be scheduled for use with Recreation Department approval.

- <u>6.</u> Work quietly in the studio. KeepModerate voices and sound respectfully-moderated.
 <u>CSilence cell phones should be silenced</u> and used them outside if necessary.
 <u>7.</u> Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 8. Currently the club has permission to use the room on Tuesday from 1pm to 4 pm. Day and time is subject to change. China painters can store supplies in the provided metal cabinet. No turpentine, solvents, linseed oil, brush cleaners, or rags containing their by products, or aRecreation 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 in an unsafe manner and may request adherence to proper equipment use.

<u>9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-</u> 580-1400. The first-aid kit <mark>and AED</mark> are located at the Clubhouse 4 front office.

B. Guests

- 1. Guests are permitted to attend Camera Club lectures.
- 2. Guests are not permitted to use the dark room.
- 3. Guests must be accompanied by the resident at all times and must sign a waiver prior to using the Photography Studio.
- 4. Residents and guests must sign in on the provided utilizationse sheet upon arrival at the Photography Studio.

C. Emeritus Students

- 1. Students must not enter the room if without a volunteer supervisor is not present.
- 2. Non-resident 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 only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- 4. No sSerial production is not permitted (no more than three pieces of the same kind)-is prohibited.

3.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Clubhouse 4 Sewing Rooms



A. General

- 1. <u>Residents and guests must sign in upon arrival at the facility.</u>
- <u>2. Eating Food</u> and/or drinksing are prohibited on the sewing trables and cutting tables.
- 23. Razor blades or other sharp instruments are prohibited on the cutting tables: . They will damage the cork tabletops.use a cutting board.
- <u>34</u>. The use of the <u>sewing</u> machines is on a first_-come, first_-serviceed basis; , no reservations <u>are allowedpermitted</u>.

4<u>5</u>. No parts of a sewing machine can be removed by a <u>user</u>resident/guest without the approval of the <u>volunteer supervisor</u>. Only feet that are made for the present sewing <u>machine model</u> <u>may</u><u>be used</u>.

- 56. Machines that are not working properly need to must be shut down and marked "out of <u>order.".</u> labeled as such with signage. A work order form shallwill be fill out with as muchcontaining as many details as possible will be submitted. Staff will pick up <u>workorder form and arrange for repair.</u> Repair may only be <u>conducted by staff.</u>
- 67. The <u>s</u>Sewing <u>r</u>Room (<u>quilters room</u>) nearest to the parking lot <u>is can be</u> used as an —overflow room, in case <u>if</u> all machines in the <u>front other</u> room are occupied. It can be used by <u>resident, but the Sewing Supervisor on duty must be made aware of the</u> <u>move.Residents must inquire with</u> <u>the volunteer supervisor on duty for use of this</u> <u>room.</u>
 - **1.** a. There are two exceptions:
 - _1. Students enrolled in an Emeritus sewing class with an *i*+nstructor present.
 - _2. Members of the Crazy Quilters <u>club_Club</u> with a <u>volunteer</u> supervisor present.
- 8. Storage space is limited in the sewing rooms. Overflow must be removed.
- 9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
- 7<u>10</u>. Work quietly in the studio. KeepModerate voices and sound respectfully moderated. <u>CSilence cell phones should be silenced and used them outside.</u>
- <u>11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs</u> <u>and/or medication that may alter ability to use equipment safely.</u>
- <u>12. Shop Supervisors are there to provide information regarding policy and to enforce policy.</u> <u>Recreation staff</u> 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 in an unsafe <u>manner</u>unsafely and may request adherence to proper equipment use.

Effective December Effective: December 2017 2023

- <u>13.In case of injury or illness, call 911 and notify Security Services personnel immediately at</u> <u>949-580-1400. The first-aid kit</u> <u>and AED</u> are located at the Clubhouse 4 front office. They have the authority to refuse the use of equipment that they feel is being used in an unsafe <u>or destructive</u> manner.
- 8. <u>Storage space is limited in the sewing rooms. Overflow has to be taken out. Either into the</u> <u>old bridge room or home.must be removed.</u>
- 9. <u>Changing rooms have to be kept neat and clean. Items that are stored without contact</u> <u>information and a date mightmay become subject to removal.</u>
- 10. <u>Facility patron cannot be under the influence of any substance such as alcohol, drugs</u> <u>and/ or medication that may alter ability to use equipment safely.</u>

B. Guests

- <u>1.</u> Guests are only permitted on Sundays only. s
- <u>Guests under 10 years of age are not permitted to use the facility. HThe maximum number of guests allowed per resident is two. Residents must accompany their guests at all times.</u> <u>Guests must sign a waiver prior to use only and may share a sewing machine with the resident</u>.

2.—

- 3. Guests under 10 years of age are not permitted to use the facility.
- 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 use..
- 3. Non-resident guests cannot purchase any supplies offered by the Sewing Club.
- C. Emeritus Students
 - 1. Students must not enter the room if without a volunteer supervisor is not present.

2. Non-resident 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 only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.

6. <u>4. No sSerial production is not permitted (no more than three pieces of the same kind)-is</u> <u>prohibited.</u>Only residents may use the sewing machines, guests are not permitted to use the equipment.

7. No other rooms may be used by guests in Clubhouse 4.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of</u> the amenities.

Effective December Effective: December 2017 2023

OPERATING RULES Clubhouse 4 Slipcasting



A. General

B.—<u>1. Residents and guests must sign in upon arrival at the facility.Laguna Woods residents and <u>Emeritus students wishing to work in the Studio must compete an annual "Hold Harmless</u> <u>Release and Waiver of Liability Agreement" form.</u></u>

— 2. When entering the Studio, you must register on the sign in sheet and show your resident I.D. card if the Supervisor is not familiar with you.

3.If there is no volunteer Ssupervisor is on duty-/-present, the Sstudio is closed.

 <u>4.When an Emeritus Class is in session only students enrolled in the class may be in the</u> <u>Studio. Non students, including residents and members, may not come into the Studio for any</u> <u>reason - including to drop off or pick up work. This is due to the Emeritus Liability Insurance</u> <u>which is in place during class times.5. No relatives, friends, visitors, or pets (except service</u> <u>dogs) of residents or students are permitted in to work, visit, or remain in the Studio while the</u> <u>resident or student works. Walking tours are allowed.</u>

6. The window aisle must remain clear of chairs, carts, and any other items for safety reasons. Working at the end of a table is prohibited.

4. 7. Areas between tables must be kept clear for accessibility and safety.

5. 8-All work in progress and/or supplies stored in the Sstudio areis done so at " the owner's risk.".-Utensils, tools, molds, work, etc., may not be left out overnight.

8. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.

9. <u>Recreation staff</u> has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if

<u>a resident/guest is using the equipment incorrectly or in an unsafe mannerunsafely and may</u> request adherence to proper equipment use.

<u>10. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-</u> <u>580-1400. The first-aid kit <mark>and AED</mark> are located at the Clubhouse 4 front office.</u>

<u>11. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, Bbisque,</u> <u>drying cabinets, end caps and/or material handling.</u>

B. Guests

- 1. The studio is for slipcasters Slipcasters only.
- 2. The studio encourages socializing and sharing knowledge among studio users.
- 3. Friends or relatives are welcome in the studio for a brief visit briefly to seeview a member's workplace of work or samples of work that they have produced created.
- 4. Residents have the right tomay visit the studio to explore the possibility of joining or working in the studio themselves. This includes sitting with another resident and discussing the work being produced.
- 5. Anyone spending more than a few minutes in the studio must sign the <u>"Hold Harmless</u> Release and Waiver of Liability Agreement<u>"</u> Fform, register on the studio sign in sheet and show their resident I-D- card to the volunteer supervisor, if requested. <u>12. Facility</u> patron cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely. The Studio may not be used by persons under the influence of alcohol or a medication that would make driving illegal.
- 2. <u>C.</u> <u>13. Volunteer supervisors have the authority to deny use of the Studio to any person if it is</u> noticed that that person is using the Studio and/or its' equipment in a careless, unsafe or inappropriate manner.
- 3. <u>14. Any form of harassment, intimidation, disruptive behavior, bullying, emotional and/or verbal</u> <u>abuse is not permitted in the Studio. Offenders using such behavior will be reported to Security and</u> <u>the Clubhouse Four office immediately, following GRF Guidelines and Regulations.</u>Everyone doing work in the studio must fill out an annual "Hold Harmless Release and Waiver of Liability Agreement" form.
- 4. <u>126</u>. When entering the studio, you must sign in.
- 5. If there is no <u>v</u>Volunteer <u>a</u>Assistant of record on duty in the studio, the studio will be closed.
- 6. No one may enter the studio unless a <u>v</u>Volunteer <u>a</u>Assistant is present.
- 7. No relatives, friends or visitors or pets (except service dogs) of residents are permitted in the studio. Walking tours are allowed.
- 8. No one is allowed in the kiln room unless accompanied by a technician or instructor.
- 9. Only greenware poured with slip purchased in the studio in studio molds may be fired in Clubhouse 4 kilns.
- 10.-No homemade molds.
- 11. No outside bisque, unless part of a Saddleback <u>c</u>Class project approved by the clubhouse supervisor, may be fired.

- 12. No specialized firings are allowed outside of those for Saddleback class projects, unless approved by the clubhouse supervisor.
- 13. The window aisle must remain clear of chairs, carts and any other items. Working at the end of table is prohibited.
- 14. Areas between tables must be kept clear for accessibility/ safety.
- 15. Only one bottle of slip per person may be stored in the Studio.
- 16. The cleaning of greenware must be done in a manner that does not produce dust.

No sanding or scraping of bone- dry products inside the room.

- 17. Wet greenware or damp bisque must not be put in the cabinets to be fired.
- 18. The "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc. of any product.
- 19. Molds must be cleaned, and banded (with a minimum of two bands) and returned to their designated shelf.
- 20. X-molds may not be poured during classes.
- 21. No molds, boards or other club materials may be removed from the studio.
- 22. If a mold is broken you may be asked to pay to have it replaced or mended.
- <u>4'f akIn case of evacuation, proceed to the parking lot. Evacuation maps are posted next to the EXIT</u> <u>doors.</u>

<u>Molds</u>

- 1. Resident/guest needs to must be proficient at the craft of slipcasting in order to use the equipment and facilities.
- 2. The X-Mmolds are reserved for Slipcasting Club Mmembers and may not be used by anyone during an Emeritus class session.
- 3. No molds, boards or any other Sstudio tools/materials may be removed from the sStudio.
- <u>4. Only Greenware poured in Sstudio molds, with slip purchased in the Sstudio, may be fired in the Clubhouse Four4 kilns.</u>
- 5. If you break a mold, you may be asked for reimbursement of mending or replacement.
- D. Do not pour a mold that is damp to the touch. It could jeopardize the long term integrity of the mold as well as the piece being poured. Molds can only be poured one time per day.
- If you break a mold, you may be asked to pay to have it replaced or mended.
- Prior to being placed on the drying racks all molds must have their exteriors, including the rubber bands, cleaned of any slip. This will prevent dried slip dust from accumulating in the drying rack area. Slip dust is hazardous to human health.
- <u>Poured molds must be drained and put on the drying rack two hours prior to closing of the Studio.</u>
- <u>After using a mold, it must be cleaned, banded with a minimum of two bands and returned to –</u> <u>carefully and securely to its' designated shelf or drawer.</u>
- <u>Use dry paper towels and plastic instruments to clean the inside of the molds after using. Do not</u> <u>clean the inside of molds with a damp sponge. The outside of the mold may be cleaned with a</u> <u>slightly damp sponge. Do not use metal instruments in or on the molds.</u>

- <u>Hand building is limited to (a.) Add-ons' to be attached to poured pieces plus (b.) small individual</u> <u>items no larger than your palm. A note to the technician must accompany the hand-built item for</u> <u>firing.</u>
- Studio users need to be proficient at the craft of Slipcasting in order to use the equipment and facilities without supervision. Free classes are available periodically see the Bulletin Board for information.

<u>Slip</u>

- 1. Only slip purchased in the Studio is allowed in the sStudio. -No other slip will be fired.
- <u>E.</u> Only residents may store slip in the studio. Each resident may store a maximum of two jars.
 <u>Stored slip jars must be marked clearly with your full name and/or initials plus the marking "Res" to denote you are a resident.</u>
- <u>Newspaper must be used to cover all work areas to avoid spillage or stains.</u>
- <u>No sanding/scratching or grinding is allowed in the Studio.</u> Sanding must be done outside, over a <u>trash can, where dust will not fall on nearby areas and benches.</u>
- Slip is messy and wiping with a sponge often leaves a haze on surfaces. Rinse the sponge for the last wipe and try to remove as much residue as possible.
- <u>Clean slip/glaze covered items (brushes, tools, sponges, buckets, spatulas, etc.) in the slip/overflow</u> <u>sinks only. Use newspaper to pre-clean these items so as little slip/glaze as possible goes into the</u> <u>Studio sinks. Prewash brushes and tools in a small container of water to conserve water.</u> Firing
 - 1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
 - 2. Only technicians authorized by the Clubhouse Four4 SS supervisor can fire kilns.
- F. <u>Leave a note for the technician if any "special" handling is required for firing especially if</u> you have used wax resist or Stroke & Coat on your Greenware.
- <u>No outside bisque will be fired unless it is (a) being provided by a vendor who is holding a</u> <u>demonstration or (b) is part of a Saddleback Emeritus Class project.</u>
- <u>No specialized firings are allowed unless approved by the Clubhouse Four Supervisor. This includes</u> Saddleback Emeritus class projects.
- <u>Do not approach a technician with questions or requests</u>. Bring your questions and requests to the <u>Supervisor</u>.
- <u>Work must have originated in the Studio to be fired. Projects may be taken home to be worked on</u> and brought back for firing, but they must have originated in the Studio.
- <u>Wet Greenware or damp glazed bisque is not to be placed on the firing cabinets. It should be</u> appropriately marked and stored in the Drying Cabinets until fully dry. Wet/damp/cold pieces left on the firing cabinets will be transferred to the 'reject' shelf.
- If your piece is on the 'reject' shelf, please read the note, fix the problem, or answer the question, and put your item on the appropriate firing cabinet—along with the note.
- Greenware, <u>B</u>isque, <u>D</u>rying <u>C</u>abinets and End Caps
 - 1. Only volunteer Supervisors are permitted to touch, move and/or distribute fired items from the Bbisque and Ffinished cabinets.

- 2. <u>Greenware 'in progress' may be taken home or it may be wrapped in plastic, marked</u> <u>clearly and visibly with blue tape - on the outside of the plastic - with your name and the</u> <u>date, and placed in the Greenware Drying cabinet.</u>
- 3. <u>Greenware 'ready for drying' may be taken home or it may be placed in the Greenware</u> <u>Drying cabinet without the plastic. Your full name and full date must be clearly visible on</u> <u>the board.</u>
- <u>4. Greenware_that is 'bone dry' and ready for the first firing should be placed on the</u> <u>'Greenware' end cap.</u>
- <u>5. Using glaze products on Greenware is not permitted.</u>
- 6. Bisque items that have glaze applied should be placed on the 'bisque' end cap.
- 7. Studio users are responsible for picking up their pieces from the Greenware, bisque and Finished cabinets as soon as possible.
- 8. Greenware, <u>bbisque and finished items left in the cabinets for three months will be "Blue</u> <u>Tagged" in preparation for disposal and/or donation.</u>
- <u>9. If Greenware, bbisque or finished items are to be picked up by friend or another colleague</u> <u>a note from the owner with the full name, date and signature must be presented to the</u> <u>Supervisor, along with a clear description or a picture of item or items.</u>
- <u>10. Only dry Greenware or bisque maybe put in the firing cabinets. Any wet or damp items</u> may be stored in the drying cabinets or taken home until fully dry.
- 11. Do not touch any other person's work that is on the end caps or in the drying cabinets, or anywhere else in the Studio. Your hands may have natural oils, dust etc. on them which can potentially cause damage to the piece.
- <u>G.</u> <u>Cleaning & and Water</u> <u>Conservation</u>
 - Equipment and area Ccleaning of all equipment and areas used is are the responsibility of every Sresident/guesttudio user. The rule of thumb is to leave any area or equipment you use cleaner than you found it.
 - 2. The cleaning of Greenware cleaning must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products may be done permitted inside the Sstudio. If Please do sandingsand, scrapinge or grinding is done outside do this over a trash can to catch all the dust and debris. Wear a A mask, must be worn and . Masks isare available at Ssupervisors' desk-, is required.
 - 3. TheUse "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc., of any product. -Use newspaper to remove as much slip and glaze as possible prior to using the Sstudio sinks.
 - 4. Wash tools and brushes in a small bucket or other container before minimal rinsing to conserve water.
 - 5. Use the least amount of water possible. -Turn off the water any time that you are not actively using it. -Use a small stream of water whenever possible.
 - ——Depending on your activity, allow 20- to 30 minutes for clean-up. You must be out of the Studio promptly by the designated time.
 - 6. Clean up slip and dust with a wet sponge or wet towel only.

- 7. Clean glaze residue and, spills and dust on countersany surface with a wet sponge or wet towel.
- 8. Throw awayDiscard all used newspaper, even if it appears to you to be relatively clean.
- 9. -AClean and put away any used studio tools or equipment you have used from the Sstudio must be cleaned before being put away.

H.__Cell Phone Use_____

- <u>Texting is permitted, either to send or receive messages.</u>
- <u>To place or receive calls, Studio users must step outside so that they do not disturb others. (Tell</u> <u>callers to hold for a moment while you step out of the Studio.)</u>
- <u><u>Guests & and Visitors IN THE STUDIO</u></u>
 - <u>— The Studio is entirely a place of work for Slipcasters only.</u>
 - <u>— The Studio encourages socializing and sharing knowledge among Studio users.</u>
 - <u>The Studio is not a place for socializing with friends who are not actively working on Slipcasting</u> projects.
 - Friends or relatives are welcome in the Studio for a brief visit to see a member's place of work or samples of work that they have produced.
 - <u>Residents have the right to visit the Studio to explore the possibility of joining or working in the</u>
 <u>Studio themselves</u>. This includes sitting with another resident and discussing the work being produced.
 - <u>— Due to Insurance reasons anyone spending more than a few minutes in the Studio must sign the</u> <u>'Hold Harmless Release and Waiver of Liability Agreement' Form, register on the Studio sign in</u> sheet and show their resident I.D. card to the Supervisor, if requested.

JH. Emeritus Students

- NOTE: Emeritus students must adhere to ALL Rules and Guidelines on this document as well as the rules in this section.
- <u>— No serial production (no more than three pieces of the same kind).</u>
- <u>Student Definition: (anyone enrolled in a Saddleback Emeritus class is a student).</u>
- <u>1. NStudents must not enter the room if without a volunteer supervisor is not present.</u>
- 2. Non-resident students may enter the Sstudio 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may only enter the studio only during the actual class times of the specific class(es) in which they are enrolled.
- <u>No-sSerial production is not permitted</u> (no more than three pieces of the same kind)-is prohibited.
- Drain poured molds and place them on the drying rack
- <u>Cleanup for morning classes begins no later than 11:30 AM students must leave the Studio by</u> <u>11:50 AM.</u>
- <u>Cleanup for afternoon classes begins no later than 3:30 PM students must leave the Studio by</u>
 <u>3:50 PM.</u>
- <u>Students must not enter the room if a Supervisor is not present.</u>

— <u>Students may only enter the Studio during the actual class times of the specific class(es) in which</u> they are enrolled.

- Poured molds must be drained and put on the drying rack two hours prior to the end of classPoured molds must be drained and put on the drying rack two hours and five minutes prior to the end of class.
- 6. <u>MClean molds and rubber bands thoroughly must be cleaned thoroughly and returned and return</u> them to their appropriate shelf/drawer prior to the end of class.
- 7. No pouring is allowed without an instructor is present. If the instructor is absent, the the class will be dismissed, and all non-resident students must leave the Sstudio and Laguna Woods <u>Village.</u>
- 8. Students may pour up to two molds per class session. Students may pour up to two molds per class session attended. Molds which have multiple pieces are counted as one (identified with the same mold number and letter (A and B)). Molds with multiple impressions are counted as one mold. Different molds must be chosen for each class session unless repeat pourings are per the instructor's direction. After all class assignments are complete, students may pour molds of their choosing, not to exceed a combined total of two molds per session.
- <u>-SStudents may firesubmit</u> up to two pieces per class session for firing following the limits listed in item #8.
- <u>10. -Student Greenware must be clearly marked with initials or a logo, and the current semester and year. Make-Ensure your logo is recorded with the volunteer Supervisors. Verify that no one else has the same initials as yours-do.</u>
- <u>11.</u> -If a piece is on the reject shelf, please read the note, fix the problem, or answer the question on the note and put it back, with the note o-in the appropriate firing cabinet end cap for firing.
- <u>12. -Non-resident students must take all their pieces, slip and belongings by the end of each Emeritus</u> <u>semester. -Items left in the Sstudio may be discarded.</u>
- <u>13.</u> -Class projects may be taken home for work and brought backreturned for firing, but they must have originated in the Sstudio.

IMPORTANT:

Non-compliance or disregarding these rules, instructions or safety guidelines is to be reported to the <u>Clubhouse Staff and, if it is continued, will be presented to the Golden Rain Foundation Board of Directors,</u> <u>which could result in the denial of future use of the facilities.</u>

1.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. -<u>All GRF policies and procedures apply to the</u> <u>use of the amenities.</u>

OPERATING RULES Clubhouse 4 Wood ShopWoodshop



<u>A. General</u>

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Work quietly in the studio. KeepModerate voices and sound respectfully moderated. <u>Construction of the studio </u>
- 3. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
- <u>4. Recreation staff</u> 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 in an unsafe mannerunsafely and may request adherence to proper equipment use.
- 5. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- 6. Please refer to the studio/workshop procedures for SawStop table saws, special setups, fence, miter gauge, sled, band saws, abrasive finishing machines, disc/belt sanders, wall mounted panel saw, drill presses, planer, radial arm saw, air staplers/nailers and/or material handling.

A.<u>B.</u>Personal Safety

- 1. <u>Do not W w</u>ear no loose jewelry, gloves, neckties, or loose clothing that could get caught in moving <u>equipment</u> parts. -<u>Remove coats and jackets and roll up loose sleeves.</u>
- 2. Non-slip, covered <u>closed</u> toe footwear is required. <u>A dDoctors note is required if closed-<u>toed</u> shoes can't not be worn.</u>
- 3. Remove coasts and jackets and roll up loose sleeves.
- <u>3.</u> Long hair <u>should must</u> be tied back away from the face and not allowed to "fall" into work.
- 4. Wear safety glasses or a face shield when doingperforming any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
- 5. Be-Ensure you have adequate light so you don't strain your eyes.
- 6. Always keep your eyes on the cutting action.
- 7. Advise the volunteer supervisor of a potential safety danger.
- 4.8. Over-confidence leads to carelessness, which causes accidents.
- 5. Facility patron cannot be under the influence of any substance such as alcohol, drugs and/ or medication that may alter ability to use equipment safely. Facility patron cannot be under the influence of any substance such as alcohol, drugs and medication that forbids you from drivingDo not wear loose clothing, gloves (except thermal OVE gloves), neckties, bracelets, or loose jewelry that could get caught in moving parts.
- 6. Non-slip, covered toe footwear is required.

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7. Medication that does not allow you to drive also does not allow use of any machinery.

- B.C. Bench Organization
 - <u>1.</u> Keep your project materials carefully organized on your bench with tools located near the center.
 - <u>2.</u> Do not pile tools on top of each other.
 - 3. Never allow edged or pointed tools to extend out over the edge of the bench.
 - <u>4.</u> -Close your vise when it is not in use and see <u>ensure</u>that the handle is turned down<u>ward</u>.
 - <u>5.</u> Keep drawers and cabinet doors closed.
 - 6. Do not leave material laying on the floor.
 - <u>7.</u> Sign tools out for use and return them to the <u>Ovolunteern Duty</u> <u>s</u>Supervisor when finished.
 - 1.a. Find the tool sign-out sheet can be found next to the woodshop sign-in sheet for the Wwoodshop.
- Carrying Tools
 - <u>1.</u> Keep sharp-edged and pointed tools turned down<u>ward</u>.
 - <u>2.</u> Do not swing or raise your arms over your head while carrying tools.
 - <u>3.</u> Carry only a few tools at one time, <u>(unless they are in a special holder)</u>.
 - 1.4. Do not carry sharp tools in the clothes pockets of your clothes. Be mindful of others.
- D.E. Clamping Stock
 - 1. Whenever possible mount the work in a vise, clamp, or special holder. This is especially important when using chisels, gouges, or portable electric tools.
- E.F.Cleanliness
 - <u>1.</u> Keep your hands clean and free of oil and grease. You will do better and safer work and both tools and your project will stay in better condition.
 - 2. Keep the machine clean.
 - <u>3.</u> Remove all tools, lumber, and unnecessary materials.
 - <u>4. Do not leave objects on any machine. Objects leObjects left on the machinemachinery</u> can vibrate into revolving cutters and be thrown from the machine with great force.
 - <u>5.</u> Never clean a machine while it is running.
 - 1.6. Use the the provided hand brush and dustbins.
- F. Confidence
 - 1. As you successfully use the Wood Shop you will gain confidence. Do not become too confident. Over confidence leads to carelessness which causes accidents.
- G. Consideration of Others
 - 1. Be thoughtful and helpful toward other workers in the Wood Shop. Be sure that the work you are doing does not endanger someone else. Caution other workers if they are violating safety rules or advise the room Supervisor of a potential safety danger.
- H. Eye Protection
 - Wear safety glasses or a face shield when doing any operation that may endanger your eyes. <u>Prevent flying particles, sawdust, foreign objects or corrosive substances from</u> <u>entering your eyes.</u> Be sure you have enough good light to see what you are doing without straining your eyes. Always keep your eyes on the cutting action. Concentrate on what you are doing at all times.

I. Injuries

- Report all injuries, regardless of severity to the <u>volunteer</u> Supervisor on duty. Any significant or (911) medical call injuries must be reported to Clubhouse Four <u>sStaff and</u> <u>Security # 949-580-1400</u>. Staff will call Security and <u>to</u> make sure<u>ensure</u> the incident is properly documented.
- 2. <u>If 911 was called send someone outside to guide the EMT's to the injured. Make sure</u> <u>someone stays with the injured. Tell onlookers to disperse. Make sure EMT's have enough</u> <u>room.</u>
- J.<u>G.</u>Shop Use Safety Regulations
 - 1. Electricity
 - a. Before plugging in a machine, <u>make en</u>sure the switch is in the "off" position.
 - b. When using an extension cord, use the correct wire size. This is determined by the length of the cord and size of the motor. Using a <u>too-small</u> wire size that is too small will cause the tool to overheat.
 - c. Keep all power cords away from blades and cutters while <u>you workworking</u>. <u>Make</u> <u>sEns</u>ure the power tool is grounded; a double-insulated case need not be grounded. Check with the <u>volunteer s</u>-upervisor if unsure about this.
 - d. If anythinganything, unusual happens, turn off the machine immediately. If the machine does not sound right, turn it off immediately. As soon as it stops completely, inform the <u>volunteer s</u>Supervisor on duty.
 - 2. Fire Protection
 - a. Advise the <u>Hh</u>Head <u>volunteer s</u>Supervisor and/or obtain approval before bringing any flammable liquids into the <u>Ww</u>ood-<u>Ss</u>hop.
 - b. Re <u>fF</u>amiliarize yourself periodically with the location of all fire alarms and fire extinguishers.
 - c. <u>Make sure to use Ensure</u> finishing materials and thinners, etc., <u>are used</u> only in approved areas. <u>Make sure you are in a project space that allows such materials to be</u> used.
 - d. Close cans of finishing materials and thinners immediately after use.
 - e. Use flammable liquids in very small quantities. Be sureEnsure the container is labeled and sealed.
 - f. Consult <u>the resident/guest</u> work<u>ingers</u> near you to evaluate whether any potential crossover hazards <u>might may beare</u> present.
 - g. Dispose of oily rags and other combustible materials immediately, or store them in an approved container. See the <u>volunteer s</u>Supervisor on duty for the location.
 - 3. Floor Safety
 - a. The floor should be kept clear of scrap blocks and excessive litter. Keep projects, saw horses, and other equipment and materials out of traffic lanes.
 - b. Immediately wipe <u>up</u>any liquids spilled on the floor.
 - 4. Material and Project Storage
 - a. <u>Project Store and stack project work must be stored and stacked</u> carefully in assigned areas. The<u>se</u> area<u>s are is</u> marked yellow on the ground in front of the windows.
 - b. One-Work on one project at a time. Projects Finish projects need to be finished in a timely fashionmanner.
 - c. <u>Projects Clearly mark projects must be clearly marked</u> with <u>the owner's n</u>Name, phone number and date.

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- d. The Wood Shopwoodshop is not to be used for long-term storage. <u>-IClearly mark</u> items left in the Wood Shopwoodshop must be clearly marked with the owner's name and phone number of the owner and the date. -Items are left at the resident'ss' own risk. <u>AnythingItems</u> left more than 60 days will be disposed-of.
- e. Secure help with long boards, even if they are not heavy.
- f.—Supervisors will be granted a locker inside the shop and an additional material storage in the supervisor storage room<u>if available</u>. Lockers and material must be marked with name and phone number.
- 5. Odors
 - <u>a.</u> Be alert for any odors that might indicate overheating of the machine or stock. <u>a.b.Dull blades will burn wood and create a distinct smoky odor. Stop cutting and inform</u> <u>the volunteer supervisor.</u>
- 6. Power Equipment Safety
 - a. Modern power wood working machines can save large amounts of time. Learning how to use them safely is most important to the worker and the Wood Shop. Whether or not you are<u>Use of power wood-working machines approved to use power equipment</u> depends entirely on your <u>individual</u> knowledge of and ability to use them in compliance with <u>the Wood ShopWoodshop's Operating operating Rulesrules</u>.
 - b.—<u>Keep</u> Know and understand the general safety rules. Before operating any power tool or machine you must become thoroughly familiar with the way it works and the correct procedures that determine its use. When the correct use of the machine is learned you will use it in the safest manner.
 - c.b.Rred_-striped areas in front of circuit breaker panels must be kept clear of all obstructions to panels.
- 7. Safety Guards
 - <u>a.</u> <u>Make sureEnsure</u> all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. If at all unsure about your setup before you begin working, c<u>C</u>heck with the <u>volunteer s</u>Supervisor<u>if unsure about setup before work begins</u>.
 - a. <u>If a safety brake is tripped see the volunteer supervisor on duty immediately. A fee will</u> <u>be charged for each tripped brake.</u>
- 8. Supervisor on Duty
 - a.—The Supervisor's schedule is arranged and posted in the Wood Shop by the Head Supervisor who works directly with the Clubhouse 4 Supervisor.
 - b. Anyone wishing to serve as a Volunteer Supervisor must submit a volunteer application to the Head Supervisor.
 - c. When unable to cover an assigned shift the Volunteer Supervisor will arrange for alternate coverage in advance, and advertise on the "Substitute Needed" form, that they are looking for a temporary replacement. In case of a long term absence, let the Clubhouse supervisor know.
 - d. When the Supervisor on duty exits the Wood Shop it must be empty of people, all electrical machinery must be turned off, the windows and cupboards must be locked, and the floor must be ready for the janitorial staff. The Supervisor will return the key along with any waiver and sign-in sheets to the Clubhouse office upon leaving the facility.

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9.<u>8.</u>Tool Selection and Use

- Select the proper size and type of tool for the work you wish to do. Make sure Ensure the tool is sharp and in good condition. Inform the the volunteer sSupervisor if tools are broken, have loose handles, or need adjustment.
- b. Hold a tool in the correct position (while using it). Most edged tools should be held in both hands with the cutting motion away from your body and away from other <u>residents/guestsworkers</u>.
- c. Be careful when using your hand or fingers as a guide to start a cut. Test <u>the tool</u> sharpness of the tool with a strip of paper or a scrap of wood. Do not use your fingers to test.
- d. Stay alert and always keep your hands a safe distance from cutters and blades.
- 10.9. Water/-Solvents
 - a. Never work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; -<u>solvents increase the chance of fire</u>. Solvents increase the chance of fire.

<u>11.10.</u>Wood

- a. <u>Defects Wood defects in wood can be dangerouspose a danger</u> and <u>can</u> damage tools. Check stock carefully for knots, splits, and other defects. Old wood must be free of nails, staples, fasteners, etc. Due to toxicity, no treated wood <u>can will</u> be approved for cutting in the <u>Wood Shopwoodshop</u>.
- b. Use of power saws on tree limbs or stumps without the proper jig and approval of a <u>volunteer s</u>Supervisor is prohibited.
- **12.11.** General Power Equipment Safety Guidelines
 - a. Cutting metals of any sort can only be done in the metal shop.
 - a.<u>b.</u>Stay wide awake and alert. Think through the operation before performing it. Know what you are going to do and what the machine can and will do. Never operate a machine when you are tired or ill.
 - b.c.Consult with the volunteer sSupervisor on duty if you have any doubts about the use of a machine or your ability to use it.
 - c.<u>d.</u> Avoid using machines for trivial operations, especially on small pieces of stock. Do not become casual about the use of the machines.
 - d.<u>e.</u>Accept accountability for controlling the machine you are using start through stop.<u>A</u> fee may be charged if a machine is damaged due to neglecting proper operating procedure.
 - e.<u>f.</u> If someone is helping you be sure they understand what they need to know, to do, and how to do it.<u>Ensure any project helper on your project is well informed on what is</u> <u>expected.</u>
 - f.—Make all necessary adjustments before turning on the machine. Consult with the volunteer Supervisor to clarify any doubt.

<u>g.</u>

<u>h.</u> Never remove or adjust a safety guard.

- g.i. The SawStop table saw is equipped with a safety brake that may be tripped if used incorrectly; a fee will be charged for each tripped brake.
- h.j. Use only approved push sticks, push blocks, feather boards, and other safety devices.
 Know those the operations which that require the use of a special jig or fixture.
- i.k. Keep the machine tables and working surfaces clear of tools, stock, and project materials. Keep the floor free of scraps and excessive litter.
- j.<u>l.</u> Avoid distractions while operating a machine.<u>Also, be certain that you dD</u>o not distract other machine operators<u>residents/guests using machines</u>.
- <u>k.m.</u> Allow the machine to reach full operating speed before starting to feed the work.
- I.<u>n.</u> Never leave a <u>running</u> machine running while unattended.
- m.o. Feed the wood carefully and only as fast as the machine will easily cuts.
- n. <u>p.</u> Maintain the margin of safety specified for the machine. Keep more than the required minimum distance between your hands and the cutting tool while in operation. <u>SawStop table saw:</u> If a safety brake is tripped see the <u>v. s</u>Supervisor on duty immediately. A fee will be charged for each tripped brake.
- •. <u>q.</u> Shut off the power and inform the <u>v-olunteer</u> <u>s</u>-upervisor on duty if a machine is dull, out of adjustment, or not working properly.
- p. r. Shut off the power when you have completed an operation on a machine; wait until it-the machine stops before leaving the machine it or setting up another cut.
- q. <u>s.</u> Stay clear of machines being operated by others. See that others are "out of the way" when you are operating a machine.
- r. <u>t.</u> Avoid "crowding around" or waiting in line to use a machine; request that the current operator inform you at your work bench when <u>he hasthey</u> finished his use.
- s. Utilize the common standards of courtesy to make the Wood Shop a safer and more pleasant place to work.
- 13. Specific Power Equipment Safety Guidelines
- a. To operate a machine safely you must know more than just how to turn it on and off. You must know how to perform the basic operations. You also need to know how to make simple adjustments. Above all you must know the machine's limits. Always keep the machine at a safe and steady speed. Never push the machine into a job the machine is not designed to do. The equipment in the Wood Shop shall be operated using the Manufacturer Safety Standards (MSS).
- <u>— SawStop Table Saws</u>
- 1. Although the table saw is one of the most useful machines in the wood lab, it is also one of the most dangerous. It can be used to accurately rip and crosscut lumber and sheet goods. The table saw can also be used for special operations including cutting dadoes and rabbets and for resawing. With the use of special jigs, joinery like tenons and box joints can be made. In addition, the blade can be tilted for cutting bevels and miters. The table saws in the Woodshop use 10" diameter blades and tilt left (that is, away from the fence). All of the table saws in the WMT wood lab are SawStop Industrial Cabinet Saws, considered the safest in the industry. SawStop saws are equipped with a safety system that detects when someone accidentally contacts the spinning saw blade, at which point a braking system activates and stops the blade in milliseconds.

- 2. How does it work? The SawStop electronic safety system induces an electrical signal onto the blade and then monitors that signal for changes. Because the human body has a relatively large inherent electrical capacitance and conductivity, this signal drops when flesh, wet or burned wood (carbon is a conductor) contacts the blade. Wood, on the other hand, has a relatively small inherent capacitance and conductivity and therefore does not cause the signal to drop when it comes in contact with the blade. A fast acting brake immediately stops the blade.
- 3. <u>Both the standard brake cartridges, the blade and the dado brake cartridges are</u> <u>single-use components that must be replaced, including the blade if the brake is ever</u> <u>activated.</u>
- 4. <u>The volunteer supervisor on duty is responsible for the replacement.</u>
- 5. <u>To start the blade, pull the red START/STOP PADDLE at the bottom. Push it in to stop</u> <u>the saw; the saw can also be turned off by gently bumping the paddle with your knee.</u>
- 6. <u>Do not use the table saw until you have been read and understood the description. The</u> <u>supervisor will help with training.6. Keep the floor areas surrounding the saw clear of scraps.</u>
- 7. <u>The number one cause of injuries on the table saw is kickback. Kickback occurs when</u> <u>the operator loses control of the material being cut and it is thrown from the machine</u> <u>with great force.</u>
- 8. <u>When cutting, the saw blade should project ¼ 3%" above the stock or enough to clear</u> <u>the common gullets.</u>
- 9. <u>The fence is used to guide ripping operations. The miter gauge or sled is used to guide</u> <u>crosscut operations. Always hold the work firmly against the fence, sled, or miter</u> <u>gauge.</u>
- 10. <u>During a rip cut, once the material has moved away from your left hand, move your</u> <u>left off the table. Do not drag your hand across the table and never reach over the</u> <u>blade.</u>
- 11. You must use a push stick when ripping pieces that are 6" or less in width.
- 12. <u>Cutting workpieces shorter than 10" in length is a special setup; get help from the</u> <u>supervisor before cutting.</u>
- 13. <u>Performing on edge resawing is a special setup. You must get specific instruction. The</u> resaw fence should be used when resawing material wider than the height of the rip <u>fence.</u>
- 14. <u>When ripping stock, the piece between the fence and blade must be controlled and</u> <u>pushed past the blade and riving knife all the way off the throat plate. Failure to do so</u> <u>may result in a kickback.</u>
- 15. <u>When you are ripping stock, the scrap must fall to the outside (non-bound side) of the</u> <u>blade (not between the blade and fence).</u>
- 16. Lowering stock directly down over the saw blade is dangerous and is never allowed.
- 17. Procedures involving raising the blade into the work are special setups.
- 18. The riving knife must always be in place behind the blade except for special set ups.
- 19. <u>Make adjustments or measurements at the blade only when the power switch is off</u> <u>and the blade is at a complete stop.</u>
- 20. The main power switch should be placed in the off position when you leave the saw.

- 21. <u>Freehand cutting, ripping, or crosscutting without using the fence, sled, or miter</u> <u>gauge is ABSOLUTELY FORBIDDEN in all circumstances.</u>
- 22. Do not reach or pass wood over the saw blade any time the blade is spinning.
- 23. <u>When helping someone to tail-off (supporting the work hanging off the back of the saw</u> <u>table), your only purpose is to support the stock from below. Only the operator pushes</u> <u>the stock through the saw.</u>
- 24. <u>Make sure the blade is stopped and completely lowered when clearing scraps from the</u> <u>table.</u>
- 25. <u>The supervisor must approve all special setups and dado blade installations before</u> <u>the power is turned on.</u>
- 26. <u>Use a special setup with V block or sled when cutting cylindrical stock to help keep it</u> <u>from spinning.</u>
- 27. If you need to stop the saw in the middle of a cut, stop what you are doing without moving your hands and turn off the saw by gently bumping the red START/STOP PADDLE with your knee.
- 28. <u>Backing the stock away from the blade while the saw is running is forbidden. If it is</u> <u>necessary to remove a workpiece, always stop the saw first.</u>
- 29. <u>The piece between the blade and the fence or a stop must always be under the</u> <u>operator's control. If uncontrolled, it can bind and cause a serious kickback.</u>
- 30. If the fence is used at the same time as the miter gauge, the miter gauge must be between the fence and the blade. This is a special setup.
- 31. <u>When you are crosscutting a number of pieces to the same length using the miter</u> gauge, clamp a clearance block to the rip fence well ahead of the saw blade to prevent the cut piece from being pinched between the blade and fence.
- 32. <u>Stock edges or faces that contact the table, miter gauge or fence, must be straight and</u> <u>flat.</u>
- 33. <u>Using the dado set is a special setup. The dado blades and dado brake cartridge must</u> <u>be installed and properly adjusted. If the dado stack is over ½" thick, the arbor washer</u> <u>should not be used.</u>
- 34. Each table saw is equipped with a safety brake and safety kickback guards to prevent personal injury. "Old" wood can be electronically scanned before use to determine if it will set off the safety brake. On occasions, new wet wood will set off the saw brake. Current wood scanning technology is not 100% accurate therefore the user is ultimately responsible for any material cut on the table saw that may set off the brake. The Shop Supervisor is available to perform these checks.
- i. 35. For first time users: you must read the SawStop quick intro handout located in the sign in area.
- 36. To avoid personal injury or setting off the saw brake, push sticks or jigs must be used for cutting narrow stock.
- (MSS) Keep hands out of path of the saw blade.
- (MSS) Never reach over or around the saw blade.
- (MSS) Never start saw with the blade engaged in the work piece.
- -Band Saws

- The band saw is the fastest cutting saw in the woodworking lab. It is a rough cutting and shaping tool not intended for finish cuts.
- <u>1. Adjust the upper guide and guard to about ¼" above the stock with the machine at a full stop.</u>
- 2. Allow the saw to reach full speed before starting to feed your work.
- 3. Plan cuts carefully; lay out and make relief cuts before cutting long curves and curves of small radii. Turning holes should be made where required. Plan work so that all cuts will be made in the forward direction.
- 4. If the stock binds or pinches the blade, do not attempt to back the stock out. Shut the power off and remove the stock after the machine stops. Backing the material out while the machine is running could pull the blade off the wheels.
- 5. When removing scrap material from the band saw table, always be aware of the blade. Use a piece of scrap stock to remove scrap pieces; do not use your hands.
- 6. Keep the floor areas surrounding the saw clear of scraps.
- 7. If the blade breaks, stand clear and shut off the power if possible. Keep others clear until the machine stops completely and notify the instructor.
- 8. Never adjust the saw while it is running.
- 9. Do not place your fingers close to the saw blade when cutting stock. Always maintain a <u>4" margin of safety.</u>
- <u>10. If it is necessary to back the material out of a long cut, turn the power off and wait for</u> <u>the blade to stop. Seek assistance from the supervisor if the material does not freely</u> <u>come out.</u>
- <u>11. To stop the band saw turn off the power. Wait until blade comes to a total stop. The</u> <u>Agazzani saw has a brake pedal. Press gently until the blade stops. **Leave the machine only after the blade has stopped moving completely.**</u>
- <u>12. Supervisor has to approve special setups.</u>
- 13. Use a push stick when resawing.
- <u>14. When resawing, the edge of the stock on the table must be straight and the face of the</u> <u>stock against the resaw fence must be flat.</u>
- 15. Keep upper and lower doors closed and all guards in place.
- 16. Use a push stick or guide for cuts that would place your hands near the saw blade.
- <u>17. Cutting cylindrical or irregular stock on the band saw may be done only with a special jig, such as a V block (special setup).</u>
- 18. Never stand or allow others to stand to the right of the band saw when it is running.
- b. <u>19.</u> If you hear a clicking noise, turn off the saw at once. This indicates a crack or kink in the blade as it passes through the guide
- i. Check for the proper blade tension before applying power.
- ii. <u>20.</u>Cutting metals of any sort can only be done in the metal shop.
- iii. <u>21.</u> If the blade guides or rollers are not in alignment please ask a Supervisor to perform the adjustment; users are not to perform these adjustments.
- iv.— The recommended blade guide height is no higher than ¼" above the work piece, adjust the guides accordingly to the thickness of your material

- v. The proper method to stop blade movement and to shut down the Agazzani is to use the foot brake located on the right hand side of the saw.
 - c. Abrasive Finishing Machines<u>/ Disc and belt</u> -sanders
- i.— These are not to be used on MDF (medium density fiber), plastics, Formica laminates, or wet wood. and are n <u>Do not to be used to remove old paint or varnish on any of the</u> <u>sanders in the woodshop</u>.
 - (MSS) Never wear gloves or hold the work with a rag when using any sanding machine.
 - <u>— Do not sand stock that puts your fingers within 2" of the abrasive.</u>
 - <u>Apply moderate pressure to the stock against the abrasive and keep it moving.</u>
 - <u>Excessive pressure can overheat and damage the abrasive.</u>
- ii. <u>Keep the stock moving to avoid overheating the abrasive material.</u>
- iii.— When using the flap and drum sander always sand on the lower half of the drum or flapper.<u>The flap sander s to be used as a finish tool. Use the planer for ruff surfaces.</u>
- iv. The minimum stock dimensions for the vertical belt sander (MSS) are no thinner than $\frac{1}{2^{\circ}}$ and no narrower than $\frac{1}{2^{\circ}}$.
- v. <u>On the disc sander</u>Y<u>y</u>ou must always sand on the downward side of the disk when using the disk sander (MSS)<u>.</u>
 - The (MSS) minimum stock dimensions for using the belt fed horizontal sanders are no thinner than 1/8" and no narrower than 1/4". See Shop Supervisor for material shorter than six inches.
 - The wide belt sander is for finish smoothing only. It should not be used for removing more than 1/16" of material TOTAL, by making several light passes through the sander. Each pass should be about the thickness of a notebook paper. If you must remove more than 1/16" of material, use the planer first. Adjust the depth of cut only 1/16 of a turn of the table height adjuster at a time.
- vi. Sand very small increments to prevent damage to web fed belts and sanding drum. If belt stops and squeals, lower the table immediately.
- vii. Always feed your work against the direction of spindle travel when using the vertical spindle sander (MSS)...

d. Lathes

- The lathe is used to make round or cylindrical shapes.
- <u>— Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A</u> <u>face shield is highly recommended.</u>
- <u>Remove or fasten any loose clothing and roll sleeves above your elbows. Tie long hair</u> <u>up and back.</u>
- <u>— Keep the floor where you are standing clear of chips to provide good footing.</u>
- viii. Recommended speeds with diameters of work are posted on the cabinet door (with the tools) and on the green lathe.
- ix. Do not wear gloves (MSS). Lathes are to be operated with eye protection at all times. A face shield is highly recommended.
- x. When sanding, move the tool rest away from the turning piece (MSS).

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- xi. <u>Keep your tools sharp since dull tools are harder to control and leave a rough surface</u> <u>on the work.</u>
- xii. Get proper introduction, from the most senior lathe worker on how to sharpen the lathe tools, before ruining them.

e. Join<u>t</u>er

- <u>The jointer is primarily used for flattening the face of a board and straightening and</u> <u>squaring the edges of a board.</u>
- <u>Ensure that the guard is over the knives at all times while the jointer is being operated.</u>
- <u>The most stable side of the stock should be toward the table, often it is the most concave face.</u>
- <u>Use only clean, dry lumber on the jointer.</u>
- xiii. <u>Never attempt to run a piece of wood across the jointer until the machine is running at</u> <u>full speed.</u>
- xiv. Make sure the cutter head is not contacting the work piece before turning on the power (MSS).
- xv. Always use hold-downs/push blocks for jointing material less than three inches in height or planning material less than three inches wide.
- xvi.— Do not perform jointing or planning operations on material shorter than 10 <u>14</u> inches (MSS).
- xvii. Never make a joint or planning cut deeper than 1/<u>16</u>8" (MSS).

-----Never perform jointing or planning operations on MDF (medium density fiber), or used or finished (painted or varnished) material.

- xviii. Push the stock clear of the cutterhead and make sure the guard has returned over the throat and knives before picking up stock. Material must be pushed through the jointer and never pulled.
 - f. Miter/Chops Saws
 - <u>The miter or chop saw is the best tool in the lab for accurately crosscutting surfaced</u> <u>lumber to length. It is extremely useful for making all cuts from 90° to ±45°. The miter</u> <u>saw is one of the most dangerous machines in the lab.</u>
 - <u>Keep protective guards in place at all times.</u>
 - <u>Allow the blade to reach full speed before cutting.</u>
 - <u>— Do not force the tool into the work.</u>
 - <u>— Never hold the piece to be cut in a manner that causes your arms to cross the blade.</u>
 - <u>Do not leave the area of the machine until the blade has come to a full and complete</u> <u>stop.</u>
 - <u>Always maintain a 6" margin of safety between all body parts and the blade.</u>
- xix. When cutting stock shorter than three inches, let the saw blade come to a complete stop before raising the blade. This will prevent small stock from hitting the moving blade and being projected outside the cutting area.
- xx. Do not start the blade with it touching the wood stock.
- xxi. Do not attempt to cut small pieces (three inches) without clamping (MSS)..
- xxii. Do not cut <u>rough material</u>, steel, iron, or masonry materials. (MSS).
 - d. g. Scroll Saw

- i. Must be operated at the correct speed and with the correct blade for the thickness of the materials being cut.
- ii. Check for proper blade tension before use.

h. –

e. Wall Mounted Panel Saw

- i. Can be operated to cut horizontally or vertically. If unsure how these horizontal and vertical saws are set up, see the <u>v.</u> Supervisor.
 - Do not force wood stock through the saw, stop and check roller/material alignment.
 - For best results, cut material with the back side facing the operator. This will provide the smoothest possible cut on the face side of the panel.
- 2. Use the on/off buttons to start/stop this machine's motor. The emergency stop button should be used only in case of emergency.
- 3. Never leave the saw running unattended.
- 4. The thickest material this machine can safely cut is 2.5".
- 5. Never rip lumber on the vertical panel saw. Except for crosscutting a wide tabletop, this machine should not be used for solid lumber.
- 6. Sheet material measuring 4' x 8' or 5' x 5' easily fits onto this machine.
- 7. Never cut materials that contain screws, nails or staples. They may eject from the material or damage the blade. Pay special attention to the ends of panels as often labels are stapled there.
- 8. Never cut more than one piece at one time.
- <u>10. Do not place your hands on or under the saw carriage, or in the path of the blade. Keep</u> your hands on the clearly designated handles where they will be safe.
- 11. Do not try to retrieve a piece of cut material while the blade is rotating.
- <u>12. Do not force the tool. Let the saw do the work. A saw is more easily controlled and will</u> <u>do a better job when used in the manner for which it is designed.</u>
- <u>13. Crosscutting (vertical cutting) must always be done from the top down.</u>
- <u>14. Ripping (horizontal cutting) must always be done against the direction of the spinning</u> <u>blade (from left to right). Consult with the supervisor, as this is a special setup.</u>
- <u>15. Raise the saw carriage to the uppermost position on the guides whenever the tool is</u> <u>not in use.</u>
- <u>16. If abnormal noise or vibration occurs, turn the tool off immediately and have the</u> <u>problem corrected before further use.</u>
- <u>17. If the saw binds, shut the machine off and check how the material is supported.</u> <u>Warped, bowed or other misshaped pieces might pinch on the blade causing this to</u> <u>happen. Ask a supervisor for guidance.</u>
- <u>18. Thin material (less than 1/8", like plastic laminate) should be cut with the help of the</u> <u>supervisor. Special set up.</u>
- ii. <u>19. Once your material is small enough to be cut on smaller saws, it is safer and more</u> <u>efficient to utilize those machines. The vertical panel saw should generally be used for</u> <u>dimensioning larger pieces.</u>
- i. Drill Presses

The drill press is an excellent machine for drilling accurate holes and is invaluable when

drilling large holes.

- iii. Drill presses are to be operated at the correct speed for the material being drilled. If you do not know how to change the spindle speeds, contact the Supervisor.
- iv. Always make sure the chuck key is removed prior to turning on the motor.
- v. When leaving the machine always remove the chuck key from the chuck.

 - 2. Be certain that the table and head of the drill press are secure.
 - 4. Select the proper drill bit for the job and avoid dull bits.
 - 5. Insert the drill bit in the chuck properly and tighten it securely before starting the drill press.
 - 5. Remove the chuck key before turning on the power and before leaving the area of the drill press. If the chuck key is not removed, it will be thrown out from the chuck at a tremendous speed when the power is turned on.
 - 6. Use clamps or a drill vise whenever necessary to secure small or odd shaped work firmly.
 - 7. Larger bits should be run at slower speeds and smaller bits at higher speeds. This keeps the cutting edge of the bit at a reasonable speed.
 - 8. Use a backer board under the work or be sure the bit is over the center hole in the table when boring completely through your work.
 - 9. Keep hands away from the rotating spindle.
 - <u>10. Operate the feed lever so that drill cuts at a consistent feed rate into work.</u>
 - <u>11. Ease up on feed pressure when the bit begins to break through the work.</u>
 - <u>12. Back the bit out often to clear chips from the hole.</u>
 - 13. When boring to a given depth, use the depth adjustment nut or feature.
 - <u>14. Stop the drill press before removing your work.</u>
- vi. <u>15. If work comes loose and is seized by the drill press, shut off the power immediately</u> <u>if you can do so without endangering yourself. If it is impossible to shut off the power,</u> <u>move away from the machine and move others away.</u>
 - j. Planer

The planer is used to smooth lumber to an even thickness.

- vii. A courtesies announcement should be made to all the users in the shop, before using a loud machine.
- viii. Will not be used to remove old paint or varnish.
- ix. Will not be used on "particle board" plywood, or MDF (medium density fiber board) because of its glue content.
- x. The use of earplugs is recommended.
 - -----If possible, limit the use to 15min., preferable use the early hours in the morning or start at 3pm in the afternoon, since less users are in the shop.
 - <u>Do not remove more than 1/16" of wood in one pass (1/2 turn of the table height</u>
 <u>adjustment wheel</u>).
 - -----<u>Adjust the initial depth of cut to the thickest part of the board.</u>
 - <u>— The stock must be longer than the distance between the infeed and outfeed rollers.</u>
 - <u>— The minimum length of stock for planing is clearly marked on each planer.</u>
 - <u>— Do not plane stock to less than 1/4" thick. To plane thinner stock, run it through the planer with a backer board.</u>

- <u>Never put your hands into the planer.</u>
- <u>If a board needs to be realigned on the table after being gripped by the cutterhead,</u> <u>use care to keep your fingers clear of the table and feed rollers.</u>
- <u>Never change depth of cut after stock has been started through the planer.</u>
- <u>Do not plane stock with large cracks or loose knots.</u>
- <u>Always plane wood with the grain, never across or perpendicular to the grain; the planer will shred the wood.</u>
- <u>Always ensure that the machine has reached full speed before inserting the wood in</u> <u>the machine.</u>
- Plane pieces of varying thickness in progressive order, starting with the thickest first.
- Because of the possibility of flying particles, do not look into the planer while the machine is running. Stand in an upright position and to one side while you are operating this machine.
- <u>A planer will produce two flat, parallel faces only when the surface that was put on the</u>
- <u>table was flat and smooth to begin with. Planing a warped board will only produce a</u>
- warped board of even thickness.
- xi. <u>Kickbacks are infrequent but possible on a planer.</u>
 - k. Radial Arm Saw
 - The radial arm saw is used to cut lumber to rough length.
 - All stock must be securely held against the fence provided.<u>When making a cut on the</u> saw, hold the stock firmly against the fence.
 - <u>Maintain a minimum safe distance of 6" between the line of the blade and your fingers</u> and hands.
 - <u>Never hold the stock being cut with your thumb sticking out along the edge of the</u> board.
 - <u>Make sure there is no gap between the stock and the fence at the cut line. A gap can</u> <u>usually be avoided by turning the board over.</u>
 - Use your upper body to control the speed of the cut by keeping your arm relatively straight and rotating at the waist. Using only your arm makes it difficult to control the <u>saw.</u>
 - <u>Do not force the saw into the material any faster than it can cut with ease. Because of</u> the direction of rotation of the saw blade, it tends to "climb" into the wood. Control the rate of cut.
 - When cutting thicker stock, make sure the blade clears the back, upper corner of the stock prior to cutting. A spacer block between the stock and fence may be necessary to ensure this. This is a special setup.
 - Because it is hard to hold two or more pieces securely at the same time, cut only one piece at a time.
 - <u>Use the saw for rough crosscutting only and never for ripping.</u>
 - <u>Do not use the saw for cutting short lengths of stock; your hands could be drawn into</u> <u>the blade. Minimum length is 12".</u>
 - <u>Use extreme care in cutting warped stock since there is a tendency for the kerf to close</u> and pinch the blade in this type of defect. To avoid this difficulty, make a partial cut, back the saw out of the cut, and start again. This process should be repeated as long as a tendency to bind is observed.</u>

- <u>Let the blade reach full speed before making a cut.</u>
- <u>Always return the saw to the rear of the support arm after completing a cut. Never</u> <u>remove stock from the table until the saw has been returned.</u>
- xii. <u>Any unusual noise or vibration should be brought to the immediate attention of the</u> <u>supervisor.</u>
 - n.—l. Router Table
- xiii. It is recommended that the power cord be disconnected before installing or removing a router bit.
- xiv. Always make sure the fence on your router table is locked into position before each use. (MSS).
 - Always rout(should there be a "e" after this word?)cut in two or more passes when large amounts of stock are being removed. (MSS).
 - <u>Move the workpiece in the proper direction. If only one side of the bit is being used,</u> <u>move the work against cutter rotation. If the bit is cutting on both sides, feed the work</u> <u>so that the bit pushes the work towards the fence. (when applicable).</u>
 - <u>Use slower router speeds for longer bits. This is especially important at the router</u> <u>table, since large bits are more likely to be used here.</u>
 - <u>— Use the throat plate that leaves the smallest opening around the router bit.</u>
- xv. <u>When routing small or narrow pieces, use a backer board and/or a push stick to ensure</u> proper support, along with a fence with a small or no opening.
- xvi. Never bottom out the bit in the collet. Allow 1/8" clearance between the bottom of the router bit and the bottom of the collet.
 - m. Air Staplers and Nailers
 - <u>Pneumatic nail guns and staplers are compressed air operated devices used to drive nails</u> <u>or staples quickly and efficiently.</u>
- xvii. Must have proper air pressure to prevent equipment damage.
- xviii.—See the Supervisor to validate the correct pressure.
 - Never point an air stapler or nailer at anyone. <u>Safety glasses must be worn when</u> operating a nail gun or stapler.
 - <u>Always point the nail gun or stapler away from any person or body parts.</u>
 - <u>Except when ready to actuate the nail gun or stapler, keep your finger off the trigger.</u>
 - <u>Always disconnect the air supply when loading or unloading the magazine, or when</u> <u>making adjustments.</u>
 - <u>Ensure the nose guard is working properly, and if it is not, report the problem to the</u> <u>supervisor.</u>
 - <u>When operating the nail gun or stapler, make sure your hand or other body parts are</u> <u>not in front of or to the side of the fastener's path. Nails have been especially known to</u> <u>hit hard objects, like knots or difficult grain, and shoot out the side of a workpiece.</u>
 - <u>Use extra caution when driving a fastener close to an edge to prevent the fastener</u> <u>from splitting the work, flying away, or hitting your hand.</u>
 - <u>— Do not attempt to angle a nail or staple into the work surface more than about 10°;</u> <u>more than that may cause the fastener to ricochet off the work.</u>
 - <u>Pull the trigger lightly. A heavy pull may result in the gun driving two nails.</u>

- 1. <u>Before loading or unloading nails into the magazine, make sure the magazine is</u> <u>completely empty, then load the fasteners. Failure to do so may result in misfire,</u> <u>damage to the tool, or a fastener too long for the job.</u>
- 13. <u>Volunteer</u> Ssupervisors have the authority to refuse use of equipment if they feel it is being used in an unsafe manner. <u>Volunteer</u> Ssupervisors also have the authority to enforce the shop rules and regulations.

<u>Note: The Recreation Department reserves the right to review and adjust the operating rules</u> to accommodate the needs of the community. <u>All GRF policies and procedures apply to the</u> <u>use of the amenities.</u>

OPERATING RULES Clubhouse 2 Open Space



- A. Introduction/Purpose
 - 1. The Clubhouse 2 Open Space is designed for the enjoyment of Laguna Woods residents.
 - 2.—The open space rules and regulations have been designed to:
 - a. Ensure the open space is utilized safely
 - b. Ensure the open space users are respectful to all using Clubhouse 2
 - c. Establish fairness and equality among Clubhouse 2 users
 - d. Prevent damage to the surrounding landscape areas and buildings
- <u>A</u>B. General
 - <u>The</u> Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 Open <u>open</u> <u>Space space</u></u> (<u>which is the green space next toadjacent Pool 2</u>). The operating rules are subject to change at any time.

 - 2.—You may contact the Clubhouse 2 office at 949-597-4286.
 - 3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Clubhouse 2 Open Space. Staff oversees the Clubhouse 2 Open Space.
 - 4.<u>2. MM</u>aximum Capacitycapacity: is 125 people.
 - 5.3. Operating Hourshours: are from 8 a.m. to 10 p.m.
 - <u>4.</u> Controlled substances and smoking are prohibited within 25 feet of the open <u>Oopen</u> <u>space <u>Sspacearea</u>.</u>
 - 5. Each rResidents and guests must clean up the area after use.
 - 6. Excessive noise and/or loud amplified music is not permitted.
- <u>B</u>€. Who May Rent the Clubhouse 2 Open Space
 - 1. Any resident may rent the Clubhouse 2 <u>Sequoia</u> ballroom, which provides event rights to the open space. <u>The renter may give authorization for authorize use of the Oopen</u> <u>Sepace to another party, with clubhouse supervisor approval.</u>
 - If the ballroom is not rented or the renter is not using the open space, the open <u>Oopen</u> space <u>Space</u> becomes available for general use on a first_-come, first_-served basis, with clubhouse supervisor approval.
 - 3. The open <u>open space Space</u> is not reservable as a standalone reservation.
- F<u>D</u>. In Case of Emergency

1. Call 911.

. <u>1. Excessive noise and/or loud amplified music is prohibited.</u>Clubhouse 2 Open Space User Responsibilities

- 1. Those wishing to organize an event within the Clubhouse 2 Open Space must contact the Clubhouse 2 supervisor prior to the event to ensure no encroachment of other scheduled activities and/or facility rentals.
- 2.—No attendee, performer or user may sit within the landscaped areas surrounding the Clubhouse 2 Open Space.

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- 3. The use of foul language and inappropriate behavior including but not limited to threats, intimidation, physical violence, property damage, racial/ethnic slurs and sexual harassment is in violation of the GRF Nuisance Policy and may result in disciplinary action.
- 4. Excessive noise and/or loud amplified music is prohibited.
- <u>KD. Sprinkler System</u>
- 1. The Clubhouse 2 Open Space sprinklers are on a timer which can be adjusted only by staff. Any event that does not inquire with the Clubhouse 2 supervisor is at risk of their event being interrupted by automatic sprinklers.
- QG. Authority, Enforcement of Rules and Compliance Reporting
- 1. GRF is authorized to take disciplinary action against a resident found to be in violation of the Clubhouse 2 Open Space operating rules. The GRF Board has the authority to impose monetary fines, revoke use of facilities and/or bring forth legal action.
- 2. Clubhouse 2 staff will monitor use of the Open Space. If a violation issue exists, staff will take corrective action to ensure the safety of the Clubhouse 2 Open Space.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. <u>All GRF policies and procedures</u> apply to the use of the amenities.

OPERATING RULES Computer Learning Centers



A. <u>General</u>

- <u>All residents and their guests must sign in upon entering the facility. Residents</u> <u>must display their Laguna Woods Village ID.</u>
- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Work quietly in the computer learning centers. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- Abusive conduct, including viewing graphic or violent content, is not tolerated not permitted.
- 4. <u>Residents and guests must clean up the area after use and return all</u> <u>equipment to the proper place.</u>
- B. PC Workshop
 - 1. <u>All residents and their guests must sign in upon entering the facility.</u> <u>Residents must display their Laguna Woods Village ID.</u>

 - 2. The PC Workshop is open to all residents and their guests during posted hours.
 - 3. The PC Club Workshop is managed by ₩volunteers.
 - All users are requested to observe "library-like" guidelines on conversations,
 <u>cell phones, etc.</u>

Abusive conduct is not tolerated.

- 4. Using the PC Workshop is generally free of charge. To offset printing supply costs, printing fees may apply. Check with the ₩volunteer on duty for further information.
- 5. The on-duty volunteer may impose a time limit to accommodate those waiting.
- 6. Users may obtain information from the Ggreeter and computer assistance from the <u>Ss</u>upervisor(s) on duty.
- C. PC Learning Center
 - The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
 - <u>2.</u> The PC Learning Center provides a variety of computer classes.
 - 23. PC Club-organized classes are open to all community members; however, club members receive a discount. Club-organized class subjects and schedules are

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Agenda Item #13 Page 77 of 135 selected by the ₩volunteer PC Club education chairperson. A registration fee applies for each club-organized class.

- <u>34</u>. Classes are designed and paced to meet the needs of the majority of students.
- 4<u>5</u>. Expected classroom conduct is similar to that in an educational environment.
 <u>5</u>. There is a registration fee for each club organized class.
- 656. All instructors are PC Club Mmember ∀volunteers. All classes have an instructor and an instructor assistant who helps students keep pace with the class.
- 7<u>67</u>. Advanced classes may require basic skills as a prerequisite.
- 878. Special interest group (SIG) sessions are open to all residents free of charge. SIGs are typically held weekly on a variety of computer-related subjects.
- <u>989.</u> The <u>PC</u> Club funds and maintains a lending library that is available to club members only.
- D. Mac Learning Center
 - 1. The facility, including teacher-led classes, is open to all residents.
 - 2. The maximum number of guests per resident is three. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
 - All residents must sign in upon entering the facility.
 - 23. Mac Club membership is not required to take classes.
 - 34. The Mac Learning Center is operated by Macintosh Club ₩volunteers and is open in accordance with posted hours that may change periodically.
 - 4<u>5</u>. Using equipment is generally free of charge. To offset printing supply costs, printing fees may apply. Donations may be requested for class attendance.
 - 56. <u>Visitors may obtain assistance with Apple devices from on-duty supervisors</u> (<u>commensurate with their ability</u>). The on-duty volunteer may impose a time limit is to accommodate those waiting.

The Club funds and maintains a lending library that is available only to club members.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Equestrian Center



The Laguna Woods Village Equestrian Center (Equestrian Center) is a private facility for Laguna Woods Village residents and their guests. Residents must show their ID card when visiting the facility.

The Equestrian Center offers a boarding program, a riding program that includes guided lessons and trail rides, an outdoor brick BBQ and a small kitchen for outdoor social events, and horse trailer storage for current boarders. All fees for boarding, riding and social events are set by the Golden Rain Foundation of Laguna Woods (GRF).

Everyone using the facility must follow these operating rules at all times. The Recreation and Special Events Department sets rules and procedures for the protection of residents, guests, staff and horses, and reserves the right to review and adjust these operating rules to accommodate community needs. These Equestrian Center operating rules supersede and replace all prior Equestrian Center operating rules and understandings, oral or written.

- A. GENERAL General FACILITY RULES
 - 1. All residents and guests must sign in upon arrival at the facility.
 - <u>Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.</u>

 <u>Outside</u> of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
 - 1. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.All who enter the facility must sign in.
 - 2.—Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
 - 1. Business hours are Wednesday through Sunday from 9 a.m. to 3 p.m., except holidays.
 - 3. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may enter from 10 p.m. to 6:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
 - 4.<u>1.</u>Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.
 - 5.—<u>All facility guests are encouraged to attend staff- and volunteer-guided tours</u> Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.

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- 6.3. Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. Staff will provide a quick tour if possible. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
- 7.4.No unsupervised visits are allowed at the Equestrian Center for safety reasons. No petting of horses or feeding of horses is allowed by visitors at any time unless staff or the owner of a horse permits.
- **8.5.** Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file, which will be verified/renewed annually.
 - 9.—<u>a.</u>___Residents must accompany and register their guests at the Equestrian Center and will be required to show their ID card. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
 - 10. Guests must be at least 10 years of age in order to ride a horse.
 - 11. Minors <u>10 years of age and older</u> must have a waiver and a medical release signed by a parent or guardian and are required to wear boots and helmets while riding. Minors must be under adult supervision at all times while on the property.
- Smoking is strictly prohibited anywhere on the property is strictly prohibited not permitted.
- 12.7. Gasoline storage is not permitted.
- **13.8.** Touching or fFeeding of horses is strictly prohibited unless the owner gives explicit permission.
- 14.9. Bare feet, flip flops, sandals and <u>other</u> inappropriate clothing are prohibited<u>not</u> permitted.
- 15.10. Leashed dogs are allowed on the trails. Only boarders may bring leashed dogs on the property. Dogs deemed a nuisance (excessive barking, aggressive behavior, etc.) by staff must will must immediately be removed leave the property upon request by staffrom the propertyf. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
- <u>16.11.</u> Label all tack, equipment and supplies that will be stored on the property. <u>The</u> <u>Golden Rain Foundation (</u>GRF) is not responsible for the theft, loss, damage or disappearance of any tack or equipment or other property stored at the facility. Owners store all items at their own risk.
- 17.12. Immediately report all incidents to the Equestrian Center supervisor and/or the Equestrian Center assistant. If the Equestrian Center supervisor or assistant are unavailable, immediately notify Security Services personnel.
- 13. In case of an emergency that involves evacuation of the Equestrian Center, all horses will be moved to the OC Fair & Event Center per Orange County Fire Control, or any other location as designated by Orange County Fire Control. The Equestrian Center serves as an evacuation center for horses in danger due to fire (i.e., Trabuco, Silverado and Majeska canyons); Equestrian Center supervisor approval required.

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Agenda Item #13 Page 80 of 135 2. Respect all staff, residents, boarders, guests and their property. Disrespect will not be tolerated.

18.-

19. Violations of these Equestrian Center operating rules or any other GRF rules are subject to disciplinary action by the board.

B. Guests

- Guests under 10 years of age are not permitted to take lessons but may visit and attend events at the Equestrian Center. Residents sponsoring guests must be on property at all times, but are not required to ride with their guests. In addition, the Equestrian Center supervisor must provide each guest with authorization to use the facility.
- 2. All facility guests are encouraged to attend staff- and volunteer-guided tours Wednesday through Sunday. Visit the Equestrian Center webpage for current tour times.

C. Safety

- 1. All lesson clients are required to wear a helmet, boots, long pants, riding boots or other staff approved footwear. Shorts and open-toed shoes are not permitted.
- 2. Only staff and staff-trained volunteers may handle and feed GRF horses.
- 3. The Equestrian Center supervisor or Recreation and Special Events Department staff have the authority to determine when a situation is unsafe.
- D. BOARDING PROGRAM RULES Boarding Program Rules
 - <u>All boarders must follow all Equestrian Center operating rules and are responsible for</u> <u>ensuring their guests follow all rules.</u>

- A. <u>2.</u> Residents with a valid Laguna Woods Village ID card may lease a 12-by-12-foot box stall for their owned/leased horse and must be actively involved in the care of their horse.
 - a. Laguna Woods Village residents may sponsor a nonresident boarder to lease a 12by-12-foot box stall for their owned/leased horse. Nonresident boarders must be actively involved in the care of their horse.
 - b. Residents are responsible for their sponsored nonresident boarders' billing, unpaid feed and/or any damage caused by the sponsored nonresident boarder or the boarder's horse, or violations of this policy.
- B.—All boarders must follow all Equestrian Center operating rules and are responsible for ensuring their guests follow all rules.
- a. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.

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<u>1.</u><u>Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.</u>

- <u>3.</u> Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, three bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority <u>and horse safety</u> <u>determined by the Equestrian supervisor</u>.
- C. <u>a.</u> Care services are available only as staff time allows; there may be a waitlist for additional care services.
- 4. All boarders must sign a Horse-horse Boarding-boarding Agreementagreement, providing information about their horse, their choice of veterinarian and professional farrier, the desired feed for their horse, a list of contacts authorized to handle their horse and proof of liability insurance, with <u>Golden Rain Foundation (GRF)</u> and <u>Village</u> <u>Management Services Inc Village Management Services (VMS)</u>. listed as additional insured. All paperwork must be complete and on file in the Equestrian Center office. Paperwork must be renewed annually or any time the owner exchanges their horse. Any horse exchanges must be approved by the Equestrian Center supervisor.
- D.a.Boarders are responsible for arranging veterinary and professional farrierservicesas needed and agree to be directly billed for all services. All veterinary andfarrierwork must be done in designated areas.
- 5. Each resident boarder is entitled to two stalls. If one stall is vacated for any reason (death, sale of horse, etc.) and there is a waiting list, the stall becomes available to the next person waitlisted. If there is no waitlist, the boarder may pay a dry-stall fee for up to 90 days, at which time the stall must be filled or relinquished.
 - <u>a.</u> When there is a waitlist, resident boarders take priority over nonresident _____sponsored boarders.
 - b. Nonresident boarders will be entitled to one stall only and will not be asked to _____vacate if there is a waitlist.
 - c. If there is a waitlist and a stall becomes available, the first individual on the list will
 be contacted. If that individual accepts the stall but does not have a horse, a
 nonrefundable dry-stall fee will be charged, at which time the stall must be filled
 or relinquished. If a resident is not ready when contacted, they will be placed at the end of the waitlist.

When there is a waitlist, resident boarders take priority over nonresident sponsored boarders.<u>6.</u>Only boarders may rent trailer space at the Equestrian Center.

<u>a.</u> Trailering may be scheduled with the Equestrian Center office for local transport _during business hours when available. Nonemergency transport must be _____scheduled at least 48 hours in advance.

<u>b.</u> Emergency transport to the veterinarian will be provided when qualified staff are __available from 7 a.m. to 7 p.m. The Equestrian Center supervisor will determine _____whether a horse is safe for staff to transport. No horses at risk of going down in the trailer during transport will be hauled by Equestrian Center staff.

<u>______</u>C. Owners will load their own horses for transport or may ask for staff assistance only <u>______</u>if owners are physically incapable of doing so. Horses showing dangerous <u>__</u>behaviors will not be transported by Equestrian Center or <u>VMSVMS staff staff</u> and will be <u>_____</u>referred to a local professional hauling company. Staff has a right to refuse hauling <u>_____</u>for any horse they believe will be dangerous to haul. Staff will provide to boarders a current list <u>_____</u>of local haulers and horse ambulances when they are not able to transport a horse. <u>____</u> Horse owners or those leasing a horse being transported by the Equestrian Center _____ will be responsible for any damage to the trailer caused by their horse.

- 7. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use <u>his/hertheir</u> best professional judgment as to the veterinarian services required <u>in administering care to the horse</u>; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
 - a. After hours communications with staff hours must be for emergency, critical care or training information only.
- 8. No carts for driving horses are allowed onsite.

<u>9.</u> Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.

<u>10</u>M.The Equestrian Center supervisor must be present when a new horse arrives and has the authority to refuse any horse for boarding that may be dangerous to the facility and other participants. Stallions are never allowed and very young horses must be assessed ahead of time by the Equestrian Center supervisor.

- <u>a.</u> All new horses are subject to a quarantine up to seven days. Horses without
 <u>vaccines or</u>-from out of state may be subject to quarantine up to two weeks. Yearly
 - ____vaccines are mandatory for all boarded horses. Horses must be dewormed twice ____yearly unless a veterinarian recommends otherwise.
 - a.b.Local horses with vaccines up to date will be in quarantine for three days.
 - b.c. California horses or local horses without current vaccines will be in quarantine for five days.
 - c.d. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
 - <u>e.</u> Horses from out of state without current vaccines from areas with reported communicable disease or from rescue/auction situations will be quarantined for two weeks.
- F. <u>11.</u> Nonresident boarders are not entitled to remain if their sponsor is no longer a resident of Laguna Woods Village. Nonresident boarders must vacate the facility by the move date of their sponsor. If a new sponsor is to be added, they must apply to the supervisor for permission to continue tenancy. The supervisor will review on a case-by-case basis. Continued permission to remain on the facility is not guaranteed.

- G. Boarders are responsible for arranging veterinary and farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas.
- H. In the event of a medical emergency involving a boarded horse where staff has made all reasonable attempts to contact the boarder, the owner/lessee agrees that the Equestrian Center supervisor will use his/her best professional judgment as to the veterinarian services required in administering care to the horse; owner/lessee agrees to be billed directly by the veterinarian for services rendered.
- In the provide their own HE-approved soap and remain on the property until washing and drying cycles are complete. Remove items immediately so others may use the washer and dryer.
- J. <u>13.</u> During hot weather, boarders may use battery-operated fans only in stall windows only. Fans cannot be permanently secured and must be used according to manufacturer directions, per the fire department<u>Orange County Fire Authority</u>.
- <u>14.</u> Boarders are welcome to participate in staff-guided lessons and trails with their horse.

E. 3. STABLE YARD RULES Stable Yard Rules

- 1. Horses must be tied at designated areas where they cannot injure another horse or damage someone's property. Horses must never be left unattended.
- 2.—Never touch or feed a horse other than your own (including GRF horses) without the owner's permission.
- **3.2.** All horses must be kept to a walk in the stable yard unless under direction of staff. The only exception is for injury assessment when the area is clear. In this instance, horses may -trot or canter on a lead line.
- 4.<u>3.</u>Loose horses are never allowed anywhere in the stable area.
- <u>4.</u> When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
 - 5. <u>a. Riders may ride around the courtyards and must never walk under eaves</u> of barn or through breezeways.
- 6.5. There is a 20-minute limit on the hot walker when others are waiting.
- 7.<u>6.</u>Riding double is prohibited at all times.
- <u>7.</u> There is no feeding in the turnouts.
 - 8.
- <u>9.8.</u>Horses must be washed in the wash rack. There is a 15-minute limit when others are waiting; always keep water conservation efforts in mind.
- <u>10.9.</u> Everyone must clean up after their horse in the wash rack, at the rail, in the grooming stall, in the hot walker, in the arenas and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.

- <u>10.</u> Horses must be under control of their rider or handler at all times. The Equestrian Center supervisor or the Recreation and Special Events Department has the authority to determine when a situation is unsafe.Riders/handlers must keep a hold of led horses in hand at all times.
 - 11. a. Boarded horses may not be walked two at a time by one person (double).
- **12.11.** Professional fFarriers must use one of three designated areas on the property and must clean up all clippings and nails.
- **13.12.** Exterior gates must be secured at all times by a padlock and chain.

F. ARENA RULES Arena Rules

- <u>1.</u> Use is prioritized as follows:
 - <u>a</u>1.) <u>IL</u>essons

, <u>2b</u>.) <u>ridingRiding</u>

, <u>3c</u>.) <u>lungingLunging</u>

-and 4<u>d</u>.) loose Loose horses/turnout-

- 1.2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
- **2.3.** Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
- 3.4. Loose horses may be turned out for up to 20 minutes if no one is using the arena. They must immediately be removed if someone wishes to ride or lunge their horse.
- 4.<u>5.</u>Only three horses can be turned out at a time.
- 5.6. Gates must always be secured with the chains when horses are loose/turned out.
- 6.<u>7.</u>Riders should be polite and considerate and try not to interfere with other riders by following these guidelines:
 - a. Pass on the inside when travelling in the same direction.
 - b. Pass left shoulder to left shoulder when travelling opposite.
- 7.<u>8.</u>Riders must follow staff instructions when a lesson is in progress.
- 8.9. If problems occur, stop all horses immediately.
- 9.10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
- <u>10.11.</u> No lunging is allowed in the dressage arena.
- **11.**<u>12.</u> If lesson equipment is moved, it must be put back in place.
- **12.13.** Appropriate gaits are walk, trot, and canter.

G. TRAIL RULES Trail Rules

1. Guided trails with staff are walking only. Riders should pay attention to their horse and the surrounding area, maintain appropriate spacing between horses, pass oncoming horses left shoulder to left shoulder and follow all staff instructions.

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- 2. All horses should be kept to a walk when going up and down hills or through tunnels and also when other horses are in the area. Private horses may trot or canter only when the area is clear.
- 3. The bridle trail gate must be locked upon entry and exit. Riders must stay on the path and not on the grass. In addition, after 23 p.m. and when the Equestrian Center is closed, the rider is responsible for picking up the horse's droppings. Riders are always required to pick up droppings on the creek side.

H. TURNOUT RULES Turnout Rules

- 1. Twenty turnouts are provided for the use of boarders. Boarders must follow the rotation schedule and turnout rules posted by staff.
- 2. There is no riding in the turnouts or in narrow aisles between turnouts unless the turnouts are empty.
- <u>3.</u> Feeding is prohibited in turnouts except under special circumstances with staff approval.
- <u>4. Horses may share waterers in turnouts; boarders are responsible for cleaning all</u>
 <u>added water containers.</u>

I. FEED RULES Feed Rules

- 1. Feed cost is not included in the boarding fee; prices may fluctuate per current market prices.
- 2. Staff sets feed and feeds two times daily unless the owner is feeding something other than the feed provided. In this instance, the owner is responsible for setting the feed; staff will place it in the stall. Lunch is fed for an additional charge. All supplements are the responsibility of the owner unless paying for this optional service.
- 3. A flake of hay is an approximation. Staff will make their best attempt to be consistent and to accommodate requests for slightly more or less depending on the needs of their horse. Amounts may fluctuate slightly daily.
- 4. Boarders may get loose hay from the ground at any time to give to their horse.
- 5. For horses with specific medical needs that require precise feedings, owners may be responsible for preparing the feed; all preparation should be done at the sink or tables outside the tack rooms.
- <u>6.</u> Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help <u>with-mitigate</u>rodent <u>problemsinfestation</u>.

6.—

J. TACK ROOMS RULES Tack Rooms Rules

1. Boarders are allotted space in one of six common tack rooms and must contain their tack and supplies to their own space.

- 2. Boarders must keep <u>the tack room and</u> their area clean and also help keep the tack room clean.
- 3. Horses are not allowed in the tack rooms.
- 4.—Any feed (horse only) must be stored properly in an approved airtight container; all preparation should be done at the sink or tables outside.
- 5.4. Lock the tack room when you leave and after you have confirmed that other occupants are not in the immediate area. Do not leave keys in the tack room; secure the door in the open position when you are inside.

K. RIDING PROGRAM RULES Riding Program Rules

- 1. All residents and guests must follow GRF policies and the Equestrian Center operating rules at all times follow the directions of staff at all times.
- 2. The riding program is for boarders and their own horses as well as, residents and their guests who schedule lessons on a <u>boarded or GRF horseGRF horse</u>. Reservations are required and can be scheduled by calling the Equestrian Center office.
- <u>3.</u> The schedule is determined by the Equestrian Center supervisor and is based on demand, staff availability, weather and protecting the welfare of the horses.
 - a. Lessons may be canceled due to inclement weather including heat over 83 degrees, excessive wind, thunder, lightning, rain, fire danger and air quality.
 - 3. b. All lessons and trail rides will be with staff instructor or guide.
- <u>4.</u> Riders must meet weight and age requirements: 200 pounds maximum weight, and 10 years old minimum age.
- <u>5.</u> Riders must be free of injury or illness that might compromise their safety or the safety of staff assisting them.
- 6. Riders must also be able to mount and dismount using the mounting block with very minimal staff assistance<u>only one staff person assisting</u>. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
- <u>7.</u> Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
 - a. Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
 - **1.** <u>All lesson clients must be able to reach the stirrups, control the horse and follow instructions.</u>
- 4.—
- 5. Residents must accompany their guest(s) for the first visit to show their ID card and sign the waiver. Due to the nature of this activity, residents are not required to ride with their guests.

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- 6.<u>1.</u>Staff will assess all riders to determine their ability to safely participate and may cancel or end a lesson/trail ride if the safety of the rider, horse or staff could be compromised.
- 7.—All lesson clients are required to wear a helmet, boots, reach the stirrups, control the horse and follow instructions.
- 8.—Before riding on the trail, riders must demonstrate, to staff's satisfaction, their ability to handle the horse at a walk and trot while guiding the horse on a course.
- 9. All lessons and trail rides will be with staff instructor or guide.
- 10.-Riders must follow the directions of staff at all times.
- 11. Riders must wear long pants and riding boots or other staff approved footwear. Shorts and open- toed shoes are prohibited.
- 12. Only staff and staff-trained volunteers may handle and feed GRF horses.

L. VOLUNTEER PROGRAM RULES Volunteer Program Rules

- 1. Volunteers must be at least 12 years of age.
- 2. Volunteers who handle horses must have attended several grooming and tacking classes, and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses.
- 3. Once approved by the Equestrian Center supervisor, new volunteers will be mentored by staff and by other trained volunteers.
- Volunteers may only handle the horses during business hours and under supervision by staff, and must remain in the GRF area under staff supervision unless otherwise directed by staff.

4. <u>Note: The Recreation Department reserves the right to review and adjust the operating</u> rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.

OPERATING RULES Fitness Centers and Gymnasium



- A. General
 - 1. With the exception of Clubhouse 5, Fitness Centers are only open when fitness <u>Fitness</u> staff is on duty.
 - 2.1.All rResidents and guests must present swipe their Laguna Woods Village resident ID cards and register upon entering the facilities and must have the appropriate Fitness Center Release, Waiver of Liability and Indemnity Agreement on file prior to using the equipment rooms. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
 - 3. All residents must participate in an orientation with Fitness Staff prior to using the facility for the first time.<u>No outside personal trainers allowed. Physical</u> <u>therapist may aid client for a limited time after approval from fitness</u> <u>supervisor.</u>
 - 4.2. Appropriate attire and <u>closed--toe shoes</u>footwear for engaging in fitness activities are required.
 - 5. The Fitness Staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if participant is monopolizing equipment.
 - 6.—Time limits on exercise equipment are set by f<u>F</u>itness c<u>C</u>enter staff.
 - 7:3.Only registered service dogs trained to perform a task directly related to a person's disability are permitted; nonoall other pets/animals is permitted are prohibited permitted.
- B. Guests Fitness Centers
 - Guests under 16 years of age are not permitted to use the fitness centers. The maximum number of guests per resident is two. Residents must accompany their guests at all times. Residents and guests must sign in upon arrival at the facility.
 - 2. With the exception of Clubhouse 5, Ffitness Ccenters are only open when Ffitness staff is on duty.
 - <u>All residents must present and swipe their Laguna Woods Village ID cards upon</u> <u>entering the facilities and must have the appropriate Fitness Center Release,</u> <u>Waiver of Liability and Indemnity Agreement on file prior to using the</u> <u>equipment rooms.</u>

- 3. No oOutside personal trainers allowed are prohibited not permitted. Physical therapists may aid clients for a limited time upon fitness supervisor approval from the Fitness Supervisor.
- 4. The Fitness staff may restrict activity and/or use of the exercise equipment for any participant whose health or safety is in question or if the participant is monopolizing equipment.
- 5. <u>Time limits on eExercise equipment time limits are set by Ffitness Center staff.</u>
- 1.—Residents must accompany their guests to the Fitness Centers and sign them in and remain with the guests at all times.
- 2. Guests must complete and sign a Fitness Center Release Waiver of Liability and Indemnity Agreement prior to using the equipment rooms.
- 3. Guests under the age of 16 years of age_are not permitted to use the Fitness <u>fitness</u> <u>Centerscenters</u>. Maximum <u>The maximum</u> number of guests per resident is two.<u>Residents and guests</u>
- 4. Guests must be 12 years of age to participate in a Gymnasium activity and may not disrupt any of the activities in progress. Guests may be denied use of any exercise equipment if residents are waiting.

C. Gymnasium

- 1. All residents and their guests must sign in each time they use the Gymnasium.
- 2.— A resident may sponsor a maximum of two<u>two</u> guests at any one time and must at all times accompany the guest(s).
- Residents take priority over guests unless they are participating in a game with resident players. If a resident is waiting a guest must surrender a court after completing the game.
- When residents are waiting to play doubles, anyone playing singles must surrender the court after finishing their game.
- Guests must be under -12 years of age of age to are not permitted to -participate in a Gymnasium activity and may not disrupt any of the activities in progress. <u>MThe maximum number of guests per resident is two. Residents must</u> accompany their guests at all times. All rResidents and guests must sign- in upon arrival at the facility.
- 4.2.All pParticipants must follow proper rules of etiquette for each sport or class, and exhibit demonstrate good sportsmanship.
- 5.3. Using any type of powder and/or liquid on the Gymnasium floor or on the bottom of shoes worn in the facility is prohibited not permitted.
- <u>4. All programs in the Gymnasium programs</u> must end <u>at ten10</u> minutes <u>prior</u> to the hour to accommodate set-up of athletic equipment, chairs, etc., for the next program.
- 6.5.Each rResidents and guests must clean up the area after use and return all equipment to its the proper place.

- 7.6. Saddleback College Emeritus students must follow college registration process and rules when attending college classes.
- 7. Open gym time is on a first_come, first_served basis. Scheduled activities have take priority.
- 8. <u>Play may be restricted due to scheduled maintenance. Club events and</u> <u>tournaments take priority at the facility and must be approved by the</u> <u>Recreation Department. Please reference Recreation Department policy for</u> <u>tournament guidelines.</u>

D. Indoor Pickleball

- 1. When the courts are full, the sign-up sheets (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is totally done completed and the player has vacated the court.
- 2. When there are more than 12 players waiting, shorten games to 7 seven points and limit a game to 10 minutes.
- <u>Doubles takes priority over singles. If a resident is waiting to play doubles,</u> anyone playing singles must surrender a court after completing their game.
- Please reference Recreation Department policy for tournamentguidelines.During Recreation scheduled Pickleball hours, the Clubtournaments and events must be approved by the Recreation Department andmay take priority at the facilitymay plan activities andlessons/clinics/workshops and post those reserved hours at least a week inadvance in the gym.
- When the outdoor courts are unplayable due to inclement weather, open play takes priority over Recreation contracted instructors. Only during pickleball times.
- 3. Last players must take down nets, and stanchions, and put them away.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

GARDEN CENTERS OPERATING RULES Garden Centers



- A. Introduction/Purpose
 - The Garden Centers are recreational facilities managed by the Laguna Woods Village Recreation Department and its staff. The Garden Centers are a functioning farm that provides a relaxing enjoyable environment for the residents to tend, grow and harvest their own fruits, vegetables, flowers and non-flowering ornamental plants.
 - 2.—The rules and regulations have been designed to:
 - a.—Ensure the gardens are safe
 - b. Ensure that community gardens are a pleasant place to visit and admire
 - c.—Establish fairness and equality among gardeners
 - d. Prevent damage to the land and groundwater
- BA. General Operating Information
 - 1. Golden Rain Foundation (GRF) establishes the hours of operation, assign personnel and otherwise oversee the operation of the Garden Centers. In an ongoing effort to improve, the operating rules are subject to change at any time. Any updates will be posted on the bulletin boards and distributed via e-mail and/or website. <u>All rules applying to all GRF</u> <u>Amenities are applicable to the Garden Centers.</u>
 - 2. You may contact the Garden Center at (949) 268 2387 or Garden Center Manager Tom <u>McCray at 949-597-4350</u>.
 - 3. Staff is responsible for enforcing the Operating Rules to serve the best interest of all residents who use, or wish to use, the Garden Center facilities. Staff oversees the Garden Centers; staff hours are posted at the Garden Center office and on the Laguna Woods Village website. <u>Garden center staff are authorized to enforce these rules.</u>
 - <u>1.</u> Operating Hourshours: Sunrise to Sunset.
 - a. The Garden Ecenters may only be accessed only by those authorized Occupants or Elessees who are actively leasing a garden, tree, shade and/or Vegepod plot.
 - b. Laguna Woods Village residents who don't lease a garden center plot may arrange to tour the garden centers by making an appointment with staff or one the center volunteers. -Someone is typically available every day between 8 from 8 a.m. and to 4 p.m.– Contact the garden center-staff at 949-268-2387 or via email at gardencenters@vmsinc.org to make arrangements.
 - 2. Guests must be accompanied by an authorized resident or staff member at all times.
 - 4. Odors: this includes second-hand smoke (cigarettes, cigars, marijuana and vaping), etc. and is a violation of the GRF Nuisance Policy.
- €<u>B</u>.<u>Safety</u>
 - 1. In severe emergencies call 911; then call Security Services at 949-580-1400.
 - 2. Emergency telephones that connect directly with the Security OfficeServices are availablelocated at both Ggarden Ccenters.

- a. At Garden Center One1, the emergency telephone is located at the Moulton side front gate.
- b. At Garden Center Two2, there is one emergency phone is located outside of the office; and another ois on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
- <u>C.</u> Who May Rent a Garden and/or Tree Plot
 - <u>1.</u> Any authorized Occupant or Lessee, as defined by United Laguna Woods Mutual and Third Laguna Hills Mutual,resident may request a Garden garden Center Center Use-use Permitpermit. One permit is issued per manor. Use These Permits permits are only accepted only on official forms provided by GRF. All persons using a plot must be listed with the following contact information: resident ID number, manor number, address, home phone number, cell number, and e-mail if applicable. Use Permits will be renewed annually in compliance with current adopted GRF policies.
 - 1.2.All fees are according to the GRF <u>Schedule schedule</u> of <u>Fees fees</u> and must be paid <u>Uupon</u> receipt of the <u>Garden garden Center center</u> invoice.
- ₽<u>D</u>.Signing Required Release and Waiver of Liability Agreement
 - All gardeners and partners are required to sign a Hold <u>hold Harmless harmless</u>, <u>Release</u> <u>release</u> and <u>Waiver waiver</u> of <u>Liability liability</u> <u>Agreementagreement</u>. This signed agreement will be maintained on file. This agreement limits GRF's liability and waives any claim a gardener may have, including injury or damage absent gross negligence or willful misconduct. Forms are available online, at the <u>Garden garden Center center</u> office or the <u>Recreation recreation Officeoffice</u>. The waiver agreement form will <u>periodically</u> be updated <u>periodically</u> and require a new signature.
 - 2. Guests must be accompanied by an authorized resident at all times.
- **<u>E</u>**. Temporary Working of Your Plot by a Designated Person
 - 1. No one may work a garden for another gardener unless they are a resident of Laguna Woods Village and listed on the Use Permit as a partner with the appropriate contact information. If an individual is found to be working a plot without being listed on the Use Permit, the Use Permit holder will be subject to disciplinary action which could result in loss of gardening privileges_. If a garden plot holder is unable to work their plot for a period of time, the registered partner may work the plot in their absence. If a partner is also not available, please contact the Gggarden Eccenter office for guidance. A temporary partner may be assigned; but will need to have a partner waiver on file for that plot. -Guests may assist in the maintenance of the plot as long ascontingent upon a plot holder or their partner arebeing present the entire time the guest isthey are working on the garden.
 - 2. Circumstances including but not limited to medical issues and extended leave of absence may prevent a gardener from obtaining a resident partner; such cases will be reviewed on a case by case basis by Recreation staff.
- F. In Case of Emergency
 - 1. Emergency telephones that connect directly with the Security Office are available at both Garden Centers.
 - a. At Garden Center One, the emergency telephone is located at the Moulton side front gate.
 - b. At Garden Center Two, there is one emergency phone outside of the office and another on the east side of the storage building (tool shed and restroom) near the Maintenance Center.

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- 2. In severe emergencies please call 911.
- GF. Gardener Responsibilities
 - <u>Gardeners/partners are responsible for keeping their plots weed and debris free at all</u>
 <u>times.</u> Gardeners are responsible for keeping plots free of excessive weeds and debris
 <u>under control as much as possible.</u> Long periods of neglect will be addressed by GRF staff
 and could result in the loss of a garden plot.
 - 2. Gardeners/partners must do their own gardening. Gardeners are expected to manage the garden in their plot on their own. GRF Sstaff are not generally available to assist in the day to dayday-to-day activities expected of a garden plot.
 - 3. Gardeners are not allowed to sublease or otherwise turn their plot over to someone who is not legally documented on the <u>Use-use Permit permit</u> as a partner.
 - -4. The Use Permit holder must grow/harvest/maintain (keeping weed free) his/her plot all 12 months.
 - <u>54</u>. Work must commence within 30 days of permit issuance.
 - 65. Gardeners are obligated to plant fruits, vegetables and/or flowers.
 - <u>76</u>. Seasonal gardeners, <u>e.g.e.g.</u>-"snowbirds"<u>, or</u> summer "desert escapees<u>,</u>" are required to share their plot(s) with a partner who may maintain the plot in the opposing seasons.
 - 8. Mulch outside of plots is prohibited_.
 - <u>97</u>. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use in theon Garden Center Two-2 walkways.
 - <u>108</u>. <u>The dD</u>isposal of trash and debris is the responsibility of each gardener. Large green waste and general trash dumpsters are located strategically throughout the facilities. Do not place debris in walk areas or leave debris in wheelbarrows.-_Green waste items <u>need</u> to<u>must</u> be placed in the green waste <u>trash</u> bins.
 - 11. Al9. Keep wWl walkways must be kept clear and empty and return wheelbarrows must be emptied and returned to their proper storage areas. Gardeners using who use GRFfurnished tools furnished by GRF are responsible for the proper care, cleaning, and return, and storage of these said tools to the tool sheds from which they were obtained.
 - 1210. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians, and around structures or in walkways, is not allowed permitted unless approved by Recreation recreation staff.
 - <u>11. A licensed contractor must be hired for any improvements over \$500; these contractors</u> <u>must have current copies of their license, and liability insurance and sign the GRF</u> <u>Ccontractor/Hhandyman Rrelease Aagreement, all of which must be presented to Ggarden</u> <u>Ccenter staff prior to commencement of work.</u>
 - 12. A handyman may be hired for any improvements under \$500 and must provide proof of insurance and sign the GRF contractor/handyman release agreement, GRF <u>Contractor/Handyman Release Agreement</u> both of which must be presented to gGarden <u>Ccenter staff prior to commencement of work.</u>
- 13. All items stored within the garden plot must be **essential** to gardening. Pesticides of any kind may not be stored at the Garden Center. Items such as wooden stakes, tomato cages, etc. must be kept in a neat and orderly manner. Materials may not be stored against either the perimeter fencing of the plot or Garden Center.
- 14. Gardeners are required to adhere and comply with all Garden Center Operating Rules, Recreation Department Policy, GRF Governing Documents, and all applicable laws. Failure to do so may result in disciplinary action and/or loss of use permit.

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- HG. Pets/Animals at the Garden Centers
 - 1. Pets are not allowed at <u>theeither Garden garden Centers</u>centers, but must be on a leash at all times and remain inside the plot while the owner is gardening. Staff reserves the right to deny access to pets that are deemed aggressive or <u>unruly</u>.
 - 2. Do not feed wildlife in the Garden garden Centerscenters.
- HH. Annual Fees
 - As part of the initial plot rental process, residents will <u>be givenreceive</u> a statement <u>from the Financial Services Department</u> with the amount due for their plot(s). All checks will be made payable to GRF. The rental fees along with all applicable documentation must be submitted to the <u>Recreation recreation Officeoffice</u>. GRF may revoke the <u>Use use Permit</u> of any gardener who is 30 days delinquent in payment of his/her plot rental.
 - <u>2.</u> Plot rentals are for one calendar year and <u>renewed billed</u> annually.
 - 2.—The resident may begin working the plot upon receipt of plot rental fees and must commence within 30 days of paying the plot rental fees.
- J. Assignment of Garden Plots/Spaces

1. Garden Center staff will keep an active waiting list based on a first-come, firstserved basis.- When a plot is released, the first resident on the waiting list will be offered that plot.- The plot will be transferred "as is" unless a dangerous structure needs to be removed or no working water source.- Garden plots are leased on an available basis and only one is allowed per manor.

- a. If needed, staff will prepare plot offered to a lessee, so that it is weed free, rototilled (if free of gravel), all prior existing non-gardening miscellaneous items removed, as well as any deteriorating structures, and has access to a functioning water source.
- 2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current <u>Use-use_Permit-permit_holder.-</u>
- 3. There is a limit of one garden plot and/or one tree plot per manor. Anyone with more than one garden plot and/or more than one tree plot prior to May 3, 2016, will be allowed to keep a maximum of two garden plots not to exceed approximately 400 square feet and/or two tree plots.

a. If the primary permit holder releases the plot, the registered partner may only become the permit holder for one plot.

- 3. <u>4.</u> When a Use Permit holder decides to relinquish his/her plot, he/she may designate the registered partner as the new Use Permit holder in writing to Garden Center administrative staff.
- a. If the new designated Use Permit holder has another plot, he/she must relinquish a matching number of plot(s) which will become available to new garden plot applicants.
- 4. Use Permits permits shall be personal to the gardener and shall not be assignable to any other person and shall not pass on to any successors or assignees unless the plot is shared by another resident who is a registered partner in accordance with Section G.2. of these Operating Rules. If during the lease agreement a resident moves or becomes deceased dies, the resident sharing the plot may have an opportunity to become the <u>uUse Permit permit Holder</u>.
 - <u>a.</u> If the plot is offered to a partner, it will be in the order in which the names of the partners appear on the current <u>Use use Permitpermit</u>.

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- a.b. If the new designated Uuse Ppermit holder has another plot, they must relinquish a matching number of plots, which will be made available to those on the waiting list.
- 5. <u>5.</u> When a garden plot becomes <u>available-vacant</u>, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.
- KJ. Watering/Irrigation

Any gardener watering their garden plot must be present at the Garden garden Ccenter in their plot _the entire period of time the water is turned on, <u>unless_even if</u> an alternative irrigation system is in place.

- 1.—All watering at the Garden garden Centers centers is subject to the El Toro Water District rules
- <u>1.</u> and any other governing agency or municipality.
- 2. All hoses must be equipped with a positive self-closing shut-off hose nozzle. <u>Turn off Tt</u>he water faucet <u>must be also be turned off</u> once watering is complete.
- 3.—Staff shall be notified when faucets or valves are found to be leaking. Water shut-
- <u>3.</u>—off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by <u>Garden garden Center center</u> staff.
- <u>4.</u> Irrigation work that will require shutting off water to a garden area must be done by a Garden garden Center center staff member. or a GRF approved technician.
 - 4. <u>a.</u> Common area water sources may not be blocked by personal garden fences or <u>other obstructions.</u>

5.—If an alternative irrigation system is in place such as an automatic irrigation or drip irrigation system, **timers are required** and must be set at the lowest possible setting for appropriate watering of garden plot.

a. Batteries must be checked on a weekly basis to ensure they are working properly.

5. All gardeners are responsible for prudent, non-wasteful watering practices, and for preventing water runoff from damaging adjacent plots.

6. <u>6.</u> No irrigation systems other than drip or soaker systems are permitted in a plot.

- 7. Gardeners must keep the amount of time the water is turned on to as short a time period as possible. Electronic solar and battery-operated water timers are allowed.
- <u>LK</u>. General Gardening Information
 - 1. Garden plots must be planted and maintained year-round.
 - Plot holders who do not actively garden during short-long periods (less more than one month) must plant a cover crop or cover the plot with plastic to limit theinvasive weed growth-of invasive maintain the plot free of weeds. The registered partner may maintain the plot in the plot holder's absence.
 - 3. GRF/Recreation reserves the right to prohibit or limit any plantings that are not in the best interest of the Community or the Garden Centers.
 - 4<u>3</u>. All plants with invasive roots <u>(e.g., banana trees, mint, canna lilies, bird of paradise, sugar</u> <u>cane and ginger</u>) or plants that are larger than the plot size is <u>are prohibited nor permitted</u> and must be removed or grown in a container <u>that can contain the roots</u>.
 - a. For example banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger
 - b. Trees may not be planted in garden plots including pots/planters.<u>except in pots to</u> <u>contain the roots.</u>

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- 54. Significant shading of a neighbor's garden plot with any plant or material is prohibited not permitted. Tall plants/creeping vines must be planted along a south/south east facing fence or planted in the center of the garden plot. These planting must not exceed 10 feet in height nor interfere with a neighbor's plot_Gardeners are required to monitor the growth of the plants and limit the height of structures in their garden as not to adversely affect the sunlight in neighboring gardens.
- ML.Garden/Vegetable Plot Specifics
 - Staff must approve any fence or other structure prior to it being built per GRF guidelines. Proper materials and structural integrity will be required as part of the plan. When planning any enclosure keep in mind that when releasing the unit the structure stays with the unit and no financial arrangement can be made with a prospective new renter. The plot and all improvements become GRF property upon release of the plot; no financial arrangement can be made with a prospective new renter. and follow GRF. guidelines.
 - 2. Each gardener is responsible for walkways within and around their plots.–_Walkways must be clear of obstacles<u>and weeds</u>. No intrusion of growing material into the walkways.
 - 3. No trees may be planted in **any** garden plots except in pots that fully contain the roots.
 - 4. Plot holders may grow vegetables, fruits, herbs, flowers and edible weeds in their plot.
 - 5. <u>Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener or transferred to a pot that can contain the roots.</u>
 - <u>6.</u> Edible weeds must be harvested and not allowed to go to seed.
 - <u>67</u>. Plot holders must <u>utilize use</u> at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening<u>. or be used as an entertaining area.</u>
 - 78. The pPlot soil must be maintained in an aerated state and no modification or amendment to the soil may be added <u>that which</u> will impede the future use of the plot, including but not limited to gravel and <u>vermiculitedecomposed granite (DG)</u>.
 - 8. Plot holders may grow plants considered invasive, such as bamboo, mint and Asian Yams, as long as it is in an above ground mobile container, planter, etc. Invasive plants, such as bamboo, mint and Asian Yams and trees already existing in the garden plot must be removed by the gardener or transferred to a pot that can contain the roots.
 - 9. The followingRice and sugar cane are water-intensive crops and are prohibited: rice and sugar cane.
 - 10. Crops should be rotated.
 - 1<u>40</u>. Crops must be harvested and not left on the ground to rot and go to waste.
 - 12. Plot holders should grow a variety of plants and should never grow less than two types of plants at any one time.
 - 1<u>31</u>. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walk-way. The Garden Center center staff has the right to trim the excess plants over hanging into the walkway without prior notification.
- <u>₩M</u>. Shade House Spaces
 - 1. Each bench space is approximately 16 square feet and will be assigned on a one_-per_manor basis.

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2. The shade house will be kept locked at all times when it is not in use by those with Use use Permitspermits. Keys will be issued to all shade house permit holders. Keys must be returned to the Recreation recreation Office office when the <u>u</u>Use Permit permit is terminated.

- 3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept in a-neat and orderly, <u>condition</u> and must be maintained above the ground in order to reduce the opportunity for rodent nest sites. <u>Storage Materials storage of materials not</u> <u>non</u>essential to shade house gardening activities is prohibited.
- 4. Each shade house gardener is responsible for elimination of all debris and weeds in their half of the walkways around their bench space.

<u>⊖N</u>. Fruit Tree Areas

- All new trees planted in tree plots in both Garden garden Centers centers shall be dwarf and semi-dwarf fruit trees only and must obtain written approval in advance by the Recreation Department. Trees that are not fruit trees currently planted in both Garden-garden Centers centers may be grandfathered in at Garden-garden Center-center staff discretion. Untended or unapproved trees may be removed by Garden-garden Center-center staff after notification to tree plot Use-use Permit-permit holders.
- 2. In both Garden garden Centerscenters, existing trees maximum height is 15 feet and must have a minimum of three trees per 10'x10' area but not exceed five trees_must be maintained in a fashionas suitable for the plot space and the neighboring gardens plots. New trees that are planted should be that canonly grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.
- 2.3. Tree plots must utilize use shared water spigots. Please remove your personal hose after each use.roll up your hose and place it in your plot after each use. Timers are not allowed.
- 3.4. Gardeners are reminded of the steep sloping grades that exist in the tree area; and lessees are tomust maintain safe walks, steps and slope_-retaining walls at all times.
- 4. Gardeners are expected to prune and care for their trees so they do not spread disease. Trees are not to grow over other plots or block walkways, and may not rise more than 15 feet in pruned condition.
- 5. Tree plots must be kept free of weeds, fallen fruit, leaves, and flowers.<u>maintained year-around and should</u>must be clear of excessive weeds, fallen leaves and unharvested fruits.
- a. No vegetation plants are allowed in tree plots.
- 6. Structural fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Temporary fencing is only permitted for 30 days during harvest time to protect the produce from falling or being taken before ripeness. Failure to remove the fence at staff's request shall result in the removal of the fence at the expense of the Use Permit Holder at the current chargeable service rate. Due to the nature of the trees in the plots, fences that can be removed are necessary so trees in order to can be pruned as needed.

a. If the tree plot produces fruit year round, **permanent fence approval will need to be obtained from the Garden Center Administrative office**.

- b.a.____Temporary fencing guidelines are as follows:
 - i. 14-gauge wire fence or flexible plastic mesh with ³/₄" to 1"
 - ii. II. Up to 2-1/21/2"" Metal T or U Posts not to exceed six feet in height
 - iii. III. Galvanized steel fence T-Post clips
 - iv. IV. Wooden boundary footings are permitted
 - <u>V.</u> Concrete or other hard curing materials are prohibited.
 - ₩.

—Temporary fence sample pictures below:



PO.Garden Product Policy

- Any organic substance for use in the gardens should be approved by the U.S. Department of Agriculture's (USDA) National Organic Program or by the Organics Materials Review Institute (OMRI). To see if determine whether a substance is allowed in a community garden, check the USDA National Organic Program National List, Subpart G, 205.601 and 205.602 or the OMRI Web web site, www.omri.org.
- 2. Organic Gardeninggardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic Gardening gardening uses fertilizers and pesticides but excludes the use of manufactured (synthetic) fertilizers, pesticides (including herbicides, insecticides and fungicides), plant growth regulators, sludge and nano materials.

The following table includes, but is not limited to, substances that are recommended and those that are not-:

PEST AND DISEASE	Recommended	Not Recommended
CONTROL	 bacillus Bacillus thuringiensis(Bt) soap Soap spray Horticulture pepper/onion spray - sulfur wood Wood ashes sour Sour milk solution lace Lace wings Dedormant oils 	- Roundup is forbidden - rotenoneRotenone - pyrethratePyrethrate, pyrethroids - nicotineNicotine sulfate

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	- microMicro-cop or equivalent	- malathionMalathior
	- diatomaceous <u>Diatomaceous</u> earth (DE)	- diazinon Diazinon
		- sevin Sevin
	- baking <u>Baking</u> soda	-
	- borax<mark>Borax</mark>, boric acid - sluggo	organophosphatesOr
	- lady <u>Lady</u> bugs	ganophosphates
		-
	- tangle <u>Tangle</u> f oot	– Finale
	- marigolds <u>Marigolds</u>	- Dursban
FERTILIZERS	- beneficial <u>Beneficial</u> nematodes - netting	- organ <u>O</u>rgan
	- Pyrethrum*	chlorides
		-
	* Pyrethrin : It i<u>i</u>s a naturally occurring insect-killing	chlorpyrifosChlorpyr
	chemical taken derived from chrysanthemum flowers.	<u>os</u>
	In the flowers, these bug-killers exist as a mixture of six	
	separate chemicals that together are called pyrethrum	
	or pyrethrins. Pyrethrins (without piperonyl butoxide	
	or other enhancers) are permitted for use on organically	/
	grown crops.	
	Recommended	Not Recommended
		- ammonium
		Ammonium sulfate
		- ammonium
		Ammonium nitrate
	- cotton <u>Cotton</u> s eed	- muriate Muriate of
	- kelpKelp	potash
	 - compost<u>Compost</u> - manure<u>Manure</u> - blood<u>Blood</u>, bone, horn, and hoof meals - liquid-Liquid fish or seaweed - fertilizers <u>Fertilizers</u> classed as <u>"organic"</u> 	-
		superphosphates <u>Aur</u>
		erphosphates
		- highly <u>Highly</u> solub
		chemical fertilizer
		- Ozmicote
		- Non-organic Miracle
		Gro w

QP.Authority, Enforcement of Rules and Revoke of Use Permit(s)

- VMS staff is authorized to send out compliance letters for Operating Rules violations. Violations of the Garden Center Operating Rules, vandalism, theft, harassment or nuisance could result in filing a compliance report and/or subject to fines, suspension of GRF facilities and loss of Garden Center Use Permit_make periodic checks of all garden/tree plots to ensure they are being cared formaintained and abiding byadhering to the operating rules. Staff will communicate concerns via email or phones to ask that these issues be addressed-at-once.
- 2. Garden Center staff will make periodic checks of all garden plots/spaces to ensure they are being properly cared for and operating rules are adhered. If a safety issue exists, staff will take corrective action to ensure the safety of the Garden Centers. Any costs incurred will be at the gardener's expense.
- 3.2. If a gardener is found to be in violation of the Operating operating Rulesrules, the gardener shall be notified by Recreation Department staff in writing of alleged violations and required to comply within a reasonable time from the date of the notice. Failure to comply within the allowable time may result in a hearing for disciplinary action by GRF. -Violation protocol is as follows:

Notice 1: Verbal outreach to resolve the violation; <u>if no response from lessee after seven</u> <u>—days;</u>

————Notice 2: Letter outlining the violation and required deadline completion; <u>if</u> <u>no response</u> <u>after 14 days</u>;

Notice 3: Notification of GRF hearingCompliance Departmentivision notified of violation.

- **4.3.** Upon termination or revocation of a <u>Use use Permitpermit</u>, a gardener shall not be entitled to any refund or apportionment of any fee paid to GRF for any material planted, growing or otherwise located within the <u>Garden-garden Centers-centers</u> or for any improvements made on the premises by the gardener, and at the option of GRF, all or part of such material and improvements shall become the property of GRF. Gardeners are responsible for leaving plots weed and debris free and ready for the next gardener. If not, GRF may charge for clean-up when a garden is left in such a condition as to require clean up.
- 5.4.Violations that warrant disciplinary action through Security Services or the OC Sheriff IOLATIONS WARRANTING DISCIPLINARY ACTION THROUGH SECURITY OR /OC SHERIFF (if warranted):
 - •<u>a.</u> Theft of tools and equipment
 - •<u>b.</u> Theft of produce and plants
 - •<u>c.</u>Vandalism of tools, equipment
 - •<u>d.</u> The use of <u>fF</u>oul language and offensive behavior, including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF <u>Antianti</u>-<u>Harassment harassment Policypolicy</u>)
 - <u>e.</u>Odors: this includes, including second-hand smoke (cigarettes, cigars, marijuan<u>a,a and</u> vaping), etc.<u>)</u>, and is<u>are</u> a violation of the GRF Anti<u>anti</u>-Harassment <u>harassment</u> Nuisance <u>Policypolicy</u>.
 - •f. Violation of GRF policies

Updated 6/1/2022 Effective December 2023 10

Agenda Item #13 Page 101 of 135 •g. Receiving more than three combined written warnings without correction of the issue(s)
•h. Failure to pay registration fee by the deadline

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community at any time. The Recreation Department also reserves the right to enter any plot at any time. <u>All GRF policies and procedures apply to the use of the amenities.</u>

违反下列规定者得取消会员花圃權力资格

1. 禁止盗窃工具或设备

2.禁止盗窃他人植物或农产品

3. 禁止破坏工具或设备。

4. 禁止讲脏话或采取攻击行为,包括威胁,恐吓,暴力,种族歧视,性骚扰,及其他不法行為。

5. 禁止在菜圃园区內使用酒精饮料和非法毒品

6. 在计划年度内收到三份以上的书面警告得取消会员花圃權力资格

7.在截止日期前尚未缴纳注册费者可能會被取消資格

위반-시정-조치-즉시-징계-조치

1. 공구 및 장비 절도

2. 농산물-및 식물-절도

3. 도구, 장비의 파손.

4. 위협, 협박, 폭력, 인종 / 민족적 비방 및 성희롱을 포함하되 이에 국한되지 않는 부정한 언어와 공격적

—행동의·사용.

5. 정원의 어떤 지역에서는 알코올성 음료와 불법 약물의 사용

6. 프로그램-연도-내에-3-가지-이상의-서면-경고를-받는다.

7.마감일까지 등록비 납부 실패

OPERATING RULES Golf Facilities	

- A. Introduction
- <u>A. General</u>
 - <u>The mallowed</u> <u>Guests under the age of 11 are not permitted to use the facility.jp/theirAsk pro shop</u> <u>staff to make arrangements if necessaryA resident may bring one guest prior to 10am and up to</u> <u>three guests after 10am 7 day a week.</u>1. Dress Code
 - a. Country club golf attire shall be worn at all times, including to include a collared shirt, slacks or golf shorts and shoes with soft spikes.
 - b. LadiesWomen may wear other acceptable country club apparel that may or may not have a collar.
 - c. Shorts that are shorter than six inches above the knee are not permitted.
 - d. Jeans are not permitted.
 - e. Shoes must be worn at all times.
 - f. The dress code will be enforced.
 - 2. In cCase of eEmergency
 - a. Call 911,; then call the Ppgolf Sshop at the phone number on the score card (949-597-4336).
 - b. The pAll player assistants who patrol the course are each equipped with a handheld radio that has direct contact with the Ppgolf Sshop.
 - 3. Course Conditions/Golf Cart Restrictions
 - a. Call 949-597-4373 any time after 6:30 a.m. daily.
 - 4. Miscellaneous
 - a. Pedestrians, cyclists (including e-bikes), rollerskatersroller-skaters and rollerbladersrollerbladers- are not permitted on the Ggolf Ccourse.- Non-golfers are permitted to may use the perimeter path paralleling El Toro Road and Moulton Parkway only from cClubhouse four4 to <u>c</u>Clubhouse two2.
 - b. No pPets are prohibited not permitted allowed on the Ggolf Course, in the Village Greens building or on its patios and terraces. Only registered service dogs trained to perform a task directly related to a person's disability are permitted.
 - c. The six golf cart parking spaces downstairs under the Village Greens patio of the Village Greens are to be used only forby players making the turn. Parking for Do not park here to recording your scores or paying green fees is prohibited not permitted.
 - 1. The golf facilities are for the use and enjoyment of residents and their guests. The golf course operations/maintenance, and all related facilities are under the supervision of the Recreation Department.
 - 2. The golf facilities include:
 - 27 Hole Golf Course Private and Group Lessons
 - Pro Shop Driving Range
 - Club Storage Electric Rental Golf Carts
 - Individual Practice Areas Pull Cart Rentals
 - Golf Club Rentals Nine Hole Par Three Golf Course

<u>+Effective December 2023</u>

Three Golf Professionals Village Greens Meeting Rooms

Six Practice Putting Greens

- B. <u>Guests</u>
 - 1. The maximum number of guests allowed per resident is one prior to 10 a.m. and up to three guests after 10 a.m., seven days a week. Guest names must be provided when a resident makes a tee-time reservation. All guests must be accompanied by, and play with, a resident.
 - a. Guests under the age of 11 are permitted with an accredited junior PGA card signed by a PGA professional.
 - b. Each player must have his/her/their own clubs.
 - c. Ask golf shop staff to make gate clearance arrangements for your guest(s) if necessary.
- C. The 27-Hole Golf Course
 - The 27<u>-Hh</u>ole gGolf <u>c</u>Gourse (consisting of three <u>separate separate nine hole9nine-nine-hole</u> courses) is located adjacent to Clubhouse <u>Two 2</u> on Moulton Parkway and is accessed through the Village Greens at Gate 12. <u>The course is open every day of the year</u>. The course opens for play daily at 7<u>:00 AMa.m</u>. -During <u>Daylight daylight Saving time,s the Golf golf Course course</u> <u>closing</u> hours are extended from a 5<u>:00 PMp.m. closing</u> to a 6<u>:00 PMp.m. closingfrom 5 p.m.</u>.
 - a. Reservations are necessary required for the 27-hole golf course (please see "I. Reserved Tee <u>Times</u>" for information).
 - b. The café <u>19 Restaurant & Lounge hours are 97:30 AM until 8:00 PM). Please check with the café for the most current hours.</u> The irrigation system, <u>which uses reclaimed water</u>, operates <u>nightly daily</u> beginning at 7<u>:00 PMp.m.</u>; therefore, all golfers **must** be off of the course by that time. The Golf <u>golf Ccourse is irrigated with reclaimed water</u>.
 - <u>c.</u> -A <u>nine9nine</u>--hole round of golf may be played as follows:
 - a.<u>l.</u>Course one after 12:00 Nn</u>oon
 - b.II. Course two prior to 8:24 AMa.m.
 - c.III. Course three from 7:00 AMa.m. until to 8:28 AMa.m.; and 10:44 AMa.m. until closing
- D. The-19 Restaurant & Lounge
 - 1. Hours areOpen from 9 a.m. to 8 p.m. Check with the caféestablishment for the most current hours.
- €E. Driving Range
 - The Driving Range is located across from Gate 12, on Moulton Parkway, and is oOpen daily at 7 :00 AMa.m. (8:30 AMa.m. on Thursdays) and closes atfrom -4:00 PM3:30 p.m. (hours are extended to 5:30 PMp.m. during Daylight daylight Savingssaving time). -A practice pitching green and bunker area isare also available. Tokens are available at the Driving Range; Prepaid Keys can be purchased at the 27 Hole Pro Shop. Range balls may be purchased throughvia your established golf account using your resident ID linked to the online reservation system account.
 - 2. Non-residents must be accompanied by a resident golfer and must be 11 years of age or older. Players under the age of 11 are permitted with an accredited Junior PGA Card signed by a PGA Professional.MMaximum number of guests per resident is one during prime time and three during non-prime time. The mallowed
- EF. Pro Golf Shop
 - 1. The Pro Shop is located in the Village Greens at the 27 Hole Golf Course. It is o<u>O</u>pen daily from 7 :00 AM<u>a.m. to-until 5</u>:00 PMp.m. (and until 6<u>:00 PMp.m.</u> during <u>Daylight daylight Savingssaving</u>

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Agenda Item #13 Page 104 of 135 <u>time</u>). This shop maintains a variety of golf clothing, supplies and equipment. The golf staff will personally assist you in filling your special orders.

FG. Golf Carts

- 1. <u>The limit of persons permitted per golf cart, private or rented, is twoThere is a limit of two persons per golf cart whether private or rented.</u>
- 2. Drivers must be at least 18 years of age.
- <u>3.</u> Golf carts <u>and electric and hand--pull carts</u> -are available for rent at the starter window. Both electric and hand pull carts are available.
- <u>4.</u>-Privately owned power carts require an annual <u>trail</u> use permit <u>or daily use permit, which is</u>(trail fee decal) that may be obtained <u>available</u> at the <u>Pro progolf</u> <u>Shop</u> for an <u>annual</u> fee. <u>There is</u> a cost of a daily permit for a privately owned power cart.
- 5. There is a limit of two persons per cart in a private or rental cart. Drivers must be at least 18 years of age. There is a three cart maximum per golf group.Carts must stay on the paved cart paths, including the use of the 90-degree rule, at all times when exiting the path to play a shot and then-returning to the path for access to the next shot or the next tee.
 - a. The Laguna Woods Village Ggolf Pprofessionals may assist in understanding how to best utilizse this system.
- 2<u>6</u>. If you have an electric cart and charge it in your carport you may be subject to an annual electric use decal fee. Such a decal must be obtained from Community Access in the Community Center. Please call 597–4358 for details.<u>This type of decal must be obtained from</u>Contact Resident Services (residentservices@vmsinc.org; 949-597-4600) in the Community Center for information regarding charging your personal electric cart.
- 3<u>7</u>. <u>Individual owners must The mmaintenanceain of privately_owned golf carts is totally the responsibility of the individual owner. The cart storage garage is not equipped to work on privately owned carts. The cart wash station is available for a minimal fee and the air hose may be used free of charge. No emergency gasoline is available. Emergency electrical re-charge is available under certain circumstances please check with staff.</u>
- G. Club Storage

-1. Club storage provides a location to store clubs when they are not in use. The storage area is organized as a "self serve" area and cleaning facilities are also available. There is an annual fee charged for use of this facility. Residents store their golf clubs in this facility at their own risk.

- H<u>H</u>. <u>Nine 9Nine-</u>Hole Par<u>-Three 3</u>Course
 - The Nine <u>9</u> Hole Par Three <u>3</u> Golf Course is accessed through Gates Seven<u>7</u>, Nine <u>9</u> or 10 and is bordered by Paseo del Lago. No pPower golf carts are allowed on this courseprohibitednot permitted; <u>No reservations are needed</u>. Ppull carts are available for rent.

— <u>2. The hours areCourse is open from</u> 7:0030 AMa.m. until <u>to 6:00 PMp.m.</u> during Daylight daylight <u>Savingssaving time (, with and</u> a 5<mark>:00 PMp.m.</mark> closing for the remainder of the year).

3. No reservations are needed Reservations are not taken for this course.². There are two putting greens, chipping gree, practice bunker and hitting cage at the Par Three Golf Course,; one <u>putting green</u> is located near hole number nine and one <u>putting green</u> is located adjacent to Paseo del Lago West.

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- I. Reserved Tee Times (only for 27-hole course only)
 - 1. Schedule 1. Rreserved tee times for the 27 hole course are scheduled one week in advance . A lottery drawing is conducted each morning, Thursday through Monday, 6:30 AM sharp, in a designated location, currently the Village Greens Club Rooms Two and Three. Numbers are issued at 6:30 AM. Numbers will be distributed at random and starting times will be assigned in numerical order for that day of the following week. There is only one number issued to each group. Once the lottery has concluded, the unscheduled times may be reserved in person at the Pro Shop or via telephone after 10:00 AM (except Tuesday and Wednesday which are available the day of play at 7:00 AM by phone). A stand by list is maintained by the Starter for same day play. This is called "going on the rail". The Starter will fill in from this list for "no shows", as slots become available.using the online reservation system.
 - 2. Times are open for online booking seven days in advance at 6 -a.m.
 - 3. Residents may visit the golfprogolf shop to register for the reservation system. A valid resident ID and a form of payment to be charged monthly is required.
 - 4. Golfers are allowed only one tee time per day only, and only for between two to four players.
 - 5. The resident booking thea reservation must include all residents playing in the group. All players named in the group must be the players that who arrive on the day of play.
 a. All cancelations or substitutions must take placeoccur prior to arriving for play.
 - 6. Single players may call the golf progolf shop on the day they wish to play; the single player and will be paired with a group of less than four players.
 - 7. Groups wishing to add a fifth player (fivesome) must call the golf progolf shop on the day of play and must be approved by the starter. A dDenied requests may be due to past slow play and other factors.
 - 8. In the event a resident is misusing the online reservation system, the following disciplinary process will ensue:
 - <u>a. Verbal warning;</u>
 - b. Written and final notice;
 - c. The infraction will be referred Referral to the Security and Compliance Department to initiate the disciplinary process.
- <mark>J_]</mark>. Club Days
 - Tuesday is women's Women's club Club day; and Wednesday is men's Men's club Club day. Open play is available on Tuesdays and Wednesdays when with approval by the Golf golf Operations Operations Manager manager or Golf golf Professional professional approves it.
 - -2. As a courtesy to other golfers wishing to make a reservation, please notify the Pro Shop in person or by telephone as soon as you know you will not be using your reserved time and wish to cancel. Substitutions or name changes are permissible.
 - K. Course Conditions
 - 1. For golf course conditions and golf cart restrictions, you may call 597–4373 any time after 6:30 AM daily. During the winter season, November 1 until May 1. Once the lottery drawing is made, it is in effect even if the course is closed later in the day. There are no rain checks given.
- L.Guest Information

—1. When a resident makes a tee time reservation the resident must identify the names of the guests (if any). On weekends and holidays there is a maximum of one guest per round of golf prior to noon during standard time or 1:00 PM during daylight savings time. Otherwise there is a limit of

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Agenda Item #13 Page 106 of 135 three guests per resident. All guests must be accompanied by, and play with, a resident. Guests must be 11 years of age or older. Players under the age of 11 are permitted with an accredited Junior PGA Card signed by a PGA Professional. Each player must have his/her own clubs. As safety is a prime concern, there is a limit of two persons per golf cart. If you require gate clearance for your guest(s) please ask the Pro Shop to make the arrangements for you.<u>throughto</u>

- <u>M. Dress Code</u>
- —1. The golf course does not permit halter tops, tank tops or short shorts. Shorts that are no shorter than six inches above the knee are permitted. Jeans are prohibited. Shoes must be worn at all times. The dress code will be enforced. The golf facilities are non-metal spike facilities.

—_<u>K</u>. ____Fees

1. Fees are in accordance with the GRF Ppricing Ppolicy and Ffee Sschedule. Schedule of Golf Fees

Adopted by Resolution 90 17 XX

Effective January 1, 2022

1.—Refer to the GRF Pricing Policy and Fee Schedule.

<mark>⊖L</mark>. Lessons

- <u>Call 949-597-4336 to schedule Pp</u>rivate and group lessons-are scheduled with Golf <u>golf</u> Pprofessionals. Resident and non-resident fees apply according to GRF Pricing Policy and Fee Schedule <u>by calling 949-597-4336</u>. <u>Lessons with the Golf Operations Manager are \$50 for 30</u> <u>minutes and the Head and Assistant Golf Professional are 40 for 30 minutes</u>. Group and clinicbased lessons can be arranged with the instructor of your choice.
- PM. Course Guidelines/Etiquette
 - 1. <u>All golfers should cC</u>heck-in with the <u>Starter starter</u> no earlier than 20 minutes prior to <u>their the</u> reserved starting time but no later than 10 minutes prior to their starting time. -Failure to do so may result in the cancellation of the reservation.
 - 2. Foursome play is the accepted playing format and <u>will have has the</u> right of way over all other groupings. -Fivesomes are permitted when possible.

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- 3. When parking carts to play a shot, particularly at the tees and greens, stay on the cart paths completely with all four wheels. Park on the paved paths and walk to your ball as often as possible. When parking your cart to pay your green fees or to record your score, do not park in the six slots downstairs under the patio of the Village Greens. These spaces are reserved for players making the turn. Power carts are not permitted within 30-yards of the greens, in the fairway, or in the rough, whether or not the area is marked, and never between a green side bunker and the green. Observe cart signs and proceed to the indicated path.
- 4. For the preservation of the fairways please observe the 90 degree rule. This means driving the golf cart along the cart path or the rough to a point opposite your ball, then driving into the fairway, playing your shot, then driving out to the rough or cart path and repeating this procedure until reaching the green.
- 54. Course repair:
 - <u>a.</u><u>When raking bunkers, L</u>leave the rake in the bunker. Repair all divots and ball marks on the greens, yours and any others you may find, by replacing or sanding. Fill all divots with sand from sand bottles. with the handle sticking out of the lip of the bunker.
- b. Repair all ball marks on the greens, whether yours or any others.
- c. Fill all fairway divots with fairway sand provided on rental carts. Please; obtain sand from the <u>golf progolf</u> shop if playing with your personal cart.
- 65. The fFlag color indicates the cup location of the cup on the green: -red is front, checkered white is middle and blue-checkered is back.
- 76. Yardages are to the center of the green: There are a number of yardage markers. Please check with staff.blue is 200 yards, white is 150 yards and red is 100 yards.
- <u>87</u>. <u>Official g</u>Golf course etiquette is covered in Section One of the USGA Rules of Golf.
- NQ. Ready Golf
 - Play ready golf at all times from the tee through the green, not just on the tee. -The player who is ready should hit whether he is "away" or not, as long as with he doesn't no interference with another golfer. -After everyone in the group has finished putting, walk off the green briskly, thus clearing the way for the next group to hit up. -Mark your scorecards at the next tee, not while parked near the green you just played. -The group behind you cannot hit until all are you are out of the way.
 - 2. <u>Consider club selection as approaching the ball between the tee and the green, not while</u> <u>standing over the ball.</u> As you approach your ball, between the tee and green, be thinking about your club selection. Don't wait until you are standing over your ball.
 - 3. After you make your first putt,<u>F</u> finish putting out <u>after the first putt</u> unless you would be standing in the putting line of another player.
 - 4. Three minutes is the maximum time to search for a lost ball is five<u>three minutes</u> (USGA 2019 rules change).-_Hit a "provisional ball" any time there is a possibility that you may have gone out of bounds or you think your ball may be difficult to find. This will speed up play. See new course rules sheet for the procedure on playing a hole if ball is lost or discovered out of bounds. Provisional balls are not required.
 - 5. <u>Keep pace of play with the group in front and behind; it is the a player's responsibility You should keep up with the group ahead of you. Play at your own speed but if you see that you are not keeping up with the group in front of you, and the group behind you is kept waiting, it is your own responsibility to ask them the group behind if they wish to "play through.". Remember you</u>

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can allow a<u>A</u> group <u>is allowed t</u>o "play through" anywhere, tee through the green, not just the tee.

- The sStarting times are set at every eight minutes beginning at 7:00 AMa.m. -According to the USGA rating system, 18 holes on the golf course should take no more than four hours and 15 minutes to play, which is approximately 14.25 minutes per hole. -Please try to keep up!
- <u>87.</u> Players shall play holes in successive order and may not change from one course to another. Play must be in regular sequence as assigned by the <u>s</u>Starter.
- 8. Players may play only one ball unless the rules require to play another. Practicing on the course is not permitted.
- 89. The Player pPlayer Assistants assistants are responsible for monitoring the pace of play and enforcing regulations. They, and a are authorized to issue warnings, write citations, or remove players from the course for violations or improper conduct. -Ceitations will be forwarded to grf Security and Compliance for possible disciplinary action.

RO.Local Rules

1. Please refer to the golf course scorecard for the current local rules Local Rules Sheet.

<u>SP</u>. Important Telephone Numbers

Pro-Golf Shop	<u>949-</u> 597-4336
Café <u>19 Restaurant & Lounge</u>	<u>949-</u> 206-1525
Starter	<u>949-</u> 597-4276
Golf Course Weather Conditions	<u>949-</u> 597-4373
Driving Range	<u>949-</u> 268-2419
Par Three <u>3</u> Golf Course	<u>949-</u> 597-4334
Golf Operations Manager/Pro	<u>949-</u> 597-4350
Golf Maintenance Manager	<u>949-</u> 597-4248
Recreation Department	<u>949-</u> 597-4273

1. If you have an emergency while on the golf course, the following communication tools are available to you:

a. Please use your cell phone to call 911. Then call the Pro Shop at the number on the score card 597-4336.

— c. The Player Assistants who patrol the course are each equipped with a hand held radio that has direct contact with the Pro Shop.

U. Miscellaneous

2. Please remember golf course etiquette. If in doubt, any of the staff or the Golf Professional will be happy to answer your questions. Etiquette is also covered in Section One of the USGA Rules of Golf.

4. No pets are allowed on the Golf Course. No pets, except service animals, are allowed in the Village Greens golf building or its patios and terraces.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.–<u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Lawn Bowling



- A. All residents and guests must sign in prior to using the facility.
- <u>A. Guests under 18 years of age are not allowed on the greens.</u> Resident bowlers must accompany their guests at all times.<u>MThe General</u>
 - 1. Residents and guests must sign in upon arrival at the facility.
 - 2. New bowlers are recommended to pass a test given by a GRF volunteer before being permitted to bowl. Those not proficient will be asked to attend a session of lawn bowling classes.
 - B. <u>3.</u> mallowed twoR Guests under 18 years of age are not allowed on the greens. The Laguna Woods Lawn Bowling Board, with the Recreation Department's approval, reserves the right to deny any guest the right to bowl and/or participate in the club's activities.
 - C. Children<u>Guests</u> under 18 years of age are not allowed on the greens.
 - D. OWear only nly shoes with smooth, flat, rubber soles (no heels) may be worn on the greens.
 - E. <u>4.</u> No one is allowed on playing surface except for when<u>unless</u> bowling.
 - F. <u>5.</u> Damage to greens through improper delivery of bowls is <u>prohibited not</u> <u>permitted</u>.
 - G. <u>6.</u> <u>Bowl Use bowl</u> rakes <u>must be used</u> carefully to avoid damage to the greens.
 - H. <u>7.</u> For information concerning closure of the greens due to inclement weather or to obtain the club schedule, c<u>C</u>all 949-951-3027 (Lawn-lawn Bowling bowling Greens greens at <u>C</u>
 - Clubhouse 2) for information concerning closure of the greens due to inclement weather or to obtain the club schedule.
 - I. <u>Scheduled maintenance restrict play</u> Play may be restricted due to scheduled club events and tournaments and scheduled maintenance, or as directed by staff.
 - J. New bowlers must <u>are recommended to pass a test given by a member of the</u> Lawn Bowling Club Instruction Committee before being permitted to bowl. Those who are not proficient will be asked to attend a session of lawn bowling classes.
 - <u>8. Each rResidents and guests must bowler will</u> clean up the area after use and return all equipment to its proper place.
 - 9. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the

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facility. Please reference the Recreation Department policy for tournament guidelines.

- K. B. Guests
 - 1. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 18 years of age are not allowed on the greens.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES LIBRARYLibrary



A. General

<u>1. New users must register with library supervisor using their resident ID card. A and all users must renew annually.</u>

- A. <u>2. Residents may check out All</u>library materials <u>favailable for check out may be checked out by residents for a period of two weeks, with the d.</u>
 <u>Materials d</u>ue date <u>is to be</u> stamped on the loan card. Materials not returned by the due date are overdue.
- <u>3.</u> Residents are assessed fines on all overdue materials that are checked out to them. This includes books, books on tapes, musiccassettes, CDs, DVDs, videos, and magazines.
 - 2. <u>a.</u> Current fines are assessed by the Library Club.
 - **1.** <u>b.</u> Disciplinary action may be recommended when fines reach \$5. For videos the maximum is \$10.
 - **3.** <u>c.</u> Lost books or books not returned are treated as unpaid fines._-Fines are assessed until the book, or applicable item, is returned or paid for.
 - 4. <u>d.</u> The library director <u>or supervisor</u> may consider extenuating circumstances.

<u>Note: The Recreation Department reserves the right to review and adjust the operating</u> <u>rules to accommodate the needs of the community. All GRF policies and procedures</u> <u>apply to the use of the amenities.</u>

OPERATING RULES Lockers<u>and Storage</u>



- A. In accordance with the GRF Pricing pricing Policy policy and Fee fee Scheduleschedule, there are annual fees for the following lockers carry annual fees: Billiard Room, Clubhouse 2, Clubhouse 4 Jewelry Room, Clubhouse 4 outdoor, Table Tennis, and Village Greens bag storage. These lockers are rented to residents/clubs for their use only.
- B. Lockers without a fee are for one day use only; lockers must be emptied out and the lock removed each day.
- C. Storage is available only to those Recreation Department-approved clubs that meet at a specific facility. Storage fees are in accordance with the GRF pricing policy and fee schedulePricing Policy and Fee Schedule and are paid annually.
 - 1. Storage areas are defined as follows:
 - <u>a. Small (12"" x 24"" x 20"" and up)</u>
 - b. Medium (30"<u>" x 24"</u>" x 30"<u>"</u> and up)
 - <u>c. Large (5'² x 5'² &and up)</u>
- D. No perishables or hazardous materials are to be stored.
- B.E. Stored items must be contained within the approved storage area.
- C.F. GRF <u>h</u>Holds no liability as to the contents held in these lockers<u>and</u> storage areas.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and</u> <u>procedures apply to the use of the amenities.</u>

OPERATING RULES Paddle Tennis and Pickleball



A. <u>A.</u> General

- <u>All residents and guests must sign in upon arrival at the facility. All residents</u> and guests must sign in upon arrival at the Paddle Tennis/Pickleball facility.
 1.
- 2. The facility is for playing paddle tennis and pickleball<u>only</u>.
- 3. Proper tennis attire and footwear are required. Shoes that mark/injure the court surface are not permitted.
- 4. Skateboards, roller skates, bicycles and unauthorized amplified music are not permitted inside the facilityon the courts.
- 5. Players may play as long as desired unless others are waiting to play. Players may play one game only (maximum of 15 minutes) if others are waiting to play.
- 6. Walking onto a court before play has stopped is not permitted.
- 7. Court priority*:
 - Pickleball:
 - Monday, Wednesday and Friday mornings
 - Second and fourth Saturdays
 - <u>(Prime- time is 7 a.m. to noon on pickleball priority days and 4 to 10 p.m., Monday-Friday.)</u>
 - Paddle Ttennis:
 - Tuesday and Thursday mornings
 - First and third Saturdays

<u>*If a court is unoccupied, either sport can play until priority sport players</u> <u>arrive.</u>

- 8. Each resident and guest must clean up the area after use and return all equipment to its proper place.
- 9. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted. No pets are permitted on the courts.
- <u>10. Recreation Department-contracted instructors may schedule lessons during</u> <u>non-prime--time hours only</u> <u>and retains priority on the courtif Brad's Boxes</u> <u>goes into effect</u>.

- 11. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- <u>Use of the practice wall is limited to 15 minutes when others are waiting to use</u> the wall. If Brad's Boxes goes into effect, the practice wall must be vacated immediately.
- <u>12. In case of injury or illness, call 911 and notify Security Services staff</u> <u>immediately at 949-580-1400.</u>

<u>B.</u>

<u>Guests</u>

- <u>Guests under 6 years of age are not permitted to use the facility.</u> <u>MThe</u> <u>maximum number of guests allowed is one guest per resident during prime-</u> <u>time and up to three guests during non-prime time.</u> <u>Residents must</u> <u>accompany their guests at all times</u> <u>and may only use one court.</u>
- 2. Guests may only occupy one court with their resident sponsor.
- C. Pickleball

<u>1. Use the sign-in sheets available at the courts to secure play time on a given day.</u>

<u>A. <u>2</u></u>

- B. Guests must be at least six years of age to enter the facility and must be accompanied by a resident at all times.
- Guests may only occupy one court with their resident sponsor. <u>(Staff does not</u> recommend this club proposed rule.) [Staff does not recommend this verbiage-stated in A.6.). When the flag is up and players are waiting, the sign up sheets (Brad's Boxes) are in effect. Players may play one game only (maximum 15 minutes). They must vacate the court at the end of each game and may only sign up again when present at the sign-up sheets. When the courts are full and the flag is up, the sign-up sheets (Brad's Boxes) will be used to establish who gets the next available court. A player finishing a game may not sign up for another game until the first game is completed and the player has vacated the court.
 - 3. Use of the practice wall is limited to 15 minutes when others are waiting to use the wall. If Brad's Boxes goes into effect, the practice wall must be vacated immediately.
- -----<u>Club activities at the courts will be posted in advance and have priority over</u> open play, lessons and clinics.
- C.—<u>Recreation contracted instructors may schedule lessons. During prime-time</u> <u>hours, residents take priority over lessons when the courts are full.</u>
- D.—When arriving to play, hang your paddle in the first slot, others waiting will follow. The first four paddles will be the next foursome to play.
- E. Proper tennis attire and footwear are required. Shoes that mark the court or injure the surface are prohibited.
- F.—Skateboards, roller skates, and bicycles are prohibited on the courts.
- G. No pets are allowed on the courts.
- H. Unless someone is waiting to play, players may play as long as desired.
 - I. If someone is waiting to play players may only play two sets.
 - J. Walking into a court before play has stopped is prohibited.
 - K. Court 4 is reserved for teaching on the days and at the times posted at the courts and may be used for paddle tennis and pickleball at all other times.

Effective: December 2017December 2023

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and</u> <u>procedures apply to the use of the amenities.</u>

OPERATING RULES Performing Arts Center



A. Safety

- 1. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400. TheA first-aid kit is located in the office and AED is located in the lobby.
- A.<u>B.</u> Performing Arts Center (PAC)<u>General</u>Auditorium Event Posters
 - -----The PAC is open from 7<u>8</u>:00 AM<u>9 a.m.</u> until<u>to</u> 10<u>:00 PMp.m.</u>, Monday through Sunday except when posted otherwise.
 - 1. Poster policy herePosters for resident events (non-club/no ticket fee) in the auditorium may only be posted for those events in the Performing Arts Center and may be displayed a maximum of three months prior to the date of the event.
 - a. Lobby posters must be no larger than 33" by x 40"-inches.
 - b. All posters must be stamped in advance by the Recreation Department.
 - c. Displaying posters is subject to space availability.
 - 1. <u>2.</u> <u>Club event posters must adhere to Golden Rain FoundationRF (GRF)</u> <u>Pposter Ppolicy.</u>

B.C. Box Office/Ticketing

- 1. Box <u>o</u>Office hours are 9:00 AM<u>a.m.</u> until<u>to</u> 4:30<u>5</u> PM<u>p.m.</u> Monday through Saturday, 10:00 AM<u>a.m.</u> until<u>to</u> 2:00 PM<u>p.m.</u> on Sunday, and one hour prior to ticketed events in the theater.
- 2.1. Tickets are sold to Laguna Woods <u>Village r</u>esidents only. Residents must be prepared to show their Laguna Woods <u>Village</u> ID card when purchasing tickets.
- 3.2. Tickets purchased by credit cards, may be purchased only with a credit card in the resident's name that who is purchasing the tickets.
- 4.<u>3.</u>Tickets are <mark>available <u>sold</u> no more than 90 days prior to the scheduled event <u>per GRF policy</u>.</mark>
- 5.—There is a limit of four free tickets or <u>10ten</u> paid tickets per manor for Recreation Department<u>-</u>coordinated events/programs.

4.

- 6. <u>a.</u> The limit of paid tickets per manor for resident sponsored events is at the-discretion of the facility supervisor.
- 7.5.No refunds are available on the day of the event for Recreation Department events. Refunds for resident/club sponsored events must be provided by the sponsor.

- 8.6.Consignment tickets for theatre events must be withdrawn before tickets go on sale and are limited to 10 percent of the total number of tickets.
 - 9. <u>a.</u> Consignment tickets may not be sold in the lobby; sales are limited to the reserved facility during a scheduled meeting for that group producing/sponsoring the event.
 - 10. <u>b.</u> Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
- **11.7.** The <u>bBox o</u>Office will <u>do areprint ticket reprint of</u> lost or misplaced tickets, for the resident listed as the purchaser. In the event that two tickets are presented for seating at the same show, only the original ticket will be honored for seating at that event. The ticket marked "reprint" will not be accepted.

<mark>€.</mark>D.__Theater

- 1. Scheduling
 - <u>a.</u> Scheduling and reservations are made through the Performing Arts Center Supervisor only.

a.b.Technicians must be scheduled a minimum of four weeks in advance of auditorium events.

- 2. Theater etiquette
 - a. During public performances, flash photography or video recording is prohibited not permitted.

<u>b.</u> Cell phones should be turned off (or muted) during performances. <u>b.c.All aisles must be kept clear at all times.</u>

- 3. Staffing
 - a. Clubhouse staff/technicians must be scheduled in the theater by the resident renter anytime it is occupied.
 - b. Clubhouse technicians must operate all systems and equipment in the theater.

D. Clubhouse Technicians

- 1. Clubhouse <u>t</u>Technicians are scheduled through the Ssenior <u>t</u>Technician.
- 2. The <u>s</u>Senior <u>t</u>Technician will determine the time and number of staff required to facilitate the event.
- 3. Clubhouse <u>t</u>Technicians must be scheduled a minimum of four weeks in advance of the event.
- 4. Clubhouse tTechnicians may only be scheduled for Recreation facilities.
- 5.—Cancellation of <u>t</u>Technician will result in an additional fee if cancelled within two weeks of the event.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. -<u>All GRF policies and procedures apply to the use of the amenities.</u>

OPERATING RULES Pools, Hot Pools and Locker Rooms



A. General Information

1. <u>Residents and guests must sign in upon arrival at the facility.</u>

2. Swimming pools are open only when a staff lifeguard is on duty.

<u>2. All residents and guests must sign in upon entering the pool deckand residents must be prepared to show their Laguna Woods Village ID Card to the Lifeguard. Residents must accompany their guests to the pool and sign them in with the Lifeguard. <u>The mallowed</u> <u>The lifeguard on duty regulates the number of guests entering the pool.</u> at all times <u>R</u></u>

<u>____3.</u> Any non-resident entering the pool deck, the pool, and/or hot pool must pay the current guest fee per the approved GRF Pricing Policy and Fees List.

4<u>3</u>. Appropriate swimming attire <u>and accessories are</u> is required. <u>Lifeguards will use</u> discretion for safety purposes.

<u>54</u>. Alcoholic beverages are prohibited at the pool facilities. Eating and drinking while in the pool is not permitted.

- 5. Glass containers are not permitted.
- <u>66</u>. Eating and drinking on the pool deck is prohibited except in designated areas. Smoking and d-aalcoholic beverages are not permitted throughout the pool <u>areafacility</u>.
 - 7<u>7</u>. <u>Only s</u>Smoking is prohibited on the pool decks, sun decks, and in the locker rooms. Service dogs trained to perform a task directly related to a person's disability are-permitted; no other pet/animal is permitted.
 - 88. Only service animals are permitted on the pool deck.<u>No rRunning is prohibitednot</u> permitted.
 - 9. Running is not permitted on or around the pool deck.<u>G permitted at the facilityare</u> prohibited
 - 10<u>9</u>. Glass containers such as drinking glasses, lotion or shampoo bottles, etc. are prohibited on any pool deck, sun deck, or in any locker room.
 - 119. Floatation devices are prohibited not permitted except for use by adults only and are limited to devices unless specifically designed for exercise or therapeutic use. Fins and snorkels may be used only by adults.
 - 10. Organized pool games may be played only if they do not interfere with other pool uses such as lane swimming and will be halted at the request of the lifeguardlap swimming.
 - 11. Lockers may be used on a daily basis only. Residents <u>/and</u> guests must supply their own locks in order to secure their belongings. Locks <u>and personal items</u> must be

removed when the resident<u>and</u>/guest leaves the facility. Shower stalls are also limited to daily use and personal items must be removed after each use.

- <u>1</u>2. The length of time a resident or guest may shower using the locker room shower facilities is limited to 10 minutes per person per day. Showers are limited to 10 minutes per person per day.</u>
- <u>1</u>3.-No chairs or other <u>GRF <u>Golden Rain Foundation</u> (GRF) property may be moved into the locker room or shower stalls.</u>
- 14. Showers are recommended prior to entering any of the pools or hot pools. <u>Please</u> <u>sShower before entering the pool or hot pool.</u>
- 15. According to the State of California Health and Safety Code Manual, any residentindividualsPersons with bandages, an open sores, or cuts or rashes are not permitted in the pool and hot pool. may be excluded from all pools activity. It is recommended that all rRAny residents and/or guests with a bandage or visible open cut or sore or cut do not enter the water any Village pools or hot pools.
- 16. Lap swimmers swimming the length of the pool have the right of way <u>-???</u>with the <u>exception of Pools 4 and and Pool 6</u>.
- 17. Locker rooms open by 6:45 AM and close 15 minutes prior to the pool openinging and close 15 minutes after pool closing.after the pool closes.
- 18. When there is<u>All</u> thunder and/or lightning the pools/hot<u>all</u> pools will be cleared of all swimmers <u>during inclement weather at the lifeguard's discretionconditions with</u> <u>thunder and lightning</u>. -Swimmers <u>will not be allowed back into the may not reenter</u> <u>the pools/hot poolswater</u> until at least 30 minutes following the last sighting of lightning or sound of thunder.
- 19. The sSwimming pool hours of operation vary according to the time of year, <u>during</u> <u>holidays and scheduled or emergency and when maintenance.</u> is required. Generally the pools change to summer hours in mid April and extended summer hours conclude on or about October 1. Current hours are posted at the pools and website and recreation publications. There may also be limited holiday hours. <u>Please cCheck the</u> hours of operation located at the clubhouses, Rthe recreation office and the pools.
- 20. Pool and hot pool temperatures are <u>maintained kept</u> as closely as possible to the following temperatures:
 - a. Pools <u>One1</u>, <u>Five5</u> and <u>Six6</u>, <u>and large pools</u>, <u>: between Between</u> 82 and 84 degrees.
 - b. Pool Two2, and large pool, b: Between 80 and 82 degrees.
 - c. Pool Four<u>4</u>, and large pool, b: Between 84 and 86 degrees.
 - d. All hot pools, between 102 and 104 degrees.
- 21. Each pool is renovated and/<u>or</u> preventative maintenance is performed annually. -The process takes approximately six-<u>to eight</u> weeks per pool beginning approximately in November 1- and continuing until mid Aprilconcluding by Memorial Day weekend. Pool Six 6 is closed from approximately October 1 until the Friday beginningSaturday of Memorial Day weekend each year. -If a pool is undergoing major renovations, the six_-<u>to eight</u>-week schedule may require adjustment be prolonged -as deemed necessary.

- 22. <u>Loud Amplified</u> music on the pool deck is prohibited. <u>It is suggested that people use</u> <u>headphones.</u> <u>Amplified music is permitted only during classes and must be approved</u> <u>by the Recreation Department.</u>
- <u>23.</u>——The guard shack phone is for business use only; use by anyone other than an <u>___</u>employee is prohibited.
- 23. 24. _____Lifeguards do not take responsibility for anyone's personal belongings nor can they store them in the guard shack; Lifeguards are not responsible for lost or stolen items; if anyone finds a lost item or wishes to report a stolen item, contact Security.Lifeguards are not responsible for lost or stolen items; contact security personnel at 949-597-4435 if anyone finds a to report -lost or stolen items or wished to report a stolen item, contact Security at 949-597-4435.
- 25. Saddleback College<u>Emeritus</u> students participating in a college aquatic classes may not arrive at the pool more than 15 minutes prior to the start of the class and must leave the facility within 15 minutes of the end of the class. If the non-resident student wishes to remain at the pool, a resident would have to sign them in as a guest and pay the current guest fee.may utilizse the pool deck and locker rooms 15 minutes prior to the start of class and may enter the pool no more than 5 five minutes prior. Students must leave the facility within 15 minutes of the end of the class.
- 26. The swimming pool is only open to registered students during scheduled Aquatic Fitness classes. The deck and hot pool remain open. Scheduled use is determined by the Recreation Department and is subject to change. Use may be restricted due to scheduled maintenance, classes and events. may r-
- B. Guests

1. The maximum number of guests allowed per resident is five. The lifeguard on duty regulates the number of guests entering the pool. Residents must accompany their guests at all times.

- B.<u>C.</u>Hot Pool
 - 1. The recommended time limit in a hot pool is <u>five <u>5</u>five</u> minutes. After an extended period, <u>of time</u> the <u>Lifeguard-lifeguard</u> may <u>recommend that the person sit outrequest</u> <u>that the person sit exit</u>.
 - 2. Strenuous exercise in the hot pools is prohibited.
 - 3. Children under 16 years of age are not permitted in the hot pools.
- C.D. Guests and Children's Swim
 - **21**. Lifeguards have the authority to prohibit a child from entering the pool.
 - 32. Guests 15 years of age or younger are considered to be children. Children are permitted to swim daily at a designated pool (Pool 2). During FridayStarting Saturday of Memorial Day weekend and continuing through Labor DayOctober 1, the eChildren's Sswim time is five hours, from 11:00 AMnoon until 4:00 PMp.m. at Pool 6. The remainder of the year it is two hours (from 12:00 PMnoon until 2:00 PM)p.m. at Pool 2.

- Children must vacate the pool area within 15 minutes of the end of the Children's Swim-Program.
- 4. Children unable to swim must wear a Coast Guard-c-Certified flotation device, including those built into swimsuits.
- 5. Residents or <u>their</u> adult guest<u>(s)</u> must accompany and remain <u>at in</u> the pool with <u>all</u> <u>children, no exceptions.their children who are novice swimmers.</u>
- 4. The number of guests entering the pool is regulated by the Lifeguard on duty with a limit of five guests per resident at any one time.
- 5. Children are only permitted to wear or use coast guard approved floatation devices (including those built into swimsuits).
- 66. Toys are provided by the Recreation Department during the summer Children's Swim program. During the winter Children's Swim program, only Recreation Department-p provided dive toys are permitted.
- 7. <u>Children may not use kickboards</u>; run on the pool deck; dive for objects; make excessive noise, play rough, including pushing and splashing; ride on another person's back or shoulders; jump or dive into the shallow end of the pool; slide down or hang on railings and ladders; play on stairs; climb out of pool without using ladder or stairs; perform back dives, go onto diving board if someone else is already there, etc.

7. An adult must accompany a child who does not know how to swim into the water and stay with that child as long as the child remains in the water.

D.E. Lap Lane Swim Usage

- No sSwimming across lap lanes is not permitted unless entering or exiting the pool from the side.
- <u>2.</u> Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
- 2.3. If all lanes are taken, swimmers must share the lane, (up to two swimmers per lane).
- 3.<u>4.</u>Hanging on the lane dividers is prohibited not permitted.
- 4.5. No diving or jumping from or into the 4 feet four-foot deep "shallow end section"; diving or jumping into the pool is allowed only in the area 5 feet or five-foot or deeper area.
- <u>5.6.</u>No diving into crowded lanes.
- 7. Adults may use eEquipment such as pull buoys, masks, fins, snorkels, and paddles may be used by adults.
 - 6. <u>Youth swimmers ages 11 15 may use the lap lanes with provision of card from</u> <u>the Recreation Department for identification.</u>
- E.<u>F.</u>Lap Swim Schedule
 - Pool The number of lane lines inat Pools 2 and 5 will be determined by the current pool schedule. Please rRefer to the current pool schedule for lane line schedule details about the lane line schedule. 2 has 4 lane lines from 7:00 AM until 11:00 AM and 2 lane lines from 11:00
 - AM until 7:00 PM. On Wednesdays, due to maintenance, lane lines are not set up until 9:00 AM

2. Pool 5 has 4 lane lines from 6:00 AM until 10:30 AM and 2 lane lines from 10:30

AM until 9:00 PM. On Thursday there are 4 lane lines from 9:00 AM until 10:30 AM. On Monday, Wednesday, and Friday there are no lane lines from 12:00 PM until 1:00 PM.

- F.G. Lap Lane Etiquette
 - —1. Swim to the right of the lane at all times.
 - When passing another swimmer, pass to the that person's left, down the middle of the lane at full speed. Once you have finished passing, swim return to the right of the lane again.
 - 3. When being passed, slow down until the overtaking swimmer has completely passed you.
 - 4. If someone is at your heels when you reach the wall, pause to let that person pass.
 - 5. When swimming into the wall, keep to the right (not the middle or left) so that if a person is passing you at the end of a lane they will have has prove to turn.
 - 6. When standing at the wall of a lane, stand to the left (when facing the wall) whenever possible allow space for the incoming swimmers.
 - 7. If you want tTo stretch out or do other water exercises in the water, please move to the proper swim lane reserved for recreation/social swimming.
 - 78. Inform the lifeguard/clubhouse front desk staff lif a problem should arise, inform the lifeguard and/or front desk staff.
- 8. If you want to stretch out or do other exercises in the water, please move to the proper swim lane reserved for recreation/social swimming.GH. Online Advance <u>Reservations – Pool 2</u>

<u>1. Lane lines may be reserved in advance with via the online — — — </u>

- _____reservations system. The reserving party may determine the number of _____ _____swimmers in the reserved lane.
- <u>—2.</u> <u>—Advance bookings are limited to residents only.</u>
 - <u>——a.</u> <u>Swimmers are allowed two advance bookings per week.</u>
 - _____b. ____Swimmers- who are-unable to keep their reservation time must cancel ______their booking.
 - c. Swimmers with advance reservations must claim their assigned lane within 10 minutes of their start time or the reservation will be deemed canceled and the lane will then be available for open lap swim.
 - <u>—_______Swimmers</u> who are found in violation will be subject to the following <u>____</u> <u>_____disciplinary actions:</u>

_____Verbal warning;

______U. ____Written notice;

______III.____ The iInfraction will beis referred to Security and Compliance to ______initiate the disciplinary

<u>process.</u>

G. HI. Swim Lessons

- Residents are notified through via the newspaperGlobe, flyers, and postings at the poolspool signage regarding the swim class schedule for the upcoming season.
 Generally, swim lessons are available for a four to eight week period between June 1 and August 30 each yearduring the summer. Each resident is charged for a series of 1/2 one-half-hour group lessons.
- 2. Non-Lap swimmers Someone doing water aerobics, water running, socializing not lap swimming in lap swim lanes is a breach of etiquette during lap swim hours unless the non-lap swimmer has permission from pool management. Each resident is charged for a series of ½ hour group lessons according to the GRF Pricing Policies and Fees List.
- **3.2.** Lessons are available to residents only.
- 4.3. Residents must pre-register and pay for swim lessons, pay for the swim lesson and sign a waiver prior to entering the pool. and must pay at the time of registration.

<u>Note: The Recreation Department reserves the right to review and adjust the operating rules</u> to accommodate the needs of the community. <u>All GRF policies and procedures apply to the</u> <u>use of the amenities.</u>

OPERATING RULES Shuffleboard



- A.—All residents and guests must sign in prior to using the facility. A. All guests must be accompanied by a resident and be a minimum of Guests under 10 years of age are not permitted to use the facility. MThe General 1. Residents and guests must sign in upon arrival at the facility. 2. Food and drinks are not permitted during court play. B. mallowed twoR Guests under 10 years of age are not permitted to use the facility. C.-Scheduled maintenance may restrict Guests pand residents who are not members of the Shuffleboard Club may be restricted from playing if the courts are being utilized by scheduled team and/or tournament play by the Shuffleboard Club members. D. 3. All players must wear Nnon-marking rubber--soled shoes are required for all players. Leather--soled shoes, high-heeled shoes, and open-toed sandals with open toes are prohibited not permitted for safety reasons. E.—4. Prior to play the courts must be dDry-dust mopped and apply dressing prior to court play. the dressing applied. Playing on a dry, non-unprepared court is not permitted as it damages the playing surface. F. 5. Walking on the courts with or without dressing is prohibited not permitted for safety reasons and to prevent <u>court surface</u> damage to the surface of the courts. G.-Prior to play the courts must be dry-dust mopped and the dressing applied. Playing on a dry, non-prepared court is not permitted as it damages the playing surface. H. Food and drink are prohibited during the court play on the courts. I. <u>6.</u> Clubhouse 1 Sstaff can provide information about the dressing application of the dressing and/or answer any questions regarding shuffleboard activities. 7. The courts are locked at all times. Clubhouse 1 staff can provide access if the resident leaves his/her Laguna Woods Village resident ID card with staff.
 - 8. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- B. Guests

J. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests under 10 years of age are not permitted to use the facility.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and</u> <u>procedures apply to the use of the amenities.</u>

OPERATING RULES Table Tennis



- A. All residents must sign in with name and manor number. All guests must sign in next to their resident sponsor.
- <u>A.</u> <u>Guests must be a minimumunder</u> of six <u>6six</u> years of age<u>are not permitted to use</u> <u>the facility. MTheGeneral</u>
 - 1. Residents and guests must sign in upon arrival at the facility.
 - B.—<u>2. mallowed_threeR_Guests under 6 years of age are not permitted to use</u> the facility.
 - C. Appropriate athletic attire and non-marking shoes or equivalent are required.
 - D. <u>3.</u> <u>Observe</u> Ggood sportsmanship and courtesy are to be observed at all times. USTTA rules and regulations apply.
 - E. <u>4.</u> The assigned Tournament Director will determine the tournament format.
 - F. During open times, matches may be played three out of five games to 11 points, or two out of three games to 21 points. All games should be completed on the table where started.
 - G. <u>5.</u> Warm--up time is limited to three minutes.
 - H. <u>6. After a match is completed</u>, <u>Aa</u>ll players must <u>give uprelinquish</u> tables to waiting players on a first_-come, first_-served basis after a match is completed.
 - **H**. <u>7</u>. Persons rallying and not playing a match are limited to 20 minutes when others are waiting to play.
 - J.—<u>8.</u> Scheduled maintenance may restrict Club <u>p</u>organized leagues and trophy tournaments take precedence.
 - K.—Use of the ball machine is limited to club members only. Play is limited to 10 minutes when others are waiting to use it. After using the ball machine, balls must be picked up and returned. Balls may not be used for regular play.
 - <u>Do not remove b</u>Balls and/or equipment may not be removed from the room.
 <u>All r</u>Residents and guests are expected to clean up their area when play has concluded by returning all balls on the floor to the ball basket, returning club-owned paddles to the rack; and removing personal items from the court.
 - 10. Before operating the robot, familiarize yourself with the operational procedure. If necessary, consult a Table Tennis Celub board member for assistance. This will avoid unnecessary repairs and downtime due to human errors. Thank you for your co-operation.

a. Play on the robots is limited to 15 minutes when other are waiting. M. b. Robot balls may not be used for regular play.

11. Scheduled maintenance may restrict play. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.

B. Guests

1. The maximum number of guests allowed per resident is three. Residents must accompany their guests at all times. Guests under 6 years of age are not permitted to use the facility.

<u>Note: The Recreation Department reserves the right to review and adjust the</u> operating rules to accommodate the needs of the community<mark>. All GRF policies and</mark> procedures apply to the use of the amenities.



A. General Rules:

- 1. Residents and guests must sign in upon arrival at the facility.
- <u>2.</u> The <u>t</u>rennis <u>facility</u> <u>Complex</u> is open every day from 7 a.m. to 10 p.m.
- 1.—Prime- time for tennis play is 7 to 10:40 a.m.

<u>3.</u>

- 2.4. Lighted courts are available on courts 1/, 2/, 5/, 6/ and 7. bring quarters for coin operation.
- 3. All residents and guests must sign in upon entering the facility.
- 4. Proper tennis attire (shirts required) for players and "non-marking shoes" for on-court play.
- 5. <u>"Prime-time" for tennis play is during the hours of 7 a.m. to noon every day.Proper tennis</u> attire (shirts required) for players and <u>"non-marking shoes" for on-court play.</u>
- 6. Club tournaments, leagues, and other events must be scheduled and posted one week in advance.
- 7.—Scheduled club/group/organization tournaments and activities at the tennis facility take priority and must be scheduled and posted one week in advance:
- a.—Prime time events and tournaments must be reviewed and approved by the Recreation and Special Events Department
- b. At least 50% of the event players are Laguna Woods residents

c.—No other events are already scheduled at the same time/day

- The event reservation notice will be posted on the appropriate courts<u>6</u>. Scheduled use is determined by the Recreation Department and is subject to change. Play may be restricted due to scheduled maintenance. Club tournaments and events must be approved by the Recreation Department and may take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.
- d.__7.__
- 8. Guests must have resident present and may use one court only; One guest per resident in prime-time and up to three guests for other times; no guests under the age of 6 are permitted. No pets Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
- 9.—8.___other than service animals are allowed at the tennis facility.
- **10.** No unauthorized music is to be played on any device at the tennis facility.
- <u>11. 9.</u> Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access; <u>Dd</u>o not prop open the gates open.!

- <u>10. Only teaching pP</u>rofessionals approved by GRF <u>only</u> can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4.
- 12. <u>11.</u> In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400. TheA first-aid kit is located in the tennis clubhouse and an AED is located outside the two front doors of the tennis clubhouse.

B. Guests

- 1. Guests under 6 years of age are not permitted to use the facility. MThe maximum number of guests allowed is one guest per resident during prime- time and up to three guests during non-prime time. Residents must accompany their guests at all times and may only use one court.
- B.C. All Court Rules: (See see tables on p-Page 3-3 for a court rules summary of court rules)
 - 1. Play time limits/reservation availability/walk-on usage varies by court number and time of day.
 - 2. <u>All MA minimum of two players must be present to claim an open court.</u>
 - 3. Courts 1 through 7 have a "whiteboard" for sign-up<u>s</u> and must be used properly for all walkon usage.
 - a. All players must post their start and stop time on the board and may not be changed it (not to exceed the set court time limits during prime-time hours-; see chart on page 33).
 - b. Do not change start/end times on the whiteboard (once recorded) after claiming a walkon or reserved court.
 - 4. Reservations may be made up to three days in advance with the online reservation system for Courts 8 through 10 all day and courts 6 and 7 during the evening.
 - a. Players with reservations may start early if their reserved court is available.
 - b. Players with advance reservations must claim their assigned court within 10 minutes of their start time or the reservation will be deemed canceled and the court will then be available for walk-on play until the next reservation time.
 - 5. When time expires play may continue until a new group arrives and there are no other courts of equivalent time limit available, i.e. <u>one or 1.5 hourone- or 1.5-hour</u> courts.
 - 6. Arriving players must take any open court, and not ask others playing beyond their time limit to move, unless the available courts are for lesser time limits, i.e. only one hour courts available.
 - 7. Doubles play does not have priority over singles play at any time.
 - 8. During "prime-time<u>play</u>," an individual may practice by themselves<u>solo</u> until a group arrives to play, but an individual player may not hold a court if all players are not present and ready to start play.
 - 9. During non-prime-_time,_an individual may occupy any walk-on court to practice by themselvessolo.
 - 10. Back-to-back reservations by the same group are not allowed and players should cancel online reservations that will not be used as soon as possible. Likewise, the same group may not change their times and sign up back-to-back on walk-on courts.
- C. Court 1: Walk-on Challenge Court (sign-up board on Clubhouse wall near the court)
 - 1. Used for two doubles teams to play <u>one set</u> in prime- time (maximum time is one hour).
 - Winners stay for another round and play the next waiting team. If they win again both teams leave.

- 3.—The next two teams take the court and the losers may sign up on the challenge board again.
- 4. If no one is playing on the court, up to four people may play but they could be challenged by another twosome that comes and signs up on the board. On-court "score tubes" must be used.
- 5. <u>After noon (non-prime-time) court 1 reverts to a walk-on-court for singles or doubles play</u> with on-court time limited to 1.5 hours when others are waiting.
- D. Courts <u>12-through</u> 4: -Walk-on —_one-_hour (sign-up board near the clubhouse main entrance)
 - During prime_time, play is for singles or doubles and on court time is limited to one hour when others are waiting.
 - After noon (non-prime-time) <u>play</u>on court time is limited to 1.5 hours when others are waiting.
 - 2. If no players are waiting, play may continue, but <u>the group playing the entire group must</u> vacate the court to signmay not sign up on the white board for additional time. in again for additional time on the white board to show the new start time.
 - If players are waiting and courts are full, the group must vacate the court immediately after one hour.
 - 3.4.After noon10:40 (non-prime-time) play is limited to 1.5 hours when others are waiting.
- E. Court 5: -Walk-on 1.5 hour (sign-up board near entrance to Court 5)
 - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
- F. Courts 6-<u>through</u>7: <u>WalkDay walk</u>-on; <u>Day & n</u>Night <u>r</u>Reserved 1.5 hour (sign-up board near entrance to Court 5)
 - 1. Play is for singles or doubles and on-court time is limited to 1.5 hours when others are waiting.
 - 2. These courts may be reserved with the online reservation system for lighted night play with set reservation times of: (4:30-to 6 p.m.), (6-to 7:30 p.m.) or (7:30-to 9 p.m.)
- G. Courts 8-<u>through</u>10: -Reserved <u>Courts courts ---</u>1.5 hour (sign-in board near entrance to Court 5)
 - 1. May be reserved with the online reservation system for singles/doubles play in prime-_time with set reservation times of: (7:30-<u>to</u>9 a.m.), (9-<u>to</u>10:30 a.m.), or (10:30 a.m.-. to noon).
 - May be reserved with the online reservation system after prime-time for singles/doubles play (Court 8), ball machine (Courts 9 & and 10) or backboard (Court 9) play with set reservation times of:

Winter Hourshours: (nNoon-to1:30 p.m.), (1:30 to -3 p.m.) or (3 to -4:30 p.m.) Summer Hourshours: (nNoon to -1:30 p.m.), (1:30 to -3 p.m.), (3 to -4:30 p.m.), (4:30 to -6 p.m.), (6 to -7:30 p.m.)

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 <u>use of the amenities.</u> The Recreation Department reserves the right to review and adjust these Tennis Operating Rules to accommodate the needs of the community.

Tennis Court Rules for Prime-Time Hours

7 a.m. to noon <u>10:40</u> a.m.

Court 1 – Challenge Court for doubles teams to play <u>one set</u> (maximum one hour); winners stay for next round; if that team wins again both teams leave; if no one is playing on the court, up to four may start play but may be challenged after one set.

Highlights of <u>c</u> ourt P play P priorities		PRIME-TIME 7 a.m. to noon				
for	COURTS					
all c C ourts 2-10	14	5	6 <mark>-/</mark> 7	8 <u>-/9/10</u>		
Set reservation times available	NO	NO	NO	YES*		
On-court time limit	<mark>1 hour</mark>	1.5 hours	1.5 hours	1.5 hours		
Walk-on if no show/no reservation	N/A	N/A	N/A	YES		
Individual player uses by themselves	YES#	YES#	YES#	NO		
Doubles have priority over singles	NO	NO	NO	NO		
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.						
* Set reservations times are (7:30 <u>to</u> -9 <u>a.m.), (9to-10:330<u>a.m.), or (10:<u>3</u>30<u>a.m. to</u>-noon).</u></u>						
# During prime time, an individual may practice by themselves but can be bumped by a group that arrives to playsolo						
until a group arrives to play.						

Reservations may be made via Court Reserve with the online reservation system for courts 8 through 10.

Tennis Court Rules for Non <mark>p-P</mark> rime-Time Hours							
10:40 a.m. to close							
Noon to Close							
Highlights of C ourt P play P priorities forfor all cCourts 1-10	NON-PRIME TIME (After noon)						
	COURTS						
	1 <u>-</u> -4	5	6 <u>-</u> 7	8 <u>-/9/10</u>			
Set reservation times available	NO	NO	YES*	YES+			
On-court time limit	<mark>1.5 hour</mark> s	1.5 hours	1.5 hours	1.5 hours			
Walk-on if no show/no reservation	N/A	N/A	YES	YES			
Individual player uses by themselves	YES	YES	YES	YES			
Doubles have priority over singles	NO	NO	NO	NO			
An individual may practice by themselves on any walk-on court during non-prime time hours.							
Note: If another court is available, you must take the open court and not ask others to move from a court they occupy.							
* Set reservations times are (4:30 to -6 p.m.), (6 to -7:30 p.m.), or (7:30 to -9 p.m.).							
+ Set reservation times for play (Court 8), ball machine (Court <u>s</u> 9 & and 10) or backboard (Court 9) are (noon to							
-1:30_ pp.m.), _,							
Reservations may be made via Court Reserve with the online reservation system for courts 6 through 10.							

Instruction provided by <u>VMS-GRF</u> approved teaching professional have court priority on <u>courts-Courts</u> 3 and 4 all day on Sunday and after noon other days. <u>TThe teaching professionals will post</u> the lessons times 24 hours in

OPERATING RULES Video Learning Center and Studio



Laguna Woods Village®

- A. All residents and their guests must sign in upon entering the Video Learning Center.
- A. Residents must accompany their guests at all times. General
 - 1. Residents and guests must sign in upon arrival at the facility.
 - 2. The Video Learning Center is staffed operated by <u>V</u>olunteer <u>Ss</u>upervisors.
 - 3. Resident use of equipment is at the discretion of the <u>∀v</u>olunteer <u>Ss</u>upervisor on duty. Equipment and user safety are the most important considerations.
 - Video Club projects <u>may</u> take priority in the Video and Sound Studio. Other users are at the discretion of the <u>∀v</u>olunteer <u>Ss</u>tudio <u>Ss</u>upervisor.
- B. Guests
 - The maximum number of guests allowed per resident is two. The Video Learning Center is open to residents and their guests during posted hours. Residents must accompany their guests at all times.

<u>Note:</u> The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. <u>All GRF policies and procedures apply to the use of the amenities.</u>