

#### **OPEN MEETING**

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

#### Thursday, October 10, 2024 – 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 12, 2024
- 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. Recreation Dashboard

Reports: (Receive and File or Provide Recommendations)

- 9. Recreation Staff Introduction
- 10. Garden Center Access Discussion

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

- 11. California Club Rollover Exception Request
- 12. Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show
- 13. Equestrian Fee Recommendation
- 14. Recreation and Special Events Department Operating Rules Review

#### Items for Future Agendas:

- Reservation System Review
- Recreation Policy Review
- 2026 Capital Requests

#### Concluding Business:

- Committee Member Comments
- Date of Next Meeting: Thursday, November 14, 2024 at 1:30 p.m.
- Adjournment

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

Cush Bhada, Acting 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 12, 2024 – 1:30 p.m. Board Room/Virtual Meeting

- MEMBERS PRESENT: Cush Bhada, Acting Chair, Joan Milliman, Reza Karimi, Sue Quam, Ellen Leonard, S.K. Park, Dennis Boudreau, Elsie Addington
- MEMBERS ABSENT: Ajit Gidwani, Peter Sanborn
- OTHERS PRESENT: Juanita Skillman, Martin Roza
- **STAFF PRESENT:** Alison Giglio, Jennifer Murphy, Tom McCray, Jackie Chioni, Laura Cooley, Ada Sigler, Jose Campos, Blake Lefante

#### Call to Order

Acting Chair Bhada called the meeting to order at 1:30 p.m.

#### Acknowledgement of Media

There was no press present.

#### **Approval of Agenda**

Director Karimi made a motion to approve the agenda. Director Park seconded.

Motion passed unanimously.

#### Approval of Committee Report for August 8, 2024

Director Karimi made a motion to approve the report. Director Park seconded.

Motion passed unanimously.

#### Chair's Remarks

Acting Chair Bhada wished all well after the very hot weather and to those experiencing loss from the Airport fire. He acknowledged the previous CAC chair, Yvonne Horton, for her hard work and achievements and would like to keep the wheels in motion. Acting Chair Bhada attended the 60<sup>th</sup> anniversary event and thanked staff for their hard work and Memorial Care for their support of the event both of which made the event very successful.

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#### **Report of the Recreation and Special Events Director**

Ms. Giglio stated the request from the Table Tennis Club to donate funding to install id card readers on the third floor was determined not feasible after presenting with the actual amount it would cost to the Table Tennis Club president, thus the Table Tennis Club requested to remove the item from the agenda; the installation of the id card readers for the table tennis room will be added to the 2026 capital reserve items for consideration.

Ms. Giglio reported the following Clubhouse 1 renovation update: staff is excited to announce the opening of Clubhouse 1 on Monday, September 16; Recreation staff has been contacting all rental and user groups to discuss details of transitioning back to Clubhouse 1 but due to the number of groups, please wait to be contacted by staff; the following amenities are expected to be open on September 16: Pool 1, Clubhouse 1 Fitness Center, drop-in lounge and game room; Transportation will move the hub back to the normal location in front of the clubhouse; gymnasium, archery and shuffleboard groups will be contacted directly regarding scheduled hours of use and operating hours; please note that all amenities are subject to intermittent closures and delays as projects are completed and staff works through new technology and equipment.

Ms. Giglio reported the following Recreation Department highlights: Clubhouse 2 hosted the 60<sup>th</sup> anniversary event with over 500 in attendance visiting many community service tables and included Memorial Care sponsoring with free ice cream, giveaways and free yoga classes; the new ceramic tech at Clubhouse 4 started on September 4; new fitness room signage was posted at Clubhouse 5 to better describe room use; Clubhouse 5 received a fresh coat of paint; the Italian Buffet had 137 attendees; the HVAC at Clubhouse 7 is not operational and staff is working diligently to keep the facility cool while repairs and full replacement are being completed; misters were installed to keep the horse stalls cool and were well appreciated during the extreme heat wave this past week; two equine evacuees from the Airport fire were received on September 9 and were able to return to their homes on September 11; the Equestrian Center may take up to four evacuated horses safely without impacting our resident boarded horses; Library volunteers worked 780 hours to support 2,296 visitors in August which is more visitors expected during the parking lot construction and building painting that did not interfere with patrons' ability to enjoy the library.

Ms. Giglio reported the following GRF board meeting update: approval of a share cost percentage of 65/35 percent for golf costs recovery through an increase of golf fees will go on 28-day hold to be reviewed at GRF next month; the resident request to have a 90<sup>th</sup> birthday party in the Community Center third floor room in December was approved.

Ms. Murphy stated the following: the free Monday movie at the Performing Arts Center, *The Boys in the Boat*, will be held on September 16 at 2 and 7 p.m.; the AARP Smart Drivers course refresher will be held at Clubhouse 2 on September 21 at 8:30 a.m.; Clubhouse 5

Agenda Item #4 Page 2 of 5 Report of GRF Community Activities Committee Regular Meeting September 12, 2024 Page 3

will host the steak dinner on September 23 at 5 p.m.; the Equestrian Center will host A Taste of Country on October 5, 4 to 7 p.m.; the Performing Arts Center will host Micky Dolenz of the Monkees on October 11 at 7:30 p.m.; the fall Village Bazaar will be hosted at Clubhouse 5 on October 26, 10 a.m. to 2 p.m. in the main lounge; the annual Arts & Crafts Bonanza will be held at Clubhouse 4 on November 2, 9 a.m. to 4 p.m. and November 3, 10 a.m. to 3 p.m.

Mr. McCray stated the following: fall aerification is underway to ensure golf greens remain healthy; rotating closures to minimize interruption of play will occur to complete general maintenance; the golf orientation program is ongoing and is very productive; staff is inquiring with Village TV to record the golf orientation program so those that cannot attend remain informed; fitting days are going well, but sales are slowing so staff is reviewing marketing to boost sales; the Par 3 course will have migratory water fowl returning so staff is looking at innovative ways to mitigate the influx of these birds; the Garden Center compliance system is working well; staff is contacting those on wait list for the three unkept plots available; the Garden Center maintenance vendor is doing well, but the Landscape Department will assist with Garden Center general and emergency maintenance going forward in 2025; staff is discussing the use of feral cats in the Garden Centers; Mr. Quan and Mr. McCray are meeting with Clubhouse 1 mini-gym users to create a balanced schedule.

Discussion ensued.

#### Member Comments (Items Not on the Agenda)

Members were called to speak regarding the following: California Club rollover exception request; id card readers in all facilities to ensure more accurate utilization; change in television programming in the Community Center Fitness Center; inquiry if badminton and volleyball will return to gym on Monday and tennis court resurfacing scheduling; signs stated Laguna Woods Fitness and should be Laguna Woods Village Fitness; tennis facility operations, budget and utilization; staff time allowed for response to resident inquires.

Discussion ensued.

Staff was directed to present the California Club request as a staff report at the next CAC meeting on October 10, 2024.

Staff was directed to review the Community Center Fitness Center television programming. Staff was directed to assist the resident with process of obtaining utilization for tennis.

#### **CONSENT**

Director Milliman made a motion to approve the consent calendar. Director Karimi seconded.

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Ms. Sigler stated the quarterly review of the financial statement.

Discussion ensued.

Motion passed unanimously.

#### **REPORTS**

**Recreation Supervisor Introduction**– Laura Cooley, Performing Arts Center Supervisor, introduced herself while stating her Laguna Woods Village work history and celebrating 35 years of being a staff member.

#### ITEMS FOR DISCUSSION AND CONSIDERATION

**Review of Pool 5 Extended Operating Hour for October 2024** – Ms. Giglio stated the staff recommendation to review and recommend extending Pool 5 operating hours from 6 p.m. to 7 p.m. in October.

Director Leonard made a motion to recommend extending Pool 5 operating hours from 6 p.m. to 7 p.m. in October. Director Milliman seconded.

Discussion ensued.

Motion passed 4-1-1. Director Quam opposed and Director Karimi abstained.

#### **ITEMS FOR FUTURE AGENDAS**

Discussion ensued regarding exceptions and Recreation policy review which was directed to be continued when the Recreation Policy Review item will be brought forth.

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

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

Aquadettes Show – Staff was directed to bring this item to the next CAC meeting.

#### **CONCLUDING BUSINESS**

#### **Committee Member Comments**

Director Leonard stated good job. Director Quam stated thanked Acting Chair Bhada you for stepping in and doing a good job. Report of GRF Community Activities Committee Regular Meeting September 12, 2024 Page 5

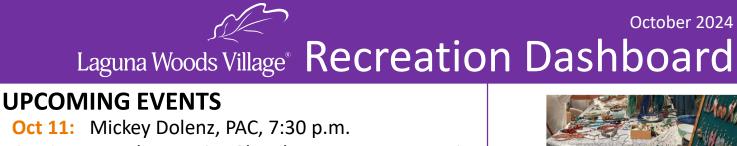
#### **Date of Next Meeting**

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 10, 2024.

#### Adjournment

There being no further business, the Acting Chair adjourned the meeting at 3:13 p.m.

\_\_\_Cush Bhada\_\_\_ Cush Bhada, Acting Chair



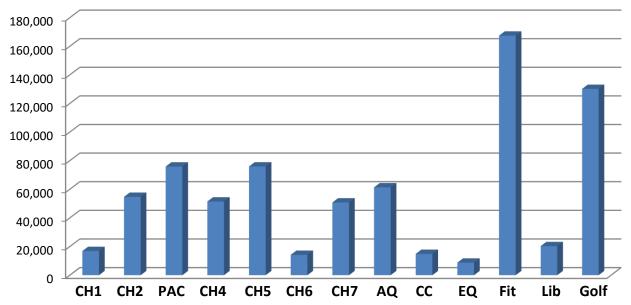
- Oct 21: Monday Movie, *Ghostbusters: Frozen Empire*, PAC, 2 and 7 p.m.
- Oct 26: Village Bazaar, Clubhouse 5, 10 a.m.
- Oct 28: Monthly Dinner, Clubhouse 5, 5 p.m.
- Nov 2: Arts & Crafts Bonanza, Clubhouse 4, 9 a.m.
- Nov 3: Arts & Crafts Bonanza, Clubhouse 4, 10 a.m.
- Nov 11: Veterans Day, Clubhouse 2, 11 a.m.
- Nov 18: Monday Movie, *The Long Game*, PAC,

2 and 7 p.m.



Clubhouse 5 will be hosting the Village Bazaar on Saturday, October 26, 10 a.m. to 2 p.m.





The above chart includes estimated total utilization at each Recreation facility including room reservations and amenities as shown located below:

Clubhouse 1:	Clubhouse 2:	Fitness:	Clubhouse 4:
Billiards	Lawn Bowling	Archery	Art
Bocce	Video Room/Studio	Fitness Centers (2)	Ceramics
Drop-In Lounge	PAC:	Gymnasium	Glass
Game Room	Billiards	Paddle Tennis	Jewelry
Shuffleboard	Clubhouse 7:	Pickleball	Knitting
Clubhouse 5:	Bridge	Table Tennis	Lapidary
FitnessCenter	Golf:	Tennis Courts	Photography
Fitness Classroom	All Courses	Community Center:	Quilting
Game Room	Driving Range	Computer Rooms	Sewing Room
Gym			Slipcasting Studio
			Woodshop

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#### **STAFF REPORT**

### DATE:October 10, 2024FOR:Community Activities CommitteeSUBJECT:California Club Request for Rollover Exception

#### RECOMMENDATION

Review and recommend the California Club's request for an exception to the Permanent/Rollover Reservation Policy (Attachment 1) for the last Saturday in September of each year for an event at Clubhouse 2 which includes exclusive use of the entire clubhouse and the parking loop.

#### BACKGROUND

The GRF approved Recreation and Special Events Department Policy regarding permanent/rollover reservations states, "rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted" and "no more than two Saturday nights may be held down as rollover reservations in any main lounge."

#### DISCUSSION

On September 12, 2024, the California Club submitted a request (Attachment 2) to the CAC requesting an exception to the Permanent/Rollover Reservation Policy. The request was read during Member Comments. Staff was directed to research the request and present a staff report for review at the October CAC meeting.

The California Club is requesting the last Saturday in September of each year for their California Dreamin' event to be hosted at Clubhouse 2 which includes exclusive use of the entire clubhouse and the parking loop for set up and other logistical purposes. This rollover exception would require one group to be relocated for their weekly meeting.

Clubhouse 2 currently has nine room reservation rollovers with six of them being Saturday rollovers: the 18 Hole Men's Golf Club has the first Saturday in October, third Saturday in August, one Saturday for the Memorial Tournament and third Saturday in October; the Boomer's Club has the last Saturday in June; the Laguna International Dancers Club has the first weekend in March. Please find attached all current exceptions to the room reservation policy (Attachment 3).

#### FINANCIAL ANALYSIS

The California Club would be charged all applicable GRF approved room rental fees for the use of the Clubhouse 2 ballroom and two adjacent rooms (patios are included with rental of the rooms). There are no established fees for exclusive parking loop access.

#### Prepared By:

Alison Giglio, Recreation and Special Events Director

Golden Rain Foundation of Laguna Woods Community Activities Committee California Club Request for Rollover Exception October 10, 2024 Page 2

Reviewed By:	Catherine Laster, Services Manager	
	Steve Hormuth, Financial Services Director	

#### ATTACHMENT(S)

ATT1: GRF Recreation Room Reservation Policy ATT2: California Club Request Form ATT3: Current Exceptions to Room Reservation Policy

Golden Rain Foundation of Laguna Woods Community Activities Committee California Club Request for Rollover Exception October 10, 2024 Page 3

#### Attachment 1 Clubs/Groups/Organizations

#### C. Room reservations

- 1. For general procedures, see Page 10, Room Reservations Recreation Department Policy.
- 2. Only executive club officers of a club/group/organization may check availability or make/change/cancel reservations on behalf of the club/group/organization.
- 3. A Laguna Woods Village club/group/organization may submit a request for a rollover reservation subject to:
  - a. The rollover must have a minimum of four identical reservations during the calendar year; all dates in the series must be for the same day of the month/week (such as first Tuesday, every Tuesday, etc.), at the same time and duration, and in the same room; no modifications (date, time, duration, location, etc.) are permitted.
  - b. No more than 104 rollover dates per club/group/organization.
  - c. A rollover processing fee will be applied to annual billing in accordance with the GRF fee list.
  - d. Cancelations are permitted but requestor must retain at least four reservations (if less than four, permanent reservation status will be forfeited for the next year).
  - e. Any new rollover reservation request or change to an existing rollover reservation for the following year must be received by March 15.
  - f. Rollover reservations are mailed out for review on August 1 and payment/signed rental agreement are due by September 15.
  - g. No refunds, credits or transfers of fees will be honored after a payment and signed rental agreement is received by Recreation.
  - Requestor may not have more than one Saturday night per month in a main lounge; no more than two Saturday nights may be held down as rollover reservations in any main lounge.
  - i. Rollover reservations are not permitted in the Village Greens Facility.
  - j. Lottery requests for religious holiday events take priority over club/group/organization rollovers and lottery requests.

Golden Rain Foundation of Laguna Woods Community Activities Committee California Club Request for Rollover Exception October 10, 2024 Page 4

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 Requestor Name: \_\_\_\_\_ Date: Sept 9, 2024

Print Individual, Club or Organization Name: California Club of Laguna Woods Village

Manor:	Phone:	E-mail:		
Request (please			Diaff Time Desugat	
		Donation	Staff Time Request	- 10
Equipment Req	uest 🛛 🗶 Facility Req	uest A Other:	Tor HonualE	VENT CCHE
Explanation:		La	For Annual E St Sat, in	SCATPMER
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locations when ne The California Clu	cessary. Please use revult is one of the Villages	verse side or attach a Charter Social Clubs	separate sheet if nece since the 1960's	ssary.
providing the resi	idents with events to be	active and socially en	gaged with others.	
Our inaugural Calife	ornia Dreaming event last	week was attended by c	over 550 people at	
Clubhouse 2. We	would like to continue s	serving the community	with our	
California Dreami	ng event on an annual t	oasis on the last Satur	day of September as r	10
	ly has an event on that			
The event starts in	the early evening but we a	are requesting to have th	ne entire Clubhouse 2	
	for the entire day for set			
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	Laguna Woods	s Village Recreation Dep	artment	

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

Attachment 3

9 Hole Women's Golf Club Luncheons Reform Temple Rosh Hashanah Reform Temple Yom Kippur National Council of Jewish Women General Meeting Duplicate Bridge, Holiday Party Boomers Woodstock 18 Hole Men's Golf Club Memorial Tournament 18 Hole Men's Golf Club Appreciation Dinner Kim's Line Dancing Club Garden Club Garden Show Duplicate Bridge, Volunteer Appreciation Concerned Citizens Book Review Computer Club, PC General Meetings Aerospace Club General Meetings 18 Hole Men's Golf Club Team Scramble 18 Hole Men's Golf Club Member Guest Tour Korean American Choir Dog Club Vaccination Day 18 Hole Men's Golf Club President's Bal Fable Tennis - Meikeljohn aguna International Dance Festival aguna International Dancers ewish Cultural Club Club/Event Tournament Clubhouse 5 Clubhouse 2 Clubhouse 5 Clubhouse 5 Clubhouse 2 Clubhouse 7 Clubhouse 1 Clubhouse 1 Clubhouse 7 Clubhouse 7 Clubhouse 1 Clubhouse 7 Clubhouse 2 Clubhouse 2 Clubhouse 2 Clubhouse 5 Clubhouse 2 Clubhouse 2 Clubhouse 2 Clubhouse 5 Clubhouse 2 Clubhouse 7 Clubhouse 1 Clubhouse All Rooms Ballroom Ballroom All Rooms Ballroom Main Lounge Main Lounge Main Lounge-Front Ballroom Ballroom Ballroom Ballroom All Rooms Main Lounge Main Lounge Ballroom Main Lounge Room 2nd Fridays Sunday in June) 2nd Tuesdays 4th Fridays 3rd Saturday in October 3rd Monday in January before Memorial Day. Do not 3rd Saturday in August Contact Reform Temple Contact Reform Temple First weekend in March Every Thursday Every Monday 4th Wednesday of April 1st Wednesday in November 3rd Thursdays 1st Wednesday in December book on holiday weekend Saturday after Mother's Day and 1st Saturday in October Wed-Sunday (Sunday being first Every Wednesday 1st Sundays 1st Tuesday in December 1st Thursday in February Last Saturday in June Day(s)/Month Monday morning as well One Time Event One Time Event 3 Hour Reservation in the Main Lounge 3 Hour Reservation 2 Hour Reservation 2 Hour Reservation 3 Hour Reservation One Time Event One Time Event One Time Event One Time Event 3 Hour Reservation 2 Hour 30 Minutes One Time Event Reservation 3 Hour 30 Minutes One time event Reservation Notes

# Recreation Room Reservation Exceptions

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#### STAFF REPORT

DATE: October 10, 2024

FOR: Community Activities Committee

SUBJECT: Aquadettes Request for Exception to GRF Poster Policy, Pool Closure and Staff Support for the 2025 Aqua Follies Show

#### RECOMMENDATION

Review and recommend the Aquadettes' request for exception to the following:

- Golden Rain Foundation (GRF) poster policy requesting posting at all Clubhouses, the Recreation office and at the 19 Restaurant and Lounge;
- Pool 1 closure from August 11 to 18, 2025; and
- Provide staff support for a club event including tickets sales, setup (marquis and curtains), operation of lighting during rehearsals and shows and coordination of outsourced lifeguard services.

#### BACKGROUND

In 1965, the Aquadettes began as a group of all-female lifeguards who collaborated to host a synchronized swimming show. The Aquadettes have been offering an annual summer Aqua Follies show to Laguna Woods Village residents and their guest for over 55 years at Pool 1.

#### **DISCUSSION**

In preparation for the 2025 Aqua Follies show, the Aquadettes have requested several exceptions to the GRF Recreation Policy.

#### Poster Request:

The GRF Poster Policy (Attachment 1) only allows advertising with posters for events held at the Performing Arts Center or Clubhouse 5. The Aquadettes are requesting (attachment 2) an exception to the GRF poster policy to place a poster at the following facilities; July 17 through August 14.

Clubhouse 1

• Clubhouse 4

• 19 Restaurant and Lounge

- Clubhouse 2Performing Arts Center
- Clubhouse 5Recreation office
- The dimensions of the posters are 11x17 inches. Posters would be advertised for 28 days, prior to the show.

The request for Recreation office and 19 Restaurant and Lounge poster placement was denied in 2023 by GRF due to lack of space.

#### Pool Closure Request:

Pool 1 is open from 7 a.m. to 7 p.m. daily (opens at 9 a.m. on Tuesdays) during the summer season. 2023 annual utilization for Pool 1 is approximately 29,998 (2,424 August, 2023). The

Aquadettes have regular scheduled practices from 11 a.m. to noon on Mondays and Fridays throughout the year, free of charge. During practice times the pool is not open to residents.

The Aquadettes are requesting (attachment 2) to close Pool 1 from Monday, August 11 to Monday, August 18 for their dress rehearsals and shows.

#### Staff Support Request:

The Aquadettes are requesting (attachment 2) staff support with tickets sales, setup (marquis and curtains) and operation of lighting during rehearsals and shows. Audience seating will be acquired from an outside vendor with staff approval of insurance requirements. The Aquadettes will cover costs for audience seating.

The Aquadettes would like tickets to be sold at the Recreation office, Clubhouse 1 and Clubhouse 5 facilities. Ticket sales are processed via ActiveNet with a check or credit card. GRF pays a 3.2% transaction fee per ticket sold; credit card fees are paid by the customer when a credit card is used. 316 tickets were sold in 2023.

A General Maintenance worker is needed to setup the marquis and curtains. A Pool Technician is needed to operate the lighting for dress rehearsals and show dates. Staff bill rates apply.

Lifeguard Services are needed during rehearsals. Rehearsals will take place at Pool 1, afterhours, from 7 to 8:30 p.m. every Wednesday from April 2 to August 13. Lifeguard bill rates apply.

On June 29, 2017 the Aquadettes received approval for the fixed dollar amount of \$1,250 for services rendered; CAC endorsement (attachment 3). On December 9, 2021 Community Activities Committee reviewed the fixed dollar amount and advised staff to proceed with the 2022 show at the same cost due to prior shows being canceled during Covid. Staff was directed to resubmit a fee review at the conclusion of the 2022 Aqua Follies Water Show.

On November 19, 2022 Community Activities Committee reviewed the estimated costs for the 2023 Aqua Follie show and recommended increasing the fixed dollar amount by \$1000, totaling \$2,250 for services rendered. Due to the Clubhouse 1 renovation shows were canceled in 2024.

On January 3, 2023, the GRF Board passed resolution 90-23-01 regarding the Aquadettes billing (attachment 4) and on May 2, 2023, the GRF Board passed resolution 90-23-18 regarding the Aquadettes request for exception to GRF poster policy (attachment 5).

#### FINANCIAL ANALYSIS

The 2025 Business Plan does not include an allocation for the Aqua Follies show in 2025. The estimated cost to support this club event is \$2,152.20 based on the assumptions presented below. The Aquadettes will be billed at the conclusion of their shows using 2025 bill rates for any amount above the support approved by the GRF Board. If the support were to be funded through ticket sales, the price per ticket would need to increase by approximately \$7.00 (assuming the same number of tickets are sold as the prior event in 2023).

2025 Estimated Fees			
Staffing	Hours	Staffing Cost Per Hour (2024 Rates)	Extended
			Amount
General Maintenance Worker	8	\$42.33	\$338.64
Lifeguards	30	\$30	\$900
Pool Technician	12	\$63.49 (OT)	\$761.88
2023 Ticket Sales (\$15 each)	316 Tickets Sold	Transaction Fee 3.2%	\$151.68
		TOTAL	\$2,152.20

Prepared By:	Jennifer Murphy, Recreation Manager
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Reviewed By: Alison Giglio, Recreation and Special Events Director Steve Hormuth, Financial Services Director Catherine Laster, Services Manager

#### ATTACHMENT(S)

ATT1: GRF Poster Policy ATT2: Aquadettes Request ATT3: 2017 CAC Endorsement ATT4: Resolution 90-23-01 ATT5: Resolution 90-23-18

#### Attachment 1

#### GRF Poster Policy

- E. Performing Arts Center lobby poster area and lobby bulletin board, and Clubhouse 5 glass- enclosed bulletin board
  - 1. All posters must be stamped in advance by Recreation.
  - 2. Displaying posters is subject to space availability.
  - Performing Arts Center lobby posters must be no larger than 33 by 40 inches, Performing Arts Center bulletin boards posters must be no larger than 22 by 17 inches and Clubhouse 5 bulletin boards must be no larger than 11 by 17 inches.
  - 4. Posters are not allowed to be adorned with lights.
  - 5. Performing Arts Center lobby posters may be displayed a maximum of three months prior to the date of the event (or date of first event in a series).
  - 6. The Performing Arts Center lobby poster area is for box office events.
  - 7. The Performing Arts Center lobby bulletin board is for use by GRF or a club/group/organization that schedules an event in the Performing Arts Center auditorium on a regular basis but does not distribute tickets through the Performing Arts Center box office.
  - The Clubhouse 5 glass-enclosed bulletin board is for use by a club/group/organization that has events scheduled in the Clubhouse 5 Main Lounge and may be posted 60 days prior to event.
  - 9. Posters not approved by Recreation will be removed.

#### Attachment 2

#### The Aquadettes of Laguna Woods Village Proposal for 2025 Show September 21, 2024

- 1. Show Dates: Thursday through Saturday, August 14, 15, and 16, 2025
- 2. Pool Closure dates for set up and breakdown (as we have done in the past):
  - Monday, August 11: Set up curtains and marquis/Dress rehearsal 5:00 PM-9:30 PM
  - b. Tuesday, August 12: Dress rehearsal 5:00 PM-9:30 PM
  - Wednesday, August 13: Risers and chair set up by rental company (to be determined)
  - d. Thursday through Saturday, August 14, 15, and 16 show 5:00 PM-10:00 PM
  - e. Sunday, August 17: Dark
  - f. Monday, August 18: Breakdown
- 3. Additional Practice Times:
  - Monday and Tuesday, August 11 and 12: Need lifeguards for dress rehearsal which will be 5:00 PM-9:30 PM
  - Wednesday, August 13: Team potluck & "pep talk"! Multipurpose room: 5:00 PM-9:00 PM, No lifeguard needed. Room only
  - Monday, beginning March 3: Additional deck work time, CH 1 dining room 9:00 AM to 11:00 AM
  - Friday, beginning March 7: Additional deck work time, PAC 3 dining room 9:00 AM to 11:00 AM
  - Wednesday deck work and practice, beginning April 2 and ending August 18: Additional deck work & swim. Deck work CH 1 Multi-purpose room 5:00 PM-7:00 PM; Swim (lifeguard needed) 7:00 PM-8:30 PM
- 4. We will need Ed to set up the Marquis and curtains on Monday, August 11, 2025
- We will need Daniel to operate the lighting for dress rehearsals and show dates: August 11, 12, 14, 15, and 16, 2025
- 6. We would like staff to sell tickets at the recreation center, CH 1 and CH 5 as in the past
- We would like to have our ticket booth in the breezeway of Pool 1 from July 30 to August 16.
- 8. We would like to place posters and flyers: all clubhouses (See request attached)

#### The Aquadettes Request for Exception to the GRF Poster Policy September 23, 2024

In anticipation our annual Aqua Follies scheduled for August 14, 15, and 16, 2025, we would like to ask for an exception to the GRF Poster Policy. To inform the community and stimulate interest in the event, we would like permission to place the following posters throughout the community.

#### 1. Clubhouse 1:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

2. Clubhouse 4:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

3. Clubhouse 3:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

- Clubhouse 5: 1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.
- 5. Clubhouse 2:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

19<sup>th</sup> Restaurant:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

7. The Recreation Center:

1 11 X 17-inch poster to be posted from July 17, 2025, to August 14, 2025.

Attachment 3

Golden Rain Foundation Community Activities Committee Meeting June 29, 2017

ENDORSEMENT (to GRF)

#### Aquadettes 2017 Annual Aqua Follies Water Show

The Committee discussed the Aquadettes' request for a fixed dollar amount of \$1250 for set up including chairs, lifeguards, ticket sales at the recreation office or clubhouses, and allowance for non-resident spectators whose attendance is arranged prior to the performance.

Director Milliman motioned to approve the Aquadettes' request for a fixed dollar amount of \$1250 for their Annual Aqua Follies Water Show. Director Rothberg seconded.

Motion carried unanimously.

Attachment 4

#### RESOLUTION 90-23-01 2023 Aquadettes Billing

WHEREAS, the Aquadettes are a community club who offer an annual Aqua Follies Water Show (synchronized swimming) at Pool 1. The show takes place over the course of three days in the summer months. The Aquadettes have been performing for Village residents for more than 55 years; and

WHEREAS, due to the nature of the show, alternative accommodations are needed to host an event at Pool 1, including but not limited to rental chairs for audience seating are setup around the perimeter of the pool and lifeguard services during rehearsals and shows; and

WHEREAS, on June 29, 2017 the Aquadettes received approval for the fixed dollar amount of \$1,250 for services rendered; and

WHEREAS, On December 9, 2021 Community Activities Committee reviewed the fixed dollar amount and advised staff to proceed with the 2022 show at the same cost due to prior shows being canceled during Covid; and

WHEREAS, the cost to support the 2022 show was \$5,135. GRF waived \$3,885 in event expenses. Staff estimates a total cost of \$5,181 for 2023 services and equipment rentals; an increase of approximately \$46; and

WHEREAS, the 2023 Business Plan does not include an allocation for the Aqua Follies show in 2023: and

WHEREAS, on November 19, 2022 Community Activities Committee recommended increasing the fixed dollar amount by \$1000, totaling \$2,250 for services rendered;

NOW THEREFORE BE IT RESOLVED, December 1, 2022 the Board of Directors of this Corporation hereby adopts the proposed increase of the fixed dollar amount by \$1000, totaling \$2,250 for services rendered; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

#### Attachment 5



#### RESOLUTION 90-23-18

#### Aquadettes Request for Exception to GRF Poster Policy

WHEREAS, the GRF Poster Policy only allows advertising with posters for events held at the Performing Arts Center or Clubhouse 5; and

WHEREAS, the Aquadettes requested an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1; and

WHEREAS, the Aquadettes are requesting (Attachment 2) an exception to the GRF poster policy to place two event posters at the following facilities; (1) Doug Houston & BBQ Dinner fundraiser poster May 17 through June 17 and (1) Aqua Follies show poster July 10 through August 10:

Clubhouse 1 Clubhouse 2 (2) Performing Arts Center Clubhouse 4 Clubhouse 5 Recreation Office 19 Restaurant and Lounge

#### Provided space is available

WHEREAS, on April 13, 2023, the Community Activities Committee reviewed the club request and recommended an exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1; and

WHEREAS, the Aquadettes have been offering an annual summer Aqua Follies show to Laguna Woods Village residents and their guests for over 55 years at Pool 1; and

WHEREAS, the dimensions of the posters are 11x17 inches and 33x40 inches (Performing Arts Center poster size); and

WHEREAS, the Aquadettes posters would be advertised for 31 days each, prior to the events;

**NOW THEREFORE BE IT RESOLVED,** May 2, 2023, that the Board of Directors of this Corporation hereby adopts the exception to the GRF poster policy for the Aquadettes fundraiser event at Clubhouse 1 and the Aqua Follies show at Pool 1; and

**RESOLVED FURTHER,** that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

Agenda Item #12 Page 9 of 9

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#### **STAFF REPORT**

DATE:October 10, 2024FOR:Community Activities CommitteeSUBJECT:Equestrian Fee Recommendation

#### RECOMMENDATION

Staff recommends either:

#### Option 1:

The Community Activities Committee review and endorse the proposed Schedule of Equestrian Fees (ATT1) inclusive of a 70% / 30% shared cost vs facility usage fee split with an effective date of January 1, 2025.

#### Option 2:

The Community Activities Committee review and endorse the proposed Schedule of Equestrian Fees (ATT1). This option is inclusive of a 60% / 40% shared cost vs facility usage fee split with an effective date of January 1, 2025. In 2026 the shared cost split would change to 40% / 60% followed by a 30% / 70% split in 2027 (as endorsed by the GRF Finance Committee).

#### BACKGROUND

In 2020, the Board of Directors adopted a GRF policy for the Equestrian Center that stated a horse boarding fee shall be charged monthly to residents to board their horse(s) at the Equestrian Center. The boarding fee shall be based on 30% recovery of resident horse boarding expenses. The remaining 70% is to be a shared cost supported by the community.

The current Resident Horse Boarding Fee and Lesson Fees were last updated in November 2021 and made effective in 2022. In May 2023 the current Non-Resident Horse Boarding Fee was established and Lesson Fees were updated. Consistent with the GRF Board approved fee analysis schedule (Resolution 90-23-46), staff presented an Equestrian Center expense analysis to the GRF Finance Committee on August 21, 2024 highlighting budgeted expenses increased by \$232,000 between 2023 and 2024. The year-over-year increase was attributed to the addition of a Stable Hand and an Equine Generalist were added for horse care services and a 52% increase in Materials & Supplies due to inflation. Without an adjustment in 2025, resident horse boarding fee revenue is estimated to recover 18% of the monthly costs while the remaining 82% will be shared (subsidized by the community at large).

On September 18, 2024 staff presented a recommendation of Option 1, Schedule of Equestrian Fees (ATT1), to the GRF Finance Committee inclusive of a shared cost split of 70% shared and 30% cost recovery through facility usage fees. Discussion ensued about the limited number of owners whom benefit from horse boarding, yet acknowledging a larger number of residents take part in either private or group riding lessons and special events. Instead of the recommendation put forth by staff, the committee approved an endorsement to change the existing Board approved shared cost split to one that declines over the next three

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation October 10, 2024 Page 2

years (i.e. decreasing the cost absorbed by the community and increasing the fee to the users of the facility):

2025 - 60% shared cost and 40% recovery through facility usage fees 2026 - 40% shared cost and 60% recovery through facility usage fees 2027 - 30% shared cost and 70% recovery through facility usage fees

#### **DISCUSSION**

The areas recommended for fee increases include Horse Boarding Fees and Lesson Fees as they represent more than 80% of the total Equestrian Center Revenue. The desired effect of updating the Horse Boarding and Lesson Fees is to achieve either the existing Board approved 70% / 30% shared cost vs facility usage fee split or a new board approved shared cost percentage. The total anticipated expense in 2025 for the Equestrian Center is \$941,600 (ATT2). For the purposes of this analysis, the cost of horse feed is removed given such costs are to be fully billed back to residents in the form of Horse Feed Revenue. Therefore, absent feed expense of \$51,600, the adjusted total expense subject to recovery is \$890,000.

The recommendation proposed by staff (Option 1) and the alternative endorsed by the GRF Finance Committee (Option 2) result in the following annual expense recoveries and change from the current Facility Usage Fee percentage Budgeted in 2025:

	Facility UsageAnnual Expense RecoveFee Recovery %Through Facility Fees	
Anticipated 2025	18%	\$164,040
Option 1 2025	30%	\$267,000
Option 2 2025	40%	\$356,000
Option 2 2026	60%	\$534,000
Option 2 2027	70%	\$623,000

The current year fee review began with Lesson Fees and a goal to bring prices more in line with the local market for similar facilities. Based on research performed by the Equestrian Center Supervisor complemented by her industry experience, the following recommendations have been made:

Lesson Fee Description	2024 Fee	Proposed Fee
Resident Fee		
Private 45 minute on GRF Horse	\$30	\$55
Private 45 minute on Boarded Horse	20	55
Group 45 minute on GRF Horse	15	35
Group 45 minute on Boarded Horse	10	35

Lesson Fee Description	2024 Fee	Proposed Fee
Non-Resident Fee		
Private 45 minute on GRF Horse	\$55	\$75
Private 45 minute on Boarded Horse	35	75
Group 45 minute on GRF Horse	35	55
Group 45 minute on Boarded Horse	20	55

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation October 10, 2024 Page 3

The anticipated revenue growth in 2025 from the proposed changes to Lesson Fees is an additional \$50,700 (\$83,700 of revenue with proposed rate increases less \$33,000 from the 2025 Budget).

The second step taken for the current year fee review was to analyze the Horse Boarding Fee and determine what rate, in combination with the added revenue from Lesson Fee Revenue, would achieve the various Facility Usage Fee Recovery percentages and associated annual expense recoveries. Horse boarding capacity is approximately 30 stalls and in following historical rental usage, staff assumed 25 stalls would be rented by residents and 5 stalls would be rented by non-residents. While there is a total of 40 stalls, 10 are reserved for GRF owned horses and / or equipment. Based on the above assumptions, the following Horse Boarding rates were derived:

*Please note – Option 2 Years 2026 and 2027 below are for illustrative and discussion purposes only. Future year fees will be calculated based upon future year budgets.* 

				Lesson	Horse		
	Rate	Revenue	Subtotal	Fee	Care	Total	
Anticipated 2025 (Per Budget absent approximately \$4K of Miscellaneous Revenue)							
Resident Boarding	\$265	\$79,500	\$99,000	\$33,000	\$28,800	\$160,800	
Non- Resident Boarding	325	19,500					
Option 1 2025 (70% Shared C	ost / 30%	Facility Usag	e Fee)				
Resident Boarding	412	123,600	154,500	83,700	28,800	267,000	
Non- Resident Boarding	515	30,900		,		,	
		· · · ·					
Option 2 2025 (60% Shared C	ost / 40%	Facility Usag	e Fee)				
Resident Boarding	650	195,000	243,780	83,700	28,800	356,280	
Non- Resident Boarding	813	48,780					
Option 2 2026** (40% Shared	Cost / 60	% Facility Us	age Fee)				
Resident Boarding	1,124	337,200	421,500	83,700	28,800	534,000	
Non- Resident Boarding	1,405	84,300					
Option 2 2027**(30% Shared Cost / 70% Facility Usage Fee)							
Resident Boarding	1,362	408,600	510,780	83,700	28,800	623,280	
Non- Resident Boarding	1,703	102,180					
** For illustrative and discussion purpo	coc only						

\*\* For illustrative and discussion purposes only.

#### FINANCIAL ANALYSIS

The approved GRF 2025 Business Plan (i.e. Budget) anticipates revenues of approximately \$216,000 from the Equestrian Center made up mostly of Horse Boarding Fees, Lesson Fees and Revenue collected to offset the cost of Horse Feed. If the Board were to approve Option 1 as highlighted in the discussion above and supporting attachments, GRF could anticipate

Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation October 10, 2024 Page 4

receiving an additional \$103,000 in revenue. Alternatively, if the Board were to approve Option 2, GRF could anticipate receiving an additional \$192,000 in revenue.

Prior to approval of either option, consideration should be given to local equestrian centers such as Nellie Gail Ranch who, with similar size stalls, have online published rates of \$680 for Residents and \$775 for Non-Residents. Adjusting shared cost / facility usage rates in future years may cause GRF rates to exceed other available options in local markets resulting in vacant stalls and decreasing revenue.

Prepared By:	Ada Sigler, Senior Financial Analyst Steve Hormuth, Director of Financial Services
Reviewed By:	Alison Giglio, Recreation and Special Events Director Jose Campos, Assistant Director of Financial Services

#### ATTACHMENT(S):

ATT1: Options 1 & 2 - Proposed Equestrian Fees ATT2: Equestrian Center Net Expense Recovery Schedule ATT3: Finance Committee Endorsement

#### Golden Rain Foundation of Laguna Woods Equestrian Fee Recommendation

	•	Proposed		
DESCRIPTION	2024	2025	2025	
	Fee	Option 1	Option 2	
EQUESTRIAN CENTER				
Horse Boarding Fee	\$265.00	\$412.00	\$650.00	
Dry Stall	\$150.00	\$247.00	\$390.00	
Horse Feed - Alfalfa Hay*	\$97.50	\$97.50	\$97.50	
Horse Feed - Teff Hay*	\$113.50	\$113.50	\$113.50	
Horse Feed - Orchard Hay*	\$93.00	\$93.00	\$93.00	
Horse Feed - Timothy Hay*	\$99.00	\$99.00	\$99.00	
Trail Ride on GRF Horse (45 min) - Resident	\$15.00	\$15.00	\$15.00	
Trail Ride on Boarded Horse (45 min) - Resident	\$5.00	\$5.00	\$5.00	
Lessons, private, per 45 min on GRF horse - resident	\$30.00	\$55.00	\$55.00	
Lessons, private, per 45 min on Boarded horse - resident	\$20.00	\$55.00	\$55.00	
Lessons, group, per 45 min on GRF horse - resident	\$15.00	\$35.00	\$35.00	
Lessons, group, per 45 min on Boarded horse - resident	\$10.00	\$35.00	\$35.00	
Shavings (per bag)*	\$7.50	\$7.50	\$7.50	
Storage, horse trailer	\$160.00	\$160.00	\$160.00	
Hauling horse in trailer (per hour)	\$50.00	\$50.00	\$50.00	
Hauling horse in trailer (per mile)	\$0.58	\$0.58	\$0.58	
EQUESTRIAN CENTER - Non Resident Fees				
Trail ride, 45 min on GRF Horse	\$27.00	\$27.00	\$27.00	
Trail ride, 45 min on Boarded Horse	\$15.00	\$15.00	\$15.00	
Lessons, private, 45 min on GRF Horse	\$55.00	\$75.00	\$75.00	
Lessons, private, 45 min on Boarded Horse	\$35.00	\$75.00	\$75.00	
Lessons, group, 45 min on GRF Horse	\$35.00	\$55.00	\$55.00	
Lessons, group, 45 min on Boarded Horse	\$20.00	\$55.00	\$55.00	
Storage, Horse Trailer (annually)	\$240.00	\$240.00	\$240.00	
Boarding Fee (per month)	\$325.00	\$515.00	\$813.00	
Shavings (per bag)*	\$8.50	\$8.50	\$8.50	
SPECIALTY CARE SERVICES (monthly charges)	· · · · ·	+		
Turnout	\$30.00	\$30.00	\$30.00	
Feeding Prepared Grain or Feed	\$30.00	\$30.00	\$30.00	
Hand Walking	\$150.00	\$150.00	\$150.00	
Lunge (charges are per occurrence)	\$15.00	\$15.00	\$15.00	
Blanketing or Fly Sheet, On & Off	\$60.00	\$60.00	\$60.00	
3rd Feeding Option	\$30.00	\$30.00	\$30.00	
SPECIALTY CARE SERVICES (timing varies)				
Filling of 1 water bucket (per day)	\$1.00	\$1.00	\$1.00	
Water bucket service -dumping, cleaning and refilling (each, per day)	\$3.00	\$3.00	\$3.00	
Fly boots / on or off (per day)	\$1.00	\$1.00	\$1.00	
Installation of rubber wall mats (per stall)	\$75.00	\$75.00	\$75.00	
Slow feeder wall install (per stall)	\$10.00	\$10.00	\$10.00	
Bucket holder installation (per stall)	\$15.00	\$15.00	\$15.00	
Self-purchased waterer install (per stall)	\$20.00	\$20.00	\$20.00	
Clean hay manger (per manger)	\$10.00	\$10.00	\$10.00	
Clean grain manger (per manger)	\$5.00	\$5.00	\$5.00	
Tack trunk move/removal (per occurrence)	\$50.00	\$50.00	\$50.00	
Full grooming (per occurrence)	\$8.00	\$8.00	\$8.00	
Full grooming / 5 days a week (per month)	\$100.00	\$0.00	\$100.00	
Bath (per occurrence)	\$100.00	\$100.00	\$25.00	
Stall wall cleaning or bleaching (per occurrence)	\$25.00	\$25.00 \$75.00	\$25.00	
Repainting stall walls (per occurrence)	\$75.00	\$75.00	\$75.00	
Stripping of stall (per occurrence)	\$20.00	\$20.00	\$20.00	
Fans / on or off (per day)				
rans / un un un (per uay)	\$1.00	\$1.00	\$1.00	

		Prop	osed
DESCRIPTION	2024	2025	2025
DESCRIPTION	Fee	Option 1	Option 2
Exercise ride / 45 minutes, includes warm-up/cool down (per occurrence)	\$25.00	\$25.00	\$25.00
Training ride / 45 minutes, includes warm-up/cool down (per occurrence)	\$35.00	\$35.00	\$35.00
Rinsing horse / after exercise or other (per occurrence)	\$5.00	\$5.00	\$5.00
Re-level turnout (per occurrence)	\$25.00	\$25.00	\$25.00
Additional sand for turnout	At cost	At cost	At cost
Extra cleaning (per day)	\$5.00	\$5.00	\$5.00
Holding for vet (per hour)	\$30.00	\$30.00	\$30.00
Body clipping / full- approved horses only (per occurrence)	\$150.00	\$150.00	\$150.00
Body clipping/ trace clip- approved horses only (per occurrence)	\$100.00	\$100.00	\$100.00
Body clipping/ bridle path, leg, face cleanup; approved horses only(per occurrence)	\$20.00	\$20.00	\$20.00
Mane pulling / trimming (per occurrence)	\$40.00	\$40.00	\$40.00
Boarder horse assessment ride + ride fee (per occurrence)	\$50.00	\$50.00	\$50.00
Tack fitting (per occurrence)	\$50.00	\$50.00	\$50.00
Wound treatment / cleaning and wrapping (per day)	\$8.00	\$8.00	\$8.00
SHOW FEES			
Show warm up (per day)	\$35.00	\$35.00	\$35.00
Show groom (per day/ per horse)	\$50.00	\$50.00	\$50.00
Show night check (per day/ per horse)	\$10.00	\$10.00	\$10.00
Show Lunge	\$20.00	\$20.00	\$20.00
2-Standing wraps (per occurrence)	\$5.00	\$5.00	\$5.00
4-Standing wraps (per occurrence)	\$10.00	\$10.00	\$10.00
Show client horse- show warm up required (per class)	\$15.00	\$35.00	\$35.00
Show school horse + show fees + transport fees (per day)	\$75.00	\$75.00	\$75.00
Home show school horse use fee (per day)	\$15.00	\$35.00	\$35.00
TRAINING FEES			
Full training: 4 lunge,8 training rides, 4 private lesson, 4 group lessons (per month)	\$425.00	\$612.00	\$612.00
Half training: 4 lunges, 4 training rides, 4 private lesson (per month)	\$275.00	\$396.00	\$396.00

\*Rates based on Market Pricing, subject to change at any time

#### Summary: Equestrian Equestrian Net Expense Recovery Schedule 620 - EQUESTRIAN

				Assessment	
	2022 Budget	2024 Budget	2025 Pudget	Increase/	
Non-Assessment Revenues:	2023 Budget	2024 Budget	2025 Budget	(Decrease)	VAR %
Clubhouse Rentals and Event Fees	11,000	7,350	-	7,350	100%
Rentals	-	-	-	-	0%
Broadband Services	-	9,000	-	9,000	100%
Miscellaneous Revenues:					
43501000 - Horse Boarding Fee	52,000	75,720	100,320	(24,600)	
43501000 - Horse Care Services	24,000	26,400	28,800	(2,400)	• •
43501500 - Horse Feed Fee	44,400	63,600	51,600	12,000	19%
43502000 - Horse Trailer Parking Fee	1,200	1,360	1,360	-	0%
43502500 - Horse Lesson Fee	43,200	57,600	33,000	24,600	43%
43503500 - Horse Rental & Trail Ride Fee	11,500	-	-	-	0%
44004500 - Clubhouse Labor Fee	440	558	560	(2)	(0%)
Subtotal Miscellaneous Revenues:	176,740	225,238	215,640	9,598	4%
Total Non-Assessment Revenue	187,740	241,588	215,640	25,948	11%
Expenses:					
Employee Compensation	281,022	389,453	390,203	750	0%
Expenses Related to Employee Compensation	99,876	120,732	127,955	7,223	6%
Materials and Supplies	134,464	203,948	208,490	4,542	2%
Community Events	9,300	8,100	6,650	(1,450)	(18%)
Utilities and Telephone	25,450	23,699	30,713	7,014	30%
Outside Services	4,793	20,450	7,879	(12,571)	(61%)
Repairs and Maintenance	16,000	21,200	24,500	3,300	16%
Other Operating Expense	3,819	4,289	3,559	(730)	
Property and Sales Tax	56	56	56	-	0%
Depreciation and Amortization *	18,787	23,616	24,000	384	2%
Allocated Expenses	45,600	53,730	62,595	8,865	16%
Insurance Estimate	52,565	55,000	55,000	-	0%
Total Expenses	691,732	\$924,273	\$941,600	\$17,327	2%
Encility Usago Eco Docovony					
Facility Usage Fee Recovery Total Annual Equestrian Revenue	187,740	241,588	215,640		
Less Horse Feed Revenue	(44,400)	(63,600)	(51,600)		
Total Adjusted Annual Equestrian Revenue	143,340	177,988	164,040		
	17,040	1/7,900	10+0,+01		
Total Annual Equestrian Expense	\$691,732	\$924,273	\$941,600		
Less Horse Feed Expense	(44,400)	(63,600)	(51,600)		
Total Annual Expense Subject to Recovery	\$647,332	\$860,673	\$890,000		
Facility Usage Fee Recovery Percentage	22%	21%	18%		

 $\ensuremath{^*\text{Depreciation}}$  and Amortization are not included in monthly assessments.

#### ENDORSEMENT (to CAC)

#### **Equestrian Fee Recommendation**

Steve Hormuth, Director of Financial Services, presented a staff report recommending changes to the current Schedule of Equestrian Fees consistent with the 70 / 30 shared cost vs fee split as approved by resolution 90-20-20. Director Tuning made a motion recommending the GRF Board adopt a revised shared cost percentage calling for a 60 / 40 split effective in 2025, a 40 / 60 split effective in 2026 and a 30 / 70 split in 2027. Director Lewis seconded. Discussion ensued. Hearing no objections, the motion passed unanimously to be brought to the CAC meeting scheduled on October 10, 2024 followed by the GRF Board meeting on November 5, 2024.



#### **STAFF REPORT**

## DATE:October 10, 2024FOR:Community Activities CommitteeSUBJECT:Recreation and Special Events Department Operating Rules 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**

At the October 12, 2023 Community Activities Committee meeting, staff was directed to provide an annual review of the Recreation and Special Events Department operating rules. 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. Operating rules will be submitted to Media and Communications for final review of format and consistency.

At the November 7, 2023 GRF board meeting, resolution 90-23-68 (Attachment 1) was approved to accept the operating rules.

#### FINANCIAL ANALYSIS

None.

Prepared By: Alison Giglio, Recreation and Special Events Director

**Reviewed By:** Catherine Laster, Services Manager

#### ATTACHMENT(S)

ATT1: Resolution 90-23-68 ATT2: All Recreation and Special Events Operating Rules Golden Rain Foundation Community Activities Committee Recreation and Special Events Department Operating Rules Review October 10, 2024 Page 2



#### RESOLUTION 90-23-68

#### Recreation and Special Events Department Operating Rules

WHEREAS, the Golden Rain Foundation has established Recreation and Special Events Department Operating Rules for usage of GRF facilities; and

WHEREAS, the Recreation and Special Events Department oversees the use of GRF facilities; and

WHEREAS, the Community Activities Committee recommends the amendments to the Recreation and Special Events Department Operating Rules; and

WHEREAS, the Community Activities Committee reviewed all 33 amenity operating rules in July, August, September and October, 2023; and

WHEREAS, on October 12, 2023, the Community Activities Committee reviewed the final drafts of the operating rules and recommends the approval of the presented operating rules with suggested edits;

NOW THEREFORE BE IT RESOLVED, November 7, 2023, that the Board of Directors of this Corporation hereby adopts the Recreation and Special Events Operating Rules; and

RESOLVED FURTHER, that Resolution 90-16-55 adopted December 6, 2016 (Garden Center Operating Rules and Related Documents) and Resolution 90-18-05 (Recreation Policy and Operating Rules) adopted January 2, 2018 are hereby superseded and cancelled to the extent that they differ; and

RESOLVED FURTHER, that the officers and agents of this corporation are hereby authorized to carry out this resolution as written.

#### OPERATING RULES Archery



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - All range masters are required to leave their Laguna Woods Village resident ID card at the fitness center to gain entry to the range. Fitness center staff or <u>Clubhouse 1 staff</u> will furnish the key to unlock the range. Only Recreation Department-certified range masters are authorized to <del>check out the key to unlock</del> the archery range.
  - 3. Only the range master is allowed access to club cabinets, equipment and targets.
  - 4. Nonmembers may shoot a maximum of six arrows per end when using their own arrows. Guests may shoot a maximum of six arrows per end when using their own arrows.
  - 5. No food or drinks are allowed in the range. Food or beverage is not allowed on the range flooring and must be cleaned up and removed prior to room closure.
  - 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
  - 7. Report any maintenance issues to the fitness center. Unauthorized modifications to the range or its amenities are strictly prohibited and may result in loss of range access.
- 8. <u>Club meetings and events do not have priority use. Club tournaments</u> and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. 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.
  - 9. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580-1400.
- 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. Archer's bow may not exceed a 45 lb. draw

- <u>2.</u> The range master secures the paper target.
- 23. Targets must remain in their designated target positions.
- 34. Archers may not shoot alone. At least two people must be present while the range is in use.
- 4<u>5</u>. 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.
- <u>56</u>. The range master provides, denies or withdraws access to the range at any time that the range is open due to safety restrictions.
- <u>67</u>. 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. All GRF policies and procedures apply to the use of the amenities.

### OPERATING RULES Bar Services



- A. The Golden Rain Foundation (GRF) holds alcoholic beverage licenses at Clubhouses 1, 2, 5, 6 and 7, and the Performing Arts Center/Clubhouse 3.
- B. GRF follows all regulations set forth by the California Department of Alcoholic Beverage Control.
- C. Make requests for bar services through the bar supervisor, <u>949 268-2418</u>, at least three weeks prior to the event.
- D. The Laguna Woods Village resident populates and signs the bar request form, agreeing to pay appropriate fees at the conclusion of the event.
- <u>E.</u> Outside alcoholic beverages are prohibited at any event where a GRF bar is operating.
- F. No outside alcohol is permitted at the Village Greens.
  - <u>G. Events serving alcohol with over 100 attendees are subject to utilizing GRF</u> <u>Bar Services.</u>
- E.H. Patrons who appear under the age of 30 will be asked to show ID before purchasing an alcoholic beverage.
- F.I. A maximum of two alcoholic beverages may be taken from the bar by one person. Bottle service is available at the bartender's discretion.
- G.J. If an event host provides wine for dinner when a GRF no-host bar is operating, the bar must close when the wine is placed on the dinner tables.
- K. Bartenders may refuse service to any customer who appears intoxicated or is disorderly.
- L. Alcohol cannot be sold by any organization other thn GRF at any Recreation Facility. The sale of alcohol is only permitted by GRF Bar Services.
- H.—

### OPERATING RULES Billiards Room



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. Gambling is not permitted.
  - 3. Jump shots are not permitted.
  - 4. Sitting on tables is not permitted.
  - 5. A two-game limit applies when others are waiting to play.
  - 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
  - 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. 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. 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.

### OPERATING RULES Bocce



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. All players must wear soft-soled shoes.
  - 3. Balls must be rolled (not bounced) on the court (physical ability considered).
  - 4. Residents and guests must clean up the area after use and return all equipment to the proper place.
  - 5. A one-game limit applies if others are waiting to play.
  - 6. Play may be restricted due to scheduled maintenance.
  - 7. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to 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 two. Residents must accompany their guests at all times. Guests under 12 years of age are not permitted to use the facility.

# OPERATING RULES Bridge Room



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. Residents and guests must clean up the area after use and return all equipment to the proper place.
  - 3. The bridge room is for playing duplicate and progressive bridge during regular clubhouse hours.
  - 4. The Bridge Club running the organized bridge game/tournament establishes fees to play.
  - 5. Gross guest fees shall be collected on behalf of and paid daily to GRF in accordance with the GRF Pricing Policies and Fees list.
  - 6. Assigned game directors run the games and are paid by the club.
  - 7. <u>Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.</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 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.
  - 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.

# OPERATING RULES Card/Game Rooms and Drop-In Lounge



Laguna Woods Village®

- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. Card/game rooms and the drop-in lounge are available on a no-fee, firstcome/first-served basis and may not be reserved in whole or in part. Hours of operation are in accordance with the posted clubhouse schedule and are subject to change.
  - 3. Multiple card and/or board games may be played in the card/game rooms simultaneously.
  - 4. Kitchen facilities are not available for use.
  - 5. Users may not move furniture and/or equipment from other clubhouse rooms into the card/game rooms or drop-in lounge.
  - 6. Residents and guests must clean up the area after use and return all equipment to the proper place.
  - 7. Minimize noise to ensure all users may enjoy the room.
  - 8. Gambling is not permitted.
- B. Drop-In Lounge
  - 1. Puzzle use is limited to assigned puzzle tables.
  - 2. When using personal reusable/travel coffee containers, limit coffee consumption to one cup.
  - 3. The drop-in lounge patio is open Monday through Sunday from 8 a.m. to 6 p.m.
  - 4. Television programming is determined by GRF.

# OPERATING RULES Clubhouse 4



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility<u>: guest policies vary per</u> <u>studio/workshop</u>.
- 2. Anyone using studios/workshops must complete an annual release, waiver of liability and indemnity agreement for each specific shop/activity in which the individual participates.
- 3. Studio/workshop use is limited to residents and to students enrolled in classes through the Saddleback College Emeritus Institute (only during class time). Nonresident students are allowed in the room 15 minutes before posted start time of class and only when a volunteer supervisor is present. If the instructor is absent, nonresident students must leave the facility. Nonresident students must vacate the classrooms by the posted end time of class.
- 4. Residents not enrolled in an Emeritus class are not permitted to be in the room during scheduled class time.
- 5. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.
- 6. Caregivers are allowed to assist the resident with Clubhouse 4 supervisor approval.
- 67. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
- 78. The head volunteer supervisor for each <u>studio/</u>workshop reports to the (staff) Clubhouse 4 supervisor.
- 89. A volunteer supervisor must be present at all times during studio/workshop hours.
   Studios/workshops 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 any long-term absence.
  - 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 all electrical machinery.

- III. Lock all windows and cupboards.
- IV. Ready the floor for janitorial staff.
- V. The volunteer supervisor must return the studio<u>/workshop</u> key to the Clubhouse 4 office upon leaving the facility.
- 9<u>10</u>. No craftwork may be done outside of the applicable <u>studios/</u>workshops or their specially designated work space. Examples are:
  - a. Raku firing and glaze spraying: Specialized ceramic processes that require outside ventilation.
  - b. Stone cutting/sculpting/sanding: Must 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.
  - d. Spray and brush painting wood and metal projects: Work must be done in the paint room in the rear of the <u>studio/</u>woodshop.
- 101. Leave safety guards in place on all machines at all times. Residents/guests must inspect all equipment prior to use to ensure the item's proper function and safety features.
- 1<u>+2</u>. Clean all shop equipment and return it to its usual location. Work areas must be left clean and neat prior to leaving the facility. Removal of shop tools from the room is prohibited.
- 123. Use newspaper or canvas to cover work tables to protect the surfaces.
- 134. Harmful or toxic chemicals are prohibited. All chemicals stored/used in the studios/workshops must have a material safety data sheet (supplied by the vendor to the clubhouse staff before it is used or stored at the facility).
- 14<u>5</u>. Only personnel authorized by the Recreation Department may fire the kilns in the kiln room.
- 156. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
- **167**. Work quietly in each studio/workroom. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 178. 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.
- 189. 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 unsafely and may request adherence to proper equipment use.
  - a. Any disruptive behavior or, misuse of studio/workshop <del>room/</del>equipment or any situation/issue will be reported by room supervisor to Clubhouse 4 supervisor.
- 20. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 19. 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.

- 201. Refer to the studio/workshop procedures for equipment use and/or material handling.
- B. Lounge
  - 1. The lounge is a drop-in, first-come, first-served facility. No reservations are permitted.
  - 2. Do not remove lounge furniture.
  - 3. Leave the lounge neat and clean.
  - 4. The refrigerator is for all to use and will be cleaned out regularly; store personal items at your own risk.
  - 5. Money lost in the vending machines must be reimbursed from the vendor. The phone number is posted on the vending machine.

### OPERATING RULES Clubhouse 4 Art Studio/Workshop



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- No turpentine, solvents or linseed oil, or brush cleaners or rags containing these byproducts or any type of chemical considered hazardous, may be left in the art <u>studiostudio/workshop</u>. It is the resident's/guest's responsibility to remove these items from the facility and properly dispose of them.
- 3. See the volunteer supervisor for information pertaining to the mat cutter, library case, available paper, picture hanging, art classes, etc.
- 4. Residents/guests must always cover tables with a full-sized table cover or newspaper.
- <u>5.</u> Only registered students may work in the art <u>studiostudio/workshop</u> during posted Saddleback Emeritus class times.

<u>5.6.</u>

- 6.—<u>The storage closet and supply cabinet are for club member use only.</u> The storage closet is for all to use; the supply cabinet is for club member use only.
- 7. Do not leave personal items/materials on tables and counters or in non\_assigned studiostudio/workshop storage spaces.
- 8. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not remain in the drying area for more than a month unless they are being worked on currently.
- 9. Before leaving the studiostudio/workshop, clean up all spilled or splashed paints, glue, mediums and dry media dust from the table tops, chairs, floor and sinks. Use damp towels and soap if needed. Return studiostudio/workshop easels to their designated hanging racks and studiostudio/workshop tools to the supply cabinet.
- 10. Work quietly in the studiostudio/workshop. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 11. Residents/guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter their ability to use equipment safely.
- 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 unsafely and may request adherence to proper equipment use.
- 13. In case of <u>emergency</u> 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.

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- 13. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- B. Guests
  - 1. Guests are permitted on Sundays only.
  - 2. The maximum number of guests per resident is two. Guests under 10 years of age are not permitted to use the facility. Residents must accompany their guests at all times.
  - 3. The guardian of children ages 10 to 18 must sign the waiver for the underage guest.
  - 4. Guests must sign a waiver prior to using the art studiostudio/workshop.
- C. Emeritus Students
  - 1.—Students may not enter the room without a volunteer supervisor present.
  - 2.1. Nonresident students may enter the studiostudio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
  - 3.2. Students may enter the studiostudio/workshop only during actual class times of the specific class(es) in which they are enrolled.
  - 4.3. Serial production is not permitted (no more than three pieces of the same kind).

## OPERATING RULES Clubhouse 4 Ceramics StudioStudio/workshop



#### A. General

- 1. Residents 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 must be done in their designated areas on the patio outside the kiln room.
  - c. At the outside grinding area behind the kiln room, diamond grinder use is restricted to ceramic pieces and their glazes.
- 4. Use newspaper or canvas to cover work tables to protect the surfaces.
- 5. All Laguna Woods Village residents are welcome to use the studiostudio/workshop 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 use glazes, borrow club tools and take member-taught classes. Saddleback Emeritus students may use glazes provided only by the Emeritus program. Emeritus instructors have authority over all enrolled students.
- 6. Refer to studiostudio/workshop procedures for Greenware, drying room, kiln rooms, glazing, firing, studiostudio/workshop clean up, outside grinding area/Raku kiln area and/or material handling.
- 7. Work quietly in the <u>studio\_studio/workshop</u>. Respectfully moderate voices and sound. Silence mobile phones and use 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 unsafely and may request adherence to proper equipment use.
- <u>10. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.</u>
- 10. 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 studiostudio/workshop is a place of work for potters and sculptors only.
- 2. While the studiostudio/workshop encourages socializing and sharing knowledge among studiostudio/workshop users, it is not a place for socializing with friends not actively working on ceramic projects.
- 3. Friends or relatives are welcome in the studiostudio/workshop for a brief visit to see a member's place of work or work samples. Refer to Clubhouse 4 General Operating Rules, A.5.

#### C. Clay

- 1. Only cone 10 clay purchased from the <u>studiostudio/workshop</u> may be used in the <u>studiostudio/workshop</u>. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags.
- 2. There is no clay storage in the <u>studiostudio/workshop</u>. Residents may rent a locker from GRF through the Clubhouse 4 office. Nonresident Emeritus students must take their clay with them each time they leave the <u>studiostudio/workshop</u>.
- 3. Cover work areas with newspaper or canvas. <u>StudioStudio/workshop</u> 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.
- 4. Sanding is permitted only in the grinding/sanding area outside/behind the kiln room. Use a trash can to catch sanding dust. Clean dust that falls on the benches with a wet sponge.
- 5. Grinding wheel use is permitted in the grinding area behind the kiln room. Training and a separate waiver for the grinding area are required. Personal protective equipment, such as goggles or a face shield, must be worn when using the grinding machine.
- 6. Keep <u>studio\_to\_kshop</u> door handles clean by washing your hands of clay before opening doors. Wipe all clay from handles with a sponge and paper towel.
- 7. The maximum size permitted for any ceramic piece is 16"x16"x18" high. Size is determined by kiln shelf size and posts that support them.
- 8. Clean clay-covered items in the clay sinks only; clean glaze in the glaze sinks only.
- 9. All studiostudio/workshop patrons must clean up their work areas as well as plaster molds, bats, wheels and any other equipment per studiostudio/workshop procedures. . Keep studio equipment clean from clay and clay haze, rinse sponges and wipe surfaces repeatedly to avoid haze.
- 10. Return <u>studio\_studio/workshop</u> tools to their designated places before leaving the <u>studio\_studio/workshop</u>.
- 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.
- E. Greenware and Drying Room
  - 1. Only volunteer supervisors are permitted to move another person's work. Ask a volunteer supervisor for help in retrieving or making room for your piece from/on a shelf.
- F. Kiln-Ready Room/Green Wall

- 1. Carts along the green wall (or carts marked for Emeritus Greenware) are for Greenware that is bone dry. Pieces must have your name or pottery signature visible; unidentified pieces will not be fired. Bisque firing pieces such as cookies or plates can be stacked and lids left on pots.
- G. Kiln Ready Room/White Wall
  - 1. Carts along the white wall are for bisque-fired pieces ready for high fire. Pieces may be glazed or not, as you choose. Emeritus class carts are marked for students' work.
  - 2. See volunteer supervisor or Emeritus instructor for assistance.
  - 3. Only technicians may move carts in the kiln ready room.
- H. Glazing
  - 1. <u>StudioStudio/workshop</u> technicians have authority over glaze mixing. Do not disturb the technicians when they are mixing glazes.
  - 2. Only glazes approved by the Glaze Committee are allowed. <u>StudioStudio/workshop</u> users may not bring in their own glazes for <u>studiostudio/workshop</u> kiln firing.
  - 3. Training, which is required before anyone can glaze, may be provided by a class instructor or by members of the Glaze Committee.
  - 4. Beginners and those with little glaze experience must only use 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 replace them on hooks. Clean counters and throw away newspaper when finished.
  - 7. If glaze is spilled on the floor, wipe up the spill or spread newspaper over it to prevent slipping.
- I. Firing
  - 1. Only technicians authorized by the Clubhouse 4 supervisor may fire the kilns. No one may enter the kiln room unless accompanied by an instructor or a technician.
  - 2. No salt firings are allowed.
  - 3. No specialized firings or refiring of already high-fired items are allowed without prior staff approval.
  - 4. Work must have originated in the studiostudio/workshop in order to be fired. Class projects may be taken home and brought back for firing.
  - 5. Once a piece is submitted to be fired and loaded into the kiln, it cannot be removed from the kiln unless it is in the front and easily removable.
  - 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 practices. Firing without a buddy present is not permitted.
  - 7. After bisque\_ware is fired, it is placed in the appropriate bisque cabinet. Work that is unidentified or with unclear signatures is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. Remove work from the bisque cabinet within two months from the date of firing or it may be discarded two weeks from the date of firing, in order to make room for the next bisque firing. Work that remains for two

<u>months risks being discarded</u>. Technicians and appointed club members may remove items after stated time and discard.

- 8. Notify the volunteer supervisor on duty when the Raku kiln will be used. Sign out the keys to the gas valves in the Clubhouse 4 office and return them when done.
- 9. Closed-toe leather shoes, cotton clothes and face protection are required. Synthetic clothing of any kind is not permitted.
- J. Studio/workshop Cleanup
  - 1. Cleaning of clay and glaze equipment is the responsibility of every student, resident and club member. Clay dust is a health hazard and proper cleaning reduces the amount of clay dust in the air.
  - 2. Volunteer supervisors and instructors will announce clean-up time 20 minutes prior to the end of class or the <u>studiostudio/workshop</u> closing. Residents/guests must vacate the <u>studiostudio/workshop</u> promptly by the posted closing time.
  - 3. Please leave your work area cleaner than you found it.
- K. Outside Grinding Area/Raku Kiln Area
  - 1. Sign a separate waiver for the grinding area before any work is done in this area. Wear proper dust masks while performing any sanding or grinding on any material. Dust masks are available in the studiostudio/workshop (see volunteer supervisor).
  - 2. Users must be trained on the grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.
  - 3. Grind across the full surface of the wheel.
  - 4. Long-term storage is prohibited. Clear benches daily. If a work piece must be left overnight, mark it with the resident's name and phone number. Projects must be finished in a timely manner. Staff has the authority to remove an item from the bench.
- L. Emeritus Students
  - 1. Students may not enter the room without a volunteer supervisor present.
  - 2. Nonresident students may enter the <u>studiostudio/workshop</u> 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
  - 3. Students may enter the studiostudio/workshop only during actual class times of the specific class(es) in which they are enrolled.
  - 4. Serial production is not permitted (no more than five pieces of the same kind).
  - 5. Clean molds, boards, <u>bats</u>, <u>and any other materials used</u> <u>per <del>studio</del>studio/workshop</u> <u>procedures</u>.
  - 6. Students may submit up to two pieces per class session for firing.
  - 7. Students must clearly mark their Greenware with initials or logo and the current semester and year. <u>All Emeritus work must be clearly marked with a colored underglaze dot (color</u> <u>chosen by Instructor)</u>; <u>cookies should be marked with a swoosh of the same color</u>. Record your logo with the volunteer supervisors. Verify that no one else has the same initials.
  - 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 for firing.

- 9. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the <u>studiostudio/workshop</u> may be discarded.
- 10. Class projects may be taken home for work and brought back for firing, but they must have originated in the studiostudio/workshop.

# OPERATING RULES Clubhouse 4 Glass ShopStudio/Workshop



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. If no volunteer supervisor is present, approach the Lapidary volunteer supervisor to ask if they are comfortable with a glass person using a table to cut material or do stain glass work. No equipment (grinder, saws and flat lab, etc.) is permitted for use without a volunteer supervisor present.
  - 3. The volunteer supervisor must verify the completion of user training before any resident/guest may operate any equipment in the glass shop.
  - 4. Uncertified rResidents requiring training may sign up with the Glass club certification classes/instructions as needed;or contact the glass shop studio/workshop head volunteer supervisor.
  - 5. Cutting tempered glass in the glass shop studio/workshop is not permitted.
  - 6. Maximum cutting size for glass sheets is 24" x 24".
  - 7. Clean equipment, work benches and chairs after use. Use the vacuum 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.
  - 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 unsafely and may request adherence to proper equipment use.
  - 11. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
  - 11. 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. Safety
  - 1. Loose clothing, gloves (except thermal kiln gloves), neckties, bracelets or loose jewelry that could get caught in moving machine parts is not permitted. Nonslip, closed-toe shoes are required. Secure long hair in a ponytail.
  - 2. Wear ANSI Z87.1-compliant eye protection; supplies are 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. Operate glass <u>shop-studio/workshop</u> equipment with the following manufacturer's safety standards (MSS): No metal work of any kind is allowed on the glass equipment.

- 5. Refer to the studio/workshop procedures for cutting glass, ring saws, wet belt sanders, grinders, kilns, molds, Covington 24" flat lap and/or material handling.
- C. Cutting Glass
  - 1. Ensure the cutter is aligned with the ruler center while using the plastic grid cutting table. Do not run the cutter over the grid; it dulls the blade.
  - 2. Vacuum the cutting board after each use as necessary.
- D. Ring Saws
  - 1. Proper training on these delicate saws is required. <u>See volunteer supervisor.</u>
- E. Kilns
  - 1. A volunteer supervisor must be present when using a kiln. List the resident's name and phone number for any kiln operated by a resident. Use calendar on the clipboard next to the kiln.
    - a. Choose a kiln that is size appropriate to the piece to be fired.
    - b. Project kilns require multiple power sources.
    - c. 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.
- F. Molds
  - 1. Resident molds cannot be used during Saddleback Emeritus classes.
- G. Covington 24" flat lap
  - 1. Inform supervisor on duty to use the machine.
- H. Emeritus Students
  - 1. Students may not enter the room without a volunteer supervisor present.
  - 2. Nonresident 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 enter the studio<u>/workshop</u> only during 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).
  - 5. Only Emeritus students are allowed in the studio/workshop during Emeritus class.

# OPERATING RULES Clubhouse 4 Jewelry and Enameling



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. Report broken tools to the instructor's/volunteer supervisor's attention before returning them. Training prior to tool use is required.
- 3. Always clean the working area and the area around any tool used at the end of the studiostudio/workshop period.
- 4. Work quietly in the studiostudio/workshop. Respectfully moderate voices and sound. Silence mobile phones and use them outside if necessary.
- 5. 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.
- 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 unsafely and may request adherence to proper equipment use.
- 7. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 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.
- 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.

#### B. Safety

- 1. Cigarette lighters and matches are forbidden.
- Loose clothing, gloves (except thermal *oven* gloves), neckties, bracelets or loose jewelry that could get caught in moving parts is not permitted. Secure long hair in a ponytail. Nonslip, closed-toe shoes are required.
- 3. Wear safety glasses at all times.
- 4. Protect all surfaces in the studiostudio/workshop 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; move with caution.
- 6. Quench all hot material after heating and especially before asking questions or showing to another person.

- 7. Store materials and tools out of the way of other users. 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 are required.
  - 2. Have a 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 present.
  - 2. Nonresident students may enter the studiostudio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
  - 3. Students may enter the <u>studio\_studio/workshop</u> 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).

# OPERATING RULES Clubhouse 4 Lapidary WorkshopStudio/Workshop



Laguna Woods Village®

#### A. General

- <u>1.</u> Residents and guests must sign in upon arrival at the facility.
- 2. If no Lapidary volunteer supervisor is present, approach the Glass volunteer supervisor to ask if they are comfortable with a Lapidary person using a table to carve or hand sand material. Person must have been trained on safety procedures. No equipment (grinder, saws and flat lab, polisher, Dop-wax, etc.) is permitted for use without a volunteer supervisor present.
- <u>3.</u> <u>2.</u> Never leave any equipment unattended while in operation.
- <u>4.</u> <u>3.</u> Do not add oil to saws; see volunteer supervisor.
- <u>5.</u> <u>4.</u> Time limits for slab saw use are as follows:
  - a. <u>a.</u> Saws one, three and four: one hour.
  - <u>b.</u> Saws two and five: two hours.
  - c. <u>c.</u> Limit of two saws per person.
  - d. d. Saws must be cleaned after each use.
- <u>6.</u> <u>5.</u> 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.
- <u>7.</u> 6. After each <u>use work session</u> or end of class, all the grinding wheels and sanders must be cleaned and wiped down to avoid water stains/rust.
- <u>8.</u> <u>7.</u> Clean area thoroughly of debris and rock chips after each visit.
- <u>9.</u> <u>8.</u> Work quietly in the studio<u>/workshop</u>. Moderate voices and sound respectfully. Silence cell phones and use them outside if necessary.
- <u>10.9.</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.
- <u>11.</u> 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 unsafely, and may request adherence to proper equipment use.
- 12. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 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. <u>13.</u> 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.

- B. Safety
  - 1. Do not wear loose clothing, gloves, neckties, bracelets or jewelry that could get caught in moving parts. Nonslip, closed-toe footwear is required. Tie up/back long hair.
  - 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 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 without a volunteer supervisor present.
  - 2. Nonresident 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 enter the studio<u>/workshop</u> only during the actual class times of the specific class(es) in which they are enrolled.
  - <u>4.</u> Serial production is not permitted (no more than three pieces of the same kind).
  - 4.5.5. Only Emeritus students are allowed in the studio/workshop during Emeritus class.

# OPERATING RULES Clubhouse 4 Photography Studio and <del>Lab</del> <u>Dark Room</u>



# Laguna Woods Village®

- A. General
  - 1. Residents and guests must sign in upon arrival at the facility; <u>please see guest policies</u> <u>below.-</u>
  - 2. A volunteer supervisor must be present to use the Photography <u>Labstudio</u>. Residents using the Photography <u>Lab studio</u> must adjust their work schedule so they can finish according to the availability of volunteer supervisors.
  - 3. Residents are eligible to use the darkroom located in the Photography <u>Lab studio</u> with approval of the volunteer supervisor. Nonresidents may use the Photography <u>Lab dark</u> <u>room</u> only during Emeritus class time and under their instructor's supervision.
  - 4. All chemicals must have a material safety data sheet supplied by the vendor and submitted to clubhouse staff before it is used at the facility.
    - 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.
    - b. Chemical storage is not permitted. Chemicals used in the dark room need to be taken home at the end of the day.
  - 5. The Photography Studio classroom is a multiuse room to be scheduled for use with Recreation Department approval.
  - 6. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones and use them outside if necessary.
  - 7. 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. 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 and may request adherence to proper equipment use.
  - <u>Club meetings and events do not have priority use. Club events must be approved by the</u> <u>Recreation Department in order to take priority at the facility. In case of injury or illness, call 911</u> and notify Security Services personnel immediately at 949-580-1400. The first-aid kit and AED are located at the Clubhouse 4 front office.
- B. Guests

- 1. Guests of residents are not permitted to use the Clubhouse 4 studios/workshops with the exception of the art, sewing and photography studios. "Use" implies sitting, participating in activities or occupying space within the shops. Walking through to tour the facilities is permitted.
- 2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may not use the computers/ printers. Guest may use the scanners with the resident.
- <u>+3</u>. Guests are permitted to attend Camera Club lectures.
- **<u>24</u>**. 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 use sheet upon arrival at the Photography Studio.
- C. Emeritus Students
  - 1. Students must not enter the room without a volunteer supervisor present.
  - 2. Nonresident 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 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).

### OPERATING RULES Clubhouse 4 Sewing Rooms



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility<u>; please see guest policies</u> below.
- 2. Food and/or drinks are prohibited on the sewing and cutting tables.
- 3. Razor blades or other sharp instruments are prohibited on the cutting tables; use a cutting board.
- 4. The use of the sewing machines is on a first-come, first-served basis; no reservations are permitted.
- 5. No <u>resident/guest may remove</u> parts of a sewing machine <del>can be removed by a</del> resident/guest without the approval of ——the volunteer supervisor. Only feet that are made for the present sewing machine model ——may be used.
- Machines not working properly must be shut down and labeled with signage. <u>The</u> <u>volunteer supervisor will submit a</u>A work order form containing as many details as possible will be submitted. <u>Only staff or specialized vendor</u>Repair may <u>do repairs.only be</u> <u>conducted by staff.</u>
- 7. The sewing room (quilters room) nearest to the parking lot can be used as an overflow room if all machines in the other room are occupied. Residents must inquire with the volunteer supervisor on duty <u>for about</u> use of this room.
  - a. There are two exceptions:
    - 1. Students enrolled in an Emeritus sewing class with an instructor present.
    - 2. Members of the Crazy Quilters Club with a volunteer supervisor present.
- 8. Storage space is limited in the sewing rooms. Overflow must be <del>re</del>moved <u>to storage</u> <u>provided in the Old Bridge room</u>.
- 9. Changing rooms must be kept neat and clean. Items that are stored without contact information and a date may be removed.
- 10. Work quietly in the studio<u>/workshop</u>. Moderate voices and sound<u>.respectfully</u>. Silence cell phones and use them outside.
- 11. Residents/guests cannot be under the influence of <del>any substance such as</del> alcohol, drugs and/or medication that may alter ability to use equipment safely.
- 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 unsafely and may request adherence to proper equipment use.

- 13. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- 13. In case of <u>emergency</u> 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.
- B. Guests
  - 1. Guests are permitted sewing room use on Sundays only; however, guests may not utilize the sewing machines at any time. Guests may walk through the sewing room any day during normal business hours."Guests are permitted on Sundays only.
  - 1.2. Guests under 10 years of age are not permitted to use the facility. The maximum number of guests allowed per resident is two. Residents must accompany their guests at all times. Guests must sign a waiver prior to use and may share a sewing machine with the resident.
  - 2.3.Nonresident guests <del>cannot</del> <u>may not</u> purchase any supplies offered <del>by the Sewing in the</del> <u>Sewing studio/workshop. <del>ClubSupers</del></u>.
- C. Emeritus Students
  - 1. Students must not enter the room without a volunteer supervisor present.
  - 2. Nonresident students may enter the studio<u>/workshop</u> 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
  - 3. Students may enter the studio<u>/workshop</u> 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).

# **OPERATING RULES Clubhouse 4 Slipcasting**



#### A. General

- 1. Residents and guests must sign in upon arrival at the facility.
- 2. If no volunteer supervisor is on duty/present, the studio/workshop is closed.
- 3. 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 with exception for instructors.
- 4. Areas between tables must be kept clear for accessibility and safety.
- 5. All work in progress and/or supplies stored in the studio<u>/workshop</u> is done so at -the owner's risk. Utensils, tools, molds, work, etc., may not be left out overnight.
- 6. All items produced must be marked with your name or initials. Enter your "mark" on a logo card at the supervisor's desk. If your identifying initials are already being used by another resident/guest, you must add an additional initial or identifying mark. In the event of a duplication, your logo card must be updated and the volunteer supervisor must ensure any issues are resolved with any existing pieces prior to distributing item(s) to the user(s). Students must additionally mark the date on their pieces.
- 7. Work quietly in the studio. Moderate voices and sound respectfully. Silence cell phones and use 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 unsafely and may request adherence to proper equipment use.
- 10. <u>Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility. 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.</u>
- 11. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, bisque, drying cabinets, end caps and/or material handling.

#### B. Guests

- 1. The studio is for Slipcasters only.
- 2. The studio encourages socializing and sharing knowledge among studio users.
- 3. Friends or relatives are welcome in the studio<u>/workshop</u> briefly to view a member's workplace or samples they have created.

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- 4. Residents may visit the studio<u>/workshop</u> 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<u>/workshop</u> must sign the "Hold Harmless Release and Waiver of Liability Agreement" form, register on the studio sign in sheet and show their resident ID card to the volunteer supervisor, if requested.
- C. Molds
  - 1. Resident/guest must be proficient at the craft of slipcasting to use the equipment and facilities.
  - 2. X-molds are reserved for Slipcasting Club members and may not be used by anyone during an Emeritus class session.
  - 3. No molds, boards or any other studio<u>/workshop</u> tools<u>/nor</u> materials may be removed from the studio.
  - 4. Only Greenware poured in studio<u>/workshop</u> molds, with slip purchased in the studio, may be fired in the Clubhouse 4 kilns.
  - 5. If you break a mold, you may be asked for reimbursement of mending or replacement.
- D. Slip
  - 1. Only slip purchased in the studio/workshop is allowed in the studio. No other slip will be fired.
- E. Firing
  - 1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
  - 2. Only technicians authorized by the Clubhouse 4 supervisor can fire kilns.
- F. Greenware, Bisque, Drying Cabinets and End Caps
  - 1. Only volunteer supervisors are permitted to touch, move and/or distribute fired items from the bisque and finished cabinets.
- G. Cleaning and Water Conservation
  - 1. Equipment and area cleaning are the responsibility of every resident/guest.
  - 2. Greenware cleaning must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products permitted inside the studio. Please sand, scrape or grind outside over a trash can to catch the dust and debris. A mask, available at supervisors' desk, is required.
  - 3. Use slip/overflow sinks 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 studio 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 you are not actively using it. Use a small stream of water whenever possible.
  - 6. Depending on your activity, allow 20 to 30 minutes for cleanup.
  - 7. Clean glaze residue, spills and dust on any surface with a wet sponge or wet towel.
  - 8. Discard all used newspaper.
  - 9. Clean and put away any used studio tools or equipment.
- H. Emeritus Students

- 1. Students must not enter the room without a volunteer supervisor present.
- 2. Nonresident students may enter the studio<u>/workshop</u> 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
- 3. Students may enter the studio<u>/workshop</u> 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).
- 5. Poured molds must be drained and put on the drying rack two hours and five minutes prior to the end of class.
- 6. Clean molds and rubber bands thoroughly and return them to their appropriate shelf/drawer prior to the end of class.
- 7. No pouring is allowed without an instructor present. If the instructor is absent, the class will be dismissed and all nonresident students must leave the studio/workshop and Laguna Woods Village.
- 8. 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.
- 9. Students may submit up to two pieces per class session for firing following the limits listed in item #8.
- 10. Student Greenware must be clearly marked with initials or a logo and the current semester and year. Ensure your logo is recorded with the volunteer supervisors. Verify that no one else has the same initials as yours.
- 11. 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 for firing.
- 12. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio/workshop may be discarded.
- 13. Class projects may be taken home for work and returned for firing, but they must have originated in the studio<u>/workshop</u>.

# OPERATING RULES Clubhouse 4 Woodshop



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. Work quietly in the studio/workshop. Moderate voices and sound respectfully. Silence cell phones and use them outside if necessary.
  - 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.
  - 4. 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 unsafely and may request adherence to proper equipment use.
  - 5. <u>Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility. 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.</u>
  - 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.
- B. Safety
  - 1. Do not wear jewelry, gloves, neckties or loose clothing that could get caught in moving equipment parts. Remove coats and jackets and roll up loose sleeves.
  - 2. Nonslip, closed-toe footwear is required. A doctor note is required if closed-toe shoes cannot be worn.
  - 3. Long hair must be tied back away from the face and not allowed to "fall" into work.
  - 4. Wear safety glasses or a face shield when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
  - 5. 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.
  - 8. Overconfidence leads to carelessness, which causes accidents.
- C. Bench Organization
  - 1. Keep your project materials carefully organized on your bench with tools located near the center.
  - 2. 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.
  - 4. Close your vise when not in use and ensure the handle is turned downward.
  - 5. Keep drawers and cabinet doors closed.

- 6. Do not leave material on the floor.
- 7. Sign tools out for use and return them to the volunteer supervisor when finished.
  - a. Find the tool sign-out sheet next to the woodshop sign-in sheet.
- D. Carrying Tools
  - 1. Keep sharp-edged and pointed tools turned downward.
  - 2. Do not swing or raise your arms over your head while carrying tools.
  - 3. Carry only a few tools at one time (unless they are in a special holder).
  - 4. Do not carry sharp tools in clothes pockets.
- 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.
- F. Cleanliness
  - 1. Keep your hands clean and free of oil and grease.
  - 2. Keep the machine clean.
  - 3. Remove all tools, lumber and unnecessary materials.
  - 4. Do not leave objects on any machine. Objects left on machinery can vibrate into revolving cutters and be thrown from the machine with great force.
  - 5. Never clean a machine while it is running.
  - 6. Use the provided hand brush and dustbins.
- G. Shop Use Safety Regulations
  - 1. Electricity
    - a. Before plugging in a machine, ensure the switch is in the "off" position.
    - b. When using an extension cord, use the correct wire size determined by the length of the cord and size of the motor. Using a too-small wire will cause the tool to overheat.
    - c. Keep all power cords away from blades and cutters while working. Ensure the power tool is grounded; a double-insulated case need not be grounded. Check with the volunteer supervisor if unsure about this.
    - d. If anything 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 volunteer supervisor.
  - 2. Fire Protection
    - a. Advise the head volunteer supervisor and/or obtain approval before bringing any flammable liquids into the woodshop.
    - b. Familiarize yourself periodically with the location of all fire alarms and fire extinguishers.
    - c. Ensure finishing materials and thinners, etc., are used only in approved areas.
    - d. Close cans of finishing materials and thinners immediately after use.
    - e. Use flammable liquids in very small quantities. Ensure the container is labeled and sealed.
    - f. Consult the resident/guest working near you to evaluate whether any potential crossover hazards are present.
    - g. Dispose of oily rags and other combustible materials immediately or store them in an approved container. See the volunteer 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 up any liquids spilled on the floor.
- 4. Material and Project Storage
  - a. Store and stack project work carefully in assigned areas. These areas are marked yellow on the ground in front of the windows.
  - b. Work on one project at a time. Finish projects in a timely manner.
  - c. Clearly mark projects with the owner's name, phone number and date.
  - d. The woodshop is not to be used for long-term storage. Clearly mark items left in the woodshop with the owner's name and phone number and the date. Items are left at the resident's risk. Items left more than 60 days will be disposed.
  - e. Secure help with long boards, even if they are not heavy.
- 5. Odors
  - a. Be alert for any odors that might indicate overheating of the machine or stock.
  - b. Dull blades will burn wood and create a distinct smoky odor. Stop cutting and inform the volunteer supervisor.
- 6. Power Equipment Safety
  - a. Use of power wood-working machines depends entirely on individual knowledge of and ability to use them in compliance with Woodshop operating rules.
  - b. Keep red-striped areas in front of circuit breaker panels clear of all obstructions.
- 7. Safety Guards
  - a. Ensure all safety guards are in place. Never remove a safety guard unless the safety guard presents a danger. Check with the volunteer supervisor if unsure about setup before work begins.
- 8. Tool Selection and Use
  - a. Select the proper size and type of tool for the work. Ensure the tool is sharp and in good condition. Inform the volunteer supervisor if tools are broken, have loose handles or need adjustment.
  - b. Hold a tool in the correct position (while using it) in both hands with the cutting motion away from your body and away from other residents/guests.
  - c. Be careful when using your hand or fingers as a guide to start a cut. Test tool sharpness 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.
- 9. Water/Solvents
  - a. Never work in or around water/liquids with power tools. Water increases the chance of severe electrical shock; solvents increase the chance of fire.
- 10. Wood
  - a. Wood defects can pose a danger and 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 will be approved for cutting in the woodshop.
  - b. Use of power saws on tree limbs or stumps without the proper jig and approval of a volunteer supervisor is prohibited.
- 11. General Power Equipment Safety Guidelines
  - a. Cutting metals of any sort can only be done in the metal shop.
  - b. Never operate a machine when tired or ill.

- c. Consult with the volunteer supervisor on duty if you have any doubts about the use of a machine or your ability to use it.
- d. Avoid using machines for trivial operations, especially on small pieces of stock.
- e. A fee may be charged if a machine is damaged due to neglecting proper operating procedure.
- f. Ensure any project helper is well informed on what is expected.
- g. Make all necessary adjustments before turning on the machine.
- h. Never remove or adjust a safety guard.
- 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.
- j. Use only approved push sticks, push blocks, feather boards and other safety devices. Know the operations that require the use of a special jig or fixture.
- k. Keep the machine tables and working surfaces clear of tools, stock and project materials. Keep the floor free of scraps and excessive litter.
- l. Avoid distractions while operating a machine. Do not distract other residents/guests using machines.
- m. Allow the machine to reach full operating speed before starting to feed the work.
- n. Never leave a running machine unattended.
- o. Feed wood carefully and only as fast as the machine will easily cut.
- p. 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.
- q. Shut off the power and inform the volunteer supervisor on duty if a machine is dull, out of adjustment or not working properly.
- r. Shut off power when you have completed an operation on a machine; wait until the machine stops before leaving it or setting up another cut.
- s. Stay clear of machines operated by others. See that others are out of the way when you are operating a machine.
- t. Avoid crowding around or waiting in line to use a machine; request that the current operator inform you at your work bench when they finish.

# OPERATING RULES Clubhouse 2 Open Space



- A. General
  - 1. The Golden Rain Foundation (GRF) establishes the hours of operation, assigns personnel and oversees the operation of the Clubhouse 2 open space (green space adjacent Pool 2).
  - 2. Maximum capacity is 125 people.
  - 3. Operating hours are from 8 a.m. to 10 p.m.
  - 4. Controlled substances and smoking are prohibited within 25 feet of the open space.
  - 5. Residents and guests must clean up the area after use.
  - 6. Excessive noise and/or loud amplified music is not permitted.
- B. Who May Rent the Clubhouse 2 Open Space
  - <u>1.</u> Any resident may rent the Clubhouse 2 Sequoia ballroom, which provides event rights to the open space. The renter may authorize use of the open space to another party, with clubhouse supervisor approval.

<u>1.a.The use of GRF equipment is not permitted in the open space.</u>

- 2. If the ballroom is not rented or the renter is not using the open space, the open space becomes available for general use on a first-come, first-served basis, with clubhouse supervisor approval.
- 3. The open space is not reservable as a standalone reservation.

# OPERATING RULES Computer Learning Centers



- A. General
  - 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.
  - 3. Abusive conduct, including viewing graphic or violent content, is not permitted.
  - 4. Residents and guests must clean up the area after use and return all equipment to the proper place.
  - 5. <u>3. The PC Club WorkshopComputer Learning Centers are</u> is managed by volunteers and are open in accordance with posted hours which are subject to change.
  - 6. Use of the workshops are free; to offset printing supply costs, printing fees and class donations may apply.
  - 7. The on-duty volunteer may impose a time limit to accommodate those waiting.
  - 8. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
- B. PC Workshop
  - 1. 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. The PC Workshop is open to all residents and their guests during posted hours.
  - 3. The PC Club Workshop is managed by volunteers.
  - 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 greeter and computer assistance from the supervisor(s) on duty.
- C. PC Learning Center
  - 1. 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. The PC Learning Center provides a variety of computer classes<u>-which are</u> <u>published under Class Registration on the website:</u> <u>https://www.thepcclub.org/learning-center.html.</u>

- 3. PC Club-organized classes are open to all community members; however, club members receive a discount. Club-organized class subjects and schedules are selected by the volunteer PC Club education chairperson. A registration fee applies for each club-organized class.
- 4. Classes are designed and paced to meet the needs of the majority of students.
- 5. N<u>on-disruptive</u> classroom conduct is <u>expected</u> (similar to that in an educational environment).
- 6. All instructors are PC Club member volunteers. All classes have an instructor and <u>may have</u> an instructor assistant who helps students keep pace with the class.
- 7. Advanced classes may require basic skills as a prerequisite.
- 8. Special interest group (SIG) sessions <u>on a variety of computer related topics</u> <u>may be offered and are open to all residents free of charge. SIGs are typically</u> <u>held weekly on a variety of computer-related subjects.</u>
- 9. The PC Club funds and maintains a lending library that is available to <del>club</del> members only<u>all residents</u>.
- D. Mac Learning Center
  - 1. The facility, including teacher-led classes, is open to all residents.
  - 21. 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.
  - <u>32</u>. Mac Club membership is not required to take classes.
  - 4. The Mac Learning Center is operated by Macintosh Club volunteers and is open in accordance with posted hours that may change periodically.
  - 5. Using equipment is generally free of charge. To offset printing supply costs, printing fees may apply. Donations may be requested for class attendance.
  - <u>63</u>. Visitors may obtain assistance with Apple devices from on-duty supervisors (commensurate with their ability). The on-duty volunteer may impose a time limit to accommodate those waiting.

# OPERATING RULES Equestrian Center



- A. General
  - 1. All residents and guests must sign in upon arrival at the facility.
  - Business hours are Wednesday through Sunday from 9 a.m. to <u>3-2</u> p.m., except holidays.
    - a. Outside of business hours, access is restricted to staff, boarders and their guests, and authorized volunteers. No one may be on the Equestrian Center property from 10 p.m. to 65:30 a.m. unless there is a horse emergency. In this instance, Security Services staff and the Equestrian Center supervisor must be notified.
  - 3. -Visitors may visit the office from 10 a.m. to 1 p.m. to request to view the GRF courtyard and arenas. For a more detailed view of the facility, visitors will be asked to return for a scheduled tour time.
  - 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.
  - 5. Everyone who rides/handles horses at the Equestrian Center is required to have an equestrian waiver on file.
    - a. Minors <u>10-8</u> years of age and older 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.
  - 6. Smoking anywhere on the property is not permitted.
  - 7. Gasoline storage is not permitted.
  - 8. Touching or feeding of horses is strictly prohibited unless the owner gives explicit permission.
  - 9. Bare feet, flip flops, sandals and other inappropriate clothing are not permitted.
  - 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 be removed from the property. Registered service dogs trained to perform a task directly related to a person's disability are permitted.
  - 11. Label all tack, equipment and supplies that will be stored on the property. The Golden Rain Foundation (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.

- 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 <u>Majeska-Modjeska</u> canyons); Equestrian Center supervisor approval required.

### B. Guests

- 1. Guests under <u>10.8</u> 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

- 1. Nonresident boarders may not invite guests to the facility without the presence of their sponsoring resident.
- 2. 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.
- 3. Boarding fees include the stall, one stall cleaning daily, two feedings daily, use of day turnouts on a rotation schedule, <u>three five</u> bags of shavings per week and one tamping service per year, per stall. Stalls are chosen based on seniority and horse safety determined by the Equestrian supervisor.

- a. 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 boarding agreement, 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 GRF and Village Management Services (VMS) 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.
  - a. Boarders are responsible for arranging veterinary and professional farrier services as needed and agree to be directly billed for all services. All veterinary and farrier work must be done in designated areas <u>or in stalls</u>.
- 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 waitlist, 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.
  - a. 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.
- 6. Only boarders may rent trailer space at the Equestrian Center.
  - a. 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.
  - b. 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.
  - c. Owners will load their own horses for transport or may ask for staff assistance only if owners are physically incapable of doing so. Horses showing dangerous behaviors will not be transported by Equestrian Center or VMS staff and will be referred to a local professional hauling company. Staff has a right to refuse hauling for any horse they believe will be dangerous to haul. Staff will provide a current list of local haulers and horse ambulances when they are not able to transport a horse. 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 their best professional judgment as to the veterinarian services required; 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.
- 9. Only the Equestrian Center supervisor may provide facility keys to boarders and their agents.
- 10. 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.
  - a. All new horses are subject to a quarantine up to seven days. Horses without vaccines or 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.
  - b. Local horses with vaccines up to date will be in quarantine for three days.
  - c. California horses or local horses without current vaccines will be in quarantine for five days.
  - d. Horses from out of state with current Coggins and health certificates with current vaccine records provided will be quarantined for seven days.
  - e. 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.
- 11. 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 caseby-case basis. Continued permission to remain on the facility is not guaranteed.
- 12. A washer and dryer are available for cleaning blankets, pads and towels. Boarders must 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.
- During hot weather, boarders may use battery-operated fans in stall windows only for their horse enclosures. Fans cannot be permanently secured and must be used according to manufacturer directions, per Orange County Fire Authority.
- 14. Boarders are welcome to participate in staff-guided lessons and <u>trails training</u> with their horse.

- E. 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.
  - All horses must be kept to a walk in the stable yard <u>and pathways</u> 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<u>the lunging area of the GRF</u> <u>courtyard where horses must be under control at all times</u>.
  - 3. Loose horses are never allowed anywhere in the stable area.
  - 4. When staff is mounting riders in the courtyard, other riders must wait out of the way or use mounting blocks in other areas.
    - a. Riders may ride around the courtyards and must never walk under eaves of barn or through breezeways.
  - 5. There is a 20-minute limit on the hot walker when others are waiting.
  - 6. Riding double is prohibited at all times.
  - 7. There is no feeding in the turnouts <u>unless for medical reasons and approved by staff</u>.
  - 8. 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.
  - 9. 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, <u>pathways</u> and in the turnouts. Bridles, buckets or other items must be cleaned in the utility sink—not the bathroom sinks.
  - 10. Riders/handlers must keep a hold of led horses in hand at all times.
    - a. Boarded horses may not be walked two at a time by one person (double).
  - 11. Professional farriers must use one of three designated areas on the property and must clean up all clippings and nails.
  - 12. Exterior gates must be secured at all times by a padlock and chain.
- F. Arena Rules
  - 1. Use is prioritized as follows:
    - a. Lessons
    - b. Riding
    - c. Lunging
    - d. Loose horses/turnout
  - 2. When both arenas are busy, the small arena must be shared by rotation every 15 minutes. Never leave horses unattended in either arena.
  - 3. Lessons take priority in both arenas. Owners must ask for permission to enter/exit and/or to canter when lessons are taking place.
  - 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. <u>Owners are responsible for any damage done by their loose horse in the arena. This includes the dressage court and other riding tools.</u>
  - 5. Only three two horses can be turned out at a time.

- 6. Gates must always be secured with the chains when horses are loose/turned out.
- 7. Rider guidelines:
  - a. Pass on the inside when travelling in the same direction.
  - b. Pass left shoulder to left shoulder when travelling opposite.
- 8. Riders must follow staff instructions when a lesson is in progress.
- 9. If problems occur, stop all horses immediately.
- 10. If riders are present and you wish to lunge a horse, ask for permission and stay in your own space.
- 11. No lunging is allowed in the dressage arena.
- 12. If lesson equipment is moved, it must be put back in place.
- 13. Appropriate gaits are walk, trot, and canter.
- G. Trail Rules
  - Guided trails with staff are walking only Boarders and their guests may ride on the GRF trails at their own risk. 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.
  - 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 hHorses 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 3 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

- 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.
- 3. Feeding is prohibited in turnouts except under special circumstances with staff approval.
- 4. Horses may share waterers in turnouts; boarders are responsible for cleaning all added water containers.
- I. 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, with an option for a paid third feeding, 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.
- 5.4. 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.
- 6.5. Supplemental feed must be kept in designated areas and/or in rodent-proof, approved containers to help mitigate rodent infestation.
- J. 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 the tack room and their area clean.
  - 3. Horses are not allowed in the tack rooms.
  - 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
  - 1. All residents and guests must follow the directions of staff at all times.
  - 2. The riding program is for boarders, residents and their guests who schedule lessons on a boarded or GRF horse. Reservations are required and can be scheduled by calling the Equestrian Center office.
  - 3. 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.
      b. All lessons and trail rides will be with staff instructor or guide.
  - Riders must meet weight and age requirements: 200 pounds maximum weight and 10
     <u>8</u> years old minimum age.
  - 5. 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 only one staff person assisting. Referrals to therapy centers in the area for those with physical disabilities may be provided by the Equestrian Center Supervisor.
  - 7. 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.

ba. All lesson clients must be able to reach the stirrups, control the horse and follow instructions.

- L. 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 classestraining, and be able to demonstrate proficiency in several basic skills as well as confidence in handling the horses and may only handle the horses while remaining in the GRF area or arenas under staff supervision unless otherwise directed by staff.
  - 3. Once approved by the Equestrian Center supervisor<u>or head instructor</u>, new volunteers will be mentored by staff and other trained volunteers.
  - <u>4.</u> Volunteers may only handle the horses during business hours and must remain in the GRF area under staff supervision unless otherwise directed by staff.

# OPERATING RULES Fitness Centers and Gymnasium



- A. General
  - 1. Residents must swipe their Laguna Woods Village resident ID cards and 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.
  - 2. Appropriate attire and closed-toe<u>/heel</u>-shoes are required.
  - <u>3.</u> Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
  - <u>4.</u> Outside personal trainers <u>and instructors</u> are not permitted.
    - **3.** <u>a.</u> Physical therapists may aid clients for a limited time upon fitness supervisor approval.

4. <u>b.</u> <u>Caregivers are allowed to assist the resident with Fitness</u> <u>supervisor approval.</u>

- B. Fitness Centers
  - 1. 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 gGuests must sign in upon arrival at the facility.
  - 2. With the exception of Clubhouse 5, fitness centers are only open when fitness staff is on duty.
  - 3.<u>1.</u>Outside personal trainers are not permitted. Physical therapists may aid clients for a limited time upon fitness supervisor approval.
  - **4.3.** 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.
  - <u>5.4.</u>Exercise equipment time limits are set by fitness center staff.
- C. Gymnasium
  - 1. Guests under 12 years of age are not permitted to participate in a gymnasium activity and may not disrupt any of the activities in progress. 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. Participants must follow proper rules of etiquette for each sport or class and demonstrate good sportsmanship.
  - 3. Using any type of powder and/or liquid on the Gymnasium floor or on the bottom of shoes worn in the facility is not permitted.

- 4. Gymnasium programs must end <u>at least</u> 10 minutes prior to the hour to accommodate setup of athletic equipment, chairs, etc., for the next program.
- 5. Residents and guests must clean up the area after use and return all equipment to the proper place.
- 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 take priority.
- 8. <u>Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. Play may be restricted due to scheduled maintenance. Club events and tournaments take priority at the facility and must be approved by the Recreation Department. Please reference Recreation Department policy for tournament guidelines.</u>
- D. Indoor Pickleball
  - When courts are full, sign-up sheets board (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.
  - 2. When there are more than 12 players waiting, shorten games to seven points and 10 minutes.
  - 3. Last players must take down nets and stanchions, and put them away.
- E. Volleyball
  - 3.1.Times are designated for Advanced Play and All Skill level play. Players attending the Advanced Play time are expected to be able to play at a high level to allow for game flow and player safety.
  - 2. Advanced players wishing to play at the All Skill times should consider the safety of the other players when participating
  - 3. If a game is on the court, those players have the ability to complete their game before other players can take the court.
  - 4. <u>All play is based on a drop-in basis and players are encouraged to include all players that arrive to play at that time.</u>

### OPERATING RULES Garden Centers



- A. General
  - 1. Operating hours: Sunrise to Sunset.
    - a. The garden centers may be accessed only by authorized <u>volunteers or</u> occupants-<u>or</u> and lessees who are actively leasing a garden, tree, shade and/or Vegepod plot<u>in that</u> <u>particular garden center</u>.
    - 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 from 8 a.m. to 4 p.m. Contact staff at 949-268-2387 or gardencenters@vmsinc.org to make arrangements.
  - 2. Guests must be accompanied by an authorized resident or staff member at all times.
- B. Safety
  - 1. In severe emergencies call 911; then call Security Services at 949 580 1400.
  - 2.1. Emergency telephones that connect directly with Security Services are located at both garden centers.
    - a. At Garden Center 1, the emergency telephone is located at the Moulton side front gate.
    - b. At Garden Center 2, one emergency phone is located outside of the office; another is on the east side of the storage building (tool shed and restroom) near the Maintenance Center.
- C. Who May Rent a Garden and/or Tree Plot
  - Any resident may request a garden center use permit. One permit is issued per manor. These permits are 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 email if applicable.
  - 2. All fees are according to the GRF schedule of fees and must be paid upon receipt of the garden center invoice.
- D. Signing Required Release and Waiver of Liability Agreement
  - 1. All gardeners and partners are required to sign a hold harmless, release and waiver of liability agreement. Forms are available online, at the garden center office or the recreation office. The waiver agreement form will be updated periodically and require a new signature.
- E. Temporary Working of Your Plot by a Designated Person
  - 1. 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, contact the garden center 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 contingent upon a plot holder or their partner being present the entire time the guest is working on the garden.
- F. Gardener Responsibilities

- 1. Gardeners are responsible for keeping plots free of excessive weeds and debris. Long periods of neglect will be addressed by GRF staff and could result in the loss of a garden plot.
- 2. Gardeners are expected to manage the garden in their plot on their own. GRF staff are not generally available to assist in the day-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 use permit as a partner.
- 4. Work must commence within 30 days of permit issuance.
- 5. Gardeners are obligated to plant fruits, vegetables and/or flowers.
- 6. Seasonal gardeners, e.g., "snowbirds" or summer "desert escapees," are required to share their plot(s) with a partner who may maintain the plot in the opposing seasons.
- 7. Gravel and decomposed granite are not permitted for use in garden or tree plots. Gravel is only permitted for use on Garden Center 2 walkways.
- 8. Disposal 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 must be placed in the green waste bins. <u>–All trash bins must be kept closed after use.</u>
- 9. Keep walkways clear and empty and return wheelbarrows to their proper storage areas. Gardeners who use GRF-furnished tools are responsible for the proper care, cleaning and return of said tools to the sheds from which they were obtained.
- 10. Gardeners are permitted to plant within their assigned garden space only. Planting in any common area, such as in the parking lot, within medians, around structure or in walkways is not permitted unless approved by recreation staff.
- 11. A licensed contractor must be hired for any improvements over \$500; these contractors must have current copies of their license and liability insurance and sign the GRF contractor/handyman release agreement, all of which must be presented to garden center staff prior to commencement of work.
- 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, both of which must be presented to garden center staff prior to commencement of work.
- G. Pets/Animals at the Garden Centers
  - 1. Pets are allowed at the garden 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 unruly.
  - 2. Do not feed wildlife in the garden centers.
- H. Annual Fees
  - 1. As part of the initial plot rental process, residents will receive a statement from the Financial Services Department 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 recreation office. GRF may revoke the use permit of any gardener who is 30 days delinquent in payment of his/her plot rental.
  - 2. Plot rentals are for one calendar year and billed annually.
- I. Assignment of Garden Plots/Spaces
  - 1. Garden center staff will keep an active waiting list based on a first-come, first-served 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.

- 2. Plots vary in location, actual size and previous improvements. Any fencing around a plot must be maintained by the current use permit holder.
- 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.
- 4. Use 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. If during the lease agreement a resident moves or dies, the resident sharing the plot may have an opportunity to become the use permit holder.
  - a. 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 use permit.
  - b. If the new designated use permit holder has another plot, they must relinquish a matching number of plots, which will be made available to those on the waiting list.
- 5. When a garden plot becomes available, all permanent structural improvements made to the plot become the property of GRF. Other gardeners are not allowed to remove items from the plot.
- J. Watering/Irrigation

Any gardener watering their garden plot must be present at the garden center the entire period of time the water is turned on, unless an alternative irrigation system is in place.

- 1. All watering at the garden centers is subject to the El Toro Water District rules and any other governing agency or municipality.
- 2. All hoses must be equipped with a positive self-closing shut-off hose nozzle. Turn off the water faucet once watering is complete.
- 3. Staff shall be notified when faucets or valves are found to be leaking. Water shut-off valves must be accessible from outside the plot. All fences must have an opening at the faucet for easy access by garden center staff.
- 4. Irrigation work that will require shutting off water to a garden area must be done by a garden center staff member.
  - a. Common area water sources may not be blocked by personal garden fences or other obstructions.
- 5. All gardeners are responsible for prudent, non-wasteful watering practices and preventing water runoff from damaging adjacent plots.
- 6. No irrigation systems other than drip or soaker systems are permitted in a plot.
- K. General Gardening Information
  - 1. Garden plots must be maintained year-round.
  - 2. Plot holders who do not actively garden during long periods (more than one month) must plant a cover crop or cover the plot with plastic to limit invasive weed growth. The registered partner may maintain the plot in the plot holder's absence.

- 3. All plants with invasive roots (e.g., banana trees, mint, canna lilies, bird of paradise, sugar cane and ginger) are no<u>t</u>r permitted and must be removed or grown in a container that can contain the roots.
- 4. Significant shading of a neighbor's garden plot with any plant or material is not permitted. 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.
- L. Garden/Vegetable Plot Specifics
  - 1. 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. The plot and all improvements become GRF property upon release of the plot; no financial arrangement can be made with a prospective new renter.
  - 2. Each gardener is responsible for walkways within and around their plots. Walkways must be clear of obstacles and weeds. 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. 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.
  - 6. Edible weeds must be harvested and not allowed to go to seed.
  - 7. Plot holders must use at least 75% of the plot for planting. Plots are not to be used to store materials/tools not associated with gardening.
  - 8. Plot soil must be maintained in an aerated state and no modification or amendment to the soil may be added that will impede the future use of the plot, including but not limited to gravel and decomposed granite (DG).
  - 9. Rice and sugar cane are water-intensive crops and are prohibited.
  - 10. Crops must be harvested and not left on the ground to rot and go to waste.
  - 11. All plants, planters, planter boxes and trellises must be placed inside the plot perimeter. Plants may not over hang into the walkway. Garden center staff has the right to trim excess plants hanging into the walkway without prior notification.
- M. Shade House Spaces
  - 1. Each bench space is approximately 16 square feet and will be assigned on a one-per-manor basis.
  - 2. The shade house will be kept locked at all times when it is not in use by those with use permits. Keys will be issued to all shade house permit holders. Keys must be returned to the recreation office when the use permit is terminated.
  - 3. All materials stored under the benches, such as pots, potting mixtures, etc., must be kept neat and orderly, and must be maintained above the ground to reduce the opportunity for rodent nest sites. Materials storage nonessential 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.
- N. Fruit Tree Areas
  - All new trees planted in tree plots in both garden centers shall be dwarf and semidwarf 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 centers may be

Agenda Item #14 Page 53 of 82 grandfathered in at garden center staff discretion. Untended or unapproved trees may be removed by garden center staff after notification to tree plot use permit holders.

- 2. In both garden centers, existing trees must be maintained as suitable for the plot space and the neighboring garden plots. New trees that are planted should only grow to a reasonable size that will fit in the plot and not intrude adjacent gardens.
- 3. Tree plots must use shared water spigots. Please roll up your hose and place it in your plot after each use.
- 4. Gardeners are reminded of the steep sloping grades in the tree area; lessees must maintain safe walks, steps and slope retaining walls at all times.
- 5. Tree plots must be maintained year-round and must be clear of excessive weeds, fallen leaves and unharvested fruit.
- 6. Structural fences are prohibited around tree plots. Temporary fencing may be installed with staff approval. Due to the nature of the trees in the plots, fences that can be removed are necessary in order to prune as needed.
  - a. Temporary fencing guidelines are as follows:
    - I. 14-gauge wire fence or flexible plastic mesh with <sup>3</sup>/<sub>4</sub>" to 1"
    - II. Up to 2<sup>1</sup>/<sub>2</sub>" Metal T or U Posts not to exceed six feet in height
    - III. Galvanized steel fence T-Post clips
    - IV. Wooden boundary footings are permitted
    - V. Concrete or other hard curing materials are prohibited.



#### Temporary fence sample pictures below:

- O. Garden Product Policy
  - 1. 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 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 website, www.omri.org.

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- 2. Organic gardening: The form of agriculture that relies on techniques such as crop rotation, green manure, compost and biological pest control. Organic 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.
- 2.3.All bottles must be clearly marked and stored in such a way that they can be read by staff from outside the plot.

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

	Recommended	Not Recommended
PEST AND DISEASE CONTROL	<ul> <li>Bacillus thuringiensis(Bt)</li> <li>Soap spray</li> <li>Horticulture pepper/onion spray - sulfur</li> <li>Wood ashes</li> <li>Sour milk solution</li> <li>Lace wings</li> <li>Dormant oils</li> <li>Microcop or equivalent</li> <li>Diatomaceous earth (DE)</li> <li>Baking soda</li> <li>Borax, boric acid - sluggo</li> <li>Lady bugs</li> <li>Tangle foot</li> <li>Marigolds</li> <li>Beneficial nematodes - netting</li> <li>Pyrethrum*</li> <li>* Pyrethrin is a naturally occurring insect-killing chemical derived from chrysanthemum flowers. 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.</li> </ul>	<ul> <li>Roundup is</li> <li>forbidden</li> <li>Rotenone</li> <li>Pyrethrate,</li> <li>pyrethroids</li> <li>Nicotine sulfate</li> <li>Malathion</li> <li>Diazinon</li> <li>Sevin</li> <li>Organophosphates</li> <li>Finale</li> <li>Dursban</li> <li>Organ chlorides</li> <li>Chlorpyrifos</li> </ul>
	Recommended	Not Recommended
	<ul> <li>Cotton seed</li> <li>Kelp</li> <li>Compost</li> <li>Manure</li> <li>Blood, bone, horn and hoof meals</li> <li>Liquid fish or seaweed</li> <li>Fertilizers classed as organic</li> </ul>	<ul> <li>Ammonium sulfate</li> <li>Ammonium nitrate</li> <li>Muriate of potash</li> <li>Auperphosphates</li> <li>Highly soluble</li> <li>chemical fertilizer</li> </ul>

	- Ozmicote
	- Nonorganic
	MiracleGro

- P. Authority, Enforcement of Rules and Revoke of Use Permit(s)
  - 1. VMS staff is authorized to make periodic checks of all garden/tree plots to ensure they are being maintained and adhering to the operating rules. Staff will communicate concerns via email or phone to ask that these issues be addressed.
  - 2. If a gardener is found to be in violation of the operating rules, the gardener shall be notified by Recreation Department staff 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; if no response after seven days Notice 2: Letter outlining the violation and required deadline completion; if no response after 14 days

Notice 3: Compliance Division notified of violation.

- 3. Upon termination or revocation of a use permit, 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 garden centers 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 cleanup when a garden is left in such a condition as to require clean up.
- 4. Violations that warrant disciplinary action through Security Services or the OC Sheriff (if warranted):
  - a. Theft of tools and equipment
  - b. Theft of produce and plants
  - c. Vandalism of tools, equipment
  - d. Foul language and offensive behavior, including but not limited to threats, intimidation, violence, racial/ethnic slurs and sexual harassment (GRF anti-harassment policy)
  - e. Odors, including second-hand smoke (cigarettes, cigars, marijuana, vaping, etc.), are a violation of the GRF anti-harassment nuisance policy
  - f. Violation of GRF policies
  - g. Receiving more than three combined written warnings without correction of the issue(s)
  - h. Failure to pay registration fee by the deadline

Note: 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. All GRF policies and procedures apply to the use of the amenities.

# OPERATING RULES Golf Facilities



#### A. General

- 1. Dress Code
  - The dress code applies to all the golf facilities, including the 27-Hole courses, the Par 3 Course and the Driving Range. Golf sStaff have the right to enforce the dress code.
  - a. Country club golf attire shall be worn at all times, including a collared shirt, slacks or golf shorts and shoes with soft spikes.
  - b. Women may wear other acceptable country club apparel that may or may not have a collar-
  - c. Shorts shorter than six inches above the knee are not permitted.
  - d. Tank tops are not permitted
  - de. Jeans are not permitted.
  - ef. Shoes must be worn at all times.
  - f. The dress code will be enforced.
- 2. In Case of Emergency
  - a. Call 911; then call the golf shop at the phone number on the score card (949-597-4336).
  - b. All player assistants who patrol the course are equipped with a handheld radio that has direct contact with the golf shop.
- 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), roller-skaters and rollerbladers are not permitted on the golf course. Nongolfers may use the perimeter path paralleling El Toro Road and Moulton Parkway only from Clubhouse 4 to Clubhouse 2.
  - b. Pets are not permitted on the golf 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 are to be used only by players making the turn. Parking for recording scores or paying green fees is not permitted.
  - d. Parking and standing a personal or rented electric golf carts in front of the starter window in order to fill ice or water is prohibited.
- B. Guests
  - 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. <u>Residents</u> <u>must check-in first before guests can check-in; residents are to remain with their guests at all</u> <u>times.</u>.
    - —a.——Guests under the age of 11 are permitted-<u>, however Golf Staff will ascertain if the</u> junior player has a knowledge of golf etiquette and is aware of correct golf course behavior

prior to permitting them to play. 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 necessaryGate clearance for guests is the responsibility of the resident.
- C. 27-Hole Golf Course
  - 1. The 27-hole golf course (consisting of three separate nine-hole courses) is located adjacent to Clubhouse 2 on Moulton Parkway and is accessed through the Village Greens at Gate 12. The course opens for play daily at 7 a.m. During daylight saving time, golf course closing hours are extended to 6 p.m. from 5 p.m.
    - a. Reservations are required for the 27-hole golf course (please see "I. Reserved Tee Times" for information).
    - b. The irrigation system, which uses reclaimed water, operates daily beginning at 7 p.m.; therefore, all golfers **must** be off of the course by that time.
    - c. A nine-hole round of golf may be played as follows:
      - I. Course one after noon
      - II. Course two prior to 8:24 a.m.
      - III. Course three from 7 a.m. to 8:28 a.m.; 10:44 a.m. until closing
- D. 19 Restaurant & Lounge
  - 1. Open from 9 a.m. to 8 p.m. Check with the establishment for the most current hours.
- E. Driving Range
  - Open daily at 7 a.m. (8:30 a.m. on Thursdays) from 3:30 p.m. (hours are extended to 5 p.m. during daylight saving time). A practice pitching green and bunker area are also available. Range balls may be purchased via your established golf account using your resident ID linked to the online reservation system account; removing range balls or bringing your own balls to the range is not allowed.
  - 2. Maximum number of guests per resident is one during prime time and three during non-prime time.
- F. Golf Shop
  - 1. Open daily from 7 a.m. to 5 p.m. (and until 6 p.m. during daylight saving time).
- G. Golf Carts
  - 1. The limit of persons permitted per golf cart, private or rented, is two.
  - 2. Drivers must be at least 18 years of age.
  - 3. Golf carts and electric <u>Electric golf carts</u> and hand-pull carts are available for rent at the starter window<del>.</del>
  - 4. Privately owned power carts require an annual trail use permit or daily use permit, which is available at the golf shop for a fee.
  - 5. Borrowing an electric cart from another resident to use on the golf course requires the payment of a Daily Trail Fee which will be assessed at check-in
  - 56. Carts must stay on paved cart paths, including the use of the 90-degree rule, at all times when exiting the path to play a shot and returning to the path for access to the next shot or the next tee.
    - a. Laguna Woods Village golf professionals may assist in understanding how to best use this system.

- b. Personal golf carts may be subject to a review by Golf Staff to ensure the cart tires are for usage on grass; personal carts may have "offroad" or "knobby" type tires installed, which are not allowed on the golf course.
- <u>67</u>. Contact Resident Services (<u>residentservices@vmsinc.org</u>; 949-597-4600) in the Community Center for information regarding charging your personal electric cart<u>and obtaining the correct</u> <u>stickers for charging and driving a personal golf cart within the Village</u>.
- 78. Individual owners must maintain privately owned golf carts. The cart wash station is available for a minimal fee. No emergency <u>charging facilities or gasoline</u> is available.-<u>Golf Staff are not</u> <u>permitted to push, tow or handle a personal cart.</u>
- 9. Golf Cars or Low Speed Vehicles are not permitted on the Golf Course
- H. Nine-Hole Par-3 Course
  - 1. Power golf carts are not permitted; pull carts are available for rent.
  - 2. Course is open from 7:30 a.m. to 6 p.m. during daylight saving time (5 p.m. closing for the remainder of the year).
  - 3. Reservations are not taken for this course.
- I. Reserved Tee Times (for 27-hole course only)
  - 1. Schedule reserved tee times <u>up to</u> one week in advance using the online reservation system.
  - 2. Times are open for online booking seven days in advance at 6 a.m. <u>Reservations for 2 or more</u> <u>players can be made within the 7-day booking window.</u>
  - 3. Residents may visit the golf 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 one tee time per day only, for two to four players.
  - 5. The resident booking a reservation must include all residents playing in the group. All players named in the group must be the players who arrive on the day of play.
    - a. All cancelations or substitutions must occur prior to arriving for play.
  - 6. Single players may call the golf shop on the day they wish to play and will be paired with a group of less than four players.
  - <u>7.</u> Groups wishing to add a fifth player (fivesome) must call the golf shop on the day of play and be approved by the starter. Denied requests may be due to past slow play and other factors.
  - 7.8. Misuse of a Resident ID card (presenting a card that belongs to someone else, checking in a guest as a resident or other misuse of Village identification) may be subject to disciplinary action.
  - 8.9. In the event a resident is misusing the online reservation system, the following disciplinary process will ensue:
    - a. Verbal warning;
    - b. Written notice;
    - c. Referral to Security and Compliance to initiate the disciplinary process.
- J. Club Days
  - 1. Tuesday is Women's Club day; Wednesday is Men's Club day. Open play is available on Tuesdays and Wednesdays with approval by the golf operations manager or golf professional.
- K. Fees
  - 1. Fees are in accordance with the GRF pricing policy and fee schedule.
- L. Lessons
  - 1. Call 949-597-4336 to schedule private and group lessons. Group and clinic-based lessons can be arranged with the instructor of your choice.

- M. Course Guidelines/Etiquette
  - 1. Check-in with the starter no earlier than 20 minutes prior to the reserved start time but no later than 10 minutes prior to the start time. Failure to do so may result in the cancellation of the reservation.
  - 2. Foursome play is the accepted playing format and has the right of way over all other groupings. Fivesomes are permitted when possible.
  - 3. 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. Course repair:
    - a. Leave the rake in the bunker 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; obtain sand from the golf shop if playing with your personal cart.
  - 5. Flag color indicates the cup location on the green: red is front, checkered is middle and blue is back.
  - 6. Yardages are to the center of the green: blue is 200 yards, white is 150 yards and red is 100 yards.
  - 7. Official golf course etiquette is covered in Section One of the USGA Rules of Golf.
- N. Ready Golf
  - 1. 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 "away" or not, with 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 scorecards at the next tee, not while parked near the green just played. The group behind cannot hit until all are out of the way.
  - 2. Consider club selection as approaching the ball between the tee and the green, not while standing over the ball.
  - 3. Finish putting out after the first putt unless standing in the putting line of another player.
  - 4. Three minutes is the maximum time to search for a lost ball (USGA 2019 rules change). 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. Keep pace of play with the group in front and behind; it is a player's responsibility to ask the group behind if they wish to "play through." A group is allowed to "play through" anywhere, tee through the green, not just the tee.
  - 6. Starting times are set at every eight minutes beginning at 7 a.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.
  - 7. 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 starter.
  - 8. Players may play only one ball unless the rules require to play another. Practicing on the course is not permitted.
  - 9. Failure to pay greens fees is a misuse of Village amenities and may be subject to disciplinary action.
  - 910.—Player assistants are responsible for monitoring the pace of play and enforcing regulations, and are authorized to issue warnings, write citations or remove players from the course for

violations or improper conduct. Citations will be forwarded to Security and Compliance for possible disciplinary action. <u>Residents are required to show their Resident ID card if requested by</u> <u>Golf Staff.</u>

### O. Local Rules

<u>1.</u> Please refer to the golf course Local Rules Sheet.

<del>1.</del>

P. Important Telephone Numbers

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

# OPERATING RULES Lawn Bowling



- A. General
  - 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.
  - 3. Wear only shoes with smooth, flat, rubber soles (no heels) on the greens.
  - 4. No one is allowed on playing surface unless bowling.
  - 5. Damage to greens through improper delivery of bowls is not permitted.
  - 6. Use bowl rakes carefully to avoid damage to the greens.
  - 7. Call 949-951-3027 (lawn bowling greens at Clubhouse 2) for information concerning closure of the greens due to inclement weather or to obtain the club schedule.
  - 8. Residents and guests must clean up the area after use and return all equipment to its proper place.
  - 9. <u>Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.</u> <u>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.</u>
- 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.

#### OPERATING RULES Library



- A. General
  - 1. New users must register with library supervisor using their resident ID card. The resident ID card becomes your library card. All users must renew annually or if contact information changes.
  - 2. Residents may check out library materials for two weeks. Materials not returned by the due date are overdue.
  - 3. Residents are assessed fines on all overdue materials that are checked out to them.
    - a. Current fines are assessed by the Library Club.
    - b. Disciplinary action may be recommended when fines reach \$5. For videos the maximum is \$10.
    - c. 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.
    - d. The library director or supervisor may consider extenuating circumstances.

# OPERATING RULES Lockers and Storage



- A. In accordance with the GRF pricing policy and fee schedule, 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 schedule and are paid annually.
  - 1. Storage areas are defined as follows:
    - a. Small (12" x 24" x 20" and up)
    - b. Medium (30" x 24" x 30" and up)
    - c. Large (5' x 5' and up)
- D. Storage is not guaranteed; the clubhouse supervisor has authority to determine the availability and may limit storage space.
- **D.E.** No perishables or hazardous materials are to be stored.
- **E.** Stored items must be contained within the approved storage area.
- F.<u>G.</u> GRF holds no liability as to the contents held in these lockers and storage areas.

# OPERATING RULES Paddle Tennis and Pickleball



- A. General
  - 1. All residents and guests must sign in upon arrival at the facility.
  - 2. The facility is for playing paddle tennis and pickleball only.
  - 3. Proper tennis attire and footwear are required. Shoes that mark/injure the court surface are not permitted.
  - 4. Skateboards, roller skates, bicycles, and amplified music, smoking and vaping are not permitted inside the facility.
  - 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

(Prime time is 7 a.m. to noon on pickleball priority days and 4 to 10 p.m., Monday-Friday.)

Paddle tennis:

Tuesday and Thursday mornings

First and third Saturdays

\*If a court is unoccupied, either sport can play until priority sport players arrive.

- 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.
- 10. Recreation Department-contracted instructors may schedule lessons during nonprime-time hours only and retain priority on the court.
- 11. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. 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.

#### 12. In case of injury or illness, call 911 and notify Security Services staff immediately at 949-580-1400.

- B. Guests
  - 1. Guests under 6 years of age are not permitted to use the facility. The maximum number of guests allowed is one guest per resident during prime time and up to three guests during nonprime time. Residents must be present at the courts with their guests at all times. Guests with resident sponsors may only use one court.
- C. Pickleball
  - 1. Use the sign-in sheets available at the courts to secure play time on a given day.
  - 2. When the courts are full and the flag is up, the sign-up <u>sheets board</u> (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.

# 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. A first-aid kit is located in the office and AED is located in the lobby.
- **B.** Auditorium Event Posters
  - 1.—Posters for resident events (nonclub/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" x 40".
    - b. All posters must be stamped in advance by the Recreation Department. c. Displaying posters is subject to space availability.
  - 2. Club event posters must adhere to Golden Rain Foundation (GRF) poster policy.
- C.A. Box Office/Ticketing
  - 1. Tickets are sold to Laguna Woods Village residents only. Residents must be prepared to show their Laguna Woods Village ID when purchasing tickets.
  - 2. Tickets purchased by credit card may be purchased only with a credit card in the resident's name who is purchasing the tickets.
  - 3. Tickets are sold no more than 90 days prior to the scheduled event.
  - 4. There is a limit of four free tickets or 10 paid tickets per manor for Recreation Department-coordinated events/programs.
    - a. The limit of paid tickets per manor for resident sponsored events is at the discretion of the facility supervisor.
  - 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.
    - a. Refunds and/or exchanges of tickets must be done by the resident who purchased the tickets.
  - 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.
    - a. 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.
    - b. Consignment tickets may only be sold to Laguna Woods Village residents.

- 7. The box office will reprint 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 <u>original\_"reprint"</u> ticket will be honored for seating at that event. The ticket marked "reprint" will not be accepted.
- D.-Theater
  - 1.—Scheduling
    - a. Scheduling and reservations are made through the Performing Arts Center Supervisor only.
    - ——Technicians must be scheduled a minimum of four weeks in advance of auditorium events.
    - <u>Clubs are limited to booking four ticketed shows per year.</u>
    - <u>No more than four show dates per club/group/organization per year on</u>
       <u>Fridays or Saturdays. No more than six dates per year on Monday through</u>
       <u>Thursday and Sunday. Max of six dates per club/group/organization within</u>
       <u>one calendar year.</u>
    - <u>A reservation is not confirmed until the GRF Performing Arts Center Rental</u> <u>Contract is signed.</u>
    - b. <u>The theater is darknot reservable one month aper year for general</u> <u>maintenance. Other closures may apply for GRF approved capital reserve</u> <u>projects or emergency maintenance.</u>
  - 2.8. Theater etiquette
    - a. During public performances, flash photography or video recording is not permitted.
    - b. Cell phones should be turned off (or muted) during performances.
    - c. All aisles must be kept clear at all times. No food or drink (except bottled water or GRF Bar Services drinks) is allowed permitted in the theater.
  - 3.9.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.

# OPERATING RULES Pools, Hot Pools and Locker Rooms



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. Swimming pools are open only when a staff lifeguard is on duty.
  - 3. Appropriate swimming attire and accessories are required.
  - 4. Eating and drinking while in the pool is not permitted.
  - 5. Glass containers are not permitted.
  - 6. Smoking and alcoholic beverages are not permitted.
  - 7. Only service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
  - 8. Running is not permitted.
  - 9. Floatation devices are not permitted unless specifically designed for exercise or therapeutic use. Fins and snorkels may be used by adults.
  - a. Adults may use equipment such as pool noodles, pull buoys, kickboards, masks, fins, snorkels and paddles.
  - 10. Organized pool games may be played only if they do not interfere with other pool uses such as lap swimming.
  - 11. Lockers may be used on a daily basis only. Residents and guests must supply their own locks in order to secure their belongings. Locks and personal items must be removed when the resident and guest leave the facility.
  - 12. Showers are limited to 10 minutes per person per day.
  - 13. No chairs or other GRF property may be moved into the locker room or shower stalls.
  - 14. Shower before entering the pool or hot pool.
  - 15. Persons with bandages, open sores, cuts or rashes are not permitted in the pool and hot pool.
  - 16. Lap swimmers swimming the length of the pool have the right of way with the exception of Pools 4 and 6.
  - 17. Locker rooms open 15 minutes prior to the pool opening and close 15 minutes after pool closing.
  - 18. All pools will be cleared of swimmers during inclement weather at the lifeguard's discretion. Swimmers may not reenter the water until at least 30 minutes following the last sighting of lightning or sound of thunder.
  - 19. Swimming pool hours of operation vary according to the time of year, holidays and scheduled or emergency maintenance. Check hours of operation at the clubhouses, the recreation office and the pools.

- 20. Pool and hot pool temperatures are kept as closely as possible to the following temperatures:
  - a. Pools 1, 5 and 6: Between 82 and 84 degrees
  - b. Pool 2: Between 80 and 82 degrees
  - c. Pool 4: Between 84 and 86 degrees
  - d. All hot pools: Between 102 and 104 degrees
- 21. Each pool is renovated and/or preventative maintenance is performed annually. The process takes approximately six to eight weeks per pool beginning in November and concluding by Memorial Day weekend. Pool 6 is closed October 1 until the Saturday of Memorial Day weekend. If a pool is undergoing major renovations, the six- to eight-week schedule may be prolonged as necessary.
- 22. Amplified music on the pool deck is prohibited. Amplified music is permitted only during classes and must be approved by the Recreation Department.
- 23. The guard shack phone is for business use only; use by anyone other than an employee is prohibited.
- 24. Lifeguards are not responsible for lost or stolen items; contact security personnel at 949-597-4435 to report lost or stolen items.
- 25. Emeritus students may use the pool deck and locker rooms 15 minutes prior to the start of class and may enter the pool no more than five minutes prior. Students must leave the facility within 15 minutes of the end of the class.
- 26. Scheduled use is determined by the Recreation Department and is subject to change. Use may be restricted due to scheduled maintenance, classes and events.
- 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.
- C. Hot Pool
  - 1. The recommended time limit in a hot pool is five minutes. After an extended period, the lifeguard may request that users exit.
  - 2. Strenuous exercise in the hot pools is prohibited.
  - 3. Children under 16 years of age are not permitted in the hot pools.
- D. Children's Swim
  - 1. Lifeguards have the authority to prohibit a child from entering the pool.
  - Guests 15 years of age or younger are considered children. Children are permitted to swim daily at a designated pool. Starting Saturday of Memorial Day weekend and continuing through October 1, Children's Swim time is from noon until 4 p.m. at Pool 6. The remainder of the year it is from noon until 2 p.m. at Pool 2.
  - 3. Children must vacate the pool area within 15 minutes of the end of Children's Swim.
  - 4. Children unable to swim must wear a Coast Guard-certified flotation device, including those built into swimsuits.
  - 5. Residents or their adult guest(s) must accompany and remain in the pool with their children who are novice swimmers.

- 6. Toys are provided by the Recreation Department during the summer Children's Swim program. During the winter Children's Swim program, only Recreation Departmentprovided dive toys are permitted. Permitted toys include dive toys and dive rings only. Rafts, kickboards, balls, water guns, inflatables, boogie boards and flotation devices are not permitted.
- 7. Children may not use kickboards; run on the pool deck; 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; etc.
- E. Lap Swim Usage
  - 1. Use of lap lane is limited to 60 minutes.
  - 1.2. Swimming across lap lanes is not permitted unless entering or exiting the pool from the side.
  - <del>2.</del>3.Lap lanes are for lap swimming or aquatic exercise only (unless otherwise designated).
  - 3.4. If all lanes are taken, swimmers must share the lane (up to two swimmers per lane).
  - 4.<u>5.</u>Hanging on the lane dividers is not permitted.
  - 5.6.No diving or jumping into the shallow end; diving or jumping into the pool is allowed only in the five-foot or deeper area.
  - 6.<u>7.</u>No diving into crowded lanes.
  - 7. Adults may use equipment such as <u>pool noodles</u>, pull buoys, masks, fins, snorkels and paddles.
- F. Lap Swim Schedule
  - 1. The number of lane lines at Pools 2 and 5 will be determined by the current pool schedule. Refer to the current pool schedule for lane line schedule details.
- G. Lap Lane Etiquette
  - 1. Swim to the right of the lane at all times.
  - 2. When passing another swimmer, pass to that person's left, down the middle of the lane at full speed. Once you have finished passing, return to the right of the lane.
  - 3. When being passed, slow down until the overtaking swimmer has completely passed.
  - 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 a person passing at the end of a lane has space 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. To stretch or do other water exercises, move to the proper swim lane reserved for recreation/social swimming.
  - 8. Inform the lifeguard/clubhouse front desk staff if a problem should arise.
- H. Online Advance Reservations Pool 2
  - 1. Lane lines may be reserved in advance via the online reservations system. The reserving party may determine the number of swimmers in the reserved lane.
  - 2. Advance bookings are limited to residents only.

- a. Swimmers are allowed two-three advance bookings per week.
- b. Swimmers 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.
- c. Swimmers found in violation will be subject to the following disciplinary actions:
  - I. Verbal warning
  - II. Written notice
  - III. Infraction is referred to Security and Compliance to initiate the disciplinary process.

#### I. Swim Lessons

- 1. Residents are notified via the Globe, flyers and pool signage regarding the swim class schedule for the upcoming season. Generally, swim lessons are available during the summer. Each resident is charged for a series of one-half-hour group lessons.
- 2. Lessons are available to residents only.
- 3. Residents must preregister and pay for swim lessons, and sign a waiver prior to entering the pool.

### OPERATING RULES Shuffleboard



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. <u>Food or beverage is not allowed on the courts and must be cleaned up and</u> <u>removed prior to room closure.</u>Food and drinks are not permitted during court play.
  - 3. All players must wear non-marking rubber-soled shoes. Leather-soled shoes, high-heeled shoes and open-toed sandals are not permitted for safety reasons.
  - 4. Dry-dust mop and apply dressing prior to court play. Playing on a dry, unprepared court is not permitted as it damages the playing surface.
  - 5. Walking on the courts with <del>or without</del> dressing is not permitted for safety reasons and to prevent court surface damage.
  - 6. Clubhouse 1 staff can provide information about dressing application 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. <u>Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines.</u> 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 two. Residents must accompany their guests at all times. Guests under 10 years of age are not permitted to use the facility.

### OPERATING RULES Table Tennis



- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. Appropriate athletic attire and non-marking shoes or equivalent are required.
  - 3. Observe good sportsmanship and courtesy at all times. USTTA rules and regulations apply.
  - 4. 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.
  - 5. Warm-up time is limited to three minutes.
  - 6. After a match is completed, all players must relinquish tables to waiting players on a first-come, first-served basis.
  - 7. Persons rallying and not playing a match are limited to 20 minutes when others are waiting to play.
  - 8. Do not remove balls and/or equipment from the room.
  - 9. 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 Club board member for assistance.
    - a. Play on the robots is limited to 15 minutes when other are waiting.
    - b. Robot balls may not be used for regular play.
  - 11. Club meetings and events do not have priority use. Club tournaments and events must be approved by the Recreation Department in order to take priority at the facility. Please reference the Recreation Department policy for tournament guidelines. 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.

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 use of the amenities.

### OPERATING RULES Tennis



### A. General

- <u>1.</u> Residents and guests must sign in upon arrival at the facility.
- 1.2.The facility is for playing tennis only.
- 2.3. The tennis facility is open every day from 7 a.m. to 10 p.m.
- 3.<u>4.</u>Prime time for tennis play is 7 to 10:30 a.m.
- 4.<u>5.</u>Lighted courts are available on courts 1, 2, 5, 6 and 7.
- 5.<u>6.</u>Proper tennis attire (shirts required) for players and non-marking shoes for on-court play.
- 67. <u>Club meetings and events do not have priority use. Club tournaments and events must be</u> <u>approved by the Recreation Department in order to take priority at the facility. Please</u> <u>reference the Recreation Department policy for tournament guidelines.</u> <u>Scheduled use is</u> <u>determined by the Recreation Department and is subject to change. Play may be restricted</u> <u>due to scheduled maintenance. Club tournaments and events must be approved by the</u> <u>Recreation Department and may take priority at the facility. Please reference the Recreation</u> <u>Department policy for tournament guidelines.</u>7
- <u>8</u>. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pet/animal is permitted.
- 89. No unauthorized music is to be played on any device at the tennis facility.
- 910. Entry gates require Laguna Woods Village resident ID card (swipe or tap) for access; do not prop gates open.
- 101. Professionals approved by GRF only can host lessons Monday through Saturday, noon to close and Sunday all day on courts 3 and 4. Professionals should post lesson times 24 hours in advance
- 11. In case of injury or illness, call 911 and notify Security Services personnel immediately at 949-580 1400. A 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. The maximum number of guests allowed is one guest per resident during prime time and up to three guests during nonprime time. Residents must accompany their guests at all times and may only use one court.
- C. All Court Rules (see tables on page 3 for a court rules summary)
  - 1.—Play time limits/reservation availability/walk on usage varies by court number and time of day.
  - 1. An on-court time limit of 1.5 hours per court is in effect any time others are waiting
  - 2. A minimum of two players must be present to claim an open court. <u>Courts 1-5 abd designated</u> <u>"Walk-on Courts" all day</u>

- 3. Courts 1 through 7 have a "whiteboard" for sign ups and must be used for all walk on usage.
- 3. Courts 6-7 are "Walk-On Courts" during the day and "Reserved Courts" starting at 4:30pm
  - a. All players must post their start and stop time on the board and may not change it (not to exceed the set court time limits; see chart on page 3).
- 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.
- 4. Courts 8-10 are "reserved courts" all day
- 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. one or 1.5 hour courts.
- 5. Reservations are required for ball machine use and allowed on courts 9-10 after 12pm.
- 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.
- 6. Reserved courts revert to walk-on status if there is a no show or no reservation after 10 minutes
- 7. Doubles play does not have priority over singles play at any time.
- 8. During prime time play, an individual may practice solo until a group arrives to play.
- 8. The whiteboard must be used for all walk-on use. Players must port their start and stop times and may not change it, (not to exceed 1.5 hours)
  - a. If you don't sign up on the board with in/out times, arriving players may "bump' you from a court
  - b. The 1.5 hour on-court time starts immediately when you sign up and there is no rule that all players must be present
  - c. After 10 minutes from your start time if your other players have not arrived then the first waitlisted players may take the court during prime time only
  - d. If all the walk-on courts are taken upon your arrival, use the waitlist area of the board to indicate your group as next up in order of arrival
  - e. Adding/Changing players to a group does not extend the time limit
  - f. Players can not be listed as on-court players and the waiting list simultaneously
- 9. An individual may use any walk on court to practice solo but may be bumped by a singles or doubles group seeking a court during prime time only
- 10. Courtesy should be shown to others when using the sign-up board system. If an open walkon court is available arriving players must take that court and not ask those playing beyond their time limit to move
- <u>11. For reserved courts, reservations may be made up to three days in advance with the</u> <u>CourtReserve system for courts 8, 9 and 10 all day and courts 6 and 7 during the evening</u> <u>hours</u>
- 12. Reservations that will not be used should be cancelled so others can secure that court
- 13. For assistance with Court Reserve system contact staff at 949-268-2274
- 14. Players are not allowed back to back play times ibon reserved or walk-on courts in prime time

- 15. Personally owned ball machines are allowed for use on court 9 and 10 only
- 9.—During nonprime time, an individual may occupy any walk-on court to practice solo.
- 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.
- D. Courts 1 through 4: Walk on one hour (sign up board near the clubhouse main entrance)
  - 1. During prime time, play is for singles or doubles and is limited to one hour when others are waiting.
  - 2.—If no players are waiting, play may continue, but the group playing may not sign up on the white board for additional time.
  - 3.—If players are waiting and courts are full, the group must vacate the court immediately after one hour.
  - 4. After 10:30 (nonprime time) play is limited to 1.5 hours when others are waiting.
- E.D. Courts1-7 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.E. Courts 6 through 7: Day walk-on; night 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.F. Courts 8 through 10: Reserved courts 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 to 9 a.m., 9 to 10:30 a.m. or 10:30 a.m. to noon.
  - 2. 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 hours: Noon to 1:30 p.m., 1:30 to 3 p.m. or 3 to 4:30 p.m.

Summer hours: Noon 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.

Tennis Court Rules for Prime-Time Hours 7 to 10:30 a.m.					
Highlights of court play priorities for all courts	1.4	COURTS			
Set reservation times available	<del>1-4</del>	<del>5</del> NO	<del>6-7</del> <del>NO</del>	<del>8-10</del> <del>YES*</del>	
On-court time limit	1 hour	1.5 hours	1.5 hours	1.5 hours	
Walk-on if no show/no reservation	<del>N/A</del>	<del>N/A</del>	<del>N/A</del>	<b>YES</b>	
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 to 9 a.m., 9 to 10:30 a.m. or 10:30 a.m. to noon.					
# During prime time, an individual may practice solo until a group arrives to play.					
Reservations may be made with the online reservation system for courts 8 through 10.					

Tennis Court Rules for Nonprime-Time H	lours
Tennis court Rules for Ronprinte Time I	<b>Dur</b> 3

### 10:30 a.m. to close

Highlights of court play priorities for all courts		COURTS			
	<del>1-4</del>	5	<del>6-7</del>	<del>8-10</del>	
Set reservation times available	NO	NO	<del>YES*</del>	YES+	
<del>On-court time limit</del>	1.5 hours	1.5 hours	1.5 hours	1.5 hours	
Walk-on if no show/no reservation	<del>N/A</del>	<del>N/A</del>	<del>YES</del>	<b>YES</b>	
Individual player uses by themselves	<b>YES</b>	<b>YES</b>	<b>YES</b>	<del>YES</del>	
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 (Courts 9 and 10) or backboard (Court 9) are (noon to					
<del>1:30 p.m., 1:30 to 3 p.m., 3 to 4:30 p.m., 4:30 to 6 p.m. or 6 to 7:30 p.m.</del>					

Reservations may be made with the online reservation system for courts 6 through 10.

Instruction provided by GRF approved teaching professional have court priority on Courts 3 and 4 all day on Sunday and after noon other days. Teaching professionals will post lesson times 24 hours in advance.

Prime-Time Hours Tennis Court Rules			
<u>7 to 10:30 a.m.</u>			
Highlights of court play priorities	COURTS		

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for all courts	<u>1-7</u>	<u>8-10</u>		
Set reservation times available	NO	YES**		
On-court time limit	<u>1.5 Hours</u>	<u>1.5 Hours</u>		
Walk-on if no show/no reservation	<u>N/A</u>	YES		
Individual player uses by themselves	<u>YES#</u>	<u>NO</u>		
Doubles have priority over singles	NO	<u>NO</u>		
Courts 1-7 are whiteboard sign-up "Walk-On" use. You must sign up on the board to occupy a court.				
<u>Courts 8-10 are "Reserved Courts", and reservations may be made with the online reservation system and</u> <u>must be claimed within 10 minutes of start time, or they revert to "walk-on" until the next set start time.</u>				
<u>** Set reservations times are 7:30 to 9 a.m., 9 to 10:30 a.m.</u>				
# An Individual may practice solo until a singles or doubles group arrives to play on any walk on court.				
Note: If another walk-on court is available, you must take the open court and not ask others to move from a				
court they occupy even if they are playing beyond their time limit.				
Players are not allowed to have back-to-back play times on reserved or walk-on courts in prime time.				
Adding or changing players to a group on walk-on courts does not allow for extending the time limit.				

Non-prime Time Hours Tennis Court Rules					
<u>10:30 a.m. to close</u>					
Highlights of court play priorities	COURTS				
<u>for all courts</u>	<u>1-5</u>	<u>6-7</u>	<u>8-10</u>		
Set reservation times available	<u>NO</u>	<u>YES**</u>	<u>Yes++</u>		
On-court time limit	<u>1.5 Hours</u>	<u>1.5 Hours</u>	<u>1.5 Hours</u>		
Walk-on if no show/no reservation	<u>N/A</u>	YES	<u>YES</u>		
Individual player uses by themselves	YES	YES	YES		
-Doubles have priority over singles	<u>NO</u>	<u>NO</u>	<u>NO</u>		
You must sign up on the whiteboard to occupy a walk-on court.					
An individual may practice solo on any walk-on court during non-prime time hours.					
Note: If another walk-on court is available, you must take the open court and not ask others to move from a					
court they occupy even if they are playing beyond their	<u>r time limit.</u>				
** Set reservations times are 4:30 to 6 p.m., 6 to 7:30 p.m., 7:30 to 9 p.m.					
++ Set reservations times for play, or ball machine (Courts 9 and 10) are 10:30 a.m. to noon, noon to 1:30					
p.m., 1:30 to 3 p.m., 3 to 4:30 P.M., 4:30 to 6 p.m., 6:00 to 7:30 p.m.					
Note: Reservations may be made with the online reservation system for play but <b>MUST</b> be made for use of					
the Ball Machine on courts 9 & 10. All reservations must be claimed within 10 minutes of start time.					
Adding or changing players to a group on walk-on courts does not allow for extending the time limit.					

### OPERATING RULES Video Learning Center and Studio



# Laguna Woods Village®

- A. General
  - 1. Residents and guests must sign in upon arrival at the facility.
  - 2. The Video Learning Center is operated by volunteer supervisors.
  - 3. Resident use of equipment is at the discretion of the volunteer supervisor on duty. Equipment and user safety are the most important considerations.
  - 4. Video Club projects may take priority in the Video and Sound Studio. Other users are at the discretion of the volunteer studio supervisor.
- B. Guests
  - 1. 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.