

**OPERATING RULES
Clubhouse 4
Photography Studio and Lab**



A. General

1. Residents and guests must sign in upon arrival at the facility.
2. A volunteer supervisor must be present to use the Photography Lab. Residents using the Photography Lab must adjust their work schedule so they can finish according to the availability of volunteer supervisors.
3. Residents are eligible to use the darkroom located in the Photography Lab with approval of the volunteer supervisor. Nonresidents may use the Photography Lab 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.
9. 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.

B. Guests

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

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.