

**Operating Rules – Clubhouse 4Art Studio**  
**Laguna Woods Art Association**  
**May 2023**

1. All residents of LWV may use the Art Studio. Classes and various activities are provided for members of the LWAA
2. Any solvents that have an odor or any type of chemical considered hazardous may not be used in the Art Studio. It is the user's responsibility to remove these items from the facility and properly dispose of them.
3. Members can see the volunteer supervisor for information pertaining to the mat cutter, library case, paper sales, and art classes.
4. Residents and Emeritus students using the Art Studio must always cover the table with a full-size table cover or with newspaper found in the cupboards under the sink.
5. Before leaving the studio, clean up all spilled or splashed paint, glue, mediums, and dry dust from the tabletops, chairs, floor, and sinks. Return studio easels to their designated hanging racks and studio tools to the supply cabinet.
6. Personal items/materials must not be left on the tables, counters, and non-assigned cubicles and storage spaces in the studio.
7. The storage closet and supply cabinet are for the use of members. Any supplies from the supply cabinet must be used in the studio.
8. Remove all canvases and work on paper from the drying area when they are dry. Art pieces may not stay in the drying area for more than a month unless they are being worked on currently. This is not an area for storing artwork that is being worked on occasionally or not being worked on at all.
9. Work quietly in the studio both when a class is in session and other artists are concentrating on their creative process in the studio - keep voices and sounds respectfully moderate. Cell phones should be used outside.
10. Room capacity limits prohibit residents from working in the Art Studio during the Monday morning Emeritus painting class.

**Guests (non-resident)**

10. Guests are only permitted in the studio on Sundays.
11. Guests under 10 years of age are not permitted to use the Art Studio.
12. Residents and guests must sign in upon arrival at the Art Studio
13. Guests must be accompanied by a resident at all times and must sign a waiver prior to using the Art Studio.