COMPUTER ROOM RULES

1. Culver City Senior Citizens Association membership is required and a membership card must be presented upon request.

2. Please do not change settings, or add/delete any file or program.

3. Please save your files onto your own external media.

4. Please do not download, install or save programs or files onto the computer. <u>Any program, file or folder installed or saved in the computer will be removed.</u>

5. Please speak softly as to not disturb other users.

6. No cell phone conversation while in the Computer Lab.

7. No food or drink in the Computer Lab.

8. When listening to sound from the computer or other medias, please use your personal earphones and keep the volume low so that it does not disturb other people.

9. Do not move, remove, add, disconnect & unplug any equipment or accessories.

10. Printout charge is 10 cents per page.

11. During the Open Lab, users must sign in and sign out on the log sheet and clearly list the time your use began. Computer use is on a first-come, first-served basis. If someone is waiting to use the computer, your time will be limited to 1 hour.

Warning: Failure to comply with the rules may result in suspension/loss of computer use privileges.