



Standard Operating Procedure
Use of Activity Rooms
(Defined as Sewing, Ceramics, Reading Room(s) and Art Studio)
Effective July 20, 2020

- Rooms are available for use during current business hours of 9am-5pm Monday – Friday.
- Residents must call 847.515.7650 to schedule a reservation to use the room. Walk-in requests for use will be provided based upon availability in reservation schedule.
- Room use is limited to 5 persons per time block due to social distancing protocol. Face masks must always be worn while in the room/lodge.
- Two (2) hour blocks of reservations are encouraged to permit fair usage. If additional time is needed, advise the management associate.
- Rooms will be locked until users arrives. Keys will be available at the Member Service Desk.
- Rooms will be cleaned and ready for use at the beginning of the day. When the key is given to the first attendee, cleaning materials will be provided. Users will be responsible for cleaning all common touch points, such as tables, chairs, door handles etc. Touch points on machinery/tools should be cleaned by trained users.
- Management should make sure the room is locked when not in use.
- Machinery/Tools must be used by club trained residents or a club representative must be present to operate these tools, such as the Kiln, Clay Turn Tables, Sewing Machines, Long Arm Machine, etc.
- Residents must bring their own tools and materials to complete the project at hand.
- When reservation has ended, the key and cleaning materials should be returned to the management associate at the Member Services Desk.