ALEXANDER HUGHES COMMUNITY CENTER

COMPUTER LAB RULES

- NO food or drinks are allowed in the lab.
- **No outside computer equipment or flash drives may be used.**
- Everyone is required to complete a registration card and provide a photocopy of a state-issued identification when first using the computer lab.
- Everyone is required to sign in and out at the front counter.
- Be respectful to those around you.
- Visitors under 18 years must have a completed Computer Lab User Agreement form on file at the front counter
- An adult must accompany all children under 13 years of age and under.
- Headphones must be worn at all times when using programs or websites that have audio.
- If all computers are in use, all visitors must logout after 30-minutes.
- Return the computer pass to the front counter staff when you are finished.
- Inappropriate audio or visual content is prohibited at all times.
- **Do not turn off the computers at any time.**

CONSEQUENCES FOR RULE VIOLATION

- Warning issued.
- Dismissal from computer lab and/or facility.

PRINTING

- The black and white printer is located at the Hughes Center front counter. Computer lab users may provide their own paper or purchase individual pages for 10¢
- A maximum of 30 printed copies are allowed per person, per day.

COMPUTER LAB ASSISTANCE

- Hughes Center staff is unable to provide computer lab assistance, monitoring, or technical support.
- For those who do not know how to use a computer, fee-based classes are available at the Hughes Center and the Claremont Senior Program. Please see staff for more information
- System and hardware problems need to be reported to staff immediately.