

## Computer Room Guidelines

The Centennial Recreation Computer Lab is open during specified hours, as scheduled by CRC staff. Senior and teen use of the computer lab will be given first priority in scheduling. Computer use is free for CRC members and \$2 for non-members.

### **SENIOR HOURS (For adults 50+ ONLY):**

Monday-Friday      8am-3pm

### **GENERAL HOURS (18+ of supervised by parent):**

Monday-Friday      3pm-10pm

Saturday              8am-8pm

Sunday                8am-6pm

The following rules have been established for customers using the CRC Computer Room:

- **FOOD, DRINKS AND LIQUIDS:** Are **not allowed** in the Computer Room
- **PHONES:** Please remember to turn your cell phone to OFF/SILENT upon entering the Computer Room. Should you receive a call, please step outside the room to answer.
- **AGES:** Minimum age to use the room without supervision is 18. People under 18 must be supervised by their parent or legal guardian. Youth 12-18 can use the Teen Center computers across the hall during open hours.
- **HYGIENE:** The Computer Room is a small space where people sit closely together. Please make sure to use the proper hygiene practices, as to not disturb others.

- **INAPPROPRIATE MATERIAL:** Viewing inappropriate material is expressly forbidden on all computers at all times. Inappropriate materials include, but not limited to, pornographic images, violence or gambling.
- **MONITORING:** All computer use may be monitored by CRC staff for review of appropriateness and safety.
- **FILE STORAGE:** The City will use hardware/software that “locks” the hard drive of the computers. Users cannot save anything permanently to the hard drive. Users should save files to removable storage media or email files to themselves.
- **COMMENTS:** Comments or concerns can be directed to the welcome desk.
- **COMPUTER USE TIME & SIGN IN PROCEDURES:** Is limited to one half hour when others are waiting. The following steps should be taken when using the computers.
  - Check in at the Welcome Desk and present your membership card or photo ID (non CRC members will be charged \$2.00 to utilize the computer lab)
  - After checking in at the Welcome Center you will be provided with a magnetic card to access the computer room.
  - Users should not allow others into the computer lab. Everyone must check in at the Welcome Desk.
  - Please only utilize the computer that were assigned to.

