

# Rules of the Center

**In order for the Center to maintain its funding sources and ensure the resources are available to all of our customers, please keep in mind the following rules.**

1. When visiting the Center please remember to always SIGN-IN.
2. Please make sure that your ID card is always visible to staff. If you lose your ID card there will be a \$1.00 charge for a replacement.
3. Our staff is trained to treat customers courteously, please treat our staff with the same courtesy.
4. Please remember to use the Center's equipment and supplies (including phone, fax, computer, printer, & copier) for **JOB SEARCH ONLY**. **All equipment and Internet usage is monitored and logged for appropriate use.**
5. To keep work areas clean and prevent accidents to the equipment **food or drinks are not allowed inside the Resource Center.**
6. **Staff will not be held responsible for your belongings**, please make sure that they are with you at all times.
7. Cell phone usage is only allowed in the telephone bank area or outside.
8. No children are allowed in the Resource Center to prevent disruption to our customers.
9. **There is zero tolerance for disruptive and threatening behavior.** It will be handled swiftly and appropriately. (Disruptive behavior is defined as verbal or physical outburst of uncommon action that causes other customers or Center staff to be uncomfortable.)
10. To ensure the safety and security of our customers and staff we utilize a camera security system. Also no items that could be considered weapons will be allowed on site.
11. Appropriate dress is required at all times including shoes, shirts, slacks and/or dresses. Proper hygiene is also required for the health of our staff and customers.
12. All resource materials, including classified ads, are for everyone's use; and require you to leave your car keys or drivers license as a deposit.
13. If you need assistance with any of the equipment, please ask the Help Desk or receptionist staff.
14. Please make sure your work area is clean before leaving the Center.
15. One-hour computer/telephone limits are maintained when other customers are waiting to use the equipment. Computers left for more than 5 minutes will be considered abandoned.
16. The computers are set for all customers use; please do not make changes. Anyone that changes computer settings could be asked to leave.
17. Per State Government Code: Smokers are restricted to use an outside area 20 feet from the main entrance.
18. Closing procedures will start 15 minutes from the center's closing time. All computers will automatically power off 5 minutes before closing and telephones will be powered off 15 minutes prior to closing.

**Noncompliance results in:** 1<sup>st</sup> infraction = Verbal Warning from any Staff Person  
 2<sup>nd</sup> infraction = Written Warning from the Center's Manager  
 3<sup>rd</sup> infraction = Barred from use of the Center

\*Disruptive behavior can result in being barred from use of the Center with the 1<sup>st</sup> infraction.

Orange County One-Stop Center is here to serve JOB SEEKERS.

**Management reserves the right to refuse service to anyone who misuses the Center.**