



## **ADMINISTRATIVE POLICIES**

### **Name Badges**

Each volunteer will receive a LLL name badge at no cost. If a replacement badge is need, the volunteer will pay the actual cost of the badge.

### **PebbleCreek Club Listings**

The names and contact information for LifeLong Learning at PebbleCreek chair/co-chairs will be submitted to the HOA for all LLL listings.

### **LLL Center Hours**

The LLL Center will be staffed on weekdays from 9 a.m. to noon from the day after Labor Day until the end of March. The Center will be closed on Mondays when there is a lecture and for holidays as determined by the LLL manager.

### **Use of the LLL Center**

The primary purpose of the LLL Center is for office hours and LLL classes. When LLL is not using the room, it will be available for use by the HOA meetings and for other classes or lectures by other PC groups. The Center Staffing Manager is responsible for scheduling these meetings. The Center Manager will provide training on how the room is used, equipment etc. prior to the group's first use of the room.

*Approved by the Board of Directors February 17, 2017*