



Oaks North Community Center, Inc.

“An Age 55+ Community”

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Revision: May 18, 2016

Oaks North Community Center

Rules and Regulations

1. Definitions

- 1.1. Center – Oaks North Community Center, Inc.
- 1.2. Member – Any owner(s) of a separate interest or Associate Member.
- 1.3. Tenant – Any non-owner Resident that has entered into a rental agreement with a Member for the exclusive right to their separate interest and use of the Center.
- 1.4. Resident – Any non-owner living with a Member.
- 1.5. Guest – Any invited Guest of a Member or Tenant.
- 1.6. Visitor – Any other Visitor to the Center.
- 1.7. All references to Members in this document apply to Tenants and Residents equally.

2. General

- 2.1. **This Center is available for use by Members and their Guests at their own risk.** Members must sign Facility Use Agreement for Center use prior to being issued a key fob.
- 2.2. The owner(s) of a rented unit may not use the Center. A tenant authorization form must be on file with the office and a current Facility Use Agreement must be signed prior to tenant use of the center.
- 2.3. Key fobs are an integral part of the Center's security system. Proper care should be taken to prevent their loss or misuse. Key fobs belong to the person to whom they were issued and should not be passed on to other individuals. A maximum of two (2) fobs will be issued to each home. All fobs reported lost or stolen will be deactivated immediately upon being reported lost or stolen and prior to activation of replacement fobs as applicable.
- 2.4. Persons under 18 years of age will not be allowed to use the Center. Access will be provided to Visitors under the age of 18 only when accompanied by an adult during a tour of the Center or as an invited Guest to a Member hosted event in accordance with the Facility Rental rules.
- 2.5. The Center is not responsible for any lost or stolen personal items.
- 2.6. Smoking is not permitted anywhere on the Center property, including parking lots.
- 2.7. Alcoholic beverages are not allowed unless approved by management or the Board of Directors in writing.
- 2.8. Members and Guests must adhere to all rules including those posted throughout the Center. Tenants must adhere to the same rules as Members. Members are responsible for the actions of their Tenants and invited Guests. Members and Guests should be

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prepared to identify themselves at all times while at the Center. Members should keep in mind that such a request is intended to preserve the Center facilities for use of Members.

- 2.9. Gambling, rough or boisterous conduct, personal assault, use of loud, profane or abusive language is prohibited. In addition, solicitations or other personal activities, which tend to alter or distract from the purpose of the Center, are prohibited.
- 2.10. Any Oaks North club or group will be allowed outside Members up to 30% of their total Membership.
- 2.11. Animals are not permitted inside the gates of the Center. Dogs must be on leashes at all times while on Center property and other animals (e.g. cats, etc.) must be in the control of their owners. Owners must clean up after their pets at all times.

3. Guests

Members wishing to have a Guest use the facilities may do so with the following restrictions:

- 3.1. A maximum of four (4) Guests are permitted at any one time.
- 3.2. Members will be permitted 24 guest usages per year (7/1 – 6/30) for unaccompanied Guests. All unaccompanied Guests must present a guest card at the Office for verification prior to use of the facilities. Unaccompanied Guests are not permitted to use the Member's key fob to gain entry. The guest card can only be issued to the Member and will not be issued to the Guest. Unaccompanied Guests are only permitted during office hours. Guest cards are not required for accompanied Guests. Additional Guest entries may be allowed at the approval of management and/or the Board of Directors.
- 3.3. Persons that are required to have a guest card (and have it punched) and do not do so, will be considered a trespasser.

4. Groups and Clubs

Clubs and Groups are distinguished from each other by the following:

Clubs are organized by a governing body or Board of Directors and collect dues as a requirement of membership. Clubs are required to use funds collected for the purchase of supplies and any supplies purchased may be restricted to use by club members only. Supplies for groups may be purchased by the Center, at the discretion of the Board and/or management,

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and must be made available for use by all ONCC members. Purchases are not to exceed an amount of \$25 for each fiscal year (7/1-6/30) without prior Board Approval.

- 4.1. Regularly scheduled meetings of groups and clubs may be moved or rescheduled at the discretion of the Board and/or Management at any time. While every consideration will be made to maintain the regular schedule of clubs and groups, center sponsored events and meetings have first priority for meeting times and locations.
- 4.2. One point of contact must be appointed. This person, or a designee, must be available to ONCC Members and Management when necessary. Any changes to the point of contact must be communicated to Management as soon as possible.
- 4.3. The Board and/or Management have the final say in the type of activity/conduct of each club and group. Activities deemed inappropriate by the Board and/or Management will not be allowed.
- 4.4. Membership/participation must be open to all ONCC members and advertised in the Courier.
- 4.5. No more than 30% of the group or club may be comprised of non ONCC members. ONCC members must be given priority to non-members.
- 4.6. Groups or clubs that require a specific number of participants (i.e. card or board games) must either take interested members that exceed the maximum number of players on a waitlist and allow them to participate once the required number of players has been reached for that board or card game, or rotate the interested member into the game
- 4.7. Member rosters (not including waitlist) must be submitted on January 1 and July 1 to management. Rosters must also be provided when requested at any time during the year to verify membership requirements have been met.
- 4.8. Room setups are due on January 1. Groups or clubs that fail to turn in the set ups will not have their rooms reserved.
- 4.9. Items purchased by the group or club and stored at the Center are the sole responsibility of the group or club. Items stolen or missing must be replaced at the sole expense of the group or club.
- 4.10. Notice of cancellations must be made to Management within 12 hours of the reservation time. The group or club is responsible for notifying their members of the cancellation. Any group or club that fails to meet the cancellation notice requirements on more than 3 occasions within a calendar year will no longer be recognized by the Center and will not be allowed to use the facilities.
- 4.11. All attendees of all events or meetings of the group or club are required to abide by the rules and regulations of the Center at all times. Any group or club that fails to abide by

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the rules and regulations on more than 3 occasions within a calendar year will no longer be recognized by the Center and will not be allowed to use the facilities.

- 4.12. The Board and Management have the right to discontinue any group or club at any time for reasons including, but not limited to, failure to adhere to safety guidelines, damage to property or equipment or abuse of staff or other Members using the Center.
- 4.13. All equipment or supplies provided by the Center will be repaired or replaced at the discretion of the Board or Management. Repairs made to Center owned equipment at the expense of the group or club will require approval by the Board or Management. The group or club is responsible for any damage committed while in their use, to Center owned equipment. Repair or replacement of said equipment will be made with the approval of and at the discretion of the Board of Directors.

5. Patio Area

- 5.1. No food or beverage is allowed in the immediate pool area. Food and beverages are allowed at the patio tables.
- 5.2. No glass containers are allowed of any kind in pool or patio area.
- 5.3. The use of radios, CD's, or other portable audio equipment, etc. is allowed. However, ear phones must be used so as to not disturb others.
- 5.4. Do not block walkways with patio furniture. These must remain clear for emergency access.

6. Swimming Pool and Spa

- 6.1. Elderly persons, pregnant women and those with health conditions requiring medical care should consult a physician before entering the pool or spa.
- 6.2. No life guard on duty.
- 6.3. Shower before using pool or spa.
- 6.4. Lotions of any kind must be removed before swimming.
- 6.5. Do not use pool or spa while under the influence of alcohol or drugs.
- 6.6. Unnecessary noise is not permitted at any time.
- 6.7. Long exposure in any spa may result in nausea, dizziness, fainting or other symptoms that could potentially result in medical problems.
- 6.8. No diving or jumping allowed.
- 6.9. Pool and spa hours will be in accordance with posted signs within the community.
- 6.10. Play equipment is not allowed in the pool area.

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- 6.11. All furniture must be protected with a towel or other appropriate cover when being used.
- 6.12. Members and Guests must immediately exit the pool and/or spa when instructed to do so by Center staff.

7. Swimming Pool Etiquette

- 7.1. Be observant of others and do not walk in front of lap swimmers.
- 7.2. The lane closest to the steps is for 'walkers and talkers'. Other lanes are for lap swimming which is limited to 30 minutes when someone is waiting.
- 7.3. Those attending any Center sanctioned pool event or class should enter the pool just before the event or class starts so the lap swimmers may finish before the class starts. When the class is finished, exercise participants should let other swimmers enter.

8. Sauna

- 8.1. CAUTION: Temperatures exceed 100 degrees Fahrenheit. Consult your physician before using the sauna. Use of the sauna should not exceed 15 minutes at any one time without a cooling off period. Excessive exposure may be harmful to one's health.
- 8.2. **Placing items (clothes, towels, etc.) on the heater is a fire hazard and is prohibited.** Members found to be in violation of this rule will be fined on the first offense.
- 8.3. **DO NOT PUT WATER ON THE ROCKS.** Members found to be in violation of this rule will be fined on the first offense.
- 8.4. Turn off red light when leaving sauna.
- 8.5. Keep all sauna doors shut.
- 8.6. The procedure for use of the sauna is as posted.
- 8.7. Members and Guests must immediately exit the sauna when instructed to do so by the Center staff.

9. Locker Rooms

- 9.1. Locker Room hours are as posted.
- 9.2. Do not leave clothes in dressing room stalls while in shower, sauna, or swimming. Clothes should be left in your locker.
- 9.3. For sanitary purposes, please place a towel on the benches before sitting down.

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- 9.4. To prevent accidents caused by wet floors, hang your swimsuit on the hooks provided on the wall near the showers.
- 9.5. Do not wring your swimsuit on the floor. Use showers or sinks.
- 9.6. Use of chemical hair remover, shaving or dying of hair is prohibited.
- 9.7. Members and Guests must immediately exit the dressing rooms when instructed to do so by Center staff.

10. Exercise Room

- 10.1. The exercise room is unsupervised and usage is at one's own risk. Member's physician should be consulted before use of equipment
- 10.2. Do not enter with wet clothes or feet.
- 10.3. Shirts and shoes must be worn at all times while in the exercise room.
- 10.4. Do not slam or bump weight stacks.
- 10.5. Weights must be put back in the rack when finished.
- 10.6. Report broken and/or inoperable equipment to the Center Staff immediately.
- 10.7. Use of all exercise equipment is LIMITED TO 20 MINUTES when others are waiting. (Utilize the sign-in blackboard). Time starts when you first utilize the exercise equipment.
- 10.8. Guests may not use the exercise room.
- 10.9. The exercise room will be closed periodically for maintenance and in order to conduct orientation classes. Please see the weekly schedule for closure times.
- 10.10. Members and Guests must immediately exit the exercise room when instructed to do so by Center Staff.

11. Facility Rentals

- 11.1. Members will be charged per the Fee Schedule for the use of the Auditorium and/or Small Rooms ("**Facilities**"). Oaks North clubs and groups may use the Facilities for events at no cost provided that the use of the Facilities is only for Members of said club. There will be no charge for a service or reception in memory of a deceased Member.
- 11.2. The rooms available for rental are:
 - Auditorium and attached kitchen
 - Los Robles Room
 - La Piñata Room
 - Card Room

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Rental of these Facilities does not include any other part of the Center and guests of the event are not permitted in any other area of the Center other than use of the restrooms.

- 11.3. Commercial use of the Facilities will not be allowed. Members may not charge a fee for admission and the sale of goods or services is not permitted. Members are only permitted to host events for invited guests. Events allowing the general public to attend will not be permitted. Any event found to violate these provisions after it has been approved will be cancelled immediately by the Center. The Center will not be held responsible for any damages to the Member as a result of such a cancellation.
- 11.4. Cancellation must be made in writing at least 10 days prior to the scheduled activity. Otherwise, there will be a cancellation fee of \$35.00.
- 11.5. The Facilities will not to be used for any purpose in violation of any applicable laws or Center's rules.
- 11.6. The Facilities shall be used by the individual, Club or Group indicated on the "Facility Rental" form or by the individual's guest or by the Club or Group Members and Guests. The Member or Club or Group representative must be present at all times. The individual, Club or Group must provide a gate monitor to allow access to non-members and the gate must not be left propped open.
- 11.7. A set-up form must be submitted to the office at least seven (7) days prior to the event. The form must be complete at that time and any changes which result in the moving of furniture, addition of furniture or deletion of furniture once the set-up is complete will necessitate an additional charge to the Member or Club or Group.
- 11.8. All Center furniture and equipment must be set up by Center personnel. Individuals SHOULD NOT attempt to move any furniture or equipment.
- 11.9. All clubs, groups or individuals using a caterer must provide the Center with a certificate of insurance for the caterer showing general liability insurance of at least \$1,000,000 naming the Center as additional insured and, if applicable, a certificate of insurance showing worker's compensation insurance.
- 11.10. Members (not including ONCC groups or clubs) approved to serve their own alcohol at an event must provide a liability certificate of insurance naming the Center as additional insured for the date of the event of at least \$1,000,000.00. Members serving alcohol provided and/or served by a caterer or licensed bartender must provide a liability certificate of insurance naming the Center as additional insured for the date of the event of at least \$1,000,000.00 issued by the caterer or licensed bartender.
- 11.11. The Facilities shall be left in the same condition as it was prior to such use. Clean-up must be accomplished immediately following the activity. The individual or organization

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will be required to pay for any damages which occur while using the Facilities. Deposits will not be refunded for excessive damage or failure to cleanup.

- 11.12. Events may be scheduled up to a year in advance. All paperwork and deposits must be provided to the office in order to secure the date. Rental fees will be due no less than one (1) week prior to the event.

12. Access to Center Records

- 12.1. Documents will be provided to Members in accordance with all applicable laws.
- 12.2. Members will be charged a rate of \$15.00 per hour for preparation and \$0.15 per page copied. Electronic copies will be charged at the hourly rate only.

13. Bulletin Boards

Activities Board

- 13.1. Notices up to 8 ½" x 11" will be allowed.
- 13.2. Center activities have first priority. Rancho Bernardo activities will have next priority, but are limited to non-profit organizations.
- 13.3. No commercial activity will be allowed.
- 13.4. One notice per activity is permitted.
- 13.5. One notice per club or group is permitted.

Member Board

- 13.6. Advertising of products not made by Members is prohibited. Craft items made by Members will be allowed.
- 13.7. Notice to be posted must be presented to the office. The office will be responsible for putting the notice in the proper form.
- 13.8. Wanted, rentals and for sale signs are permitted for Members only.
- 13.9. There will be a 30 day time limit for all postings. Renewals will be allowed if requested.
- 13.10. Only one notice per Member is permitted.

Easel Signs

- 13.11. Oaks North clubs and groups are allowed to have an easel sign in the area adjacent to the Auditorium at the discretion of Management and will be limited to one easel sign at a time.

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14. Newsletter

- 14.1. All articles must be submitted electronically or typed on standard size paper (8 1/2 "x 11").
- 14.2. The deadline for submission of an article will be the 15th of month preceding publication.
- 14.3. The size of each article will be predicated on the total articles submitted for the newsletter.
- 14.4. Articles allowed shall only be for the Oaks North Clubs or Groups or events scheduled at the Center. All Clubs or Groups must designate one person to be responsible for submitting all articles. The person so designated is also responsible for additions and/or corrections to their article.
- 14.5. Articles submitted shall not contain any political, religious or commercial connotations.
- 14.6. Management reserves the right to edit any articles submitted.
- 14.7. All inserts must be approved by Management and must comply with postal regulations. Inserts must be scheduled with the office at least 45 days in advance of the deadline.
- 14.8. The person submitting the article shall be solely responsible for the proper spelling of names and accuracy of phone numbers, etc.
- 14.9. Inserts must be prepared by and printed at the individual's or club's expense and cannot exceed one 8 1/2" x 11" page (2 sided allowed). Normally, only one insert per publication, per club will be allowed.

15. Library

- 15.1. The library will be open during Center hours. Librarians are on duty 10:00 a.m. to 12:00 noon and 2:00 p.m. to 4:00 p.m. Monday through Saturday.
- 15.2. All hardback books need to be signed out. New books with a red label are limited to one per person for 14 days. Other hardback books with a white label are limited to 28 days. Paperback books are not signed out and returned on the honor system. Bookmarks on the desk can be filled out with the page, line number and return date from the large checkout book located on the desk.
- 15.3. Books may be locked at the discretion of the Board of Directors and/or Management
- 15.4. Magazines should be read in the library and may be taken outside to the pool area after signing the magazine sign-out sheet on the top of the book drop box. Donations of magazines not older than three (3) months are always welcome.

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- 15.5. Newspapers should be read in the Library and returned to the cabinet or table where they are kept.

16. Woodshop

- 16.1. Woodshop hours are as posted.
- 16.2. All users of the Woodshop must attend an orientation and have the Woodshop section of the Facility Use Agreement signed by the Staff prior to use.

17. Ceramic Room

- 17.1. Users of the Ceramics Room must be a current Member of the Ceramics Clubs. Non-Ceramics Club Members may use the Ceramics Room under the supervision of a Ceramics Club Officer after payment of a training and supply fee.
- 17.2. Operation of the kiln is by authorized personnel only.
- 17.3. Use of the Ceramics Room is pursuant to the current Ceramics Club rules.

18. Tennis Courts

- 18.1. The tennis courts are open to Members during Center hours. Other time periods are designated for organized group play of Oaks North Tennis club. A court may be reserved for one (1) hour only, except two (2) hours are allowed for playing doubles after 5:00 p.m. Individual practice is not permitted when other players are waiting.
- 18.2. Reservations for court play are made by signing up on the sign-up sheet located at the tennis courts. Blocked out time segments on week days have been reserved for organized group play by Members of the Oaks North Tennis club.
- 18.3. Reservations may not be made more than two (2) days in advance beginning at 12:00 p.m. Reservations for non-Resident Guests may not be made more than one (1) day in advance beginning at 1:00 p.m. A person may sign up earlier, but must remain physically present until the official 1:00 p.m. sign-up time.
- 18.4. List names of all players plus the date and time that the reservation is made.
- 18.5. Players are limited to one reservation per day, but may play at other times if a court is available.
- 18.6. Reservation may be made up to the scheduled starting time for open court play. Players arriving to play at previously unreserved open court time should sign in at the start of play to protect their time segment. If no court is available, you may sign up for the next

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- available time. NOTE: If not signed in, you could be asked to release the court when new players arrive with a reserved time.
- 18.7. If a partner is delayed and other players are waiting, you may hold the court for 10 minutes (which must be included in your allotted hour of play). You may sign in for another time below all waiting players.
 - 18.8. The tennis court clock shall be used at all times.
 - 18.9. The 12:00 p.m. to 1:00 p.m. time segment is available for open court play except on those days set aside for tennis court cleaning in accordance with the posted schedule.
 - 18.10. If no one is waiting you may sign up for one (1) additional hour and continue playing.
 - 18.11. If others are waiting, release court and re-sign for one (1) additional hour below all waiting players.
 - 18.12. In no case shall any player re-sign before his/her hour has expired.
 - 18.13. Only Members of the tennis club are permitted to participate in organized group play.
 - 18.14. Other Members and non-Resident Visitors may participate in group play as Guests at any time as long as the total players and Guests do not exceed 12. The group captain may prohibit Guests from playing when the above number is exceeded. Members who are not Members of the Oaks North Tennis club and non-Resident Visitors may participate in group play not more than once in a three-month period.
 - 18.15. A Member may participate in one group only. However, a Member of the group may also play in mixed doubles group with the approval of the respective group captains.
 - 18.16. A Member should be able to perform at the level of play of the group the Member wishes to join.
 - 18.17. Groups who are scheduled to play during their allotted times have control of the tennis courts. Players may use and unoccupied courts during unscheduled time.
 - 18.18. Group captains are responsible for adherence to the rules.
 - 18.19. Appropriate tennis attire, including tennis shoes must be worn. No black soles. All players are required to wear shirts. Swim trunks are not permitted.
 - 18.20. Voices are to be kept low.
 - 18.21. No smoking, food or beverages (except water) are permitted on the courts.
 - 18.22. No Member may give or receive lessons on the courts unless an instructional period is allotted.
 - 18.23. Non-Resident Guests are admitted under the rules of the Center.

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19. Lawn Bowling

- 19.1. Players must complete an orientation with the Lawn Bowling Club prior to use of the Green. The orientation is free of charge and must be arranged directly with the club.
- 19.2. Players must wear flat soled shoes without heels at all times. Flip flops and sandals without a heel strap are not allowed.
- 19.3. Mats must be used when practicing.
- 19.4. Grippo is not allowed on the Green.
- 19.5. Never drop, dump or throw bowls on the Green.
- 19.6. Vary the position of the mats in order to distribute the wear on the Green.
- 19.7. The walkways must be used at all times; shortcuts across the Green are not permitted.
- 19.8. Do not scuff the Green carpet with shoes or the rakes.
- 19.9. Do not run on the Green.
- 19.10. Use of the Green by non-club members does not include the areas designated for club use (i.e. club office, equipment storage area or bowls storage areas) or any equipment owned by the club.
- 19.11. Only equipment approved by the club may be used on the Green.
- 19.12. The Green is restricted to the playing of lawn bowling only.

20. Interpretation

The Manager of the Center is responsible for interpreting the above rules, subject to appeal to the Center Board of Directors.

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Exhibit A – Fee Schedule

Facility Rentals

Small Rooms.....	\$75.00
Auditorium	\$150.00
Kitchen	\$40.00
Auditorium – Classroom Setup.....	\$15.00
Refundable Damage Deposit	\$100.00
Additional Fee per Half Hour after 10:15	\$20.00

Administrative Fees

Copy Charges	\$0.30
	Per Page
Fax.....	\$1.00
	Per Page In or Out (Domestic Only)
Refundable Deposit for Key Fob	\$30.00
Tenant Registration.....	\$50.00

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Exhibit B – Fine Schedule

The fine amounts below represent the amount to be assessed by the Board against a homeowner in accordance with all applicable laws and the Center’s governing documents.

Nuisance Violations..... \$50.00

Damage to Property..... \$100.00
or actual cost of damage, whichever is greater

Access Violations..... \$50.00

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Exhibit C – Facility Use Agreement

In order to promote the responsible and safe use of its shared recreational facilities, Oaks North Community Center, Inc. (ONCC) requires that all owners, residents, and guests entering and using ONCC recreational facilities, including as a participant in any class, read and sign this Facility Use Agreement (Agreement).

PLEASE READ BEFORE SIGNING

I, as an owner or resident or guest of ONCC, agree and acknowledge the following:

I understand and agree that participation in any activity carries with it certain dangers and risks of injury or damage, and I nevertheless wish to use the facilities and engage in the activity. I voluntarily assume the full responsibility and all risk of liability, injury, damage or loss of property that is associated with or may result from my participation in the activity or presence in or use of ONCC recreational facilities.

I will not make a claim against, sue or attach the property of ONCC or any predecessor or successor interest and hereby release and agree to indemnify and hold harmless ONCC's past, present and future agents, directors, officers, attorneys, insurers, members, and employees from all actions, claims, or demands that I now have or may hereafter have for liability, injury, damage or loss of property arising out of the use of ONCC facilities whether based upon tort, breach of warranty or any other legal theory. This release does not apply to claims arising from gross negligence or intentional misconduct by ONCC's past, present and future agents, directors, officers, attorney, insurers, members or employees.

I have read and fully understand this Agreement, including the release of all claims, and I further understand that this signed Agreement will be retained by ONCC.

I hereby acknowledge responsibility for my conduct while using ONCC facilities.

Signature: _____ Member #: _____

Printed Name: _____ Date: _____

Special Notice Regarding Wood Shop Use:

All owners and residents intending to use the wood shop must complete orientation prior to being granted access. If you intend to use the wood shop, *Initial Here*_____.

To be completed by ONCC: Wood shop orientation completed on:

[Date]_____; ONCC Agent's Initial:_____