City of Saratoga Springs' Indoor Recreation Center
Computer Lab Rules of Conduct

- Computer time in the Indoor Recreation Center Computer Lab will be on a first come, first serve basis unless previous agreements have been made with the Recreation Department.
- Computer users must sign in at the front desk prior to any use of the computers.
- Respect other users in the rooms - work quietly and keep noise and conversation to a minimum.
- Report any damaged equipment to the Recreation staff before using it.
- When you have finished your work, please logout and free the computer for someone else, especially when the room is busy.
- Do not use the Computer Lab as a social gathering place.
- No food or drink is allowed in the Computer Lab.
- Maximum two persons per computer unless approved by Recreation staff.
- Users may not use more than one workstation at any given time as to provide equal access for all users.
- There is a one hour maximum at each computer.
- Users may use software available in the Computer Lab. No installation of any software on a Lab computer's hard drive is permitted.
- No programs or documents may be saved on the hard drive. However, they may be saved to a USB drive of your own.
- It is illegal to copy software programs, download or stream audio or video files that are protected under copyright law. Any member found to be in violation will have his/her Computer Lab privileges revoked for a period of one year.
- The only peripheral equipment you may attach to a computer is your personal headphones, unless noted somewhere else in the rules.
- If a user violates any Recreation or Computer Lab policies the City reserves the right to cancel and/or suspend use of the Computer Lab by that user.