

# **Neighborhood Print Studio: Patron Agreement**

## **SHOP OPERATIONS MANUAL 2024**

### **STUDIO ACCESS:**

Access to the Neighborhood Print Studio's studios is limited to current studio patrons, workshop participants, private tutorials, teaching, and residency artists only.

Neighborhood Print Studio Patrons must complete a studio orientation before they are permitted to work in the studios. We offer Intro to Intaglio and Silkscreen courses for this purpose, or you could be an alumna of one of our workshops. Patrons must also complete a studio orientation before subscription is complete.

Patrons cannot transfer their privileges, including shop access, to other artists if they cannot use the studio due to travel, illness, or other reasons.

Patrons must sign up for press time through our Square Scheduling app. They can sign up on the same day (if available) or several days, weeks, or months in advance.

Patrons agree to arrive on time; if a scheduled time slot is not occupied within 30 minutes of sign-up time, it may be used by someone else. If you know you will be late, call the studio to see if your time can be rescheduled for that same day. "No Show" bookings are non-refundable

The Neighborhood Print Studio will be open exclusively during its posted hours of operation. Patrons cannot come early or stay late, and all clean-up must be completed by the scheduled closing time.

Neighborhood Print Studio will not issue keys to any Patrons.

**COVID-19 protocols will be followed according to Center for Disease Control and Prevention ("CDC") guidelines.**

### **DEPOSIT:**

A \$60 deposit will be held with each representative to cover situations where the representatives has not cleaned their area, damaged equipment, or for any other reason that might cost the studio a repair fee or extra labor costs. Damage due to improper, reckless, or thoughtless use of equipment, tools, or other infrastructure that cannot be recovered through the deposit will be the representatives' responsibility.

### **STUDIO MONITORS:**

The Neighborhood Print Studio is a monitored studio. Whenever it is open, there is a studio monitor present to oversee the functioning of the studio, including:

- Set up presses and identify who will work on which press
- Replenishing and selling supplies
- Helping representatives find supplies and materials in the studio
- Answering Patron's questions
- Answer the phone and schedule representatives' hours
- Greet visitors, give informal studio tours
- Register representatives for workshops and take payments for supplies
- Complete incident reports in the event of an accident or injury
- Manage the safe evacuation of the building in the event of an emergency
- Manage pandemic protocols, including mask-wearing, sanitation, and distancing.

Monitors will not do the Patrons' work, such as mixing ink, setting up or cleaning up, tearing paper, filing plates, etc., and they are not permitted to provide any instruction.

## **VISITORS**

Patrons may bring a visitor for a quick studio tour or a short visit to the shop. All visitors will abide by current COVID protocols.

The Neighborhood Print Studio strives to respect the creativity and privacy of artists working in the studio; therefore, visitors are not allowed to come "watch" Patrons work.

## **SAFETY**

Patrons must adapt to methods employed by the Neighborhood Print Studio.

Patrons are not permitted to bring solvents or chemicals of any kind into the shop without prior approval from the studio manager or director of the Department of Regional Art Works ("D.R.A.W.").

Patrons must wear shoes while working in the studio.

Patrons must wear appropriate Personal Protective Equipment ("PPE") as required for each process (i.e., gloves, masks, eye protection).

Patrons work at the Neighborhood Print Studio at their own risk. The Neighborhood Print Studio will not be held liable for any injuries or damage to personal property. Eye wash stations are located by the Print Studio bathroom sink.

## **STUDIO USE RULES**

**The Neighborhood Print Studio** is available to approved Patrons when space is not booked for workshops or private lessons. Patrons using this space must check in with the monitor when they arrive and check out when they leave. Patrons are responsible for thoroughly cleaning their work area and inking station, including sweeping, neutralizing any etching, rinse water, cleaning tools and sinks, emptying paper soaking trays, releasing press pressure, etc.

It is the Patron's responsibility to learn how to use the studio equipment properly and to respect the proper use of tools and equipment. Patrons can learn by taking workshops or private lessons.

All studio tools, plates, and other equipment must be cleaned and dried thoroughly and put away immediately after each use.

All cleaned items must be returned immediately to their proper storage. No item should be left in the sink area "to dry. "

All cutting must be done on self-healing cutting mats.

All items at the Neighborhood Print Studio have a designated storage space. If you do not know where an item goes, ask the monitor.

Workspaces and press beds must be cleaned with the appropriate cleaning agents with shop rags.

Workspaces must be cleared of stray items such as ink knives, plates, and rags. Check the floor around the workspace, pick up all pieces of trash, and sweep up all debris made from work.

Dirty shop rags should be placed in the appropriate bucket designated for dirty rags.

Patrons must leave enough time to clean up thoroughly before their scheduled time ends.

Once the Patrons is done working for the day, all personal belongings, including printing plates, must be stored on the artist's shelf or removed from the studio.

All printing paper, newsprint, and works in progress must be stored on the Patrons designated storage shelf at the end of each working session or removed from the studio once the Patrons is done for the day—except for prints drying on the drying racks.

Patrons working in the etching area must clean up splashes of etching mordants and grounds on counters or sinks.

Patrons using the **KITCHEN** must wash, dry, and return their dishes to their proper place.

The studio has defined "**CLEAN**" and "**DIRTY**" areas. CLEAN areas include the soaking and paper table, the presses, and the gallery. DIRTY areas are inking tables, worktables, and etching areas. Under no circumstances should dirty items travel into any of the clean areas. Anything containing ink (dirty hands, ink knives, plates, tarlatan, gloves) is a dirty item.

The Patron agrees to pay for the replacement and/or repair of any equipment or tools that s/he breaks, damages or removes from the studio.

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Rollers must be thoroughly cleaned with vegetable oil, soap, and water, buffed with a wet rag, dried, and rubbed with whiting. Rollers should not be immersed in water to clean. Depending on the ink used, the brayers will be cleaned with the appropriate cleaning protocol, then dried and put away after use. **NO ALCOHOL on brayers or rollers!**

Blankets—The monitor must be notified immediately if a Patron gets ink on a blanket during printing. If the blanket can be cleaned, the Patron will not have to pay for replacement. If the stain cannot be cleaned, the Patron will be charged a fee for blanket replacement. If the blanket is cut or damaged beyond use, the Patron will be responsible for replacing the blanket(s).

## **THE SCREEN PRINTING STUDIO**

- Return the emulsion to the refrigerator – make sure it's sealed and clean.
- Clean any emulsion off the exposure unit.
- Clean and dry all tools and return them to storage spaces.
- Rinse the washout sink after use.
- Turn off the power washer and backlight. Hang the power washer over the basin after use.
- Turn off the water valve to power the washer after use.
- Clean, dry, and return squeegees, scoop coaters, and other tools to storage areas.
- Store unused ink in labeled containers with your name on the marked shelves.
- Store screens in the racks or cabinets provided.
- Clean ink off screens with soap, water, and sponge.
- Clean the emulsion off of screens when finished with them using the provided emulsion remover.

**DIGITAL LAB** is a monitored space, meaning monitors will help if needed and will be responsible for printing on the Epson. The equipment is primarily available for making films, screen printing, and Pronto lithography plates. The studio monitor must approve all other uses of the printers. Make sure to shut down all equipment after use.

- Computer- iMAC desktop with Adobe Creative Suite
- Printer - Epson SC-P900
- Photocopier – Brother

## **MATERIALS PROVIDED BY THE NEIGHBORHOOD PRINT STUDIO:**

- Etching mordants (ferric chloride and copper sulfate/saline)
- Acrylic Stop Out
- Deoxidizing and Acrylic resist stripping baths for grounds

- Screen Printing Emulsion
- Emulsion stripper
- Studio will provide black Akua Inks, Black Caligo Safe wash inks, black oil-based litho inks, and additives, which are available as part of the representative's privileges. Check with the monitor for the use of these inks.
- Silk screen photosensitive emulsion
- SoySolv II
- Bon Ami or whiting
- Sodium carbonate
- Vegetable oil
- All-purpose cleaner and Dish Soap
- Cotton Rags
- Newsprint
- Etching tools: etching and carving tools are available for checkout.
- Ink knives, brayers, rollers, rulers, cutting mats, scissors, guillotine cutter, and laser printer are furnished for communal use.

**MATERIALS REPRESENTATIVES MUST PROVIDE OR CAN PURCHASE from the Print Studio. Representatives should check inventory for purchase before their studio time to make sure all the supplies and materials they need are available.**

- Printing plates and linoleum blocks
- Silkscreens, 20"x24, available with a deposit
- Printing paper
- Paint brushes
- Tracing paper
- Contact paper
- Tarlatan for colored inks
- Paper Towels
- Masks and gloves
- Tape
- X-acto knife and blades
- Q-tips
- Wax paper, aluminum foil, plastic wrap
- Colored inks

### **ITEMS FOR SALE:**

Purchase from the monitor on duty.

- Selected print papers: Coventry rag, Lenox 100, Masa, Reeves BFK
- Copper plates, zinc plates, and aluminum plates (When etching is available.)
- PETG and cardboard, linoleum
- Tarlatan for colored inks
- Inkjet transparency film, 17" x 22" and 8" x 10"
- CYMK Silkscreen ink by the ounce
- Pre-coated silk screens can be arranged with the studio manager for \$5 per screen.
- Contact paper

For more information and items for sale, see the updated Neighborhood Print Studio webpage list.

**WORKING TOGETHER:**

The Neighborhood Print Studio encourages a supportive environment for all artists. Patrons should respect others' space and belongings and share the use of equipment. All Patrons are encouraged to use headphones when listening to music. The monitor may put music on in the studio. Any Patron can ask that the music be changed or shut off.

**FOOD AND DRINK:**

The refrigerator, coffee pot, teapot, and microwave are available for Patrons to use during their working day. Anything left overnight may be thrown away. The studio usually provides tea and coffee, but we welcome contributions! Alcoholic beverages are not permitted during printing sessions. Food is not permitted in workspaces. Drinks are permitted at workstations in containers with lids attached. Smoking is prohibited inside the studio and outside within 30 feet of the entrance.

**CELL PHONES**

Cell phones must be on vibrate or silent mode when in the studio. To avoid disturbing other working Patrons, all cell phone calls should be made outside the studio or in an alternative area.

**PETS**

Pets are not allowed in the studio without prior permission. Service animals are allowed.

**COMPLAINTS**

Should a Patrons have a problem or concern regarding their experience within the Studio, please discuss them with the monitor or director. We value Patron feedback and will work to attend to the situation.

**EQUIPMENT**

The Patron is responsible for learning how to use the equipment in the studio properly and respecting the proper use of tools and equipment.

The Patron agrees to pay for the replacement and/or repair of any equipment or tools they may break, damage, and/or remove from the studio.

**PARKING**

Due to limited parking at our building, the Pajama Factory, we ask that Patrons park on the street, preferably on Iwo Jima Lane, Cedar Street, or Greenkill Ave.

**CANCELLATION**

The Neighborhood Print Studio has the right to cancel a Patrons agreement if an artist violates the guidelines laid out in this shop manual.

**DISCLAIMER**

The Neighborhood Print Studio reserves the right to change the Studio Operations Manual. Changes

will be posted on the bulletin board. Significant changes will be submitted to each Patrons in writing.

**HOLD HARMLESS**

The Patrons shall indemnify, save, and hold harmless – Neighborhood Print Studio, the Kingston Midtown Arts District, its officers, employees, and any participating artists from any and all claims, demands, causes of action and judgments, losses, costs, and expenses, including but not limited to reasonable attorney's fees, arising due to the negligence of the representative, their employees, agents or other personnel hereunder, including but not limited to any representation, warranty, term and/or condition of this agreement.