

Neighborhood Print Studio: Patron Agreement & Studio Operations Manual

Last Updated: July 7, 2025

By becoming a patron you agree to all rules and policies stated in this manual.

STUDIO ACCESS:

Access to the Neighborhood Print Studio's facilities is limited to registered studio Patrons, workshop participants, private tutorials, and residency artists only.

Neighborhood Print Studio Patrons must complete a studio orientation before their membership is complete, and 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 cannot transfer their privileges, including studio access, to other artists if they cannot use the studio due to travel, illness, or other reasons.

Patrons must sign up for open studio time through our Square Scheduling app. They can sign up on the same day (if available), to one month 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, contact 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 have not cleaned up after themselves, leaving clean up work for monitors, 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 identifying 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, a short visit to the shop, or to assist in projects as "clean hands" or a print runner. 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 and "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 print studio director.

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 during open studio hours or by appointment. 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 and putting away tools, 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. 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.

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 and shop rags.

The print studio utilizes a color coded rag system. Blue microfiber rags are used for Silkscreen inks, Yellow microfiber rags are used for water soluble Intaglio and Relief inks. Disposable rags are used for oil based, non water soluble inks and must be disposed of in the assigned red safety bucket. Patrons are responsible for washing their rags at the end of their sessions and hanging them to dry on the drying rack next to the main sink.

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

Once the Patron 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 Patron's designated storage shelf at the end of each working session or removed from the studio once the Patron 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, the library area, 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, rags, tarlatan, gloves) is a dirty item.

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

Brayers must be thoroughly cleaned with soap and water for water soluble inks, and vegetable oil for non-water soluble oil based inks. 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 when finished coating screens – Wipe the bucket rim and lid clean of emulsion before closing, and make sure it is sealed when finished.
- Clean any emulsion off the exposure unit with the provided glass cleaner.
- Clean any emulsion from screen coating tools, scoop coaters, and surfaces.
- Clean, dry, and return squeegees, scoop coaters, and other tools to storage areas.
- Rinse the washout sink after use.
- Turn off the power washer and backlight. Hang the power washer over the basin after use.
- Store unused ink in labeled containers with your name and the ink type (fabric/acrylic) on the marked shelves.
- Store screens in the racks or cabinets provided.
- Clean ink off screens by scraping off the excess ink, and washing with soap, water, and a sponge.
- Remove the emulsion from screens when finished with them using the provided emulsion stripper and brush. **Never allow the emulsion stripper to dry or sit on the screen for more than 30 seconds.**

The **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.

- Computer- iMAC desktop with Adobe Creative Suite
- Printer - Epson SC-P900
- Photocopier – Brother MFC-L2710DW

MATERIALS PROVIDED BY THE NEIGHBORHOOD PRINT STUDIO:

- Drawing materials
- Etching mordants (ferric chloride and copper sulfate)
- Acrylic stop out
- Deoxidizing and Acrylic resist stripping baths for grounds
- Screen printing emulsion
- Silkscreens: 20"x 24" and 23"x 31"
- Emulsion stripper, screen degreaser, and haze remover
- Black Akua inks, black Caligo Safe Wash inks, black oil-based litho inks, and additives.

- SoySolv II
- Bon Ami or whiting
- Soda ash/Sodium carbonate
- Vegetable oil
- All-purpose cleaner and dish soap
- Cotton rags
- Newsprint
- Etching tools
- Ink knives, brayers, rollers, rulers, cutting mats, X-acto knives and blades, 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.

- Color intaglio and relief inks
- Silkscreen inks
- Printing plates and linoleum blocks
- Printing paper
- Tarlatan for colored inks

ITEMS FOR SALE:

Purchase from the monitor on duty.

- Selected print papers: Cartridge, Coventry Rag, Lenox 100, Masa, Rives BFK, Stonehenge.
- Copper plates, zinc plates, and aluminum plates (When etching is available.)
- PETG, matboard, and linoleum.
- Tarlatan
- Inkjet transparency film, 8.5"x 11" sheets, 13"x 19" sheets, 13" width roll, and 17" width roll.
- CMYK Silkscreen ink by the ounce.
- Pre-coated silk screens can be arranged with the studio manager for \$5 per screen.

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 Patron 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 address the situation.

EQUIPMENT:

The Patron is responsible for learning how to use the studio equipment 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:

The parking at our building, the Pajama Factory, is reserved for tenants. We ask that Patrons park on Iwo Jima Lane, Cedar Street, or Greenkill Ave.

CANCELLATION:

The Neighborhood Print Studio has the right to cancel a Patron's agreement if an artist violates the guidelines 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 Patron 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. All patrons must sign a hold harmless waiver before working in the studio.