

COLD & WARM GLASS STUDIO POLICY

GENERAL SAFETY RULES

- Use of equipment in the warm, cold or flameworking studio requires a written approval of GoggleWorks studio manager. This rule applies to novice artists as well as experienced artists. Noncompliance of this rule will result in immediate dismissal from the studio without refund of rental fee.
- Studio manager, instructor or staff must be on site at the studio BEFORE beginning rental time. Approval to use the shop will be given after shop orientation is complete AND safety rules have been reviewed. For artists who have not been enrolled in a GoggleWorks class, orientation sessions can be scheduled with the studio manager. There is a one-time cost of \$35.00 for certifications not conducted in a class.
- Unless there is a temporary conflict in scheduling, or a class running, the studio's workspaces are available for rent and/or private lessons through the studio manager.
- All students and renters using the cold, warm and/or jewelry studio must sign in at the GoggleWorks reception desk in addition to signing in at the individual studio.
- Students taking private lessons may be in the shop at the same time as renters. Mutual respect is expected at all times. GoggleWorks policy states that instructors have the authority and responsibility for the studio.
- Artists are expected to respect each other's physical, mental and verbal space. This includes, but is not limited to:
 - Maintaining appropriate noise levels:
 - Music should be agreed upon by all parties
 - Please refrain from excessive shouting
 - Disproportionate amounts of passing through other artists' bench space.
 - Please refrain from giving unsolicited advice to others working in the studio. Concerns may be addressed to the staff person on duty.
- Glass is an art that attracts spectators. The GoggleWorks is a community art center whose mission is education about the profession of the arts. Visitors are welcome and encouraged to explore and observe all areas of the GoggleWorks facility. Renters are not required to engage in dialogue with visitors; however, please refer questions to staff or studio personnel rather than ignore visitors. Please treat all visitors with respect. If issues develop that interfere with artists working time in the studio, please bring this to the attention of the GoggleWorks administration.
- Space preference is determined by the studio manager and is given on a first come, first served basis.
- Always know location of appropriate fire extinguishers.
- Stop, drop and roll if your hair and clothing catches fire; never run.
- When washing your hands, always rinse them off thoroughly before rubbing soap in, to avoid small cuts from tiny shards off glass.

Dress:

- No sandals or open toed shoes permitted in any part of the glass studio.
- Wear close fitting clothing appropriate for the activity being performed. Short sleeved or buttoned shirts with shirttails tucked in and shoes tied.
- Confine long hair before operating equipment.
- Wear safety glasses when necessary while in the studio. Use hearing protection and respiratory equipment when required.
- Remove any loose fitting jewelry while working. Lockers are available for use of renters. Please bring your own lock.

Equipment and Tools:

- Obey all safety rules and observe limitations on equipment according to specifications, manufacturers requirements and instructors guidelines. Be familiar with correct operation and adjustments of all equipment. Report any unusual noises, sounds or malfunctions to instructor or studio manager.
- Keep all tools clean and in safe working order. Properly store when not in use.
- Retain all guards and safety devices on all equipment.
- Operate equipment only after receiving instruction on how to operate safely and being certified by the instructor.
- Service and/or maintenance will be performed ONLY by GoggleWorks staff or instructor. Please report any maintenance need to GoggleWorks staff or instructor.

Work Area:

- Arrange equipment to permit safe, efficient work practices and ease of cleaning.
- Store materials and supplies safely in their assigned locations.
- Store tools and accessories safely in cabinets, on racks or in suitable storage areas.
- Keep work area clear of debris and other hazards. Clean studio after every session.
- Clean floors of obstructions and slippery substances: clean up spills immediately.
- Keep aisles, exits and traffic areas free of material and debris.
- Leave all messages for the studio staff, including future kiln requests, in the classroom handbook.
- Kilns in use should be appropriately reserved with the studio manager and tagged when in use.
- For safety reasons, do not touch kilns that have not been reserved for your use.
- Do not place objects on top of kilns.
- Keep sufficient brooms, brushes, waste containers and other housekeeping equipment readily available.
- It is the responsibility of people renting studio facilities and/or taking a class to clean up after their work time. This includes private lessons, classes and renters. Fifteen minutes at the end of work time must be dedicated to clean up. Clean up in the glass studio includes but is not limited to:
 - Sweep in and around your workspace
 - Put away all equipment parts, molds, glass and tools.
 - Throw away all trash in garbage cans.
 - Neatly fold and store away large sheets of paper that diagram students work.
 - Works in progress should be stored neatly in designated locker areas.
 - Completed works should be put on appropriate shelves or into kilns, ready for scheduled firings.
 - Sweep and sponge all counter tops used during work time.
 - Used KilnWash and other clogging debris should never be washed down the sink drains. Please throw those expended materials in the garbage cans.
- Flattening wheels and other grinding equipment should be left running until completely dry. See each tool for appropriate use guidelines.

CLASSROOM PROCEDURES

- Regular attendance and punctuality are required. It is imperative that students arrive to class on time. Instructors will start classes on time and begin to share information with students. Lateness and poor attendance lead to a student missing valuable information the instructor has shared with the rest of the students in the class. This creates a climate that is not conducive to a wholesome learning environment and safe operation of the studio. Instructors should not have to take time away from students that did arrive on time to bring late-comers up to speed with the session's instruction. Although we will make every effort to share the sessions information with all students, lateness and poor attendance on a student's part does not necessarily create an emergency for the instructor. If you arrive late, please wait patiently until the instructor has time to share with you.
- Student Supplies and Tools: Additional supplies may be purchased through the GoggleWorks Gift Shop.
- Clean Up: Cleaning shop will begin 15 to 20 minutes before the end of each session. (as determined by the instructor) This will include but is not limited to cleaning and removing glass debris from all equipment,

tools, benches and floors. Take any trash from rental time and/or class to appropriate waste disposal bin as indicated by studio manager.

- **Materials and Tool Storage:** Materials and projects will be stored neatly so as to allow clear walkways and bench space.

COSTS:

Rental of GoggleWorks Cold, Warm and Flameworking Studio

In order to use any of the studio facilities at the GoggleWorks, participants must be members of the GoggleWorks. Annual memberships for artists begin at \$35 per year.

All renters must pre-schedule a week in advance for a 1/2-day (4 hours) or full day (8 hours) with the studio manager. Please call the studio manager at (610) 374-4600 ext 129 or email Nate Dubbs at ndubbs@goggleworks.org to book rental time. Payment is due when time is reserved and may be made in person at the main building reception desk or on the phone using a credit card. Time is scheduled in minimum three hour slots.

- **Cold Shop rental fee:** \$45.00 for 1/2 day (4 hours)
\$85.00 for a full day(8 hours)

\$400.00 for a 40 hour block (5-8hr. days or 10- 4hr. days).

\$4.00 off per full day, if renter is using his/her own bets or polishing tools.

- **Sandblaster rental fee:** \$50.00 for a 1/2 day (4 hours)
\$95.00 for a full day (8 hours).

(GoggleWorks staff person must be present during use).

- **Lampworking Studio rental fee:**
\$40.00 for a 1/2 day (4 hours)
\$75.00 for a full day (8 hours).
\$350.00 for a for a 5 day pass (5-8 hr. days or 10- 4 hr. days).

All tools are included. Glass is available for purchase through the gift shop.

- **Fusing and cold casting studio rental fee:**
\$20.00 per 1/2 day (4)hours)
\$35.00 for a full day (8 hours).
\$125.00 for a for a 40 hour block (5-8 hr. days or 10- 4 hr. days).

All tools are included. Glass is available for purchase in the gift shop. Rental fee includes the firing of one piece per 1/2 day rental. Additional costs may be incurred depending on the size of the project.

- **Jewelry studio rental fee:** \$20.00 per person 1/2 day (4 hours)
\$35.00 for a full day (8 hours).
\$150.00 for a for a 5 day pass (5-8 hr. days or 10- 4 hr. days).

Tools are available for rental; materials are available for purchase at the gift shop.

For shop rental please contact the shop manager: call (610) 374-4600 ext 129 or email Nate Dubbs: ndubbs@goggleworks.org.

Private Lessons:

Contact the Program Director, Shannon Slattery, to schedule a private lesson or private parties, at sslattery@

goggleworks.org or call (610) 374-4600 ext 112.

Costs:

- \$75.00 for one student. Includes one and a half hour instruction and two firings. Materials costs not included.
- \$95.00 for two students. Includes one and a half hour instruction and two firings.
- \$125.00 for three students. Includes two hours of instruction and two firings.
- Group parties cost is based on enrollment, see Program Director for details

Additional Costs:

- Locker space is available to rent monthly for an additional \$20.00.
- Private annealer cost for fusing, slumping or casting is \$45.00 per 24 hour cycle when available. (Must be pre-approved by the studio manager).

GoggleWorks Material Purchases for Warm & Lampworking Glass Studio:

- A wide selection of glass color, jewelry supplies and glass tools are available for sale through the gift shop. In order to make a purchase you will need to select the tools or materials that you desire and fill out a purchase form with your instructor and/or studio staff. Then take the paperwork with your remittance to the store to pay for the materials. Return to studio with the paid invoice where you will receive your materials.

Studio manager reserves the right to immediately stop any renter from working for non-conformance of any of these rules.

I have read, understand and will abide by all of the above information.

Signature _____ Date _____