

## **HOT GLASS STUDIO POLICY**

### General Rules for Hot Glass Studio

- Anyone who has never worked with hot glass before is prohibited from using equipment until he/she has gone through at least one lesson from the GoggleWorks staff. This rule applies to all glass artists even if working with someone more experienced. Noncompliance with this rule will result in immediate dismissal from the hot glass studio without refund of rental fee.
- Studio manager or staff must be on site at the hot shop **BEFORE** beginning rental time. Approval to use the shop will be given after shop orientation is complete **AND** safety rules have been reviewed. This orientation session will take approximately 1/2 hour and there is no charge.
- Unless there is a temporary conflict in scheduling, or a class running, the studio's four workspaces are available for rental and/or private lesson Monday through Friday 8:00 am-9:00 pm, Saturday and Sunday 12:00 pm-6:00 pm. Studio rental is scheduled with the Studio Manager. Private lessons are scheduled with the Program Director, Shannon Slattery.
- Students taking private lessons may be in the shop at the same time as renters. Mutual respect is expected at all times. It is the policy of the GoggleWorks' administration that instructors have the authority over 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. There is a viewing area for spectators in the hot glass studio. 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.
- No person is permitted to work entirely alone in the studio.
- Space preference is determined by the studio manager and is given on a first come, first served basis.
- Studio manager reserves the right to immediately stop any renter from working for non-compliance of any of these rules.

### **HOT GLASS SHOP SAFETY RULES:**

#### Dress:

- No sandals or open toed shoes permitted in any part of the glass studio.
- Wear close fitting cotton clothing appropriate for the activity being performed: Short sleeved or long sleeve buttoned shirts with shirttails tucked in and shoes tied.
- Confine long hair before operating equipment.

- Wear safety glasses at all time while in shop. 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.
- Always know location of appropriate fire extinguishers.
- Stop, drop and roll if your hair and clothing catches fire; never run.

#### 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.
- 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 Hot Glass studio includes but is not limited to:
  - Sweep in and around your workspace
  - Change the block water
  - Put away all color, pipes and tools
  - Emptying glass crack-off to the main barrel. The studio staff will take the glass crack-off to appropriate waste disposal bin.
- Take any trash from rental time and/or class to appropriate waste disposal bin as indicated by studio manager.

### **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 available 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 Hot Glass 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.

Please call the studio manager at (610) 374-4600 ext 129 or email Nate Dubbs at [ndubbs@goggleworks.org](mailto:ndubbs@goggleworks.org) to book shop rental time.

Payment is due when time is reserved and may be made at the main building reception desk. All renters are asked to pre-schedule a week in advance for a 1/2-day (4 hours) or full day (8 hours) with the studio manager. There is a minimum rental of three hours in the studio. Rental time rates vary depending on the amount of time purchased. See below for details.

- Hot Shop rental fee:
- Small bench (16 inch diameter opening, 29 inch depth glory hole):
  - \$40.00 per hour with a 3-hour minimum-includes 1/2 annealer.
  - \$300.00 per day-8 hours of hot shop time and one annealer.
  - 30 Hour rental block – must be taken in minimum 3-hour slots: \$990.00
- Medium bench (22 inch diameter opening, 36 inch depth glory hole):
  - \$45.00 per hour with 3-hour minimum – includes 1/2 annealer.
  - \$340 per day - 8 hours of hot shop time and one annealer.
  - 30 Hour rental block – must be taken in minimum 3-hour slots: \$1,140.00
- Large bench (24 inch diameter opening, 46 inch depth glory hole):
  - \$50.00 per hour with a 3-hour minimum
  - \$375.00 per day - 8 hours of hot shop time and one annealer.
  - 30 Hour rental block - must be taken in minimum 3-hour slots: \$1,350.00

Additional rates may apply- see below

Private Lessons:

Please contact Program Director, Shannon Slattery to schedule private lessons, [sslattery@goggleworks.org](mailto:sslattery@goggleworks.org) or call (610) 374-4600 ext 112.

- \$95.00 for one student. Includes one and a half hours of instruction
- \$135.00 for two students. Includes one and a half hours of instruction
- \$225.00 for three students. Includes two hours of instruction

Group parties for beginners cost \$45.00 per person, with a minimum of 4 people.

Coldworking

- An additional benefit of having a GoggleWorks membership is the ability to use the mini cold shop adjacent to the hot glass studio. If you are a member, and have received instruction and approval from our instructors or the studio manager, an appointment can be made with the studio manager to use the equipment. A separate, more extensive cold glass studio is available to rent for polishing. See the cold shop policy for more details.

#### Additional Hot Glass Studio Costs:

- Use of the torch system: \$2.00 per hour
- Use of the garage: \$6.00 per hour
- Additional annealer space, when available, is \$35.00 for an eight hour period. One annealer per glory hole, per day is the allowed amount without extra charge.
- The GoggleWorks glass facility reserves the right to charge a fee for the use of excessive glass pulled from the furnace:
- No more than five complete gathers for one piece of artwork, or 15 pounds of glass per hour is permitted.
- Each additional pound is \$4.00/lb.
- A wide variety of specialized tools is available to rent through the GoggleWorks. For renters who are not currently enrolled in a class, there is a fee of \$10.00 to rent tools and/or \$10.00 to rent pipes.

#### GoggleWorks Material Purchases for Hot Glass Studio:

- A wide selection of glass color and glass tools is available for sale from the hot glass studio 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 gift shop to pay for the materials. Return to studio with the paid invoice where you will receive your materials.

#### Rental of the hot casting facilities

Please call the studio manager for details.

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

Signature\_\_\_\_\_Date\_\_\_\_\_