

## PHOTOGRAPHY STUDIO POLICY

GoggleWorks photography artists and students are expected to be responsible for maintaining a healthy and clean dark room and studio. There are serious hazards with prolonged exposure to a dirty studio. All studio users are expected to clean up after themselves and do their part to maintain a safe clean studio.

### GENERAL RULES

- Unless there is a temporary conflict in scheduling, or a class running, the studio's workspaces are available for rental and/or private lesson Monday through Friday 9:00 am-7:00 pm, Saturday and Sunday 11:00 am-6:00 pm. At this time, all studio use must be arranged in advance. GoggleWorks members using the studio during open studio hours must sign in and out at the main reception desk **BEFORE** working in the studio, for **EVERY** time he/she uses the studio. This will allow the monitor to keep track of the darkroom usage.
- Students taking private lessons may be in the darkroom 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 the responsibility for the studio.
- Admire, but do not touch, other artist work in progress, or tools.
- 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' work space.
  - Please refrain from giving unsolicited advice to others working in the studio. Concerns may be addressed to the staff person on duty.
- 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.
- For Students, 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 latecomers 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.

### **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, especially chemistry. Clean studio after every session.
- Clean floors of obstructions and slippery substances: clean up chemistry 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 includes but is not limited to:
  - Clean the area around your workspace.
  - Put away all trays, tanks, and enlarger accessories (filters, contact printers, etc.) Tables and countertops are not for overnight storage. The GoggleWorks is not responsible for work left out.
  - Wipe down enlarger baseboards and return cover to enlarger.
  - Rinse tanks, reels, and beakers; place in dish rack to dry.
  - Dispose of chemistry properly. Return reusable chemistry to appropriate bottle; if freshly mixed, remember to record the date on the chemistry mixing chart.
  - Equipment is here for EVERYONE. Please be respectful and notify the staff person on duty if anything is broken or missing.
  - Take any trash from rental time and/or class to appropriate waste disposal bin as indicated by studio manager.
  - Keep all equipment clean and in safe working order. Properly store when not in use.

### **GENERAL SAFETY RULES FOR DARKROOM STUDIO**

- Please familiarize yourself with emergency exits and location of appropriate fire extinguishers.
- Use tongs when moving paper from one tray to another. Gloves are available for mixing chemistry.
- Obey all safety rules and observe limitations on equipment according to specifications, manufacturers' requirements and instructor's guidelines. Be familiar with correct operation and adjustments of all equipment. Report any unusual noises, sounds or malfunctions to instructor, Director of Operations, or studio manager.
- Operate equipment only after receiving instruction on how to operate safely and being certified by the instructor/monitor.
- Service and/or maintenance will be performed ONLY by GoggleWorks staff or monitor/instructor. Please report any maintenance needs to GoggleWorks staff or monitor/instructor.

### **Dress:**

- Confine long hair before operating equipment.
- Remove any loose fitting jewelry while working.

## **COSTS:**

### **Rental of GoggleWorks Photography Studio**

Adult students **must be members** of the GoggleWorks, to access open studio hours. Students who are not GoggleWorks members can work during their class time, but are not eligible to work during open studio hours.

Artists who are not GoggleWorks students, but are GoggleWorks members, may rent time in the studio at a set fee

- The session rate is \$25.00 for a 3 hour session.
- Sessions can be purchased daily or in \$100 blocks for 5 3-hour sessions

Use of Chemistry, Enlarger, Developing Equipment/Tanks is included

Students and renters must bring their own paper, film, negative sleeves, canned air, etc.

GoggleWorks reserves the right to charge additional fees if students are careless with chemistry. It is extremely important to wipe up any chemistry spills and to prevent chemical exposure to the enlargers. Equipment damage due to renter's negligence will result in renter paying for the cost of repair.

### **Private Lessons:**

Contact Aaron Smyk, Registrar to schedule a private lesson or private parties, at [asmuk@goggleworks.org](mailto:asmuk@goggleworks.org) or call (610) 374-4600 ext 105

#### **Costs:**

- \$75.00 for one student. Includes one and a half hour instruction. Materials cost not included.
- \$95.00 for two students. Includes one and a half hour instruction. Materials cost not included.
- \$125.00 for three students. Includes two hours of instruction. Materials cost not included.
- Group parties cost is determined by Program Director.

Studio manager/monitor 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 \_\_\_\_\_