



ATLANTA PRINTMAKERS STUDIO RENTAL OVERVIEW & INSTRUCTIONS

Atlanta Printmakers Studio (APS) is an environment dedicated to the practice of fine art printmaking. We offer classes and workshops, host community related events and exhibitions, and provide an opportunity to join a vital community of artists by offering shared use studio rental. Through this program studio artists have access to a professional printmaking studio, and a chance to interact with other artists.

Studio artists work on an independent basis to produce their own prints. APS studio rental is designed specifically for individuals who have demonstrated an appropriate level of experience in printmaking and are granted access to work in one or more printmaking techniques, including relief, letterpress, intaglio, monotype and screen printing. While all studio artists are not required to have extensive experience in their chosen medium, we do require that they can use the facilities correctly, independently, safely, and with consideration for other studio artists.

Prospective studio artists need to read and fill out an application form, schedule an interview to assess technical ability, and complete a studio orientation before using the studio. People are encouraged to apply with sufficient time for this process before beginning a project. APS cannot arrange for an interview and orientation on the spot.

STUDIO RENTAL BASIC AGREEMENTS:

Regardless of type of contract or past experience, ALL applicants are expected to understand and adhere to basic agreements of working in the studio, including:

- responsibility of knowing and applying safety guidelines
- ability to work responsibly and independently
- respect for and proper usage of facilities and shop equipment, including taking into consideration your limitations within the studio
- cleanliness and willingness to pick up after yourself
- consideration and respect for other renters, their space, and property
- abiding by the policies set forth in the APS Studio Manual
- abiding by policies of the Metropolitan Warehouses management
- APS tools, equipment, or supplies are strictly NOT to be removed from the studio

Studio rental contracts may be revoked for not adhering to the basic agreements. If a contract is revoked, the initial deposit will be refunded unless damage to studio property due to misuse or negligence has occurred and appropriate fees need to be assessed.

Occasionally, changes may need to be made to contract agreements and shop policies. If substantial changes are made to these agreements, existing studio artists will be offered the option to drop their contract and receive an appropriate refund. APS's board of directors makes final decisions as to the operations and policies of the studio.

CONTRACT PAYMENT:

Studio monthly rental fees are due on the **first of each month**, with a grace period extending until the fifth. After the fifth, a **late fee of \$10.00** will be charged. If payment is not received by the 15th, use of the shop will be suspended until the debt is paid. Monthly fees can be paid by cash or check, and soon by credit card or Paypal.

Monthly checks should be sent to:

Atlanta Printmakers Studio, 675 Metropolitan Parkway SW, #6026, Atlanta, GA 30310

You must pay daily rental fees on the day you use the facility. Make payments with check or cash and give to the studio monitor.

CONTRACT COMPLETION / DEPOSITS:

All studio artists are expected to follow through with the full duration of their contracts. In the event that a studio artist is unable to do so, their initial damage/contract completion **deposit will not be refunded**. Any damage caused by negligence or misuse will be evaluated and may result in the loss of your deposit, or in extreme cases, the revocation of your contract. If you want to deactivate your status as studio artist at the end of a contract period, you must remove all personal belongings from the studio and return keys (if Key Holder) before getting your deposit back. If you wish to rent at a later date, payment of a new deposit is expected.

DEFERRAL:

Key Holders and Six Month Limited Access contracts allow the option of deferring one month's use of the studio in any six-month period. APS must be notified **before** the first of the month to be deferred.

CONTRACT RENEWAL:

Contract renewals are available. APS must be notified before the first of the month of the renewal period. The deposit is held until renter declares herself/himself to be inactive.

MATERIALS:

Studio artists are expected to supply their own plates, paper, hand tools, inks, gloves, screens, brushes, sponges, photo emulsion, newsprint and other miscellaneous personal supplies. Some of the studio supplies provided by APS include the presses, press blankets, letterpress type and trays, blotters, cleaning oil, solvents, brayers, rollers, scrapers, rags, paper towels and hand cleaner. No hazardous or flammable materials may be stored in the studio unless kept in the fire safety cabinet.

STUDIO RENTER CONDUCT AND SPACE USE:

Studio artists have the freedom to work independently while sharing the studio with fellow artists in a professional manner. Studio artists are encouraged to interact with one another. The open and collaborative spirit of the studio depends on each person's willingness and ability to communicate. By following these guidelines when you are working in the shop, you will help keep APS a safe, organized, and inviting place to work.

Pick up after yourself when using the studio.

Discard paper and trash, place used rags in the proper containers, sweep up metal filings and wood/linoleum chips, and place all shop equipment and solvent and ink containers in their proper storage areas. Help maintain common areas, such as bathroom, hallways, and kitchen area. Take out the trash when needed. Cleanliness adds GREATLY to the safety and overall functioning of the shop!

Clean up all surfaces in the work areas you used when finished.

Clean up any work surfaces you have used (counters, tabletops, sinks, etc). Don't forget to wipe up press beds, and check the floor for spills around the area you have worked.

Know the proper clean up of inks and solvents.

To clean oil-based inks from glass surfaces, first remove as much as you can with the razor scraper. Follow this with the least toxic cleaner available, such as vegetable oil followed by an all-purpose cleaner. If needed, use odorless mineral spirits and follow up with all-purpose cleaner. If a surface needs to be degreased try all-purpose cleaner first, if that doesn't work use denatured alcohol. Use ONLY rags to clean up oily materials, and use paper towels to clean water-based messes.

Be Conservative with studio owned inks and other materials.

Always scrape ink from the top in a circular manner, never gouge, poke or scoop ink out of the can. Gouged inks become unusable and have to be thrown out. Take care not to waste expendable materials (such as rags, solvents, inks, etc.) This is a safer practice for the environment and helps to keep costs low.

Recycle and reuse materials whenever possible.

Whenever possible, use rags until they are fully dirty. All used rags must be placed in rag cans. One can is for

slightly used rags that can be used again and the other can be for fully dirty rags to be disposed.

Be considerate when sharing the space:

Be aware of the needs of other people working around you in the shop. Music (content or volume), the amount of time you need for the exclusive use of a press or piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow renters. We ask that you keep your number of outside visitors to a minimum. Please keep in mind that non-renters are strictly prohibited from operating or handling equipment (presses, rollers, etc), using solvents, or any printmaking related supplies. Different styles and work habits taken into account, renters who consistently interfere with others ability to work may be asked to alter their behavior. Repeatedly problematic or disruptive behavior may result in termination of rental contract and access, as decided on a case-by-case basis.

Prints may not be kept in the drying racks for extended amounts of time.

There is a very limited amount of space in the drying racks, please keep your prints in the dryers only as long as it takes for them to dry. (Generally speaking, one to two days should suffice for most media.) Prints left on drying rack for more than two days may be moved to a designated flat file drawer. Unclaimed prints will be eventually thrown out.

Studio artists must work around scheduled APS classes and events.

APS offers a variety of classes and workshops, as well as other occasional events in the studio. These events have priority over equipment usage and workspace. Some of the time, studio artists can still come and work independently in the studio as long as they don't interfere with these activities. Occasionally, the studio may be unavailable. The schedule will be posted on the calendar with as much advance notice as possible.

Collaborative projects and printing for others.

Only active APS studio artists may use the equipment in the studio or work in the space. If you want to work collaboratively with non-studio artists or do printing for others, this must be discussed with and approved by APS on a case-by-case basis. This work must be scheduled and executed in a manner that does not interfere with other renters.

Be safe.

Toxins can enter the body three ways: skin contact, inhalation, and ingestion. For your safety, food and drink should be consumed outside the studio area. No smoking is allowed anywhere inside the building. It is also recommended that you wear gloves, mask and/or respirator whenever handling chemicals, cleaners and solvents.

STUDIO RENTAL OPTIONS

KEY HOLDER:

Key Holders have 24/7 access to the studio, plus their own flat file drawer and personal storage space. In order to qualify as a Key Holder, you must have sufficient experience with equipment and processes in the studio. There is currently a limit of 12 Key Holders at any one time – others can be put on a waiting list for the first available slot. All Key Holders must be a current APS member and make a 3, 6 or 12 month commitment.

Working Key Holders will receive a discount because they volunteer as a studio monitor at least 1 monitor shift per month. As a studio monitor, you help maintain the studio and provide regular open studio hours, making the facility available for limited access renters. Working Key Holders will have moderate maintenance tasks to perform during their shift, but are free to work on their own projects during their shift. They must be willing to stop and handle any studio issues that come up.

For security purposes, our landlord requires that all Key Holders supply a copy of driver's license and photo for the monitor book.

Key Holder (12-month commitment)

- \$95.00/month
- \$75.00/month (working)
- \$100.00 refundable damage deposit/ contract completion deposit
- Right to defer one month within 6-month period

Key Holder (6-month commitment)

- \$100/month
- \$80/month (working)
- \$100 refundable damage / contract completion deposit
- Right to defer one month within 6-month period

Key Holder (3-month commitment)

- \$115/month
- \$100 refundable damage / contract completion deposit
- Right to defer one month within 6-month period

Summer Key Holder Special (3-month commitment)

- **Only available May - August**
- \$100/month
- \$100 refundable damage / contract completion deposit

Limited Access Open Studio Hours*:

Tuesdays 10am-4pm

Thursdays 10am-9:30pm

Saturdays 10am-4pm

Sundays 10am-4pm

**These hours are subject to change.*

LIMITED ACCESS:

Limited access renters work independently in the studio during established studio hours while a studio monitor is present. Each renter is allowed to use half a flat file drawer as available and only as long as rental status is active. Personal inks and tools may not be stored in the studio, except for small items that fit in the flat file drawer.

Limited Access (6-month commitment)

- \$70.00/month (non-members)
- \$60/month (APS members)
- \$50.00 refundable damage / contract completion deposit
- Right to defer one month within contract time

Limited Access (Basic)

- \$80/month (non-members)
- \$70/month (APS members)
- \$35/day (non-members)
- \$30/day (APS members)
- \$50.00 refundable damage / contract completion deposit