

# Ocelot Print Shop

## Membership

### Policies and Procedures

3535 Cass, Detroit MI 48201

313-338-3516

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[www.ocelotprintshop.com](http://www.ocelotprintshop.com)

Member Hours: Monday: 9:30am to 8:30pm  
Wednesday: 12pm to 8:30pm  
Thursday: 9am to 8:30pm

These are times when shop time can be scheduled, and a shop manager is present. Shop time is scheduled via our scheduling software, email, or phone. You will need to sign up for a username and password to schedule shop time on the calendar.

#### Shop Time:

Shop time is any time any equipment is used or screens are being cleaned, coated, and burned.

**\*\*\*All shop time needs to be booked in advance.\*\*\***

#### Equipment:

Four color one station Silver Press  
Six color two station Silver Press  
42x84" Flat Stock table with hinges  
36x60" Flat Stock table  
Drying racks  
Vastex Conveyor dryer  
Two Flash units  
Heat press  
iMac with CS5 for file prep  
13x19" capacity Inkjet printer for printing transparencies  
Darkroom  
18x24" Exposure unit  
Wash out booth  
Pressure washer  
Dip tank

#### Shop Materials Provided:

Scrap paper for proofs  
Emulsion  
Squeegees

Spatulas  
Pallet glue  
Screen tape  
Cleaning supplies.

Miscellaneous inks in the Ink Credit Union (see Ink Use Policy below)

The shop has screens and transparencies available for purchase, as well as some shop screens for rent.

The shop has no storage capacity so please make sure all materials and supplies you bring also goes home with you after your session.

#### Screen Rental Policy:

Screens can be rented by members for \$5 per day for 20 x 24 screens, and \$15 per day for screens larger than 20 x 24 (oversize). After the rental period screens must be cleaned of all ink and emulsion and returned to one of the shop attendants. Screens can be rented for more than one day, but must be paid for ahead of time. We reserve the right to reclaim any screens that are past their due date, and if we reclaim your screen, or if it has not been properly cleaned, we will invoice you for a cleaning fee of \$10 per screen. Rental screens must stay at the shop.

If you will be renting an oversize screen, please check in with us the day before you come in to make sure we will have a screen available for you to use.

#### Ink use policy:

The shop has an Ink Credit Union located on the gray shelves by the t-shirt presses. These inks are free for member use in the shop, and members are encouraged to donate to it.

Members are asked to use ink as needed, and encouraged not to waste ink. Ink is to be handled properly and kept clean (use a clean utensil to scoop ink out; avoid contaminating colors with other colors). Please remember to screw the lid on jars tightly after each use to prevent drying out, and to place ink back where you found it.

**Members are not to print with Discharge and evaporative inks, as the shop does not have adequate ventilation.**

#### Shop House Keeping Policy:

We all share the space and equipment, and we ask you to treat it all like it's in your own shop. If you are using a press, it must be wiped down before leaving and cleaned of any ink. Tables you use should be cleaned off, any ink wiped up, and guides removed before leaving. If you are using plastisol ink, please check any chairs or the floor for ink you may have dropped or dripped and clean it up.

If you leave a mess behind, we will invoice you for a \$20 cleaning fee. Please clean up after yourself!

#### Hourly Membership Rates

**\$12/hour for one person**, for all stations

**\$15/hour for two people**, for all stations

**Shop time must be booked ahead of time using our scheduling software.** In order to schedule shop time within 24 hours, you must call or email and whether it is available or not is up to our discretion. If you book time for 6pm to 8pm and show up at 6:30, you will still be charged from the beginning of the time you were scheduled for. We make exceptions for emergencies. If you do not call and do not show we will send you an invoice for the time you were scheduled.

Your membership includes use of any equipment and **general supervision and troubleshooting of equipment, but does not include lessons or how-tos on basic screen printing techniques.** Staff is on hand to answer questions as needed. We reserve the right at any point in your membership to ask you to take an additional class in order to continue being a member.

**The monthly maximum number of hours a member may print is 30 hours.**

Bringing friends to help print:

If you plan on bringing a friend/family member to help you print, please sign up both names on the scheduling calendar. Your guest will be required to sign a liability waiver, and you will be responsible for your guest while they are at the shop. Guests helping a member print does not qualify them to become a member. We also reserve the right to ask any guests to leave that are being disruptive or violating Ocelot policy.

Becoming a Member:

If you are an experienced screen printer, you may participate in shop rental after a one-hour orientation with us.

If you are not an experienced screen printer you must take two classes to participate in shop rental.

**OPS is a supportive and safe place where different perspectives and backgrounds are respected and self expression is encouraged.**

All Members are required to:

- Complete the required classes in order to qualify for membership
- Have a signed liability waiver and application on file in office
- Wear closed-toed shoes
- Check in with staff upon arrival
- Check out before leaving
- Pay for all materials used and time at the shop before leaving
- Clean up after themselves and return the shop to the order it was in before (including sinks, screens, etc.), and do it with plenty of time before close, out of respect for the shop attendants
- Resolve conflicts with other members in a peaceful manner
- Schedule shop time beforehand

- Maintain a positive and respectful attitude

Not permitted at the shop:

- Alcohol or drugs on premises, or using equipment under the influence of either
- Food or drink in non-food or drink areas
- Use of hurtful or insensitive language