COOPERATIVE ARTIST MEMBERSHIP CONTRACT AND INFORMATION

Updated 2021-09-21
Co-op Membership Contract and Information
Last Updated: 2021-09-21

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CO-OP MEMBERSHIP CONTRACT

Name

Address

City                        State                        Zip Code

Phone (                )        E-mail

Age Demographic (Optional) 18-24 □ 25-34 □ 35-44 □ 45-54 □ 55-64 □ 65-74 □ 75+ □

EMERGENCY CONTACT:

Name

Phone (                )

Relation to you

COMPLETE THE FOLLOWING ONLY IF SUBMITTING APPLICATION BY MAIL:

PRINTMAKING-RELATED REFERENCE
(NAME, POSITION/RELATION, PHONE NUMBER OR EMAIL):

WHICH MEDIA ARE YOU APPLYING TO WORK WITH?

□ INTAGLIO  □ Etching  □ Collograph

□ LITHOGRAPHY  □ Aluminum plate  □ Photosensitive plate  □ Stone

□ RELIEF  □ Woodcut  □ Linoleum

□ MONOPRINT

□ SCREEN PRINT

□ OTHER:

WHICH KIND OF CONTRACT ARE YOU APPLYING FOR? (check one)

□ SIX-MONTH WORKING CONTRACT (inquire about availability)

□ SIX-MONTH NON-WORKING CONTRACT

□ THREE-MONTH CONTRACT

To be filled out by Shop Manager:
Renewal Date: ___/___/___
Start Date: ___/___/___
If submitting the application by mail, please enclose a check for $100.00 made out to Highpoint Center for Printmaking. If you are accepted to the co-op, this fee will act as your deposit. If you are not accepted to the co-op, the full amount will be refunded to you. All declined applicants are encouraged and welcomed to take a printmaking class in the media you wish to use and re-apply. The application process is intended to assure all users can function safely and independently in their chosen print media.

In order to join the co-op, you must schedule an interview with Josh Bindewald, Director of Artist Programs ([josh@highpointprintmaking.org](mailto:josh@highpointprintmaking.org)) or 612.871.1326. You will be expected to bring a portfolio of original prints to the interview. Bring a minimum of two prints per technique(s) you wish to use at Highpoint. Applicants are evaluated on their level of understanding of the techniques they wish to use and their ability to use them independently and safely. Applicants are not judged on artistic merit.

Accepted members must attend an orientation session, including a thorough shop introduction along with health and safety training before use of the facilities is granted. If you are enrolling in a three-month membership, a $40 Annual Supporting Membership fee is due at orientation (unless you are already a supporting member). After the orientation is completed, new members’ contracts will start on the first of the following month, at which time first months dues must be paid. If a member wishes to start working immediately following orientation, they may pay a prorated amount until the beginning of their contract. All members are accepted into the co-op based on their ability to use the shop equipment and supplies responsibly, independently, and safely. Equal opportunity to participate in and benefit from the co-op is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual preference, or disability in admission, access, or employment. By signing below, the applicant acknowledges that they agree to follow all the agreements (as outlined within the membership information pages and the health and safety guidelines given at orientation) to becoming a Highpoint co-op member.

Signature

Date / /
CO-OP MEMBERSHIP INFORMATION

Highpoint Center for Printmaking is an environment dedicated to the practice of fine art related printmaking. We offer classes for people of all ages, host community related events and exhibitions, invite artists to collaborate with Highpoint Editions, and provide the community an opportunity to join a vital group of artists by offering the Highpoint Artists’ Cooperative. Through the co-op program members have access to a state-of-the-art printmaking studio and a chance to interact with other artists.

Co-op membership grants the personal use of Highpoint’s co-op facilities, a 50% discount on most classes, and the opportunity for inclusion in Highpoint co-op member exhibitions. Co-op members work at Highpoint on an independent basis to produce their own prints and therefore must be at least 18 years of age or older. The co-op at Highpoint 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, lithography, intaglio, monotype, and screenprinting. While not all new members have extensive experience in their chosen medium, we do require that they have the ability to use the facilities correctly, independently, safely, and with consideration for other members.

COVID-19 notice:
Beginning September 15, 2021 all Highpoint staff and co-op members will be required to provide proof of vaccination completion by October 27th, 2021. Alternatively, members may opt to submit a mandatory weekly negative COVID-19 test to continue using Highpoint's facilities. Anyone that cannot meet this requirement will be issued a full refund of any unused fees or dues. Highpoint will continue to require all persons in Highpoint facilities to correctly wear a face covering regardless of vaccination status. Vaccination status and COVID test results may be submitted electronically or in person. These records are private, will not be shared, and are for the exclusive use of Highpoint to determine COVID vaccination status and will be destroyed once confirmed and recorded. Highpoint takes both your privacy and health seriously.

This policy and other health and safety policies are subject to change.

CO-OP MEMBERSHIP OPTIONS

**Three-Month (Non-Working)**
- $200.00 per month, for three months
- Must be a current Highpoint Supporting Member, $40.00 per year minimum
- $100.00 refundable damage / contract completion deposit
- 3 additional consecutive months available at $175.00 per month

**Six-Month (Non-Working)**
- $175.00 per month, for six months
- Must be a current Highpoint Supporting Member, $40.00 per year minimum
- $100.00 refundable damage / contract completion deposit
- Additional consecutive months available at $175.00 each
- Right to defer use for one month within contract period

**Six-Month (Working) Limited availability**
- $100.00 per month, for six months
- Must be a current Highpoint Supporting Member, $40.00 per year minimum
- $100.00 refundable damage / contract completion deposit
- Additional consecutive months available at $100.00
- Right to defer use for one month within contract period
- Contract holder agrees to 1.5 hours, 1 day per week of weekly scheduled and assigned duties

**Discounts**
- **Highpoint Interns:** significant monthly discount for one year following completion of internship.
- **Recently graduated candidates:** $25 monthly discount for first year after graduation.
- **Currently enrolled university level Students:** $25 Monthly Discount.
- **Concurrent members:** 2% off each consecutive year of membership for up to 6 years.
- **New (six month) members:** New co-op members signing a six-month contract receive a 50% discount on their first months’ dues and the 40.00 Highpoint Supporting Membership fee is **waived** for the first year of co-op membership

*Discounts can be combined but some restrictions may apply. Please contact us for more information.*
HIGHPOINT CO-OP MEMBER BASIC AGREEMENTS

Regardless of contract or past experience, ALL members are expected to understand and adhere to basic agreements of working in the co-op, including:

- knowledge and application of all health and safety guidelines
- ability to work responsibly and independently
- respect for and proper usage of facilities and shop equipment, including taking into consideration your won limitations within the studio
- cleanliness and willingness to pick up after yourself
- consideration and respect for other members, their space, and property
- members may not use the facilities to print for other artists nor allow any non-co-op member to use the Highpoint facilities, tools, equipment, or supplies
- Highpoint tools, equipment, or supplies are strictly not to be removed from Highpoint by anyone under any circumstances

Internet Use: Co-op Members have access to the public Internet through Highpoint's Wi-Fi network. Highpoint reserves the right to specifically restrict or filter any access or Internet sites. Members are expected to maintain the strictest ethical and legal standards including:

- Follow copyright and intellectual property laws
- Follow terms and conditions as outlined on visited sites
- Do not access any site whose content is illegal or creates a hostile environment

Security: Members should be aware that surveillance cameras are running and recording at all times for security purposes.

Contract Changes: Occasionally, changes may need to be made to contract agreements and shop policies. If substantial changes are made to these agreements, existing members will be offered the option to drop their contract and receive an appropriate refund. Highpoint’s board of directors makes final decisions regarding significant changes to the operations and policies of the co-op.

CONTRACT PAYMENT: Membership fees are due on the first of each month, with a grace period extending until the fifth. After the fifth, a late fee of $25.00 will be assessed. If payment is not received by the 15th, use of the shop will be suspended until the debt is paid. All fees are payable with cash, check, or credit, please deliver payment one of the following three ways:

1. By mail
2. Hand deliver during staff hours (Monday – Friday, 9am – 5pm.)
3. Hand deliver after staff hours (5pm – midnight or weekends.) PLACE PAYMENTS UNDER EXECUTIVE DIRECTORS LOCKED DOOR. Be sure to indicate whom the payment is from and what the payment is for. Currently, Carla’s office is the most secure place within Highpoint to put your money. Do not put checks or cash on the reception desk when a staff member is not present, we cannot be held responsible for payments that are received in this fashion. Receipts are issued upon request only.

CONTRACT EXTENSIONS/RENEWALS: The Director of Artist Programs must be notified before the end of a contract to discuss renewal, extension, or completion. After finishing a three-month contract, members may add three (or six) additional months for a rate not to exceed $175 per month. Month-to-month membership is available only after a six or three-month membership is completed at $175 per month or less (depending on eligible discounts). Month-to-month and three-month members do not have the option of deferral. If a member leaves the co-op between contracts, then it is required they remove their belongings and return their electronic key. Members that leave the co-op must sign a new contract to resume membership.

CONTRACT COMPLETION: All members are expected to complete the full duration of their contract. In the event that a member is unable to do so, their initial damage deposit will not be refunded. In the event that a member fails to clean out their possessions within a month after their last paid membership month, Highpoint reserves the right to dispose of and/or donate useable materials to co-op members or HP classes.
Co-op membership may be revoked for not adhering to the basic agreements outlined in this contract and the Health and Safety Guidelines. Membership contracts are considered complete when six or three full paid months are completed, depending on the contract. If a member would like to start sooner than the first of the month, the monthly fee can be prorated, but the contract will not officially start until the first of the following month.

Members must inform the Director of Artists’ Programs of contract completion before the end of last month of their contract. Members must remove ALL materials from flat files, storage lockers or elsewhere in Highpoint, (screens, emulsion, plates, tools, etc.), remove images from lithographic stones and return electronic key before the first of the non-contract month. Deposit return check will be mailed to the member after all items are removed and key has been returned.

A portion or the entire deposit may be retained by Highpoint in the event that:
- equipment is damaged
- hazardous materials are left behind
- image is left on a litho stone
- contract is broken
- key is not returned
- shop equipment or materials/supplies suddenly disappear without explanation
- member does not vacate and return key before the first of the non-contract month

DEFERRAL: Six month working or non-working contracts provide the option of deferring one month’s use of the studio and that month’s fee. For a deferral to be accepted, working members must notify the Studio Manager at least one week before the beginning of the deferral month. Non-working members can notify the Studio Manager up until the first of the deferral month. A deferral extends a six-month contract by one month to complete the six months of paid access.

BENEFITS: Co-op members receive a 50% discount on most Highpoint adult classes (one per class season, limit two discounts per class), access to group supply orders (paper, copper, ink, etc), invitations to special events/lectures, and one flat file and one locker for storage. Co-op members have the option of participating in the semi-annual co-op exhibitions that are an opportunity for members to display and sell works made at Highpoint, and increase co-op visibility in the community. A 20% commission will be retained from works sold. Each show participant contributes a fee to cover the postcards, postage, hanging materials, and glass as well as 4-6 hours of their time toward preparation and execution of the exhibition. Additionally, the Threshold Gallery is an in-house space for rotating co-op member solo exhibitions, and the Crump print library is open to Co-op members from 9-5 Monday-Friday and 12-4 on Saturdays.

STORAGE: Each member will receive one flat file and one locker. Additional small/medium flat files are available for $2.50 each per month. Additional lockers or large flat files are available for an additional $5 each per month.

MATERIALS: Members are expected to supply their own plates, paper, hand tools, colored inks, gloves, sizing catchers, screens, brushes, sponges, tape, photo emulsion, and other miscellaneous personal supplies. Please label all your personal supplies and materials with your name. Some supplies provided by Highpoint include lithography stones (on a limited basis), presses, gum arabic, black inks, press blankets, blotters, newsprint, tymans, solvents, etchants, brayers, rollers, etc.

ACCESS: Highpoint Co-op members may use the studio from 8am until midnight everyday. Occasional changes to access due to classes, events, openings, etc. are usually posted 30 days prior. Information about these changes can be found posted in the shop and online at www.highpointprintmaking.org/access/coop-calendar/

Electronic key fobs are assigned for access. If a key is lost, the responsible co-op member is charged a $10 replacement fee.

GENERAL MEMBER CONDUCT AND SPACE USE
Highpoint is committed to an environment in which all individuals are treated with respect and dignity. Highpoint expressly prohibits any form of harassment based on race, color, religion, gender,
sexual orientation, national origin, age, genetic information, disability, or veteran status. Highpoint encourages reporting of all perceived incidents of discrimination or harassment. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group. Harassing conduct is considered grounds for revoking co-op membership and/or artist residencies or fellowships.

Co-op members work independently while sharing the studio with fellow artists. The open and collaborative spirit of the studio is a highly desirable aspect of the cooperative print shop. By following these guidelines when you are working, you will help keep Highpoint a safe, organized, and inviting place to work.

**Pick up after yourself when using the studio.**

- Cleanliness contributes to the safety and overall functioning of the shop.
- Discard paper and trash, place used rags in red fire cans.
- Sweep up and discard metal filings and wood/linoleum chips.
- Replace all shop equipment and solvent and ink containers in their proper storage areas.
- Rinse the spray out booth and empty strainer baskets in sinks when appropriate.
- Thoroughly rinse ferric chloride from plates (both front and back) and wipe down the ferric area to prevent damage to work surfaces with the corrosive etchant.
- Clean counters, tabletops, sinks, etc. after use.
- Wipe press beds, press handles, and check the floor around the area(s) you have worked.

**Properly clean inks and solvents**

To clean oil-based inks from glass surfaces:
1. Remove as much ink as you can with the razor scraper, wipe excess ink from the scraper onto a phone book page.
2. Add a small amount of Press-Pro to the surface and wipe clean with a white rag.
3. Spray Big Red onto the surface and wipe dry with a different white rag. Big Red will remove the grease left behind by the Press-Pro.

To degrease a surface, try Big Red first. If that doesn’t work use, denatured alcohol. Use white shop rags only to clean up oily materials and solvents. Use paper towels for other messes.

**Clean rollers and brayers thoroughly after use**

1. Remove excess ink from the roller or brayer by rolling it onto a clean area of your ink slab, it’s easier to remove ink from a slab than a roller or brayer.
2. Use Roller/Brayer Wash on a shop towel to clean any remaining ink from the rubber surface (Roller/Brayer Wash is made specifically for cleaning rollers and brayers). When the rag wipes clean, the roller or brayer is clean.
3. Be sure to also clean the sides of the roller or brayer, the handle and the chock or stand.

Never use acetone on a roller or brayer. Check the “Studio Cleaning/Solvent Use” list posted in the ventilation booth if you are unsure of what to use for a specific purpose.

**Deposit soiled white shop rags ONLY into red safety cans located throughout the co-op.** Be sure the lid is tightly closed.

**Be conservative with and respect studio owned inks and other materials/equipment.**

- Don’t waste expendable materials like newsprint, solvents, and inks – use only as much as you need. Always skim ink from the top of the can in a circular manner.
- Use clean newsprint only for proofing or drying prints.
- Make sure your hands are clean when handling blankets and towels. These practices are safer for the environment, help keep membership costs low, and aid the production of professional-quality work.
• Consider Highpoint’s mission and avoid large editions (more than fifty, depending on size) or projects that may not align with our mission. A good way to determine whether your project is appropriate for production at Highpoint: would your print be suitable for view in a fine art gallery? If not, then it probably isn’t an appropriate use of Highpoint’s space, equipment, or supplies.

**Keep ferric baths covered when not in use.** This will prevent the bath from evaporating, becoming weak, or being contaminated with materials that can react with the ferric chloride.

**Reuse and recycle materials whenever possible.**

- Use rags until they are fully soiled before taking a new one.
- Place gently used newsprint in the stack beneath the ventilation booth for use on work surfaces, and as liners for the vent booth.
- Do not recycle solvent soaked paper or containers that held solvents, or inks, etc.

**Alcohol and illicit drug consumption is not allowed at Highpoint.**

Alcohol consumption is only allowed at Highpoint except during opening receptions and other special events at which Highpoint has sanctioned the use of alcohol.

**BE CONSIDERATE WHEN SHARING THE SPACE:**

*Be aware of the needs of other people working around you in the shop.*

Music (content and volume), the number of your personal visitors, the amount of time you need for the exclusive use of a press or other piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow members.

Please keep the number of outside co-op visitors to a minimum. Keep in mind that non-members are strictly prohibited from operating or handling co-op equipment (presses, squeegees, files, rollers, etc), using solvents, or any printmaking related supplies.

**Prints may not be kept in the drying racks, or boards for extended amounts of time.**

There is a limited amount of space for drying prints, please keep your prints in the racks only as long as it takes for them to dry. Generally, three - four days should suffice for most media. Prints needlessly left in the racks for longer than five days risk damage, may be moved and eventually disposed of if they are not claimed.

Different styles and work habits taken into account, members who consistently interfere with others ability to work may be asked to alter their behavior. Repeatedly problematic, unsafe or disruptive behavior may result in termination of co-op membership and access.