



Maud Morgan Arts, A program of Agassiz Baldwin Community
20A Sacramento Street, Cambridge, MA 02138, Phone: (617) 349-6287

Printmaking Studio Policies: Independent Renter

Rates

Rental rate: \$200 for 24 hours per session (Fall, Winter, Spring, Summer) + \$25 materials fee = \$225
(Optional) \$50 for use of print studio inks (Pay online, in studio, or at front office by check or cash)

Policies

Independent Renters must tally the hours they use the studio in the studio binder provided. This is an honor system.

Renters must accept full responsibility to maintain all equipment and pay for any damage to the studio beyond normal wear and tear. If a renter causes damage or notices damage, they must report it to Haley MacKeil, Director, hmackeil@agassiz.org, 617-349-6287 x15.

The print studio at MMA is, as much as possible, a non-toxic studio. We do not have ventilation for VOC solvents such as mineral spirits or alcohol. Their use is not allowed in the studio.

Food and drink in the studio are not allowed. Please observe this restriction.

Artists are expected to leave the studio as clean, or cleaner, than they find it.

Clean up means:

- Sweep & spot clean floor as needed.
- Clean all table and counter surfaces until they are free of ink.
- Release the press blankets and clean the press bed.
- Clean all ink cans and inking squeegees and rollers.
- Dry off and powder all rollers and brayers to protect roller surfaces.
- Store all tarlatans and wiping materials in plastic bag.
- Clean all brushes and tools and put them away.
- Clean and store all plates.
- Clean the sink and pick up all large trash items from the floor.
- Unfold all paper towels for drying.
- Put away loose newsprint.

Access

Upon payment and signing of a contract, each artist will receive the passcode to the MMA building.

Renters must demonstrate proficiency in printmaking processes, safety procedures, and use of the equipment enough to work independently. This may be done in one of the following ways:

1. Enroll in a printmaking class at MMA and secure the instructor's confirmation of your skill level in order to work unsupervised when the course has concluded.
2. Any student currently enrolled in a printmaking class at MMA may use the studio for 3 hrs / week outside of class time with permission of the instructor. Students must agree to and observe all the rules and policies for the print studio. If the instructor feels that an artist's studio practices are not to the standard of Maud Morgan Arts, they can deny use of the studio without supervision.

Materials

Materials fee covers:

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| ■ magnesium carbonate | ■ paper shop towels |
| ■ hand cleaners, soaps, cleanser, sponges, etc | ■ newsprint |
| ■ palette knives | ■ X-Acto knives, scissors, etc. |
| ■ brayers / rollers | ■ printing paper (25 sheet pack / \$75) |

Materials supplied by each artist:

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|---|-----------------------------------|
| ■ inks (or \$50 for use of studio inks) | ■ tarletan |
| ■ plates and printing paper | ■ blotters |
| ■ baby wipes | ■ brushes, q-tips, personal tools |

Scheduling

1. Register and pay online for time, materials fee, (\$225) and inks (\$50 use of studio inks).
2. Choose the exact days you use the studio in consultation with Haley MacKeil, Director.
3. Use the calendar on the bulletin board to mark your schedule. This allows others to see what the use of the studio will be for any given day.
4. Please plan your schedule as much in advance as possible. Write your name on the days you plan to work. Make a tally by your name in red binder in the studio of the actual hours you have worked.

If you work more than the contracted 24 hrs in a given session (Fall, Winter, Spring, Summer) period, the charge is \$8.50/additional hour. If you miss days, you may take a "make-up" day. Indicate on the calendar that it is a make up day. This is an honor system so please track your hours.

Fall Session Students

Students enrolled in the Fall, who have already registered for the Winter session, and have independent hours left from the Fall session, can work independently in January. Students cannot tap into Winter session independent hours before the start of the Winter session. This is an honor system, students should be recording independent hours in the studio binder.

If students want more time beyond their fall independent hours, they need to purchase Independent Studio Rental hours.

Fall session students who are not registered for the winter session, forfeit their unused independent hours at the end of the fall session.