



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

\$200 rental rate for 30 hours during each session (Fall, Winter, Spring, Summer) + \$25 materials fee = \$225

\$50 for use of print studio inks (Pay online, in studio, or at front office by check or cash)

### Policies

Independent Renters must sign in their designated binder page when they use the studio. Due to insurance purposes, all students must comply. Note there is a video surveillance in the MMA lobby which is monitored by the staff.

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 Cory Shea | Cshea@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.**

**MMA does not have professional cleaners as a community space, we ask to please 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 30 hrs per session outside of class time. Hours must be noted in the printmaking binders. Hours are not transferrable between sessions.
3. Students must agree to and observe all the rules and policies for the print studio. If the instructor or staff 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:

- |   |                                   |
|---|-----------------------------------|
| ■ 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 Cory Shea, 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 30 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.

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