



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

## Printmaking Studio Policies

### Policies

Students must accept full responsibility to maintain all equipment and pay for any damage to the studio beyond normal wear and tear. If a student causes damage or notices damage, they must report it to teacher or **Cory Shea, Director**, [cshea@agassiz.org](mailto: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.

Students are allowed 30 hours of independent studio time outside of class time. must sign in their designated binder page when they use the studio. Due to insurance purposes, all students must comply.

**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 points to cover:

- 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

Students must demonstrate proficiency in printmaking processes, safety procedures, and use of the equipment enough to work independently. Students must agree to and observe all the rules and policies for the print studio. If the 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.

### Independent & Studio Use for MMA Students | 2018 Sessions

Singular Adult students, students who are 18 and older enrolled in a MMA printmaking class receive **30 hours** of independent studio use during the 10-Week session. If allotted 30 hours are exceeded, please contact Cory Shea to purchase additional Independent studio hours, (Extra hours are \$8.50 per hour). Studio hours are not transferrable between sessions and are only active in the current session students are currently enrolled in after the first class takes place.

- Children enrollment in a MMA class does not permit studio time.

### Sign In

Due to insurance purposes, all students must sign in and out in the Ceramic Class binder (on their designated page) each visit outside of classroom time (even if students are staying late after class). All students must comply. Note that MMA has a security camera in the lobby that is monitored by the MMA staff.

### Materials

Materials fee covers:

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

Materials supplied by each artist:

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



## Contract for Independent Renter of Maud Morgan Arts Studio

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Studio (Ceramics or Printmaking)

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Name

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Address, City, State, Zip

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Telephone

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Email Address

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Rental Date(s), Please tell what day (s) of the week or dates you plan to use

\$

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Amount Paid (online, in-house):

Printmaking Studio Rental: \$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 in front office by check or cash)

Ceramic Studio Rental: \$200 rental rate for 30 hours during each session (Fall, Winter, Spring) + \$75 materials (includes one 25 lb. bag of clay) and firing fee = \$275.

\$25 for each additional 25 lb. bag of clay (Pay online, in studio, or in front office by check or cash)

I have read the terms and agree to all policies for studio rental at Maud Morgan Arts.

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Name

Date

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Cory Shea | Director, Maud Morgan Arts

Date

This contract may be extended or terminated at the discretion of Maud Morgan Arts.  
Make all checks payable to Maud Morgan Arts.