



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

## Printmaking Studio | 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.

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 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

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. 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.

### 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

### Scheduling

1. Register and pay online for time, materials fee, (\$225) and inks (\$50 use of studio inks).
2. Check the studio calendar (on studio wall, or studio binders) for availability.
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.

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



---

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

## Contract for Independent Renter of Maud Morgan Arts Studio

---

Studio (Ceramics or Printmaking)

---

Name

---

Address, City, State, Zip

---

Telephone

---

Email Address

---

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

\$

---

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.

---

Name

Date

---

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.