

FOCI MINNESOTA CENTER FOR GLASS ARTS

Studio Artist Program

Licensing Handbook

Overview

The Foci MCGA Studio Artist Program fosters creative growth in artist's using the glass medium. The Studio Artist Program offers individual studio spaces to artists seeking a work area to reflect upon, process, and assemble their work in addition to using the main glass studios at Foci MCGA. This type of space is an important component of emerging and professional artists' studio practice. The Studio Artist Program offers a semi-private studio space to 10 artists in a secure room. Each licensed space includes a personal worktable, a personal shelving unit, and a VIP level membership with 24 hour studio access. The Studio Artist Program requires participants to be active members within the studio space as well as the larger community at Foci MCGA.

Cost

Artist Studio License	\$150/month
Security Deposit	\$150
Key Deposit	\$50
Additional Storage Shelf in Studio	\$10/month

Studio licensing includes:

- Secure, semi-private studio room.
 - 1 personal work table and stool.
 - 1 personal storage shelving unit.
 - Additional storage available for extra fee.
 - storage shelf in Artist Studio Room
 - Lockers and storage shelves in common areas.
 - Shared carts for temporary movement of supplies, projects, etc.
- All utilities: Water, heat, electricity, trash, internet
- VIP membership benefits
 - 24hr facility access and equipment use.
 - Requires annual training and test on studio operations.
 - Off hours equipment rental must be pre-approved by staff.
 - Key deposit required.
 - No charge for rental of
 - the Cold Shop.
 - propane and oxy-propane torches in Hot Shop.

- Classroom and Mold Room (when classes and events are not scheduled).
- VIP Artist Services
 - Free profile on the artist directory on our website.
 - First notice of commission opportunities that come through Foci MCGA.
 - 60/40 commission rate on work sold in the Marketplace Gallery and State Fair Gallery (subject to normal gallery application requirements).
- Free admission into Foci MCGA ticketed events.

Studio licensing does not include:

- All other rental and service fees, including Hot Shop, Flame & Neon Shop, and Kiln Shop.
- Janitorial service; artists are responsible for keeping the studio room clean.

Application Process

Applications are reviewed on an on-going basis depending on studio availability. If there are no spaces currently available, we encourage interested people to apply to be added to the waitlist. Waitlist will be active for 1 year following the date the application was received, after 1 year interested applicants will need to reapply.

[Apply here](#)

Application Requirements

- Brief description of your education and glass background.
- Brief description of the glass processes and equipment you are experienced in using.
- Statement about your reasons for wanting a studio at Foci MCGA.
- Resume or Bio including 2 references' contact information (pdf or doc file upload)
- 5-10 images of artwork (jpg file upload, 2 MB max file size)
- Image list for artwork including title, year created, medium, dimensions (pdf or doc file upload)

Licensing Requirements

All licenses require a security deposit of one month's license fee of \$150.00 and a \$50.00 key deposit. Rates are as of September 1, 2020.

- 1 year license, with option to apply for renewal.
- Participants seeking to renew their license for another term are required to reapply for the space within 60 days of scheduled license termination. License renewal is not guaranteed. Foci MCGA will notify the participant of renewal decision within 30 days of the end of the license if applied for a renewal.

- Foci MCGA may choose not to renew the license for any reason.
- Participants in the Studio Artist Program seeking to gain additional 24-hour access to Foci MCGA's main studios are required to complete equipment training and a competency test in all studios the participant is seeking access to.
- Licensed spaces may not be split or shared.
- Studio Artist Program participants are required to be active members within the studio space as well as the larger community at Foci MCGA. The spaces offered through the Studio Artist Program are not intended to be used solely for storage.
- Failure to comply with the licensing terms and Foci MCGA studio policies may result in loss of 24-hour rental access or termination of Studio Artist Program participation.

Billing Procedures

The license fee is due on the first of the month with a 5 day grace period. After that grace period, Foci MCGA may terminate the license or charge a \$25 fee for every 5 days at its discretion.

Autopay option is available with a credit card.

Studio Rules & Restrictions

Approved 24 hour facility access

Studio Artist Program participants, VIP members, and Staff are the only people permitted to use the facilities after business hours once they have gained facility access approval by completing the Studio Competency Training for each studio they are wanting to gain 24 hour access to from a Foci MCGA Studio Technician. Approved facility users may be required to complete the Studio Competency Training more than once as policies change, equipment is updated, or if the user is not showing competency when using equipment and studios.

- 24 hour facility access privileges may be revoked if one demonstrates that they are a danger to themselves, to others, or harmful to equipment or tools.

Studio usage outside of business hours

- Hot Shop, Flame Shop, and Kiln Shop Rental reservations must be made by 5pm that day and approved by staff. Normal rental charges apply.
 - Following Competency training from the Studio Technician, depending upon which studio(s) they are trained in, approved facility users may be able to turn on gloryholes, fire kilns, and work unsupervised in studios after normal business hours. This outside business hours work time must have an accompanying reservation made that has been pre-approved by staff.
 - All equipment usage will be monitored via video surveillance.
 - People working in the studios by themselves, do so at their own risk.
 - Mentoring/Private instruction is not permitted after hours.
- Access to non-studio spaces
 - Gallery access is not permitted after business hours.

- Only staff is permitted in Offices, Gallery Storage, and Tech Room at all times.

Building access

- Approved facility users will be given a key card to the main Foci MCGA entrance for building access outside of normal business hours.
- SAP participants will have a key to the Artist Studio Spaces, this room should remain locked to ensure the security of participants' belongings.
- Classroom, Kiln Shop, Cold Shop, and Mold Shop will remain unlocked after hours.
- The door leading to the bathrooms and Focus Arts common area will be locked after hours. After hours users will have access to a key to this door.
- Outside doors to the building are not to be propped open at any time.

Assistants and Guests

- Approved facility users may bring an assistant, under the following conditions:
 - Approved facility users are responsible for their assistant.
 - Assistants may not make their own work, even if working during an approved facility's user time.
 - Assistants must meet all studio usage requirements and have signed all required documents outlined in the Studio Usage Policies.
- Approved facility users are welcome to bring guests to the studio after business hours under the following conditions.
 - Guests may not use any studio or equipment.
 - Guests must be respectful of other artists using the studio.
 - Approved facility users are responsible for their guests safety and behavior.
 - Normal studio rules for guests apply.
 - Any children accompanying the studio users must be monitored at all times and are not permitted to roam the building unattended by a parent or authorized caregiver.

During business hours

- All normal rules and regulations should be followed during business hours.

Shared Studio Room

Each participant in the Studio Artist Program licences a space within the Artist Studio Room. The Studio Artist Program provides space for up to 9 artists within the shared room.

- All licensees and visitors must abide by all policies outlined within the Studio Usage Policy Handbook.
- No alterations may be made to furniture or walls without approval from the Foci MCGA staff.
- Spaces should be kept reasonably clean.
- No food may be stored within the space.

- All belongings must be confined to the stated licensed space.
- Aisle must be kept clear at all times.
- Be aware of the toxicity of your art materials (silica, dust, fumes, etc.) Projects that create harmful dust/fumes must be worked on in the appropriate main studio and not in the shared studio room. For example, molds should be made in the Mold Room.
- Do not touch or move other artists' work.
- Do not remove tools or materials from other artists' spaces.
- All music must be played through personal headphones.
- Any flammable materials must be kept within the main studio's flammable cabinet clearly labeled with the artist's name and items contents.
- Notify a Studio Technician for any building repairs.

In case of emergency

- Refer to *In case of emergency* information located by all fire extinguishers and first aid kits.

Termination of License

Participants must give at least 45 days advance notice to terminate their license. If a license is terminated prior to the last date of the license, the participant will be charged a \$50.00 fee. Participants must return keys and access cards to Foci MCGA in order to receive a security deposit and key deposit refund.