



## Studio Usage Policy

### Overview

This document describes the studio usage policies of Foci Minnesota Center for Glass Arts (hereinafter referred to as Foci MCGA). These are requirements and procedures for all studio users and must be fulfilled to access and rent the facilities at Foci MCGA. Within, is information of requirements to use each studio facility, conduct, compliance, payment methods, processes and termination of use. Please inquire with staff about any questions regarding the Studio Usage Policies. If the staff on duty are unable to satisfactorily address questions please continue your inquiry with the Executive Director.

Foci MCGA may modify this policy at any time. Modifications will become effective immediately. Studio users will be notified of changes to these policies by postings at the front reception desk and by email.

A "STUDIO USER" is anyone who uses Foci MCGA facilities including but not limited to renters, assistants, students, staff, interns, volunteers, and visiting artists, and equipment including but not limited to; hand tools, pipes, torches, other glass forming tools, furnaces, kilns or cold working equipment. STUDIO USERS are required to complete any required orientations and/or courses. All STUDIO USERS must fulfill and comply with the following Studio Usage Policies.

The following rules and procedures have been prepared for the protection of every renter, user and staff member. These rules and procedures are available and maintained at the studios front reception desk. No set of rules and procedures can cover every situation. Ask a staff member when in doubt about a situation or procedure. In the case that you do not find a satisfactory resolution to your questions or concerns, please contact the Executive Director. Under no circumstance are you to risk injury in carrying out your work. The following general rules and procedures govern all renters, users, and staff.

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## Contact

Phone: 612-759-8476

General Inquiries: [contact@mnglassart.org](mailto:contact@mnglassart.org)

Gallery & Exhibition Inquiries: [gallery@mnglassart.org](mailto:gallery@mnglassart.org)

Executive Director: [anna.lehner@mnglassart.org](mailto:anna.lehner@mnglassart.org)

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Program Coordinator: [abbey.uffelman@mnglassart.org](mailto:abbey.uffelman@mnglassart.org)

Studio Technician: [tom.maras@mnglassart.org](mailto:tom.maras@mnglassart.org)

Studio Technician: [isaac.theobald@mnglassart.org](mailto:isaac.theobald@mnglassart.org)

Gallery Coordinator: [emily.mcbride@mnglassart.org](mailto:emily.mcbride@mnglassart.org)

## Hours of Operation

Gallery Hours:

- Tuesday - Sunday 11:00am - 6:00pm
- Closed Mondays

Studio Rental Hours (By Reservation):

- Saturday - Sunday: 10:00am - 6:00pm
- Tuesday - Friday: 10:00am - 9:00pm
- Closed Mondays (except for VIP members)

Foci MCGA hours are subject to change seasonally, check our website [www.mnglassart.org](http://www.mnglassart.org) for the most up-to-date hours or call the studio.

Regular hours of operation may be impacted by weather, holidays, etc. Check the Rental Reservation Calendars or website [www.mnglassart.org](http://www.mnglassart.org) for closings.

Foci MCGA is dedicated to providing a safe working environment for all renters and users. We do not want to create any unsafe situations in regards to accessibility. In the case of severe weather, please call to verify that the studio will be open for use. Severe weather closings are at the discretion of Staff and will be at the consideration of the safety of our renters and users.

Staff may be present and working outside of regular operating hours listed above. Staff presence does not mean that Foci MCGA is open to the public. Access to the studio during non-business hours is at the discretion of the Executive Director. Please note that members of staff may be using the studio for their personal use while they are not on duty, please be respectful of staff members time and refer to Staff ON DUTY for immediate questions.

Only those with approved 24 hour facility access are permitted to use facilities and equipment outside of normal rental and facility hours and must abide by the guidelines listed in the approved 24 hour facility access section.

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Availability of individual studio facilities for rental (Hot Shop, Cold Shop, Kiln Shop, Flame Shop, Classroom & Mold Shop) and associated equipment may be impacted by events, classes, and other users.

### **Inclement Weather Policy**

The studio shall be closed when the Executive Director judges the risk to the health and safety of studio clientele and staff be at risk. This judgment is based upon observations of conditions, local school closings, the State of Minnesota or City of Minneapolis emergency declarations, and the Minnesota DOT Road reports at <https://lb.511mn.org/mnlb/>. In the event Foci MCGA is closed due to inclement weather, clients with reservations will be notified at the phone number they provided when booking services. If the phone call is not answered a message will be left and an e-mail will be sent. Clients will not be charged for missed rental/class time. Clients may choose to rebook their time without penalty or to be refunded for prepaid services.

## Studio Usage Requirements

All studio users (including but not limited to renters, assistants, students, staff, interns, volunteers, and visiting artists) must complete the following:

- Review and sign the Foci MCGA Studio Usage Agreement
- Review and sign the Studio Liability release form
- Complete studio orientation for each studio one is seeking access to.

## General Studio User Conduct and Safety Policies

- Studio Users are not permitted to operate any Hot Shop or Kiln Shop equipment unless they are an “Approved Facility User” and have completed the Studio Competency Training.
- Studio users should notify staff immediately if they are hurt or concerned for their safety.
- Studio users should notify staff immediately if a piece of equipment breaks during use.
- No one shall knowingly be permitted to work while their ability or alertness is so impaired by fatigue, illness, medication, or other cause that might unnecessarily expose the individual or others to injury.
- Studio users are not to be under the influence of drugs or alcohol while they are working at Foci MCGA. If a studio user is suspected of being under the influence of drugs or alcohol while working in any Foci MCGA studios, Foci MCGA staff have the authority to tell them to stop working. If the individual refuses to cooperate, they will be asked to leave. If they continue to refuse to cooperate, Foci MCGA staff have the authority to call the police. Any violation of this policy may be subject to removal of studio usage privileges at the discretion of Staff.
- Studio users over 21 years of age wishing to partake in drinking alcohol Foci MCGA sponsored events may do so, however, they are then not permitted to use any equipment or facilities. If a studio user is volunteering by demonstrating, assisting, or narrating during a Foci MCGA sponsored event they may not consume alcoholic beverages until the scheduled demonstration is over. This includes any events using the Foci MCGA Mobile Hot Shop.
- Guns are banned from Foci MCGA premises.
- Smoking or vaping is not allowed in the building and is only permitted in the designated area outside of the Focus Arts Building.
- Studio users are expected to work in a controlled manner. Horseplay, scuffling, and other acts which endanger the safety or well-being of studio users or staff members are prohibited.
- Studio users are required to obey all posted warning and/or instructional signs.
- Studio users should not use equipment with which they are not familiar. Studio users are encouraged to ask studio staff if they have any questions or need any help at any time during their rental slot.
- Studio users are expected to treat Foci MCGA staff and others utilizing or patronizing Foci MCGA facilities with courtesy and respect. Foci MCGA does not permit

disrespectful conduct toward its members, guests, employees, vendors or property including, but not limited to vulgar, profane, indecent, offensive, violent, hostile, aggressive, threatening, harassing, stalking, fraudulent, discriminatory or other inappropriate conduct or communications. Failure to comply may result in the studio user's permanent removal from access to any and all Foci MCGA facilities.

- **Affirmation of Community Standards:** Foci MCGA upholds a strict policy of equality and diversity. It is the intent of this organization and all representatives thereof to promote creativity, individuality, original thought and freedom of expression in order for all participants and members to develop and excel in this field. It is essential to our culture as a whole that the rights, safety, dignity and worth of every individual is respected and honored. Because our culture is very diverse it is the duty of this organization and all representatives thereof to embrace these significant parts of our culture through respect and open dialogue and discussion. Anyone failing to respect these fundamentals of our society through bigotry, discrimination, violence, or intimidation of any kind will immediately be removed from the facility.
- **Title IX Statement:** Foci MCGA is committed to providing a learning and working environment that promotes personal integrity, civility, and mutual respect in an environment free of sexual misconduct and discrimination. Title IX makes it clear that violence and harassment based on sex and gender are Civil Rights offenses subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, etc. Harassment is not acceptable. Immediately notify the Executive Director if you or someone you know has been harassed or assaulted during any Foci MCGA program, event, rental or on Foci MCGA premises.
- Animals (excluding service animals) are not allowed on Foci MCGA property. Please notify staff of the need to have service animals present so that Foci MCGA can accommodate and provide a safe working space and space for the service animal.

## Individual Studio Usage Requirements

### Hot Shop Rental

- All Hot Shop studio users must have completed or be currently enrolled in Glassblowing 1 at Foci MCGA *OR* demonstrate equivalent education or experience by completing a proficiency assessment. Any new renters who have not completed or are not currently enrolled in Glassblowing 1 must complete the Hot Shop Orientation. Orientations and proficiency assessments must be scheduled with a Studio Technician.

### Kiln Shop Rental

- All Kiln Shop studio users must have completed or be currently enrolled in Fusing & Slumping 1 or Kiln Casting 1 at Foci MCGA *OR* demonstrate equivalent education or experience by completing a proficiency assessment. Any new renters who have not completed or are not currently enrolled in Fusing & Slumping 1 or Kiln Casting 1 must

complete the Kiln Shop Orientation. Orientations and proficiency assessments must be scheduled with a Studio Technician.

### Cold Shop Rental

- All Cold Shop studio users must have completed or be currently enrolled in a Coldworking 1 or another core class that teaches coldworking at Foci MCGA *OR* demonstrate equivalent education or experience by completing a proficiency assessment. Any new renters who have not completed or are not currently enrolled in Coldworking 1 or another core class that teaches coldworking must complete the Cold Shop Orientation. Orientations and proficiency assessments must be scheduled with a Studio Technician.
  - Cold Shop studio users who have not taken Coldworking 1 are only permitted to use the equipment they have been trained during other introductory classes.
  - Cold Shop studio users who have not taken Coldworking 1 wishing to use the engraving lathes must obtain an additional Lathe orientation with a Studio Technician.

### Flame Shop Rental

- All Flame Shop studio users must have completed or be currently enrolled in Flameworking 1 or Neon 1 at Foci MCGA *OR* demonstrate equivalent education or experience by completing a proficiency assessment. Any new renters who have not completed or are not currently enrolled in Flameworking 1 or Neon 1 must complete the Flame Shop Orientation. Orientations and proficiency assessments must be scheduled with a Studio Technician.
  - *Experienced* Flame Shop wishing to use the Scientific Lathe must obtain an additional Lather orientation with a Studio Technician.

### **Personal Protective Equipment**

Studio users are required to wear appropriate personal protective equipment specific to the activity while working. PPE may be checked out from Foci MCGA staff.

The following are the required personal protective equipment:

- Hot Shop: Safety glasses, non-flammable clothing (cotton), closed-toed shoes.
  - For loading into the kiln: use kevlar gloves or sleeves with tongs, face shield, welding jacket.
  - Powder booth is required when using powdered glass color in the Hot Shop.
- Cold Shop: clear safety glasses, closed-toed shoes, ear protection, no dangling clothing or jewelry. Vinyl apron and waterproof footwear is recommended. Dust mask or respirator is recommended when using sandblaster. Latex, nitrile, or rubber gloves must be worn when handling liquid solvents, adhesives, etching creams, etc.
- Mold Shop: dust mask or particulate respirator must be used when mixing dry mold material. Latex, nitrile, or rubber gloves must be worn when handling liquid mold



materials. Safety glasses must be used when handling glass. An apron is recommended.

- Kiln Shop: safety glasses, gloves are recommended when handling glass, closed-toed shoes, dust mask or particulate respirator required when preparing kiln shelves and using powders, and sifting sand. Letter gloves, protective sleeves, and face shield required when charging a kiln or manipulating glass at a high temp.
- Flame Shop: Didymium glasses, closed-toed shoes, non-flammable clothing (cotton).

### **Termination/expiration or Studio Usage Agreement**

- Any studio user who is found to have engaged in behavior prohibited by this policy or who have otherwise failed to abide by this policy will have their Studio Usage Agreement terminated and will lose any and all Foci MCGA privileges.
- Foci MCGA retains the discretion at all times to terminate any Studio Usage Agreement.
- In the event a member's/studio user's Studio Usage Agreement and/or Membership is revoked, the Member's annual dues will be refunded on a prorated basis for the unused remainder of the year, per Article II of the Foci MCGA Bylaws Foci Minnesota Center for Glass Arts.
- Any unused bulk hours are to be eliminated upon termination an individual's Studio Usage privileges.
- The Studio Usage Agreement will remain current until Foci MCGA requires users to sign an updated version of the Studio Usage Agreement. Studio User's will not be permitted to use the studio until the current Studio Usage Agreement is signed.

### **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 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, Studio Artist Program spaces, 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.
  - **Guests must be approved by staff in advance of the rental slot. (Number and Duration)**
  - 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.

# Hot Shop Rental Information

## How to Rent the Hot Shop

- Hot Shop studio users may rent the hot shop during regular rental and facility open hours. Check the [Hot Shop Rental Calendar](#) for current availability.
- The Hot Shop Rental Calendar can be found under the studio menu of our website [www.mnglassart.org](http://www.mnglassart.org).
  - One must create a Username and password to access the reservation system.
  - After obtaining the user credentials follow the login process:
    - When prompted for a password, enter: assigned username and password
    - Navigate to the desired date of reservation, if desired time is available for the desired workstation then click in the blank space to access reservation from.
    - Fill out form double checking that date/time/ and workstation is correct. Renters should provide all necessary information as indicated on the reservation.
    - Special requests or needs should be indicated in the “description” section of the reservation. This includes free and rented items, such as torches, extra annealer space (more than 18”x18”) or shelves, and garage. See “paying for you time” section to learn more.
- First time studio users must indicate in the reservation description box that it is your first time renting. You will be required to sign a Studip Usage Agreement.
- All Hot Shop studio rental reservations are to be made in hourly increments with a minimum of 3 hours per reservation for the initial reservation for the day. Glory holes will only be turned on when initial slots are scheduled for three hours.
- Reservations can only be made in 3 hour or more increments, shorter reservations may be made between or after scheduled slots, these shorter slots may only be scheduled the day of by calling the studio.
- Gloryholes 2-4 are available for rent and indicated by color. Please note that gloryhole 4 is intended for larger work.
- For the first Rental Slot of the day starting at 10am, studio users will be permitted inside the building to set up 1 hour prior to their scheduled slot (9am). Renters should call the Studio phone to let staff know they need entry into the building. Staff and other areas of Foci MCGA, including the cold shop, are not available outside of regular hours with the exception of Approved Facility Users.
- For the last Rental slot of the day ending at 9pm, studio users must be finished cleaning up and exited the building by 9:30 pm. Staff and other areas of Foci MCGA, including the Cold Shop, are not available outside of regular hours with the exception of Approved Facility Users.
- Renters may arrive to prep their tools before their blow slot and stay after their slot to clean. However prep and cleanup may not interfere with other renter’s reservation times.

## Hot Casting Rental

- Hot Casting reservations must be approved by Studio Technician 1 week prior to rental. The Studio Technician will assist the renter(s) in scheduling the time and coordinating the appropriate kiln usage. Hot Casting slots may not be available during peak rental hours.
- The base Hot Casting rental fee includes 1 workstation, 1 furnace at 2250°, ½ annealer space per 3 hours (if not using sand), access to sand, graphite, ladles and basic tools.
  - Additional equipment such as torches, gloryholes, and annealers will need to be rented separately
  - Rental of a personal annealer is required for sandcasting or for longer annealing programs. Studio users are required to supply their own annealing programs if they are not using Foci MCGA's daily standard program.
- Hot Casters will be charged for all glass used. Castings and ladle waste will be weighed by staff.
- If sandcasting, studio users are required to unload, recycle sand, and vacuum the annealers in a timely fashion the day that annealing program is complete. If unable to do so, Studio User will be charged a kiln unloading fee.
- Prep time and clean up time must be scheduled within the reservation time.
- Studio users wishing to Hot Cast may be required to pay a Staff Assistant fee depending on team size or experience level determined by the Studio Technician.

## Cancellation or Modification of Hot Shop rental reservation

### Cancellation

- There is no penalty for cancelling a Hot Shop reservation if cancelled more than 24 hours before the scheduled time.
  - To cancel a reservation, studio users may call the studio and cancel with the staff or login in to cancel if before the 24-hour minimum. If you cannot reach staff by phone, leave a voice message and email [contact@mnglassart.org](mailto:contact@mnglassart.org).
- Cancellations that are made less than 24 hours before the scheduled time will result in a \$30 fee to cover operating costs, or you may choose to have one bulk hour used instead.
  - To cancel a blow slot that is less than the required 24-hour notice, the Renter will need to call the studio and cancel with the staff. If you cannot reach staff by phone, leave a voice message and email [contact@mnglassart.org](mailto:contact@mnglassart.org)
- In the event a studio user does not cancel their reservation and fails to notify the studio, they will be billed for the full amount of their rental reservation.

### Modification

- Studio users are welcome to extend their scheduled reservation by 1 hour increments if there is no scheduled slot afterwards and with staff permission. The staff decision is dependent on time and resource availability.
- Additional tools and equipment that may not have been part of the original reservation may be added during the slot if the tools and equipment are available. Studio users must check with staff and will be required to pay the additional rental of tools and equipment at the end of the blow slot.
- Studio users are required to assess the level of glass and quality. Studio users should understand that due to the variety of programming, the latter may be impacted. Staff should be able to inform the studio user of the status of glass quality and level.
- Studio users may cancel or shorten their reservation, without penalty, during their scheduled time due to poor glass quality or malfunctioning equipment at the discretion of the Studio Technician. Studio users who cancel or shorten a blow slot without staff permission will be billed for the full amount of their rental reservation.
- Further questions and concerns regarding the glass quality should be directed to the Executive Director.

## **Paying for Hot shop reservations and additional items**

### Paying for reservation

- Studio users are required to check in with staff prior to working.
- Studio users are required to checkout with staff at the end of reservation and verify information on the Hot Shop Rental form is correct. Any discrepancies in time reserved vs. time actually used should be noted on both the form and the Hot Shop Rental Calendar. Please contact the Administrative Office for any questions.
- Studio users are required to pay for or record their bulk hours used for all scheduled time, extra time, and additional items at the end of their slot.
- Failure to pay or update bulk hours after the slot may result in full charges and additional administrative charges.
- Studio time is paid for in hour increments. Studio users sharing a slot may divide the time and payment, and be charged appropriately. This should be noted within the reservation and recorded on the Hot Shop Rental Form.
- If studio users exceed their reservation limit in order to finish an in-progress work, but the excess is less than fifteen minutes, they will not be charged for this portion of time. This is a courtesy to the artist that accidentally went over time. This does not apply to any work started within 30 minutes of the end of the scheduled time. This does not apply if there is another reservation immediately after the studio user's scheduled time.
- Studio users going over time will be charged in one-hour increments when going extending the scheduled time.
- For studio users exceeding the allotted glass usage permitted per hour and Hot Casters will be billed for their glass usage after items have come out of the annealer and are weighed by staff.
- Studio users may be billed a cleaning fee for failure to properly clean up after their slot.
- Refunds for malfunctioning equipment are given at the discretion of Staff.

### Bulk Hours - Discontinued

- Bulk hours used during a lapsed membership will be charged at the non-member rate.
- Bulk hours expire after 1 year of purchase.

### Additional Rental items (see Studio Price List for details)

- Oxy-gas torch, aka Hot torch
- Propane torch, aka Fluffy torch
- Oxy-Acetylene Torch (for Sandcasting)
- Garage
- Non-standard annealing program (more than 18 hours) requires reserving a personal kiln and is charged at the standard kiln rate and dependent upon availability.
- Extra annealer space (more than one 18"x18" shelf or half an annealer for a 3-hour rental) may require reserving a personal kiln and is dependent upon availability.
- Extra glass (more than 5lb/hour) for non casting slots.

## **Expectations of Hot Shop Studio Users**

### Prior to slot

- Studio users are required to check in with staff prior to working.
- Studio users arriving early to set up may prepare items but should respect the previous user and not begin setting up at the bench until the scheduled time.
- Studio users should set up pipes and punties they plan to use. Do not use what other people have placed in the pipe warmer without asking for permission.
- Studio users may check out a tool kit of standard glassblowing tools plus additional hand tools available to studio users.
- Studio users wishing to use the propane torch and/or oxy-gas torch can check these out with staff. Staff will set up the torches.
- Studio users should set up other tools (optic molds, cane ladders etc.) at the beginning of their slot.
- Confirm with staff which annealer and furnace is being currently used. Studio users should check annealer space prior to slot to confirm there is enough room/height for what they plan to make.

### Colorbox/pickup oven and garage

- Studio users should indicate on their Hot Shop Reservation if they would like to use the colorbox/pickup oven or a garage.
- By default, these pieces of equipment will be turned up to working temperature 1 hour before scheduled reservation.
  - If studio users would prefer the equipment not be turned on until their arrival this should be noted on the reservation, however, this preference may not always be accommodated depending on if the piece of equipment is being used in the slot prior.

- If a studio user wishes to use the pickup oven to bring up pieces over an extended time, this must be clearly communicated with staff prior to reservation in order to make accommodations. Studio user must provide ramp up schedule and may be required to pay for kiln usage.

#### During slot

- Powder booth must be used if using color in powder form.
- Gathering should be done in a manner that creates the least amount of bubbles. This is done by gathering on the right and then trailing off to the left. Foci MCGA is not responsible for bubbles created from gathering. If another studio user is creating excessive bubbles you can inform the staff on duty. Blow slots will not be refunded for bubbles created from gathering.
- Foci MCGA strives for quality glass, however, bubbles do sometimes occur. If you are experiencing excessive bubbles, please inform the Studio Technician and they can show you how to rake the glass and give you tips on picking out bubbles.
- “Stripping” gathers outside of the furnace into the bucket/keg may be necessary at times but this practice should be done only when needed. If “stripping off” into the furnace, please notify other renters who are present. This practice may cause bubbles if not done correctly.
- When placing work in the annealer, it should be filled from the side to center and back to front for efficient use of space.
- Pieces that fall into the glory hole should be immediately retrieved and discarded in the scrap color buckets throughout the studio. Immediately notify staff. Under no circumstances should a renter discard the glass pulled from the glory hole into a container other than those mentioned. If uncomfortable with retrieving the glass, have a staff member do it immediately when it occurs.
- Colored glass pieces and pipes with color on the moile must be placed in the scrap color buckets.
- DO NOT ADJUST EQUIPMENT. If needed, notify staff. Staff will decide if and which adjustments need to be made.

#### End of slot

- Renters are required to have their tools and belongings removed from the working area by the end of the scheduled time.
- Hand tools should be returned to the staff desk. Other tools must be put back in designated areas. Check with staff if unsure where they belong.
- Pipes and punties must be returned to the designated storage area and may not be left in buckets or pipe warmer.
- When finished with torches and garages notify staff. Staff must verify that the torches are turned off correctly and the lines have been bled. Then place back in the designated area. Check with staff if unsure where they belong or if you need assistance.
- Put away all color trays. Clean the trays and wipe the surface of the marver. Vacuum powder booth is used.

- Studio users are required to check out with staff at the end of their slot and pay for time and additional items used. See PAYING FOR TIME section.
- Cleaning must be completed during your rental slot or class period in order to accommodate other studio users.
  - Cleaning includes wiping down marvers and sweeping the working area, and putting away all tools and pipes and punties.
  - Renters that do not clean up after their slot will be charged a \$50 cleaning fee.
- Any work, materials, or supplies left behind after working in the studio will be removed by Foci MCGA staff, placed in the lost and found, and discarded after 30 days.

#### Claiming your work

- Hot Shop users are not permitted to open an annealer to check for work. Ask a staff member for assistance. Annealers are not to be opened for any reason if temperature exceeds 150 degrees Fahrenheit.
- Hot Shop users can retrieve their work from the shelf located by the annealers in the Hot shop. In the event their work is not on the shelf, they should speak to a staff member.
- Once work is unloaded from the annealer, staff will mark it with the date. All work should be retrieved within one month. Work older than one month will be discarded. If you cannot pick up the work within these time constraints, please email or call to arrange pickup. No reimbursements or any and all payments will be made for any work that is discarded according to this policy.



# Kiln Shop Rental Information

## How to rent the Kiln Shop

- Studio users may load and unload kilns rental and facility open hours. Check [Kiln Shop Rental Calendar](#) for current availability.
- The Kiln Shop Rental Calendar can be found under the studio menu of our website [www.mnglassart.org](http://www.mnglassart.org).
  - One must create a Username and password to access the reservation system.
  - After obtaining the user credentials follow the login process:
    - When prompted for a password, enter: assigned username and password
    - Navigate to the desired date of reservation, if desired time is available for the desired kiln then click in the blank space to access reservation form.
    - Fill out form double checking that date/time/and kiln is correct. Renters should provide all necessary information as indicated on the reservation.
    - Firing Process such as fusing, casting, ect. should be indicated in the “description” section of the reservation.
- First time studio users must indicate in the reservation description box that it is your first time renting. You will be required to sign a Studio Usage Agreement.
- Kiln users are required to purchase their own glass, mold material, and thin fire paper. Kiln users may use Foci MCGA hand tools and slump molds.
- Kiln users are required to supply their own firing schedules. You may use past or standard firing schedules that Foci MCGA may have. However, Foci MCGA is not responsible for the proper firing and/or annealing of the work during the rented time. Extenuating circumstances such as equipment failure will be dealt with on a case by case basis.
- All programs must be approved by the Studio Technician.
- Kiln programming will be done by Studio Technicians only. Renters are welcome to watch and encouraged to verify their program before firing the kiln.
- Reservations must include the total firing time and loading time.
- Kiln user’s are required to use ThinFire Paper under all Fusings, ThinFire paper is available to purchase.
- Wet molds may not be fired in the kilns. Kilns may not be used as a mold dryer. Molds must be drying for at least 3-days prior to loading into the kilns.
- Studio users wanting to work on projects in the Classroom, Kiln Shop, or Mold Shop must make a worktable reservation and are subject to rental fees dependent on one’s membership level. Worktable reservations are dependent on availability and may be restricted during classes or events.

## Paying for Kiln Shop reservations and additional items

### Paying for reservation

- Reservations must be paid for prior to kilns being fired.

- Kiln shelf paper (required for fusings unless the user is providing their own kiln shelf) may be purchased at the Front desk.
- Kiln time is paid for in hourly or 24-hour increments. Renters should pay the 24-hour price when firings are over 16 hours to receive the benefit of the 24-hour rate. Firings longer than three days must receive approval from the Studio Technician.
- Projects that require longer firing schedules should be addressed with the Studio Technician. Pricing and arrangements will be made on a case by case basis.
- If the studio user is unable to unload the kiln in a timely manner, they may be charged an unloading fee. Unloading fees dependent on the kiln process.
- If a studio user does not properly clean out the kiln after unloading their projects (vacuumed and extra kiln furniture put away) they will be charged a kiln cleaning fee.
- Refunds for malfunctioning equipment are given at the discretion of Staff.

#### Bulk Hours - Discontinued

- Bulk hours used during a lapsed membership will be charged at the non-member rate.
- Bulk hours expire after 1 year of purchase.

### **Expectations of Kiln Shop Renters**

#### Prior to Kiln Rental

- Studio users are required to check in with staff prior to loading the kiln.
- Pay for rental time. See PAYING FOR TIME section.

#### During Kiln Rental period

- Use appropriate personal protection equipment
- Load kiln with work. Checking with staff for approval before closing the lid.
- Thinfire paper must be used under fusings unless the user is providing their own kiln shelf.
- If casting, double check with Studio Technician to make sure you are using a proper kiln shelf for casting. Sand must be used under casting molds.
- Casting firings must be programmed to reach its maximum temperature during daytime hours so that the kiln can be monitored by staff.
- Fill in all information on a Foci MCGA Kiln Firing sheet, ask staff if you need help converting the program to use Denver kiln. Kiln users are required to provide their own firing schedule.
- Verify kiln firing schedule with staff and coordinate programming. Kiln programming will be performed by the technician on duty. Staff will program the kiln. Renters may observe but not program kilns unless authorized by the Studio Technician.

#### At the end of the kiln rental:

- Unload kiln. If a kiln user is unable to do this in a timely manner at the end of the rented time, the kiln user must arrange the removal with staff. There is a fee for removal by staff. See Studio Pricing.
- Tools/equipment such as kiln shelves and bricks must be cleaned and put back in designated areas. Check with staff if unsure where they go.

- Any tools and equipment that are damaged during the rental must be paid for at full replacement costs. notify staff immediately. The Studio Technician will determine costs for replacements or repairs.
- All studio users must clean up after themselves.
- Kilns must be vacuumed after each use to remove remaining sand or fiber paper.
- Kiln casters are required to remove any mold materials such as sand or plaster from the kiln they have used. Sand must be sifted back into buck and kiln vacuum. Kilns must be vacuumed after each use to remove remaining sand or fiber paper. All divested mold material must be brought directly to the trash room and not left in trash cans.
- Any work, materials, or supplies left unattended after working in the studio will be removed by Foci MCGA staff, placed in the lost and found, and discarded after 30 days.
- The kiln studio work area must be swept and cleaned after each usage. Failure to clean may result in a \$50 fee for cleaning.

#### Claiming your work

Kiln users are responsible for removing their pieces from the kilns at the end of their scheduled time. If you are unable to remove them at the end of the scheduled time, you may make arrangements with the staff to either empty it for a fee or schedule an unloading time. Be mindful of future reservations or classes as conflicts of time with other renters or classes will result in an unloading fee. If you do not remove your pieces at the end of the scheduled time or make other arrangements with the staff, your pieces may be removed by staff and you will be assessed a fee OR you may be charged for the time you were occupying the kiln. All work removed by staff should be retrieved within one month. Work older than one month will be disposed of by Foci MCGA.

# Flame Shop Rental Information

## How to Rent the Flame Shop for Flameworking or Neon

- Flame Shop studio users may rent the Flame Shop during regular rental and facility open hours. Check the [Flame Shop Rental Calendar](#) for current availability.
- Unscheduled rental slots may not be approved and are subject to oxygen levels. Please make a reservation in advance so we are able to ensure our oxygen supply is sufficient for all renters and classes.
- The Flame Shop Rental Calendar can be found under the studio menu of our website [www.mnglassart.org](http://www.mnglassart.org).
  - One must create a Username and password to access the reservation system.
  - After obtaining the user credentials follow the login process:
    - When prompted for a password, enter: assigned username and password
    - Navigate to the desired date of reservation, if desired time is available for the desired workstation then click in the blank space to access reservation from.
    - Fill out form double checking that date/time/and workstation is correct. Renters should provide all necessary information as indicated on the reservation.
    - Choose flameworking or neon and indicate whether you will be using a studio torch or your own torch.
    - Each Neon workstation has a ribbon burner and handtorch available, please indicate in the reservation description if you would like to use a canonfire torch.
    - Any special kiln needs should be indicated in the “description” section of the reservation.
- Renters are required to supply their own glass materials.
- Foci MCGA will provide basic tools.

## Paying for Flame Shop Reservations and additional items

### Paying for reservation

- Flame Shop time is paid for in ½ hour increments after the 1 hour minimum has been met.
- Refunds for malfunctioning equipment are given at the discretion of Staff.

### Bulk Hours - Discontinued

- Bulk hours used during a lapsed membership will be charged at the non-member rate.
- Bulk hours expire after 1 year of purchase.

## Expectation for Flame Shop Renters

### Prior to Flame Shop rental

- Studio users are required to check in with staff prior to working.

- Confirm reserved torches are hooked up at the workstation.
- Studio users may check out a tool kit of standard frameworking or neon tools.
- Confirm with staff what annealer is being used that day.

#### During Flame Shop rental

- Use appropriate personal protection equipment.
- Double check that the ventilation hood has been switched to ON.
- Follow posted directions for turning on torches. Studio users MUST ask staff for assistance if they are not experienced doing this.
  - Flameworking
    - Verify that all gas valves are off prior to starting equipment. Flameworking users will need to open valves for oxygen and gas.
    - Set regulator pressures
      - Major Torch
        - Oxygen: xxxpsi Gas: xxxpsi
      - Minor Torch
        - Oxygen: xxxpsi Gas: xxxpsi
    - Light and place the igniter in front of the torch and slightly open the gas valve. Torch will ignite. Adjust the gas valve so that the flame is seated on the torch head. Slowly open the oxygen valve and adjust flame as needed.
    - Users may not leave torches lit unattended. When not in use torches should be shut off by first closing the oxygen valve then the propane valve on the torch.
  - Neon
    - Verify that all gas valves are off prior to starting equipment. Neon users will need to open valves for air and gas. and turn on the blower for air.
    - Do not turn on the gas valve at the torch until ready.
    - Light and place the igniter in front of the torch burner and turn on gas to ignite the torch. Make adjustments to flame as needed.
    - Users may not leave torches lit unattended. When not in use torches should be shut off by first closing the gas valve.
  - Neon: Bombarding (Tube Pumping)
    - Your tube will be visually examined for defects. If you plan to add mercury to the tube, staff may refuse to fill the tube if visual defects are present. If you don't plan to use mercury and defects are noticed, staff may recommend you correct them before pumping the tube, but you may choose to have the tube filled anyway.
    - When processing a tube, first it is welded to the vacuum manifold. Most serious defects can be spotted once a vacuum is established in the tube.

If a defect is discovered in your tube at this stage, it will be removed from the manifold and returned with no charge.

- Once the actual processing is undertaken you must pay for the processing upon picking up the tube regardless of whether it is successful, unless the tube is broken or damaged in some way unrelated to the filling process. Tubes that don't survive the filling process can often be salvaged, but usually new electrodes will need to be attached.
- Unless a Flame Shop user has reserved a personal annealer, flameworking annealers will be shared with other users throughout the day, please communicate with other users when sharing this kiln.
  - Flameworking annealer will be held at process temperature throughout the or until it is full and turned down at the end of the day or when it is full.

### Rental Modification

- Studio users are welcome to extend their scheduled reservation by ½ hour increments if there is no scheduled slot afterwards and with staff permission. The staff decision is dependent on time and resource availability.

### At the end of Flame Shop rental

- When finished working, gas and air lines to torches should be shut and the lines bled.
- Studio users are required to check out with staff at the end of their slot and pay for time and additional items used. See PAYING FOR TIME section.
- Tool kits must be returned to staff and the workstation thoroughly cleaned. Glass scraps should go in the metal waste bin.
- Any work, materials, or supplies left unattended after working in the studio will be removed by Foci MCGA staff, placed in the lost and found, and discarded after 30 days.
- Workstations must be swept and cleaned after each usage. Failure to clean may result in a \$50 fee for cleaning.

### Claiming your work

- Flame Shop users are not permitted to open an annealer to check for work. Ask a staff member for assistance. Annealers are not to be opened for any reason if temperature exceeds 150 degrees Fahrenheit.
- Flame Shop users can retrieve their work from the shelf located in the Flame Shop. In the event their work is not on the shelf, they should speak to a staff member.
- Once work is unloaded from the annealer, staff will mark it with the date. All work should be retrieved within one month. Work older than one month will be discarded. If you cannot pick up the work within these time constraints, please email or call to arrange pickup. No reimbursements or any and all payments will be made for any work that is discarded according to this policy.

# Cold Shop Rental Information

## How to Rent the Cold Shop

- Cold Shop studio users may rent the Cold Shop during regular rental and facility open hours. Check the [Cold Shop Rental Calendar](#) for current availability.
- The Cold Shop Rental Calendar can be found under the studio menu of our website [www.mnglassart.org](http://www.mnglassart.org).
  - One must create a Username and password to access the reservation system.
  - After obtaining the user credentials follow the login process:
    - When prompted for a password, enter: assigned username and password
    - Navigate to the desired date of reservation, if desired time is available for the click in the blank space to access reservation from.
    - Fill out form double checking that date/time is correct. Renters should provide all necessary information as indicated on the reservation.
    - In the description box please indicate which piece(s) of equipment you are planning to use.
- Cold shop orientations are required and may be scheduled by emailing the Studio Technician. Engraving Lather required a separate orientation.
- First time studio users must indicate in the reservation description box that it is your first time renting. You will be required to sign a Studip Usage Agreement.
- If you are bringing an assistant(s) to coldwork, you will be charged per equipment user.

## How to Pay for Cold Shop Reservations

### Paying for reservation

- Studio users are required to check in with staff prior to working.
- Studio users are required to checkout with staff at the end of reservation and verify information on the Cold Shop Rental form is correct.
- Studio time is paid for in half hour increments.

### Bulk Hours - *Discontinued*

- Bulk hours used during a lapsed membership will be charged at the non-member rate.
- Bulk hours expire after 1 year of purchase.

## Expectations for Cold Shop Renters

### Prior to Cold Shop usage

- Studio users are required to check in with staff prior to working.
- Check condition of equipment and studio. Notify staff immediately if something is found to be out of place or not sufficiently cleaned.

### During Cold Shop Usage

- Use appropriate personal protection equipment.

- If you are unsure about properly setting up equipment, ask staff for assistance.
- If a piece of equipment does not seem to be functioning properly, ask staff for assistance.
- Certain equipment may only be adjusted by staff. Do not adjust the traction on the belt sander, ask Studio Technician if belt sander traction may need adjustment.
- If any equipment is damaged while you are using it, notify staff immediately.

#### At the end of Cold Shop Rental

- Studio users are required to check out with staff at the end of their rental and pay for time. See PAYING FOR TIME section.
- Tools and equipment must be cleaned, turned off, and put back in designated areas. check with staff if unsure where they belong.
- Confirm that all water sources are shut off, including the sink or water feeds to equipment.
- All studio users must clean up after themselves. This includes:
  - Wipe down all surfaces including tables and machinery.
  - All wheels, disks, and belts must be dried and put in their proper location.
  - Sandblaster air line located at the front of the machine should be closed and bled.
  - Diamond saws should have tables cleaned thoroughly removing all debris.
  - Any water on the floor should be squeegeed to the floor drain and a fan left on to expedite drying. It is ok to leave the fan on overnight.
- Failure to clean may result in a \$50 fee for cleaning.
- Work in progress may not be stored in the Cold Shop.
- Any work, materials, or supplies left unattended after working in the studio will be removed by Foci MCGA staff, placed in the lost and found, and discarded after 30 days.



# Classroom, Mold Room, and other Work Table Rental

## How to Rent the Classroom, Mold Room, and other Work Tables

- Worktables are available to rent to work on specific projects depending on availability.
  - Classroom work tables are available for flat glass processes, gluing and assembling, and set up and preparation. Several people may work in the classroom at a time. Classroom rental is not available when classes or events are scheduled.
  - The Mold Room is available for rental to work on moldmaking and wax working processes. Several people may work in the Mold Room at a time. Mold Room rental is not available when classes or events are scheduled.
  - The Kiln Room work table may be available to rent under certain circumstances.
  - The Cold Shop work table may be available to rent under certain circumstances.
- Renters are welcome to use the tools provided in these spaces, but are required to bring their own materials.
- The Classroom and Mold Room are available for rental during regular rental and facility open hours. Check the Calendars posted on the doors for current availability.

## How to Pay for Classroom, Mold Room, and other Work Table Reservations

### Paying for reservation

- Studio users are required to check in with staff prior to working.
- Studio users are required to checkout with staff at the end of reservation and verify information on the Rental form is correct.
- Studio time is paid for in half hour increments.

### Bulk Hours - *Discontinued*

- Bulk hours used during a lapsed membership will be charged at the non-member rate.
- Bulk hours expire after 1 year of purchase.

## Expectations for Classroom, Mold Room, and other Work Table Renters

### Prior to Work Table usage

- Studio users are required to check in with staff prior to working.
- Check condition of equipment and studio. Notify staff immediately if something is found to be out of place or not sufficiently cleaned.

### During Work Table Usage

- Use appropriate personal protective equipment for studio you are using
- Be respectful of other studio users working nearby and be mindful of how much space you are occupying.
- Use of any hazardous materials must be cleared with the studio technician prior to usage and proper safety, handling, storage, and disposal measures must be taken. This includes but is not limited to mirror solutions, etching creams, liquid lustre, etc.

### Mold Making and Wax Working

- No plaster may go in the sink ever. When cleaning hands, tools, and buckets that are being used for plaster one must use a rinse bucket of water. Once plaster has settled in the bucket, clear water may be drained off the top and plaster put into trash. Users should communicate with staff if they are unable to do this in the time they are here.
- Work in progress may be temporarily stored on Mold Room shelves for up to 3 days. Any work left past this period may be removed by staff or studio user may be charged a shelf rental fee.
- At this time, users are required to provide their own wax. Users may use crock pots provided in the Mold Room, and should empty and clean them when they are finished.
- Wax pots may not be set above 200 degrees fahrenheit.
- Wax steamers may not be left unattended. If steamers run out of water they will create a vacuum inside that mold causing wax to be lodged in the steamer and ultimately break. Users will be charged a replacement fee at market value for wax steamers damaged because they were left unattended.

### At the end of Work Table Rental

- Studio users are required to check out with staff at the end of their rental and pay for time. See PAYING FOR TIME section.
- All tools must be cleaned and put away, all work areas must be properly cleaned.
- All tools and equipment must be unplugged and properly put away.
- Failure to clean may result in a \$50 fee for cleaning.
- Any work, materials, or supplies left unattended after working in the studio will be removed by Foci MCGA staff, placed in the lost and found, and discarded after 30 days.

# Studio Usage Agreement

To use Foci MCGA facilities and equipment, you must understand and agree to this agreement. Failure to adhere to this agreement may result in the immediate loss of access to any and all Foci MCGA studio rental privileges.

- I have received a formal studio orientation provided by Foci MCGA staff or as part of a Foci MCGA core class.
- I have read the Foci MCGA Studio Usage Policies and understand all the rules and procedures therein. I agree to abide by any and all Foci MCGA policies. Failure to comply may result in the termination of this agreement and removal of any and all access to the Foci MCGA studios.
- I will take reasonable direction and guidance from studio staff regarding the policies, safety requirements and proper usage of any and all of Foci MCGA equipment and tools.
- I will work in a manner that does not endanger myself or others.
- Only persons that have completed and signed a Studio Usage Agreement will be allowed to use the Foci MCGA facilities. Assistants must complete the Studio Usage Agreement prior to working.
- Immediately notify a staff member of any injuries to self and other renters.
- I am aware of the location of Foci MCGA first aid kits and emergency exit routes.
- I understand that it is prohibited for any renter or studio user to be under the influence of drugs, alcohol or any controlled substance that could impair my judgment or affect my motor skills while utilizing Foci MCGA facilities, studio and equipment.
- I understand that failure to comply with any of the Foci MCGA policies and this agreement may result in the loss of rental privileges and may also result in being prohibited from participation in other Foci MCGA activities and events or membership termination.
- I understand that it is my sole responsibility, as a renter and studio user, to remain up to date on policies and practices of Foci MCGA.
- I agree to all terms listed on this Agreement

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing address: \_\_\_\_\_

Emergency Contact Name/Phone Number: \_\_\_\_\_

Signature: \_\_\_\_\_