

NAME,  
PLEASE PRINT:



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# Open Studio Use Agreement

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Thank you for your interest in using the FBAC studio space!

Registering for use of our space and equipment allows you the opportunity to reserve time on the equipment during our open studio hours. These hours generally include hours we are open to the public, but may be restricted when classes or other events are in session. Please see the homepage of our website for current public hours, and refer to the reservation calendar for available equipment on any given day.

Once your application and skill level is approved, you will be given access to the reservation calendar and can add your name to time slots for the number of sessions you've purchased. Reservation requests can also be made at any time before the day of your session. Please email Eric ([eric.groff@fredbookartscenter.org](mailto:eric.groff@fredbookartscenter.org)) to request a reservation. Reservations will be prioritized in the order they are received and are filled on a first-come, first-served basis.

Included with your Open Studio access is basic studio equipment such as: work tables, book presses, cutting equipment, most handheld tools, scrap paper, and more. This extends to any department with which you demonstrate competent and safe use of tools and materials. (For example, Jill has shown FBAC staff that she will safely and carefully use bookbinding and block printing equipment. Her Open Studio access grants her access to the Bindery and Printmaking departments.) Studio artists may qualify for department use by taking one of our classes in the related department.

A \$25.00 Orientation and Skill Assessment is necessary for staff to familiarize first-time studio artists with our space, and to assess and certify their use of our departments. Students who have taken one of our classes must also complete this Assessment before renting studio time. This class includes 1 hour of supervision and guidance by a studio monitor. It is recommended that this Assessment be scheduled at the start of the renter's first reservation period. Orientations need to be renewed if a participant has not rented or attended a class in the center for over 6 months.

Certain tools and equipment may require signing-out for their use during your allotted reservation. Please check with the front desk or the FBAC studio monitor to facilitate this.

Studio artists are expected to bring or purchase their own consumable materials including inks and papers. Supplies are available for purchase through the FBAC store at the front desk. A small amount of ink or glue is provided to renters for each printing session, within reason and at the studio monitor's discretion.

All artists will need to have a waiver on file by filling out the FBAC waiver form (available at [www.frederickbookarts.org/liabilitywaiver](http://www.frederickbookarts.org/liabilitywaiver)). Waivers are also available at the front desk. If you have filled out a waiver for FBAC within the past 2 years (including for classes or other activities) you do not need to fill out an additional form.

Studio artists are expected to inspect their area and all equipment before and after use. Please inform the studio monitor if there is anything broken, messy, or otherwise wrong with an area or piece of equipment before use or if any issues occur during use.

Please clean your area completely before leaving, including all ink and paper scraps, or you will incur a cleaning fee between \$30 and \$100, depending on severity, if an area is not left appropriately. Repeated issues may result in suspension of studio use.

The studio artist grants FBAC staff and studio monitors permission to handle their work any time they are not present in the studio. This includes transferring their work to and from drying racks, as well as moving artwork, carved blocks, and letterpress compositions whenever appropriate to accommodate other projects.

FBAC will store drying work for up to 4 weeks. A note in the drying area with the work is required and should include: name, phone and/or email, date, number of your pieces in that drying area, size, and a short description. Example Jay Doe: 555-555-5555, 6 prints: 5x7 abstract trees block printed with black ink. FBAC respects artwork and will make an attempt to contact the artist as a reminder to retrieve their work if left beyond 4 weeks. FBAC does reserve the right to discard any work left longer than 4 weeks unless other arrangements have been made.

FBAC is not responsible for personal items in the studio, including but not limited to art left at the center. Please check your area and equipment before use. FBAC is not responsible for any damage to personal property or art caused by the condition of the studio, tools, or equipment (this includes but is not limited to damage from ink or adhesives).

All studio artists are expected to be kind, courteous, safe, and respectful to everyone, to the equipment, and to the space at all times. Artists are expected to follow all FBAC rules and guidelines including but not limited to being sober while on the premises. Failure to follow any rules can result in being asked to leave the premises.

FBAC staff and studio monitors reserve the right to discipline, suspend, or terminate the agreement of anyone who violates the above rules.

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By signing below I acknowledge I have read and understand the rules of the studio and agree to the terms listed above.

Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_