

AS220 COMMUNITY PRINTSHOP MEMBERSHIP CONTRACT

Name _____

Address _____

City _____ State _____ Zip Code _____

Phone _____ E-mail _____ Date _____

Emergency Contact _____

Name _____ Phone _____

Relation to you _____

All AS220 Cottage-Industries require a \$40 annual membership fee. This applies to all Community Printshop Memberships and must be paid prior to printing. With payment you receive a login and password to our online time reservation system and one free block of printing time.

One annual membership works across all AS220 Cottage Industries.

Which media are you applying to work with?

- Intaglio
- Relief (Circle Linoleum or Woodcut)
- Monoprinting
- Screenprinting
- Letterpress
- Lithography (Circle Offset or Traditional)
- Other

How did you hear about the AS220 Printshop?

Describe your interest in printmaking? What kind of projects do you imagine yourself working on? Are there classes you'd hope to take?

Additional notes:

Please check the membership option you are applying for.
(All members must sign up for blocks of printing time online)

By the Block Member:

\$15.00 per 4-hour block -or- 2 blocks for \$25.00

Monthly Member:

\$100.00 per month.

Unlimited access during shop hours, 9am-1am.

Monitor Member:

- \$25 per month + three, 4 hour monitor shifts with a **three month commitment.** Unlimited blocks during shop hours, 9am-1am.

Key Member:

\$30/mo. + three, 4 hour monitor shifts - key members also attend biweekly meetings and participate in planning, fundraising, open houses / orientation and monitor training. **24 hour studio access.**

Other Memberships: See Last Page

Staff / Resident Membership: For AS220 staff or residents.

Organizational Membership: For businesses / non-profits.

Lifetime Membership: For large donations

OPTIONS FOR MEMBERSHIP APPROVAL

Choose the option that best suits you.

A. Approval based on work and conduct in a class taken at the AS220 Print Shop.

Membership approval will be eligible to anyone who takes a class at the AS220 Print Shop in which the teacher feels he or she has proved a level of proficiency with the medium, equipment and shop rules. If you have taken or are planning to take a class and would like to be a member please let the teacher know. Teachers can approve students for a membership with printing privileges in the taught medium.

-or-

B. Approval based on portfolio print work and knowledge of shop media and equipment.

Membership is eligible to anyone who shows a portfolio of a suggested 5 prints for each printmaking process that applicant desires to practice at the AS220 Community Printshop. These prints are not judged on content, but must adequately demonstrate technical proficiency in the processes the applicant wishes to use. Portfolio reviews take place during Orientation, at which the Key Members present can approve a prospective member. Orientations occur after the Open House on the first Monday of each month (except on Holidays). If you cannot attend Orientation you may schedule an individual portfolio review by contacting the shop manager.

-or-

C. Approval based on slide or digital portfolio and knowledge of shop media and equipment.

Membership approval will be eligible to anyone who can provide a slide or digital portfolio made up of prints in the medium they wish to work with, as well as a recommendation from a printmaking professor or mentor. If you are self-taught, please write up your experience and include it with the portfolio. This approval process is reserved for prospective members who are from out of town or unable to attend an open house/orientation. These approved members must work with the shop manager to schedule a private orientation before they are allowed to print.

All members must attend an orientation, including equipment, health and safety training, before use of the facilities is granted. Orientation sessions are scheduled the first Monday of each month (Except on Holidays) and follow the Open House. A \$40.00 AS220 Cottage Industry annual membership fee is due before or at orientation. After orientation is completed, new members' contracts begin, at which time first month's dues must be paid by Monthly Members / Monitor Members. Members can begin reserving blocks of printing time immediately after orientation has been completed, contract has been signed, and payment has been made, and their online account has been created.

All members are accepted into the print shop based on their ability to use the shop equipment and supplies responsibly, independently and safely.

Equal opportunity to participate in and benefit from the AS220 Print Shop is provided to all individuals regardless of race, national origin, color, gender, age, religion, sexual preference, or disability in admission, access, or employment. By signing below, the applicant acknowledges that he/she agrees to follow all the basic agreements (as outlined within the membership information pages and the health and safety guidelines given at orientation) to becoming an AS220 Print Shop member.

Member Signature _____ **Date** _____

Keyholder Signature _____

Shop Manager Signature _____

The application process is intended to assure all users can function safely and independently in their chosen print media. All declined applicants are welcomed and encouraged to take a refresher printmaking class in the media you wish to use and re-apply. Occasionally, changes may need to be made to contract agreements and shop policies. If substantial changes are made to these agreements, existing members will be offered the option to drop their contract and receive an appropriate refund. The AS220 Printshop Key Members make final decisions as to the operations and policies of the print shop.

SHOP RULES, REGULATIONS AND INFORMATION

All applicants are expected to understand and adhere to basic agreements of working in the Community Printshop, including:

- Responsibility to know and apply all health and safety guidelines
- Ability to work responsibly and independently.
- Respect for and proper usage of all facilities and shop equipment.
- Cleanliness and willingness to pick up after yourself.
- Consideration and respect for other members, their space, and property.
- Members may not allow any non-print shop member to use the AS220 facilities, equipment, or supplies.
- AS220 Print Shop tools, equipment, or supplies are strictly NOT to be removed from AS220 by anyone under any circumstances.
- With the exception of Keymember storage crates, supplies for future use, including screens, inks and paper are not to be kept in the shop.

GENERAL MEMBER CONDUCT AND SPACE USE

Print Shop Members work independently while sharing the studio with fellow artists. The open and collaborative spirit of the studio is one of the most desired aspects of the community print shop. By following these guidelines when you are working, you will help keep the AS220 Print Shop a safe, organized, and inviting place to work.

- Pick up after yourself when using the studio.
- Remove prints from the drying racks quickly.
- Discard paper in green recycling bins and trash.
- Reclaim silkscreens once you've finished printing.
- Place used rags in red fire cans.
- Sweep up metal filings and wood/ linoleum chips.
- Place all shop equipment and cleaning supplies and ink containers in their proper storage areas.
- Thoroughly rinse ferric chloride from plates (both front and back) in water dip tank to prevent damaging working surfaces with the corrosive etchant.
- Wipe up press beds, press handles, and check the floor for spills around the area you have worked.
- Know the proper clean up of inks.
- Be conservative with and respect studio owned inks and other materials/equipment. Always scrape ink from the top in a circular manner, never gouge ink (this includes poking and scooping) ink out of the can. Gouged inks become unusable and have to be thrown out.
Take care not to waste materials - use only as much as you need.
- Consider the cleanliness of your hands before touching blankets, press or door handles.
- Recycle and reuse materials. Whenever possible, use rags until they are fully dirty before grabbing a new rag.
- Make sure you are throwing recyclable material in the proper containers. We have recycling bins for glass, aluminum, and plastic.
- Edition sizes should be considerate and not monopolize the shop, its facilities, resources, or time slots.
- Cleanliness adds to the safety and overall functioning of the shop, so please clean up any work surfaces you have used. (counters, tabletops, sinks, etc)

PAYMENT AND RE-SIGNING

All membership contracts are to be reviewed and resigned one year from last signing.

Departing keymembers must return electronic key (if one has been issued). There is a \$10.00 fee for an unreturned electronic key (F.O.B)

MATERIALS

WE PROVIDE:

Screenprinting

Photo emulsion (Ulano QLT) and stencil remover, scoop coaters, light-safe cabinets, exposure unit, rags, printing beds, screens (for classes and single day use).

Intaglio

Press blankets, beaver boards, newsprint, non-toxic solvents, inks, acrylic grounds, ferric chloride acid, brayers, tear bar, razor blades, cleaning materials, reusable latex gloves, whiting.

Letterpress

Guillotine (paper cutter), inks, cleaning materials, reusable latex gloves, lead and wood type.

WE SELL:

Letterpress

Boxcar polymer plates and adhesive film.

YOU BRING:

Screenprinting

Paper, ink, tape, acetate, screens, reusable latex gloves.

Intaglio

Paper, tape, reusable gloves, copper plates, plexiglass for monoprinting.

Letterpress

Paper, tape, films.

Other

hand tools, brushes, screenprinting inks, registration pins and tabs, and other miscellaneous personal supplies. (i.e. pens, pencils, xacto knives, crayons, etc.)

BY THE BLOCK MEMBERSHIP RESPONSIBILITIES

- 1. You are responsible to pay a fee of either \$25.00 or \$30.00 per 4-hour printing session.** The \$25.00 fee is for pre-payment online through our reservation system and the AS220 shop. The \$30.00 fee is for payment at the time of printing, with either cash or check, to be collected by the monitor or deposited into safe.
- 2. Accepted members must attend an orientation session,** including equipment, health and safety training, before use of the facilities is granted. Applicants for membership are judged purely on technical proficiency and sound understanding of shop rules and safety. Orientation sessions are held after our monthly Open House, which takes place at 6:00 P.M. on the first Monday of every month, except on Holidays.
- 3. Members are encouraged to donate a single print from every edition printed at the AS220 Print Shop.** The print will be kept in the print archive to be used as a teaching reference. If you would like to donate more than one print your print may be sold at auction with all proceeds going toward sustaining the print shop.
- 4. ACCESS,** AS220 Print Shop members may use the studio from 9:00 A.M. to 1:00 A.M. every day of the week in 4-hour blocks. Occasional changes to access hours due to classes, events, openings, etc. are posted 30 days prior. Information about these changes can be found posted in the shop and online at <http://www.as220.org/printshop/calendar>

The Block Schedule is as follows:

First Block: 9:00 a.m. – 1:00 p.m.

Second Block: 1:00 – 5:00 p.m.

Third Block: 5:00–9:00 p.m.

Fourth Block: 9:00 p.m. – 1:00 a.m.

- 5. Missed blocks of reserved time.** If a scheduling conflict arises, you can cancel reserved blocks online at <http://www.as220.org/printshop/calendar>. We request you make these cancellations as soon possible in order to allow other shop members to sign up for that block of time.

MONTHLY MEMBERSHIP RESPONSIBILITIES

- 1. You are responsible to pay a monthly fee of \$100.00.** Payment in the form of cash or check must be made on or before the first time you print each month, and is good for 31 days from payment.
- 2. Accepted members must attend an orientation session,** including equipment, health and safety training, before use of the facilities is granted. Applicants for membership are judged purely on technical proficiency and sound understanding of shop rules and safety. Orientation sessions are held after our monthly Open House, which takes place at 6:00 P.M. on the first Monday of every month, except on Holidays.
- 3. Members are encouraged to donate a single print from every edition printed at the AS220 Print Shop.** The print will be kept in the print archive to be used as a teaching reference. If you would like to donate more than one print your print may be sold at auction with all proceeds going toward sustaining the print shop.
- 4. ACCESS,** AS220 Print Shop members may use the studio from 9:00 A.M. to 1:00 A.M. every day of the week in 4-hour blocks. Occasional changes to access hours due to classes, events, openings, etc. are posted 30 days prior. Information about these changes can be found posted online at <http://www.as220.org/printshop/calendar>

The Block Schedule is as follows:

First Block: 9:00 a.m. – 1:00 p.m.

Second Block: 1:00 – 5:00 p.m.

Third Block: 5:00–9:00 p.m.

Fourth Block: 9:00 p.m. – 1:00 a.m.

- 5. Missed blocks of reserved time.** If a scheduling conflict arises, you can cancel reserved blocks online at <http://www.as220.org/printshop/calendar>.

MONITOR MEMBERSHIP RESPONSIBILITIES

- 1. You are responsible for a monthly fee of either \$25.00 or \$50.00.** Payment in the form of cash or check must be made on or before the first time you print each month, and is good for 31 days from payment. Cash payments must be in an envelope with your name on it.
- 2. Monitor members are responsible to complete either two or three, 4 hour monitoring shifts per month.** If monitor shifts are not completed, you will be considered a pay-by-the-block member for the remainder of the month.
- 3. Monitor members must attend an orientation session,** including equipment, health, and safety training, before use of the facilities is granted. Applicants for membership are not judged on artistic merit but technical proficiency and understanding of shop rules and safety. You must have completed an Orientation before your first monitoring shift or printing session. Orientation sessions are held after our monthly Open House, which takes place at 6:00 P.M. on the first Monday of every month, except on Holidays.
- 4. Members are encouraged to donate a single print from every edition printed at the AS220 Print Shop.** The print will be kept in the print archive to be used as a teaching reference. If you would like to donate more than one print your print may be sold at auction with all proceeds going toward sustaining the print shop.
- 5. Monitor Members are responsible both read and respond to key-member or shop manager emails.** These emails are intended to keep monitors informed of any relevant shop updates. If you fail to respond to the email, expect a call from a Key Member before your next monitoring shift.
- 6. Monitors are responsible for collecting any due fees from members using the shop and recording payment in the receipt book.**
- 7. Monitors are required to complete the Shop Responsibility Checklist and read any Shop Policy Updates,** i.e. cleaning, taking trash out, reporting any misconduct, broken equipment, missing or used up materials etc. that they noticed during their monitoring shift. The Shop Responsibility Checklist and Policy Updates should be located on the magnetic board in the shop.
- 8. ACCESS,** AS220 Print Shop members may use the studio from 9:00 A.M. to 1:00 A.M. Every day of the week in 4 hour blocks. Occasional changes to access hours due to classes, events, openings, etc. are posted 30 days prior. Information about these changes can be found posted online at <http://www.as220.org/printshop/calendar>

The Block Schedule is as follows:

First Block: 9:00 a.m. – 1:00 p.m.

Second Block: 1:00 – 5:00 p.m.

Third Block: 5:00–9:00 p.m.

Fourth Block: 9:00 p.m. – 1:00 a.m.

- 5. Missed blocks of reserved time.** If a scheduling conflict arises, you can cancel reserved blocks online at <http://www.as220.org/printshop/calendar>.

KEY MEMBERSHIP RESPONSIBILITIES

1. MEETINGS. You must attend our bi-weekly key member meetings. If a meeting must be missed all notes must be reviewed and comments or questions are recommended. Each meeting should be facilitated by a different key member.

2. MONITORING. Key members must complete three, 4 hour monitoring shifts per month. Any issues should be discussed beforehand with the Shop Manager.

3. OPEN HOUSE. Key members are required to run one OPEN HOUSE per year. Two key members should be present per open house. Open houses will be scheduled for 6 p.m. on the first Monday of the month. To prepare, you must attend one open house no more than two months before your turn. After the open house, any outstanding issues new questions or uncovered information must be reported/updated in the open house log. (This is to make sure the same information is covered and knowledge accumulates, rather than disappears through the ethers)

4. ORIENTATION. Key members are required to run one ORIENTATION per year. Two key members should be present per orientation. Orientation will be scheduled for 7 p.m. on the first Monday of the month. To prepare, you must attend one Orientation no more than two months before your turn. After Orientation key members sign off on new members, assuming the applicants are responsible, attentive, and capable.

5. Members are encouraged to donate a single print from every edition printed at the AS220 Print Shop. The print will be kept in the print archive to be used as a teaching reference. If you would like to donate more than one print your print may be sold at auction with all proceeds going toward sustaining the print shop.

6. ACCESS. AS220 Print Shop key members may have 24 hour access to the shop. Occasional changes to access hours due to classes, events, openings, etc. are posted 30 days prior. Information about these changes can be found posted in the shop and online at <http://as220.org/printshop/calendar>. Electronic key fobs are assigned for key member access. If a key is lost, the responsible key member is charged a \$10 replacement fee.

9. RENT. Key members are required to pay \$30.00 a month. This money is to be used to cover the cost of rent.

10. STORAGE. Key members are permitted to keep a milk-crate for storage on the designated shelf in the shop.

11. Missed blocks of reserved time. If a scheduling conflict arises, you can cancel reserved blocks online at <http://www.as220.org/printshop/calendar>.

12. DURATION. Key Membership is a commitment of at least 6 months. If a situation arises and a key member cannot complete their responsibilities, that key member is required to inform the shop manager as soon as the problem or conflict becomes apparent. The shop manager and other key members will then work jointly to resolve any problems. There are to be no less than 10 key members and no more than 15 at any one time.

13. Becoming a Key member. One must be a monitor member or monthly member for a minimum of two months prior to becoming a keymember. Monthly Members considering Key membership are required to attend a monitor orientation session. Also, prospective Key members are responsible for attending two Key member meetings to meet the current members and gain an understanding of the scope, intensity and commitment the position entails. The option to sign a Key Member contract will be extended after all criteria have been met.

OTHER MEMBERSHIPS

AS220 STAFF / RESIDENT MEMBERSHIP

AS220 STAFF AND RESIDENTS HAVE THE OPTION OF PAYING A 40\$ ANNUAL COTTAGE-INDUSTRY MEMBERSHIP FOR FULL ACCESS TO THE PRINTSHOP AS A STANDARD MONTHLY MEMBER. IF A CLASS HAS A SINGLE OPENING THE DAY BEFORE IT IS TO RUN, STAFF ARE ENTITLED TO REQUEST FREE ENTRY INTO THE CLASS.

ORGANIZATIONAL MEMBERSHIP

NOT-FOR-PROFIT ORGANIZATIONS HAVE THE OPTION OF A \$100.00 PER YEAR ORGANIZATIONAL MEMBERSHIP. UNDER AN ORGANIZATIONAL MEMBERSHIP, UP TO 5 TRAINED STAFF OR APPROVED VOLUNTEERS CAN SIGN UP FOR BLOCKS OF TIME HERE AT THE PRINTSHOP UNDER THE ORGANIZATION'S MEMBERSHIP FOR THE PURPOSE OF PRINTING MATERIALS FOR THEIR PARENT ORGANIZATION.

LIFETIME MEMBERSHIP

LIFETIME MEMBERSHIPS ARE EXTENDED BY INVITATION ONLY FOR LARGE CONTRIBUTIONS TO THE SHOP IN THE FORM OF PRESSES OR OTHER SIGNIFICANT TOOLS/HARDWARE.