



# Lillian Orlowsky + William Freed Museum School

## Print Studio Rentals Guidelines & Contract

Thank you for your interest in renting studio space here at PAAM.

- Availability depends on what is taking place at the school during any given week.
  - Rentals can take place from Tuesday-Friday, 9:30-4:30pm, October - May
  - Studios can be rented by the day or half-day:
  - Full days are 9:30 - 4:30 for a total of 7 hours
  - Half days run from either 9:30 -1:00 or 1:00 - 4:30 for 3.5 hours
  
- Participants should pay before the session begins by cash, check or charge.
- The cost for open print is \$30 for a half day, \$60 for a full day.
  
- Groups of four or more receive a \$10 discount per person, provided the rental is booked as a group ahead of time.
- The number of participants is limited to a maximum of eight
- Private studio rental is not guaranteed and depends on demand from other renters
- Individuals who share the studio but did not rent as a group are not eligible for discount
  
- Included equipment & supplies are:
  - inks
  - plates and standard print tools
  - 2 manual etching presses, of which the largest bed size is 20" x 48".
  - brayers
  - Oil based Inks and ink modifiers (Easy Wipe, Tint Base Extender, Burnt Plate Oil)
  - glass and plexi glass sheets for preparing inks
  - newsprint
  - putty knives
  - tarlatan
  - paper soaking trays
  - X-acto knives
  - Veggie oil
  - dish soap
  - alcohol and Gamsol for clean up
  - a drying rack
  - paper cutter
  - cutting mat
  - photocopier (fees apply)

- a variety of papers (Arches, Stonehenge, Rives BFK) (fees apply).
- Outside materials may not be stored at PAAM.

At your first session, you'll need to check in and get a brief introduction to the space, supplies, and clean-up procedures. If you have not taken a print workshop at PAAM in the previous calendar year, you will need to complete a full authorization with Museum School Staff prior to renting the print shop.

**To rent the studio, please fill out the following form:**

<https://forms.gle/vjLbymSemdkBTs1p9>

## **The Museum School & studio rules**

There are two bathrooms located in the hallway of the Museum School at PAAM. The school is fully accessible and an elevator is also available for use of transporting materials. We do not have parking available at the school, though you are welcome to pull into our lot in order to drop materials. See attached parking handout for information regarding parking.

Studio is equipped with trash and recycling bins as well as a broom and dustpan. Please clean up after yourself. Studios should be left in the same or better condition than when found. Thank you!

We are a green building and maintain non-toxic studios. No toxic materials can be used in our studios. Failure to follow these rules will result in a loss of privileges. Please read the attached **Printmaking Cleanup, Safety, & Guidelines** for full information regarding materials use.

PAAM is not responsible for any theft, loss, damage to property or person, nor is PAAM responsible for injuries incurred in its facility.

A violation of any of the aforementioned/ attached rules can result in a loss of privileges. Please let me know if you have any questions at [mmoses@paam.org](mailto:mmoses@paam.org) or 508.487.1750.

Contact: Milisa Moses, Curator of Museum Education, Museum School at PAAM at [mmoses@paam.org](mailto:mmoses@paam.org)

## **Printmaking Cleanup, Safety, & Guidelines**

*Oil-based inks **cannot** be dumped in the sink.*

### **Cleaning off Brayers**

1. Remove excess ink from brayer by rolling on newsprint or brown paper 2. Wipe down with blue paper towels using veggie oil, making sure to get the edges and in between the handle

3. De-grease brayers with Gamsol and put away in the cabinet. Make sure rollers face away from the wall
4. Dispose of any paper towels or rags with oil-based ink or Gamsol on them in the red flip top disposal cans, located in each studio.

### **Cleaning off Plates & Palettes**

1. Remove excess ink from glass palettes & plexi plates using a palette knife or razor blade.
2. Wipe down (including the edges) with blue paper towels using veggie oil and dispose of in trash.
3. De-grease plates with Meyer's cleaning spray and put away carefully in the corner by drying rack
4. Be sure to clean off palette knives and razor blades too
5. Dispose of any paper towels or rags with oil-based ink or Gamsol on them in the red flip top disposal cans, located in each studio

### **Cleaning the Print Studio**

- Make sure all brayers, palettes, plates, and other tools are clean and put away
  - Remove blankets from under the press rollers and place gently over the top of the press / roller
  - Carefully empty water trays and put them back in corner next to drying rack
  - Hang damp towels up to dry on clothesline (not pegs)
  - Change brown paper on tables if necessary
- Sweep up any debris or paper scraps on the floor

*THANK YOU FOR HELPING TO KEEP OUR STUDIOS CLEAN FOR EVERYONE*

**We are a green building** - please follow material regulations: Turpentine, Turpenoid and regular mineral spirits are NOT ALLOWED in PAAM studios. Spray fixatives (or any aerosol sprays including spray paint) is also prohibited (you may go outside to use spray fixative). The only acceptable paint solvent is Gamsol.

**Ventilation** - Opening Windows will shut off HVAC ventilation system. Please ask for help if the temperature needs adjusting or you want to open windows.

**No eating in studios** – Beverages are allowed. The Museum School bubbler is located in the Hallway. We encourage Teaching Artists and students to bring a reusable water bottle.

### **Safety Protocols**

**If Teaching Artists, renters, or students are hurt:**

First Aid boxes are in each studio next to the door to treat small cuts or injuries. PAAM staff should be notified immediately if anyone is seriously injured, or if a minor is injured at all.

**Eye/Skin exposure to solvents/chemicals:** Flush eyes with water and wash skin immediately. There is a shower in the restroom to the right and sinks in both restrooms, along with a sink in the print studio. Again, notify PAAM staff immediately if a student is injured.

**In the event of an emergency/ fire alarm:**

Evacuate the building by taking the Museum School stairs to the first floor and into the parking area. Do not take the elevator. Students with mobility issues will be helped by PAAM staff.

**List of important Contacts:**

911

For EMERGENCIES: Fire, Smoke, Life-Threatening Injuries, Crimes in Progress, etc. 1-800-222-1222 – National Poison Help Line

If someone is not breathing call 911

If someone may have been poisoned, call the toll-free Poison Help which connects you to your local poison center, to speak with a poison expert right away. This expert can give you advice on first aid and may save you from a visit to the emergency room.

Non-Emergency:

Outer Cape Health

49 Harry Kemp Way

Provincetown, MA 02657

(508) 487-9395

**Additional Print Safety Measures**

- Using the Printing Presses - Students should not touch printing presses unless shown how to operate by instructor or PAAM Museum Education Staff. Teaching Artist or PAAM Museum Education Staff should always be present when presses are in use, unless student has been authorized to operate on their own.
- Students should never touch the bed or rollers to avoid catching their fingers.

**The rental contract can be found on the following page**

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## Print Studio Rental Contract

I have read the attached print studio rental information, as well as the attached **Printmaking Cleanup, Safety, & Guidelines**, and understand the relevant information regarding my rental at PAAM.

I consent to the guidelines laid out in the above documents. I agree to timely payment of rental fees.

Please keep one copy of this contract for your records and return one copy to Milisa

Print your name here: \_\_\_\_\_

Your Signature and date here: \_\_\_\_\_

Email: \_\_\_\_\_

Preferred Telephone: \_\_\_\_\_

Emergency contact (name, relationship, phone number): \_\_\_\_\_

\_\_\_\_\_

Thank you for renting studio space at the Museum School at PAAM!

Milisa Moses

Curator of Museum Education

The Lillian Orlowsky and William Freed Museum School

mmoses@paam.org