



TERMS AND CONDITIONS STUDIO MEMBERSHIP

WHO CAN JOIN

Membership is open to people aged 18 years and over. It is not a requirement to be an experienced printmaker. Beginners and people with little experience are welcome to join. For people with no experience it is highly recommended to attend one of our courses first. Membership is not open to new or existing commercial print businesses which print other people's artwork and designs. The membership, studio facilities and equipment are for individuals to develop their own artwork and creative skills.

INDUCTION

The induction is compulsory for all new members. Inductions are 3 hours long, delivered on a 1:1 basis and with all equipment and materials supplied. As part of the induction members will receive a [training record](#). This shows all the different areas available and gives members a clear view of what to expect. Members will be guided through the groundwork of being a studio member to include the following points: how to contact staff, health & safety training, access times, how to use the studio and its facilities, responsibilities as a member of a shared print studio, advice on what materials to source, basic set-up and use of chosen area of print.

ACCESS

Access to the studio is via an online calendar called PRINTHAUS STUDIO BOOKINGS. Time in the studio is booked independently and in advance of coming into the studio. Members are given full access and use of the calendar after successfully completing the induction and subscription to membership. The studio is open to members 7 days a week, 9am until 9pm. Bookable hours are 1-4 hours a day and up to a maximum of 10 hours per week. These hours are subject to change depending on demand. Members will be consulted on each occasion.

HEALTH & SAFETY IN THE WORKSHOP

Prior to the use of any facility or equipment, members must first take the required training and be approved by staff. It is a requirement of membership that health & safety guidelines are adhered to. All members will receive health & safety training as part of the induction and before the start of membership. On successful completion of the health & safety training, members can request or be required to undertake further training in accordance with the prescribed health & safety guidelines.

**Please check with staff first about the use of non-water-based inks/cleaners. The studio is a shared space and members with medical conditions could be exposed to harmful fumes/chemicals that might endanger their health and your own*.*

TYPES OF MEMBERSHIP

There are two types of membership: ‘*Screenprint membership*’ and ‘*Risograph membership*’.

Screenprint membership All members begin with the induction and choose either paper or textiles to start. The membership includes access to all screenprinting facilities and equipment, discounted prices on materials, discounted prices on 1:1 tuition and screen services. There is also screens storage and shared members plan-chest drawers. Inductions in other areas of the studio (eg. textiles) can be arranged after the preliminary induction. Standard inductions as listed in members’ [training record](#), are included as part of the membership. The only exception to this is the Riso. To have access and use of the riso, screenprint members would need to pay separately for a Risograph membership.

Risograph membership All members begin with the induction. Members’ [training record](#) under the “RISO” section lists what is included in the induction. Riso membership includes the initial induction, 100 copies, 6 masters and a personal pin-code to top up credit as needed. In addition to the Risograph printer, members also have access to the main studio facilities for preparing artwork. This includes: shared large table space, light-box, guillotine, inkjet printer, A3 scanner and MAC.

STORAGE

There are additional paid storage options for all members. These include medium and large size lockers (with keys supplied) and large plan-chest drawers. Available to hire for periods of either: 1 month, 3 months, 6 months or 1 year.

KEEPING THE WORKSHOP TIDY

It is each member's responsibility to tidy up after themselves at the end of each day in the studio. All equipment and materials must be thoroughly cleaned and returned to their allocated places. Any rubbish and waste should be disposed of responsibly by using the correct waste-bins provided.

COURSES

The continued subscription from the local community helps to sustain the studio. There will be certain times when access to the workshop is restricted because of a course happening. The level of restriction will vary depending upon the size and requirement of each group. In all instances members will be notified with prior notice via email.

COST OF MEMBERSHIP

Screenprint membership There are 2 sets of fees for screenprint membership which include: (1) *Induction fee* (2) *Membership fee for either 3 months, 6 months or 1 year.*

Additional costs

(1) There are 3 specific pieces of kit which require a nominal fee per usage to cover electricity costs and maintenance. This includes the tunnel dryer, flash-cure unit and ink-jet printer.

(2) Material costs as needed. Such as screen hire, inks, papers etc.

Risograph membership There is 1 fee for risograph membership (1) *Risograph membership fee.*

Additional costs

(1) Paper - members can use their own paper with the risograph or buy paper from the print shop.

(2) Top-up credit. At any stage members can purchase additional '*prints*' and '*masters*' as required.

RENEWING MEMBERSHIP

All members will receive an email reminder at least 14 days in advance of their renewal date. Renewal fees are payable within 30 days of the renewal date. Please be aware renewal payments made outside of the 30 day period will incur an additional charge. Members will also be required to complete a refresher course.

Screenprint membership is valid for the subscribed period only. Members who wish to continue with screenprint membership are required to renew their subscription. Requests made to extend membership without renewal will not be granted. The renewal fee is equivalent to the desired period for renewal (eg. 3 months, 6 months or 1 year).

Risograph membership is valid for a 1 year period as standard. Members who wish to continue with risograph membership are required to renew their subscription. Requests made to extend membership without renewal will not be granted. There is one annual renewal fee of £50.

CODE OF CONDUCT

There are specific practices which are not acceptable in the studio and could result in the termination of membership without compensation.

- (1) **Bootlegging** - This is the illegal reproduction or sale of work which is copyrighted.
- (2) **Printing other people's artwork for them** - Members are not permitted to use their membership, facilities or equipment to print other people's artwork for them. Commissioned work is permitted, provided the resultant artwork is your design and not something which has been ready-supplied or designed by someone else. Collaborative work is acceptable, depending upon the circumstances of the collaboration. Members who are looking to make collaborative prints in the studio will need to check with staff beforehand.
- (3) **Failing to pay for use of equipment/materials.**
- (4) **Bringing non-members into the workshop without permission.**
- (5) **Using equipment under the influence of alcohol/drugs.**
- (6) **Repeatedly failing to keep the workshop tidy.**

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