

NEW STREET GLASS STUDIO RENTAL AGREEMENT

Open Studio hours for flameworking and cold-working are Monday - Thursday, 5:30-9:30pm and Saturday, 2:00-6:00pm (except during scheduled classes). Students currently enrolled in a 6-week course may use the cold shop during Open Studio hours for free.

Rental reservations for use of the hot shop or during non-Open Studio hours are made through a shared online calendar. Email the Glass Studio Head, Gale Scott at gscott@worchester.edu to have this calendar shared with you.

All accounts must be settled the same business day. All cancellations must be made 24 hours in advanced or you will be charged.

RENTAL DISCOUNTS

There are two rental discounts available

- Persons renting five (5) successive hours on weekdays before 5:00pm receive a 15% discount.
- Persons renting a prepaid block of 15 hours, anytime during our open business hours will also receive a 15% discount. Blocks of time may only be used on one piece of equipment (ie- a block cannot be used for both small hole and large hole rental).

**ANY RENTAL STATION FOOTPRINT THAT IS NOT CLEANED AFTER WILL RESULT IN A \$25 CLEAN-UP FEE
ANY SPECIAL PROCESSES MUST BE APPROVED BEFOREHAND BY THE GLASS STUDIO DEPARTMENT HEAD**

HOTSHOP CLEAN UP CHECKLIST:

- Torch / map gas returned to proper flammable cabinet
- Tools put back in blue cabinet
- Pipes put back in pipe cart and organized
- Paddles hung under blue cabinet
- Block water emptied, blocks returned to block sink, empty block bucket(s) stored upside-down in block area
- Tool bench cleaned
- Water bottles, empty cups, spent newspapers and other garbage thrown away
- Crack off barrels emptied into drum (please recycle clear glass into proper container)
- Crack off cart organized
- Marver cleaned if needed
- Empty strip-off bucket if full, and refill quench bucket
- Sweep- including under bench, yoke and heat shield, around furnace and annealer, and the furnace sill
- Place bench, tool table, and marver back in proper place

If you would like to rent at the Worcester Center for Crafts' New Street Glass Studio, please print and fill out the form below. Please return completed form to Glass Studio Department Head, Gale Scott by mail or in person.

Name: _____

Address: _____

Phone number(s): _____

Email address: _____

Website (optional): _____

By checking this box a signing below, I agree to all the terms and conditions listed above.

Signature

Date

Gale Scott
Glass Department Head

Date