



## **New Street Glass Studio Rental Agreement**

Open Studio Hours for **frameworiking and cold working** are Monday-Thursday, 5:30-9:30 pm and Saturday, 2-6 pm, except during scheduled classes. Students currently enrolled in a six-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. Please email Gale Scott, Head of the Glass Studio at [gscott@worcester.edu](mailto:gscott@worcester.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 advance or you will be charged.

### **Rental discounts**

There are two rental discounts available:

1. Persons renting five (5) successive hours on weekdays before 5 pm receive a 15% discount.
2. Persons renting a prepaid block of 15 hours, any time 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 USE WILL RESULT IN A \$25 CLEAN-UP FEE.***

**ANY SPECIAL PROCESSES MUST BE APPROVED beforehand BY THE HEAD OF THE GLASS STUDIO.**

### Hot Shop Clean-Up Check-list:

- Torch/map gas returned to proper flammable cabinet
- Tools 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, other garbage should be thrown away, including spent newspapers
- Crack off barrels emptied into drum (please recycle clear glass into proper container)
- Marver cleaned if needed
- Crack off cart organized
- 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'd like to rent at the Worcester Center for Crafts New Street Glass Studio, please print out this form and return it filled out and signed to Gale Scott.

RENTER CONTACT INFORMATION:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ (cell) \_\_\_\_\_ (home)

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

Website if applicable: \_\_\_\_\_

By checking this and signing below, I agree to all terms and conditions above.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
date

\_\_\_\_\_  
Gale Scott, Head, Glass, Worcester Center for Crafts

\_\_\_\_\_  
date