

**ARTSTATION PRINT STUDIO****SCHEDULE OF HIRE AND CONDITIONS OF USE**

The print room and presses are available for printmakers who have completed an Artstation course, or a secondary or tertiary course.

The printroom is available for hire during Artstation open hours:

Monday to Friday	<b>Half day</b>	<b>9.00 – 12.30 or 1.00 – 4.30pm</b>
	<b>Whole day</b>	<b>9.00 – 4.30pm</b>
Monday to Thursday	<b>6.00 - 9.00pm</b>	<b>(term time only)</b>
Saturday	<b>Half day</b>	<b>9.00am – 12.30 or 12.30 - 4.00pm</b>
	<b>Whole day</b>	<b>9.00 – 4.00pm</b>

**Cost (per person):**

<b>Half day</b>	<b>\$15</b>
<b>Whole day</b>	<b>\$30</b>

**Each hirer must sign the hire agreement, pay hire before use of the Print Studio.**

**Hire Period**

There is a maximum of **2 hirers** allowed in the Print Studio at one time. If you prefer to work alone then you must pay as '2 hirers'. There are times when the Print Studio is used for classes and it is advisable to book in advance to secure a place.

**Facilities available**

Hard and soft grounds, asphaltum, presses, hot plate, newsprint, proofing ink, blankets, acid, rosin. Hirers must supply their own paper, tools, special inks, mull, shellac, rags, towels, turps, meths, zinc and solar plate.

**Note:** Some printmaking papers, zinc plate and mull are available for sale in the office.

## **CONDITIONS OF USE**

**Please ensure that you protect the press and press blankets from being damaged.**

- Appropriate riders are used when printing lino and wood cuts
- Both blocks and plates must be bevelled before being printed on the press.
  
- Place a protective sheet of newsprint between printing paper and blanket.
- Ensure press pressure is correct
- Remove blankets from the press and hang them up
- Clean bed after printing.

**When finished for the day please ensure that before leaving you have:**

- Returned all equipment
- Cleaned and cleared your workspace.
- Removed paper from water bath.
- Put rubbish in bins.
- Leave prints on drying boards. You are encouraged to take your prints with you as leaving them is at your own risk.

**If you are last to leave make sure that:**

- Grounds are lidded.
- Acid is returned to container.
- Extractors, heaters and lights are off.
- Hot plate is turned off.
- Water bath is empty.
- Towels are hung to dry.
- Ink palettes cleaned.
- Equipment is returned.

### **Presses**

- Rollers and beds cleaned.
- Beds centred.
- Pressure released.
- Covers on.

**PLEASE REPORT ANY DAMAGE OR PROBLEM TO THE OFFICE STAFF IMMEDIATELY!**

When finished for the day please ensure the studio is left clean and tidy for the next user.

Thank you.

**ARTSTATION PRINT STUDIO- SCHEDULE OF HIRE AND CONDITIONS OF USE FOR SCREENPRINTERS**

**The print room is available for silkscreen printers who have completed an Artstation or equivalent course when there are no Artstation workshops scheduled:**

The print room is available for hire during Artstation open hours

Monday to Friday	<b>Half day</b>	<b>9.00 – 12.30 or 1.00 – 4.30pm</b>
	<b>Whole day</b>	<b>9.00 – 4.30pm</b>
Monday to Thursday	<b>6.00 - 9.00pm</b>	<b>(term time only)</b>
Saturday	<b>Half day</b>	<b>9.00am – 12.30 or 12.30 - 4.00pm</b>
	<b>Whole day</b>	<b>9.00 – 4.00pm</b>

**Cost (per person):**

Half day \$15  
Full day \$30

**Each hirer must sign the hire agreement, pay hire and deposit before use of the Print Studio.**

**Hire Period**

There is a maximum of 2 **hirers** allowed in the Print Studio at one time.

If you prefer to work alone then you must pay as '2 hirers'. There are times when the Print Studio is used for classes and it is advisable to book in advance to secure a place.

**Facilities available**

Washing facilities, the tables with permanent and temporary covers, cutting mats, a lightbox, squeegees UV light and use of the exposure room.

**Hirers must supply**

Your own screens and consumables, ie inks and paper/fabric. This also includes the photo emulsion, Photolac.

**Protocols for the use of the studio**

Use equipment only for purposes that it is intended. Do not use the printmaker's water bath, the press or press blankets. Leave the glass where it is; there is perspex for mixing inks and this can be safely carried to the sink.

Do not use the towels as a rag and keep the drying rack free to dry artwork and remove dried items as soon as possible.

Roll up the temporary cover on the fabric carefully, ensuring that there are no creases or debris caught in the roll while it is stored. Please leave the sink clean and free of equipment.

**When finished for the day, please ensure that before leaving you have:**

- Returned all equipment and keys
- Cleaned and cleared your workspace and the sink
- Put rubbish in the bins
- Turned off heaters, the iron, hairdryers, extractor fan, lightbox and lights

**B) Tutor Protocols**

- Please ensure that the screens are left washed and thoroughly free of ink. (Even tiny spots or traces of ink at an edge can leave the screen permanently blocked).
- If the water at the bottom of the draining tray accumulates, empty it so the screens and squeegees are not sitting in water.
- Please leave the sink clean and free of equipment
- Keep the drying rack free to dry artwork ( not as a storage area). Remove dried items as soon as possible.
- Do not use the towels as a rag.
- Roll up the temporary cover on the fabric carefully, ensuring that there are no creases or debris caught in the roll while it is stored.
- If screens are left in the exposure room, please leave them there as they are awaiting coating for a class and have been degreased.

**When finished for the day, please ensure that before leaving you have:**

- Returned all equipment and keys
- Cleaned and cleared your workspace and the sink
- Put rubbish in the bins
- Turned off heaters, the iron, hairdryers, extractor fan, light box and lights

**PLEASE REPORT ANY DAMAGE TO THE OFFICE STAFF IMMEDIATELY**