

## Mission & Vision

Platetone Printshop was founded in 2004 as community printmaking studio offering membership to fine art printmakers. Expanding upon its vision, Platetone Printmaking, Paper and Book Arts was formed in 2012 to include other paper media and book artists.

The mission of Platetone is to inspire and interact with our community by providing accessibility to studio space and equipment, sponsoring events that showcase book, paper arts, and printmaking, while providing educational opportunities for all ages. We believe art should be accessible to everyone and that small groups of like-minds can inspire and enrich the community. Platetone exists to support local artists, inspire and create new artists, and serve as a local institution for all things book, paper, and print.

Platetone Printmaking, Paper and Book Arts is located at 1919 Nolensville Pike.

### **Studio Facilities**

The studio uses exclusively non-toxic and low toxic printmaking materials. Members of Platetone create work including but not limited to etching, collagraph, solarplate, monotype, polyesterplate lithography, relief processes, screen printing, marbling, paper making, paper arts, and book arts.

The facility includes one intaglio press, two letterpresses, large inking table, low toxic etching bath, solarplate exposure unit, large paper soaking sink, book art station, papermaking equipment and more.

### **Member Exhibitions**

Members have the opportunity to participate in group exhibitions held in venues in and around the Nashville area. Past exhibition locations include the Renaissance Center, Belmont University, Harpeth Hall, Nashville Public Library Locations, Blend Studio and many more.

Platetone Printmaking, Paper and Book Arts  
1919 Nolensville Rd, Nashville, TN 37211  
[contact@platetone.org](mailto:contact@platetone.org)

# MEMBER CONTRACT

Platetone members agree to use the facilities responsibly and contribute positively to the studio environment. Members agree to fully understand and honor *Platetone's Policy & Procedure Guidelines*, and are capable of working responsibly and independently.

*I have read and agree to honor Platetone's Policy & Procedure Guidelines* \_\_\_\_\_

Platetone members agree to put their card info on file and from that to pay their membership dues on or before the first of each month, and agree to a penalty charge if dues are paid later than the 15th of the month. Members agree to fully understand and honor *Platetone's Dues Schedule*.

*I have read and agree to honor Platetone's Dues Schedule* \_\_\_\_\_

Any membership contract may be revoked for the lack of adherence to any of the above considerations. If a contract is revoked, studio fees will be prorated and refunded accordingly unless of damage to studio property due to misuse or negligence. In such cases, appropriate fees will be assessed. By signing below, the member agrees to all terms, conditions and standard agreement of Platetone Membership.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Emergency Contact, Relation & Phone:

\_\_\_\_\_ Communal Membership: \$600 for 6 months, payable at a monthly rate of \$100

\_\_\_\_\_ Studio Membership: \$840 for 6 months, payable at a monthly rate of \$140

## Dates of Membership Commitment

First term: \_\_\_\_\_ through \_\_\_\_\_ monthly rate \_\_\_\_\_

Second term: \_\_\_\_\_ through \_\_\_\_\_ monthly rate \_\_\_\_\_

Third term: \_\_\_\_\_ through \_\_\_\_\_ monthly rate \_\_\_\_\_

Fourth term: \_\_\_\_\_ through \_\_\_\_\_ monthly rate \_\_\_\_\_

(Term commitments maintained electronically by Membership Coordinator and/or Treasurer.)

Card on file and received from new member \$ \_\_\_\_\_ for \_\_\_\_\_ month

# LIABILITY RELEASE

Platetone: Printmaking, Paper & Book Arts (the "Studio") offers membership with 24-hour access, open studio days and educational programs related to printmaking (the "Programs"). Because I have requested the opportunity to participate in the Programs, I attest that I have read, fully understand, and agree with the following representations and conditions:

**Exclusion.** I agree that the Studio may exclude me from participation in the Programs if I behave in an offensive or disruptive manner, as determined in the Studio's sole discretion.

**Release of Liability and Waiver.** I release the Studio and its trustees, directors, officers, employees, agents, volunteers, successors, and assigns from any and all liability for, and waive any and all claims for, injury, loss or damage in any way connected with my participation in the Programs, including injury, loss or damage caused in whole or in part by the negligence or other misconduct of the Studio or any of the above-listed organizations or individuals (a "Claim").

**Assumption of Risk.** I am aware of the risks of participating in the Programs, including but not limited to using Studio equipment, and assume all risks, known or unknown, foreseeable and unforeseeable, in any way connected with my participation in the Programs. I accept personal responsibility for any liability, injury (including death), loss or damage in any way connected with my participation in the Programs.

**Indemnification.** I agree to indemnify and to hold harmless (in other words, to reimburse and to be responsible for) the Studio and its trustees, directors, officers, employees, agents, volunteers, successors, and assigns with respect to any Claim or expenses (including attorney's fees and other costs of defending any Claim by a third party or that I might make, or that might be made on my behalf, that is released or waived by this instrument) in any way connected with a Claim.

**Binding Effect.** This instrument shall be binding upon me and upon all of my relatives, personal representatives, heirs, beneficiaries, and next of kin and shall insure to the benefit of the Studio and its trustees, directors, officers, employees, agents, volunteers, successors, and assigns. This instrument shall be governed, construed and enforced in accordance with the law of the State of Tennessee.

## **SIGNATURE OF ADULT PARTICIPATING IN THE PROGRAMS:**

*I have read and fully understand, agree to, and accept voluntarily all provisions of this Release of Liability and Waiver, Assumption of Risk, and Indemnification.*

Signature: \_\_\_\_\_ Date \_\_\_\_\_

## **SIGNATURE OF PARENT/GUARDIAN FOR PARTICIPATION OF CHILD/WARD UNDER**

**THE AGE OF 18:** *As the custodial parent or 303 legal guardian of the above-named individual, I verify that I have read and fully understand, agree to, and accept voluntarily all provisions of this Release of Liability and Waiver, Assumption of Risk, and Indemnification as applied to me and my child/ward.*

Child's/Ward's Name \_\_\_\_\_ Date \_\_\_\_\_

## DUES SCHEDULE

Overview:

**Communal Membership Dues** are \$100 per month with a minimum 6 month commitment.

**Studio Membership Dues** are \$140 per month with a minimum 6 month commitment.

**Artist In Residence Dues** are discounted \$40 per month from the above rates with a 6 month commitment.

### **Communal And Studio Membership**

The first payment will be due at the beginning of the month and at that time the member must select the option to save credit card information with Platetone's secure billing software. Platetone will then automatically withdraw the remaining 5 months of the Member's commitment at the beginning of each subsequent month. Members may choose to pay the full amount of \$600 upfront. All dues are nonrefundable.

30 Days prior to the end of their 6 month term, Communal Members should indicate to the Membership Coordinator or Executive director whether or not they intend to remain a Member, at which point they would enter into a new 6 month term, or a term of a different agreed upon length.

Members may choose to sign longer membership commitments, and billing will adjust accordingly.

### **Artist In Residence**

After being a member for at least one month, members can apply for an available Artist In Residence position. If approved for a residency, Resident will sign a new 6 month contract for their Residency. Beginning the first of the month after the Residency is approved, the Resident will pay only \$40 less than their previous dues per month through automatic billing for the duration of their 6 month Residencies. Artists in Residence may renew their residency after that at the discretion of the Executive Director. If the Residency is not renewed they will have the opportunity to sign a new 6 month commitment at the Communal or Studio level.

Artist in Residence may move from a Communal Member to a Studio Membership or vice-versa during their Residency. They may need to sign a revised agreement, however, depending on the circumstances.

**Members must put their credit cards on file for automatically billing. Dues will be withdrawn on or near the first of each month.**

Platetone

PO Box 60654

Nashville, TN 37206

## POLICY & PROCEDURE

**Use Of The Studio.** Members are entitled to use the studio facilities of Platetone, including intaglio presses, etching baths, light exposure units, cutting mats, common tools and other equipment and communal supplies. Members of Platetone share the bathrooms with the cabinet space of Barber Woodworking; however, please limit time in this back area to bathroom use and to the checking of doors before leaving, and do not disrupt materials in Barber Woodworking.

**Letterpress Certification.** Letterpress equipment is rare and can be damaged through improper use. To avoid costly repair, for use of the letterpress equipment, all members must present an understanding of safe use of the presses. Use may be approved through presentation of prior credentials or work history, or through completion of Platetone's letterpress certification program.

**Signing In & Out.** All members are required to sign in and out of the studio, noting the date & duration of shop use.

**Email & Communication.** All members will be included on the [members@platetone.org](mailto:members@platetone.org) list-serve. Email sent to members@ should pertain to art, printmaking, and studio matters.

**Inks.** Platetone will maintain a limited supply of ink for studio members. Members are required to supply their own ink for large projects, editions or liberal use.

**Storage.** Members have a semi-private storage area for individual supplies on the tall wooden shelves. Other members will respect the private ownership of these supplies and will not use any of them without permission. Flat file drawers are available for paper storage for a one time \$40 fee made payable to Platetone. Tools, equipment and supplies owned by Platetone will not be removed from the studio by any member, whether on a temporary or a permanent basis, except with written approval for specific case use.

**Clean Up After Yourself.** Use a rag and vegetable oil to clean ink from the glass table and degrease the surface with Windex. Dispose of rags in the red flame-proof canister. Clean and replace the tools and ink containers to their proper storage place. Store all personal materials on shelves or flat files. Work left to dry on racks must be stored within a reasonable time frame. Unclaimed work will be set aside or discarded. Pitch in with housecleaning, i.e. sweep the floor, wipe down countertops and sinks, clean up the restroom, wash and put away dishes as necessary. Recycle paper scraps and properly dispose of any waste and trash.

**Observe All Signage.** Respect the studio equipment and utilities by paying careful attention to any signage posted on or about any equipment or utilities you use in the studio.

**Be Safe.** Member agrees to take reasonable precautions for his/her safety when on the premises, to include locking the doors. Upon leaving the shop, make sure the back doors are bolted. Refer to the "Checklist" posted by the front door for closing procedure. Practice common sense and protect yourself from hazardous materials. Review the Platetone Guide to Health & Safety. Though we encourage politeness to unexpected guests, be safe: outside of public event hours or scheduled

appointments, members do not have an obligation to allow visitors within the space, and may instead invite them to join us at our next public event.

**Be Considerate.** Platetone is a shared space. The amount of time you need for a piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow members. We ask that you keep your number of outside visitors to a minimum. Please keep in mind that non-members are strictly prohibited from operating or handling any equipment, supplies or materials, except in specific and supervised case use regarding public events. Different styles and work habits taken into account, members who consistently interfere with other's ability to work may be asked to alter their behavior. Always leave the studio clean and tidy as you found it, or better.

**Be Conservative.** Take care not to waste expendable materials and utilities such as cleaning agents, rags, newsprint, paper towels, electricity, water and gas. Protect our environment and help keep our studio expenses at a minimum.

**Be Welcoming.** Platetone strives to guarantee an inclusive, pleasant, and stimulating studio environment that welcomes the specialties, differences, and unique stories of all our members and guests. Please have respect and attention for all people using the space, as well as for the space itself. Thus, not only is harassment, intimidation, aggression, violence, and discrimination unacceptable, but normal manners, politeness, patience, awareness of boundaries, and a sense of good will are expected. Should undesired behavior occur, whether small or substantial, please notify an officer of Platetone.

**Platetone Workshops, Classes & Events.** Platetone offers a variety of classes and workshops and occasional events. The administration will make every effort to keep this from interfering with member access to the studio, however, the workshop may occasionally be unavailable and we will communicate these instances via email and posting on the calendar in the studio.

**Platetone Master Calendar.** A master calendar will be updated frequently for the studio. All members should subscribe to this calendar. If you intend heavy studio use, as a courtesy to other members, please add the expected time frame in studio, your name, and the type of work being done, within the Master Calendar. Members who consistently book large areas of either time or space may be asked to communicate their reasons or find working solutions with other members.

**Hazardous & Toxic Materials.** Platetone is a low-toxicity studio and highly toxic, hazardous materials are not allowed without prior administrative board approval. Disallowed substances include, but are not limited to: lacquers and lacquer thinners (including transfer pens), citrus solvents and paint strippers, acetone, and spray adhesives.

**Member Participation.** Platetone is a registered non-for-profit corporation in the State of Tennessee and operates with an administrative board of officer-members and a tightly-knit group of members. As a community studio, member participation is essential. In exchange for unlimited studio access, each member is expected to contribute to the organization by volunteering their time and talent from time to time in ways that help advance and build the organization.