

POLICY & PROCEDURES

Use Of The Studio. Members are entitled to use the studio facilities of Platetone, including presses, etching baths, light exposure units, cutting mats, common tools and other equipment and communal supplies.

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 given an @platetone.org email address and included on the 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.

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 door is 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.

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. 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.

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.

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. A board member will meet with you regarding your volunteer commitment to Platetone.