



Pratt
Fine Arts Center

STUDIO USER GUIDE

Printmaking Studio

Updated July 2018

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INTRODUCTION

History

Pratt Fine Arts Center serves as a lasting tribute to Edwin T. Pratt, a man who relentlessly championed open and equal access to educational and housing opportunities for all of Seattle's citizens. Pratt Fine Arts Center honors his memory by continuing to pursue its mission of making art education accessible to everyone, for people of all ages, all skill levels, and all backgrounds.

Pratt Fine Arts Center began as a modest facility with a big vision to build a community of artists and an educational center providing the tools and the training to support the creation of visual art. Today Pratt stands exactly as its founders envisioned: as The Place to Make Art.

Mission

Pratt Fine Arts Center makes art accessible to everyone, offering a place for spirited exchange, self-expression and personal transformation through creativity. Pratt is dedicated to fostering artistic development and engagement locally, nationally and internationally. A unique multidisciplinary visual arts resource, Pratt provides education and instruction, community programs and professionally equipped art making facilities.

Vision

Pratt aspires to extend the visual arts experience to people from all backgrounds, working at all skill levels. Within an extraordinary community of artists, students and patrons, Pratt strives to be a conduit for artistic development, providing pathways to knowledge, support and inspiration and changing the way individuals see themselves and the world around them. Pratt will:

- Be the leading center for hands-on creativity in our region, well-known and celebrated for accessibility, inclusiveness, and excellence in programming
- Be widely recognized as a premier destination for artists to make new work, develop new skills, and become more well-rounded artists
- Foster a synergetic, creative community of people within a unique and dynamic urban campus environment
- Employ a sustainable business model worthy of academic study and serving as a model of idealism for arts organizations nationwide

Commitment to Racial Equity

Pratt Fine Arts Center is committed to racial equity as a core value and ongoing practice. We at Pratt recognize that institutional racism, through conscious and unconscious practices, creates vast disparities in access to publicly funded services, including arts education and support for artists. We commit to allocating resources to the breakdown of systemic barriers and the development of equitable solutions organization-wide.

GENERAL INFORMATION

Conditions for Access

To become a Studio Artist and access Pratt studios independently, users must meet the following criteria:

- Successful completion of a Studio Access Test
- Current Master level membership
- Signed Waiver Agreement form on file
- Signed Acknowledgement Form confirming understanding of all policies and procedures herein

Waiver Agreement

Before any student, independent user, or user's assistant is permitted to use the facilities, he or she must first sign a liability waiver provided herein as Appendix A. Studio Artists will be required to turn in signed Waiver Agreements along with signed Acknowledgement Forms (see below) prior to their first studios access. Studio Artists are also responsible for seeing that any permitted assistants sign waivers before beginning work. Once signed, the Waiver Agreements will be permanently on file in the main office.

Acknowledgement Form

Studio Artists are required to read and acknowledge their understanding of all of the policies and procedures outlined in this document. A signed Acknowledgement Form, included here as Appendix B, must be submitted to the front desk, along with a signed Waiver Agreement, prior to beginning access of the studios.

Code of Conduct

All students, studio users, instructors and staff are expected to conduct themselves in a courteous and professional manner at all times by observing and complying with the following:

- Treat each person with respect
- Value the learning experience
- Keep agreements made with Pratt and others
- Enter fully into the experience of working together

The following actions and activities are not permitted on the Pratt premises:

- Abusive or callous behavior
- Damage to Pratt's property
- Dishonesty
- Non-compliance with safety or security rules and procedures
- Intimidation or disruptive conduct
- Possession, distribution, sale, consumption or being under the influence of alcohol or drugs while working at Pratt
- Possession of weapons

- Discrimination or harassment based on race, color, sex, marital status, sexual orientation, political ideology, age, creed, religion, ancestry, national origin or presence of sensory, mental or physical disability.

Failure to meet these expectations or other misconduct will result in disciplinary action up to and including termination of facility use or loss of membership.

Access Cards

Studio Artists are granted Access Cards after all of the conditions of access (see above) have been met. Access Cards must be presented at check-in every time and posted in the studio while the Studio Artist is at work.

As long as a Journeyman or Master Level Pratt Membership remain current and Studio Artists regularly access the studio, the access card will not expire. The access card will expire if 24 months have passed since the last access in a studio; in this instance, Studio Artists will need to complete the Studio Access Test again.

Pratt reserves the right to revoke Access Cards at any time. Grounds for revoking access include but are not limited to:

- Violating Pratt's Code of Conduct
- Abuse of the equipment
- Activities that put other renters in danger
- Failure to pay rental fees or membership fees
- Repeated failure to check in at the front desk
- Violation of policies outlined in this handbook or individual studio handbooks

If an Access Card is revoked, its holder will need to arrange with the Studio Manager to be reinstated according to mutually agreed upon terms. In some circumstances, reinstatement will not be an option.

Emergency Contacts

In the case of injury, disaster, or any other occurrence that presents a threat to the well-being of Pratt's inhabitants, call 9-1-1 immediately.

For all other urgent matters, visit the Front Desk or call 206.328.2200. The receptionist will relay your issue to the most appropriate staff person.

Using Other Departments

Access is authorized on a studio by studio basis. In order to use multiple studios at Pratt, Studios Artists must pass the Access Test and meet the requirements of each studio. Unauthorized access of a studio may result in the revocation of privileges.

EMERGENCY PROCEDURES



Standard Evacuation Procedure

1. Proceed to the nearest exit
2. Gather in parking lot
3. Call 9-1-1 to report emergency
4. Identify missing individuals who may still be in building
5. Report any known threats or hazards and/or missing individuals to authorities upon arrival
6. Do not re-enter building until it is deemed safe to do so by authorities

Earthquake

1. Drop, cover and hold; remain until earth stops moving
2. Stay away from windows, bookcases, and filing cabinets
3. If no items are available for cover, crouch by a load-bearing wall and cover head
4. When the shaking stops, begin Standard Evacuation Procedure

Fire

1. If you are confident in your ability to put out the fire with an extinguisher or other means, do so
2. If you are not confident in your ability to put out the fire with an extinguisher or other means, and you are not in immediate danger, notify a supervisor or ask those around you to assist
3. In all other scenarios, pull the nearest fire alarm and begin Standard Evacuation Procedure

Lockdown/Shelter in Place

When to activate a Lockdown?

1. When notified to do so by local police or government
2. When an armed person (gun/weapon) is identified in the facility or on the grounds
3. The sound of a discharged firearm is heard
4. A child has been identified as missing

Who activates a Lockdown?

1. Anyone observing, suspecting, or notified of #1-4 above

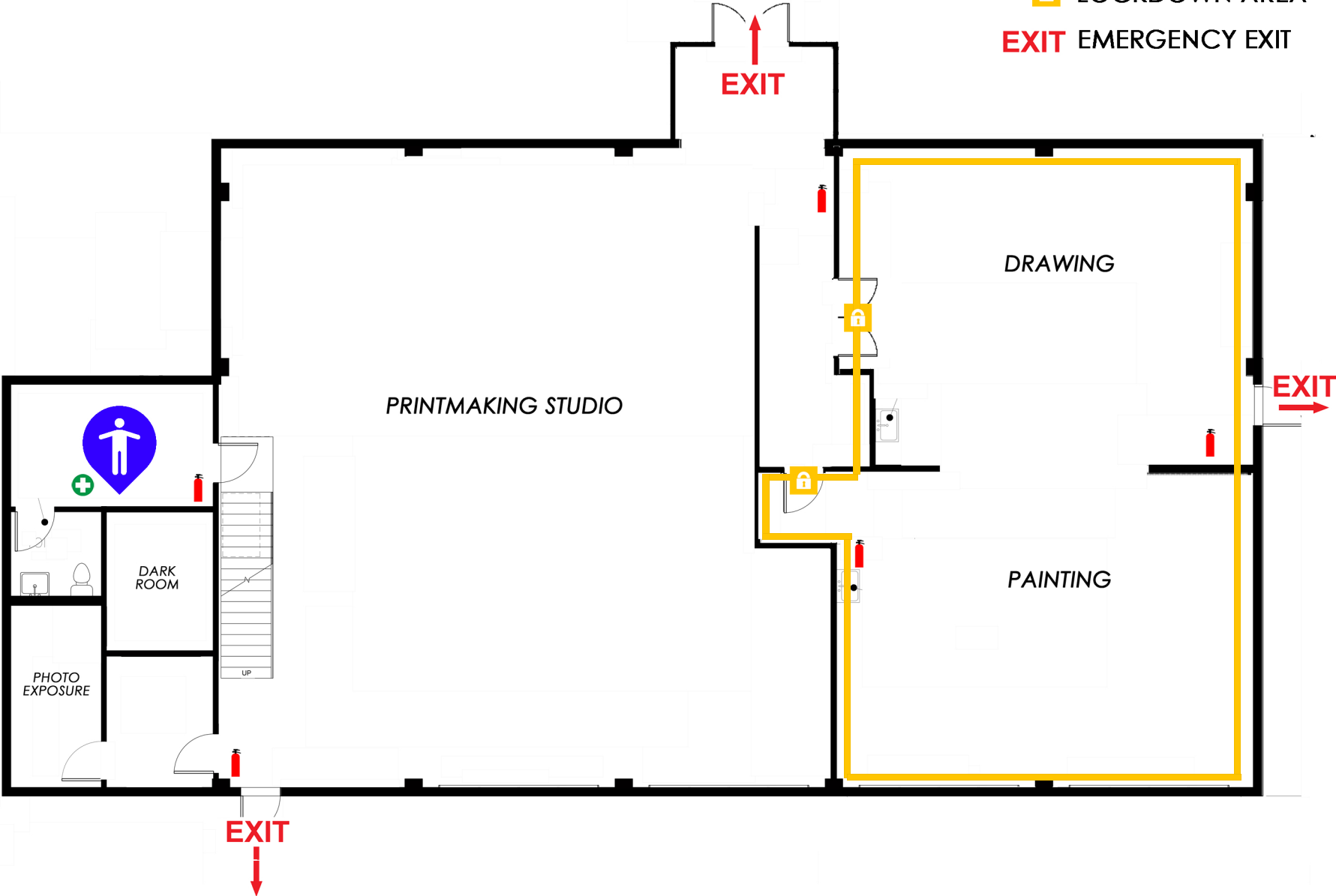
During an emergency:

1. If you are the initiator, call 9-1-1 and notify those around you (if safe to do so)
2. Proceed to designated lockdown area
3. Account for all children and occupants
4. Secure the area by locking all doors
5. Move away from doors and windows, sit on floor, silence all cellphones, turn off lights if possible
6. Wait for further instructions and/or until lockdown is cleared by authorities

EMERGENCY MAP



-  YOU ARE HERE
-  FIRE ALARM PULL
-  FIRE EXTINGUISHER
-  FIRST AID KITS
-  LOCKDOWN AREA
- EXIT** EMERGENCY EXIT



STUDIO POLICIES AND PROCEDURES

Availability and Scheduling:

You are accessed for a work space and/or access to the equipment not the entire studio.

Mondays, 9:00 am to 10:00 pm, are set aside for accessed users, with the exception of holidays and the occasional weekend workshop that continues through Monday. Any day that a class or event is not scheduled you may use the studio. Please note that availability is subject to change without notice. Our website shows availability by studio: <http://www.pratt.org/studio-access/printmaking-studios/> or you can call our front desk (206) 328 2200.

Accessed users can work in the studio on (Student) Fridays space permitting.

Payment/Check-in

You must be a member at Pratt. Daily and monthly users must pay for their studio use at the beginning of each work session. Access charges are \$150/ month or \$25/day.

Equipment List:

Three Etching presses
One lithograph press
Aquatint Box
Vertical Tank
Soaking Sink
Step Shear
Vent Hoods
Photocopier
Photo Exposure Unit
Power Washer
Drying Racks

Maintenance request:

If you find any equipment that is not working properly, do not assume that we already know it is broken. Leave a message for the printmaking manager or coordinator on the white board. Following this procedure will ensure that equipment is repaired promptly. Do not attempt to use any equipment that is damaged.

What to bring:

Inks and paper
Gloves
Brushes for grounds
Dust Masks
Packing Tape
Any other material specific to your work
We sell BFK Rives, pronto plates, transparencies and photo emulsion and cleaner.
Screenprinters:
You can store up to 4 screens and they must be kept in the can outside.
Make sure emulsion is fully dry before exposing your screen.
Clean sink after use, put away squeegees.
Use the large drying rack only.

Follow the directions for the power washer. Turn the water all the way on before turning on the washer.

Consideration of others:

Be considerate of those around you. Always clean up after yourself. Take your cell calls outside of the studio. We encourage community in the studio, but try to take a read of other accessed users before chatting—you know how it feels when you're on a deadline or when you've got only one day in the studio and you really need to maximize your time? It's often the same for the others working alongside you. But then there are days when everything is relaxed and people are open to talking shop and sharing tips. So come prepared to work, but ready to be part of the community, and you'll fit right in. Remember if an instructor is using the studio they are a user like you and let them be just that.

Staff Roles and Responsibilities:

For general questions:

Rickie Wolfe, Printmaking Studio Rental Program Coordinator (rwolfe@pratt.org).

For special concerns:

Kamla Kakaria, Printmaking/Painting/Drawing Studio Manager (kkakaria@pratt.org [email best] 328-2200 ext. 229).

Clean up:

Pratt is a community studio and we rely on the independent renters and students to keep the studio neat and clean. When you are using the studio, it is your responsibility to clean up after yourself so the studio is ready for the next user. Accessed users screens are kept in the can outside. If you are the last one out in the evening please make sure the fans are off, the heat is turned down (in winter months), the radio is off, the garage doors are closed and the lights are turned off. We have a closer that comes around at 10pm to lock the buildings.

Storage

If you access the studio regularly you may store items in a container under the large tables.

STUDIO SAFETY

Treat every process as if you will be doing it for the rest of your life. So many of the hazards in art are cumulative, protecting yourself starting the first time you engage in a process will ensure better health in the future.

Accidents and Incidents:

In the case of injury, disaster, or any other occurrence that presents a threat to the well-being of Pratt's inhabitants, call 9-1-1 immediately.

The first aid kit is located next to the bathroom on the west side of the building.

For all other urgent matters, visit the Front Desk or call 206.328.2200. The receptionist will relay your issue to the most appropriate staff person.

Mechanical Hazards:

The printing presses present the most prominent mechanical hazards in the studio space. Please do not rest your hands on the press. Do not put your hands under the drum or between the press bed and the frame while the press bed is moving.

Chemical Hazards:

The solvents used in the printmaking studio during the etching process can be hazardous to inhale or touch with unprotected skin. The vent hood and the exhaust fan can help to rid the area of the fumes caused by these substances. If you are concerned about long term exposure or chemical sensitivity consider using charcoal respirators rated for solvents. It is recommended to wear appropriate gloves when handling inks or solvents to avoid absorption through the skin. A dust mask and goggles should be worn when using the aquatint box because the rosin dust can cause breathing problems and getting some in your eye can be painful. Use the eyewash station if this happens.

Solvent Handling:

Solvents should be stored only in the Flammables Cabinet. All containers should be labeled so the contents are known. Absolutely NO solvents are to be put in the sinks. Please do not put your own solvents in the cabinet. Use the eyewash station if you get solvent in your eyes and call 911.

Ferric Chloride:

Ferric Chloride and other acids are stored in the Corrosives cabinet. Only instructors, technicians and the coordinator should mix new solutions for the shared tank. Baking Soda or the spill container can be used to neutralize acids in case of a spill. Never dump ferric chloride or into the sink. Use the eyewash station if you get Ferric in your eyes.

Studio Clean-up:

To avoid undue exposure to solvents most of the cleaning should be done with Vegetable Oil and Simple Green. Waste solvents should not be poured down the drain. Dirty rags should be placed in the cans to be picked up by the laundry service to be washed.

STUDIO EQUIPMENT GUIDE

Three Etching presses
One etching press
Aquatint Box
Vertical Tank
Soaking Sink
Step Shear
Vent Hoods
Photocopier
Photo Exposure Unit
Power Washer
Drying Racks

RESOURCE GUIDE

Supply and Equipment Vendors:

South Seattle:

Daniel Smith

4150 1st Avenue South
(206) 223-9599
www.danielsmith.com

Central Seattle

Blick

1600 Broadway
(206) 324-0570
www.dickblick.com

North Seattle:

Artist and Craftsman

4350 8th Avenue NE
(206) 545-0091
www.artistcraftsman.com

University Bookstore

4326 University Avenue Way NE
(206) 634-3400
www.ubookstore.com

Appendix A: Waiver Form



WAIVER AGREEMENT

**INSTRUCTORS AND STUDIO COORDINATORS:
PLEASE PLACE COMPLETED WAIVERS IN BOX NEAR THE FRONT DESK.**

FOR ALL PRATT FACILITY USERS:

There is an element of risk inherent in participating in artistic processes, handling artistic materials and operating machinery. Pratt Fine Arts Center takes every precaution to ensure the safety of our facility users. Being an equipment-intensive facility, it is important for users to understand that this equipment can be dangerous if used improperly and/or without teacher supervision. The following general waiver must be signed in order to participate in any educational program at Pratt or to use the facilities as an independent study student.

In consideration of my participation in the educational programs and/or use of the facilities as an independent user, I hereby discharge and forever hold harmless Pratt Fine Arts Center, its Board, staff, volunteers, the City of Seattle Department of Parks and Recreation and all agencies whose property and personnel are used as part of Pratt's educational program and any sponsoring, co-sponsoring or funding agency(ies) or individual(s) for responsibility for any injury, illness, death, damage, loss, accident, delay or irregularity which may be occasioned for any reason whatsoever during the course of my participation. I certify that I am physically able to participate in all the activities for which I am enrolled. We assume no responsibility for losses or additional expenses due to influences beyond our control.

I also give my permission for Pratt Fine Arts Center to use without limitation or obligation: photographs, film footage, tape or video recordings which may include my image or voice.

FOR STUDIO USERS ONLY:

I have read and agree to the policies and guidelines set forth in the Procedure and Policy Handbook for Users. I understand that failure to abide by the policies and guidelines may result in cancellation of my usage privileges. I further understand that damage to equipment and/or facility due to misuse or negligence will be my financial responsibility.

P L E A S E P R I N T

Name: _____

Address: _____

Course Title: _____ Course #: _____

Instructor: _____

C O N T A C T I N C A S E O F E M E R G E N C Y

NAME: _____

PHONE #: _____

SIGNATURE _____ DATE _____

(for youth under 18, parent or guardian name and signature on waiver required)

**FACILITY USERS UNDER 18 YEARS OF AGE MAY NOT PARTICIPATE
WITHOUT THE SIGNATURE OF A PARENT OR GUARDIAN.**

Appendix: Acknowledgement Form



STUDIO ARTIST ACKNOWLEDGEMENT FORM

Congratulations on becoming a Studio at Pratt Fine Arts Center!

The Studio Access program at Pratt Fine Arts Center is designed to help practicing artists by offering affordable access to shared studio space and equipment. The program is distinctly unique and is not offered anywhere else in the region.

All of us at Pratt go to great lengths to maintain the studios and make sure that they are being used properly. As a new Studio Artist at Pratt, you now share in that responsibility and we expect that you will treat the facilities with the highest level of care, adhering to all of the standards set forth in the Studio User Guide.

As a Studio Artist with studio access privileges, you are required to read each section of the user guide and comply with its directions. Should you have any questions or concerns about any of the information provided, please discuss them with the appropriate Studio Access Coordinator. Once you are certain that you understand all of the requirements set forth in the guide, sign the acknowledgement below and turn in the form with your Waiver Agreement prior to your first studio access.

By signing below, I hereby acknowledgement that have read the Studio User Guide in its entirety. I assert that I understand the policies, practices and procedures described herein and I commit to consistent and complete compliance.

_____ (Print)

Studio Artist Name

Studio Artist Signature

Date