

Cold Working Studio Rental Agreement

The Renter understands and agrees to all of the following:

- 1. ORIENTATION | RENTER ASSESSMENT:** If a renter does not have prior cold working experience, it is required that Renter takes Cold Working 101 to familiarize themselves fully with the cold working equipment. A first time renter will be required to complete a brief orientation with a SiNaCa staff member prior to first rental day. This meeting will serve to answer any questions the Renter may have as well as cover the studio procedures to ensure comfort in the space before work is started.
- 2. ADVANCE NOTICE:** Rental must be scheduled a minimum of two days prior to requested rental slot. Maximum advance scheduling time is six weeks. Rental should be scheduled with the studio manager who made your initial rental. Notification of equipment to be used should be included in the rental request. Scheduling coldworking time may also be subject to orientation and/or assessment/skills test prior to rental (see coldworking studio renters' agreement).
- 3. PREP IN ADVANCE:** If a SiNaCa Assistant or Consultant or any specialty equipment might be needed for the rental, it should be scheduled at the same time as the rental. This will ensure the studio staff has the equipment ready for use at the scheduled time. Rental of the cold working studio does not include an assistant or consultant, this service is available at an additional cost.
- 4. ASSISTANT | CONSULTANT:** A studio rental with a SiNaCa Assistant or Consultant is NOT intended to substitute for a Private Lesson. The primary function of a SiNaCa Assistant in the cold working studio is to follow the direction of the artist that is renting the studio and the use of the assistant. The primary function of a SiNaCa Consultant in the cold working studio is teaching a new skill or offering other direct advice on a project. A renter must be able to demonstrate fundamental knowledge of equipment use in to use a SiNaCa Assistant or Consultant.
- 5. GUEST POLICY:** SiNaCa Studios enforces a strict guest policy to ensure the safety of all guests and studio equipment. All guests must have a signed risk and release form on file. The Studio Manager must be notified at least 48 hours prior to any session involving guests, and a staff member must be present whenever a guest is in a non-public area. No more than 2 guests may be in the cold working studio to avoid congestion and promote a safe working environment. SiNaCa Studios reserves the right to ask any guest to leave at any time.
- 6. LATE ARRIVALS | CANCELLATIONS:** If Renter is unable to make the scheduled time, notification should be made to the manager the rental was set with and front of house at **(817) 899-0024** as soon as possible. Please note that arriving late does not automatically extend the rental slot, as there may be additional events scheduled immediately after your originally scheduled work time. Rental fees begin at the scheduled rental slot time, regardless of the arrival time of the Renter. If the rental time is extended for any reason, the additional time will be added to the original rental fees. Cancellations made 12+ hours before the scheduled slot will result in no charge to the Renter. A 1-hour rental fee will be charged for any no shows without notification. A late arrival of 30 + minutes, without notification, will result in the cancelation of the scheduled rental time.
- 7. ARRIVAL | DEPARTURE:** Renters may arrive 15 minutes before scheduled studio rental to set up. Renters must check in at the front counter upon arrival **and** departure. Working time should be completed at least 10 minutes before the end of time slot. Cleanup is part of the scheduled time slot. If you are unsure of what is expected, request guidance from the studio staff.

- 8. COMPLETED PIECES | PICKUP: Removal of all pieces should be done in a timely fashion. When picking up completed work, Renter should call ahead and check in at the gallery counter. To eliminate interruptions of scheduled activities and as a general rule, **DO NOT enter any studio without checking in at the front counter.** Any completed pieces left over 30 days, without prior consent from SiNaCa staff, will become the property of SiNaCa Studios and may be recycled or added to market event.
- 9. TOOLS | EQUIPMENT: Respect the tools and equipment. **If you are unsure of how to use a piece of equipment safely, ask for assistance.** Do not use equipment in a manner which it is not designed for. SiNaCa makes every attempt to provide professional quality tools, but SiNaCa is a school and a shared workspace, and in this learning environment, there exists the chance of wear and tear on the frequently used tools and equipment. Inspect equipment before each use, if damage is found prior to or during use, report it to a staff member immediately. Renter assumes responsibility for any damage as a result of improper or neglectful use. Items that are damaged beyond repair may result in a fee to the Renter (not to exceed \$100.00). Improper use of the studio, equipment and/or tools may result in loss of studio rental privileges.

GENERAL STUDIO ETIQUETTE

- Safety: Protective eyewear must be worn while using the equipment. Hearing protection is available and recommended while using the tile saw. Shop aprons and gloves are also available.
- Cutting Lathe: A paid 1.5 hour training session with an Instructor is required prior to first use.
- UV Light: Renter must provide appropriate glue when using the UV light. SiNaCa recommends Loctite 349 UV glue (available through Olympic Color Rods). A no cost, brief tutorial is required prior to first use.
- Renter must follow all protocols when using the equipment.

Item	Before Use	During Use	After Use
Lap Wheel	Inspect magnetic backing for large pieces of glass. Remove with utility knife or exacto blade.	consistent water flow	Place the water feed between the plate and the basin. Dry standing water off of the plate, and frame. Hang plates.
Tile Saw	basin is full of water & appropriate blade is set	consistent water flow	Remove large cut pieces from the basin
Belt Sander	Make sure water nozzle is facing the surface of the belt	consistent water flow	belts are hung up

- Maintain a positive attitude! Cold working can take patience and time and results may not always be exactly what was expected. Every rental is an opportunity to learn. Don't forget, this is a shared workspace, so things may not be where they were last time, equipment will have some wear and will occasionally need to be repaired, etc. We appreciate your understanding.

The undersigned understand the requirements and expectations as defined in the Cold Working Studio Rental Agreement (revised 12/2025)

This agreement is made on _____ / _____ / _____, between SiNaCa Studios and
(mm/dd/yy)

Print Name

Signature