



SCHOOL OF GLASS AND GALLERY

Flame Working Studio Rental Agreement

The Renter understands and agrees to all the following:

- 1. ORIENTATION | RENTER ASSESSMENT:** Those who want to rent time in the flame working studio will be required have at least 20 hours of flame working experience prior to rental as well as completing a brief orientation with a SiNaCa flame working studio manager on the first rental day. This meeting will answer any questions the renter may have and cover the studio's procedures to ensure comfort in the space before work starts. If Renter has never taken a flame working class at SiNaCa, potential renters may also need to complete a rental assessment before studio rental is approved (case by case basis). Alternatively, studio rental time will be granted upon completing Borosilicate Survey I: Getting Started with Borosilicate Glass or approx. 12 hours (about 4, 3hr sessions) of private lesson time with the studio manager.
- 2. ADVANCE NOTICE:** Rental must be scheduled with the studio manager for a minimum of 48 hours prior to the requested rental date. The maximum advance scheduling time is six weeks. The rental of the flame working studio does not automatically provide access to use the cold working studio; each must be scheduled individually. 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 flameworking rental time slot. This will ensure that studio staff have the equipment ready for use at the scheduled rental. Rental of the Flameworking studio does not include an assistant or consultant; this service is available at an additional cost.
 - **PIPE MAKING:** Pipe making of any kind is not permitted at SiNaCa Studios. Renters who fail to acknowledge this rule will lose studio rental privileges for the day and loss of work; repeat offenders will be banned from renting.
- 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 Flameworking studio is to follow the direction of the artist that is renting the studio and the use of the assistant. A renter must be able to pass a Skills Test/Renter Assessment in order to use a SiNaCa Assistant. The primary function of a SiNaCa Consultant in the kiln forming studio is teaching new skills or offering other direct advice on a project. A renter must be able to demonstrate basic Flameworking fundamental skills to use a SiNaCa Consultant.
- 5. STUDIO GUEST:** Guests must be approved by a studio manager at least 48 hours in advance of any rental session and must have a signed risk and release form on file prior to entering any non-public areas of the studio. No more than 2 guests will be allowed in the Flameworking studio during rental. A staff member must be present whenever guests are in non-public spaces. Guests will not be permitted if the studio is occupied by 2 or more renters/staff to avoid overcrowding or disruption of other rentals. SiNaCa Studios reserves the right to request that any guest leave the premises if their presence is deemed in violation of studio policies.
- 6. LATE ARRIVALS | CANCELLATIONS:** If Renter is unable to make the scheduled time, notification should be made to the studio as soon as possible by contacting the studio manager and Front of House (817-899-0024). Please note that arriving late does not automatically extend the studio rental time, as there may be additional events scheduled immediately after your originally scheduled work time. Rental fees begin at the scheduled rental time, regardless of the arrival time of the Renter. If the rental time is extended, 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 cancellations made less than 12 hours before the scheduled rental slot and for any no-shows without notification.
- 7. ARRIVAL | DEPARTURE:** Renters should arrive 15 minutes before scheduled studio rental to set up. **Renters must check in at the gallery counter upon arrival and departure.** Working time should be completed with all pieces in the annealer at least 10 minutes before the end of the time slot. Tool and table area cleaning is part of the scheduled studio rental. If unsure of what is expected, request assistance from the studio staff or see the set up and shut down sheet on the metal tool cabinet in the Flameworking studio.

8. **TOOLS | EQUIPMENT:** Please respect rental tools and equipment. A bench torch and basic tools will be provided. Renters can also bring their own equipment with prior approval of the studio manager. If 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 will assume responsibility for equipment damage due to improper or neglectful use. Items that are damaged beyond repair may result in a fee to the Renter (not to exceed \$100). Improper use of studio equipment, and/or tools may result in loss of studio rental privileges.
9. **MATERIAL PURCHASE:** 104COE Color is available for purchase as well as a limited amount of 33COE Borosilicate clear. The Flame working studio manager will help facilitate purchase of materials as well as add it to the studio ticket.
10. **COMPLETED PIECES | PICKUP:** Once annealed, finished work/parts will be placed on racks in the cold working studio and marked with the renter's name and date of rental. Studio members' work will be moved into their respective bins when kilns are needed; non- studio members' work will be moved onto the cookie sheets with other studio work. Renters are required to provide boxing/packing materials for their work upon pickup. Schedule a pick-up of finished work within 1-2 weeks of rental time. If pickup time exceeds 2 weeks without any form of contact, it will be boxed and a boxing fee will be added to studio ticket. When scheduling pickup, Renter should call ahead and check in at the gallery counter. **DO NOT enter any studio without checking in at the gallery counter first** to eliminate interruptions of any scheduled activities. Any completed pieces left over 30 days, without prior consent from SiNaCa staff, will become the property of SiNaCa Studios and may be recycled and/or added to a market event.

GENERAL STUDIO ETIQUETTE

- Studio space cleanup: reserve time for cleanup, sweep all trash glass off the tables and floor (if needed) and throw away the glass in your water cup into the strainer and empty the strainer into the trash after your studio session.
- Annealer: Write down your name, rental date at the proper annealer location with an annealer number on a map sheet on the clipboard to note which finished pieces are yours. DO NOT open a hot annealer with someone else's work in it, use only an empty annealer for your studio rental time.
- Beeswax: If you bring beeswax for your own tools, be sure it is kept within a metal container (not provided by SiNaCa) and cleaned up/scraped appropriately off any surfaces during cleanup. Do not use beeswax on any tools or graphite provided by SiNaCa Studios
- Torches: Be sure to turn the torches on and off properly to avoid flashbacks. Do not over tighten the knobs on the torches when turning them off to avoid damaging the valves. Remember to work at a safe distance from the torch face to avoid any damage to the torch face. If you get glass on a torch face, turn off the torch and be sure to let the studio manager know immediately. Do not walk away from an open flame.
- Chairs: if you take down any chairs off the tables, put them back up on the table upside down to maintain an open walking space in the studio.
- Gases: Be sure to turn the gas off at the tank when finished in the studio and bleed leftover gases from the lines with the vent on (then turn the vent off after).
- Maintain a positive attitude! The glass may have a plan of its own, and results may not always be exactly what was expected. Every rental is an opportunity to learn. Do not forget that this is a shared workspace, so hand tools and/or torches will have some wear, equipment will occasionally need to be cleaned, repaired, etc. We appreciate you're understanding.
- Studio Member Bins: This is a shared space, and it is essential to leave the studio clean and safe for the next renter or class. This includes thoroughly cleaning and sweeping up your workspace and ensuring no glass is protruding from your bin to avoid accidental breakage or injury. If tidiness becomes a recurring issue, renters will be required to check out with a staff member at the end of each rental session to ensure proper cleanup.

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

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

Print Name

Signature