

Glass Blowing Studio (Hot Shop) Rental Agreement

The Renter understands and agrees to all the following:

- ORIENTATION | RENTER ASSESSMENT:** A first-time renter will be required to complete a brief orientation with a SiNaCa staff member prior to your first rental day. The orientation will address any questions the Renter may have and cover essential studio procedures to ensure comfort and safety before work begins. If Renter has never taken a glass blowing class at SiNaCa nor has ever taken an intensive glassblowing course through either a school, university or an artist's studio, Renter must also complete a skills assessment before studio rental is approved.
- ADVANCE NOTICE:** All rental slots must be booked a **minimum of two (2) days** in advance by contacting the Hot Shop Manager. The **maximum advance booking time** for the Hot Shop is **six (6) weeks**. Cold Shop hours must be scheduled with the same advance notice requirements. Rental of the Hot Shop **does not** include automatic access to the Cold Shop; each studio 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).
- ADVANCE REQUESTS:** If you require a SiNaCa Assistant, Coach, Gaffer Artist, or specialty equipment for your rental, **these services must be requested at the time of booking**. This ensures studio staff can confirm the availability of personnel and equipment for your scheduled time. **The rental of the glass blowing studio does not include an Assistant, Coach, or Gaffer Artist.**
- ASSISTANT | COACH | GAFFER ARTIST:** An Assistant is **required** for studio rental, unless authorized by the Hot Shop Manager for case-by-case solo work based on the Renter's experience and project intent. **Studio Rental is Not a Lesson:** Rental with a SiNaCa Assistant, Coach or Gaffer Artist is **not** a substitute for a Private Lesson. The primary function of a SiNaCa Assistant is to follow the Renter's direction in executing the project. To utilize a SiNaCa Assistant, the Renter must pass a Skills Test/Renter Assessment. The Coach role is designed to offer limited advice, encouraging the Renter to self-troubleshoot. If significant or ongoing assistance is needed, a Private Lesson is required. The primary function of a SiNaCa Gaffer is to provide direction, teach a new specific skill, or offer direct advice on a project. Studio staff reserve the right to determine the appropriate level of assistance required for the safety and success of any scheduled rental.
- ADDITIONAL SERVICES AND MATERIALS:** Rental fees **do not** include an Assistant, Coach, or Gaffer Artist. These services are available at an **additional cost**, as are specialty glass colors. The Hot Shop Staff for your scheduled time will confirm available colors for purchase and is responsible for weighing the glass (before and after use) and documenting the weight and value of color used on your Rental Slip.
- GUEST POLICY:** Renters are welcome to host guests during their rental slot, provided that all guests are approved by the Hot Shop Manager **48 hours in advance**. Under **no circumstances** is a guest or observer permitted to work with the Renter (making or assisting). Only individuals who have completed a SiNaCa Renter Assessment or can demonstrate equivalent formal training may participate or assist in the Hot Shop. For safety and accountability, all guests and observers **must** check in at the Front Desk immediately prior to entering the studio. SiNaCa Studios reserves the right to ask any guest to leave at any time
- LATE ARRIVALS & CANCELLATIONS:** If the Renter is unable to attend the scheduled rental time, notification must be provided to the studio as soon as possible by contacting the Hot Shop Manager or the Front Desk at **(817) 899-0024**. Rental fees begin at the **scheduled start time**, regardless of the Renter's arrival time. Late arrival does not extend the rental slot, as subsequent events may be scheduled. If the rental time is extended for any reason, additional time will be added to the original rental fees. Cancellations made **12 hours or more** in advance will incur no charge. A fee equal to **one (1) hour of rental time** will be charged for:
 - Cancellations made less than 12 hours in advance
 - No-shows without prior notification
 - Unnotified late arrivals exceeding 30 minutes (which also results in the loss of the reserved slot).
- ARRIVAL & DEPARTURE PROCEDURES: Check-In/Arrival: Renters must check in at the front counter upon arrival** and departure. We recommend arriving **at least 15 minutes** prior to the scheduled start time to allow for setup. **Departure & Cleanup:** All working time and all pieces must be placed in the annealer, **10 minutes prior to the end of the rental slot**. This time is mandatory for cleanup to ensure the bench space is immediately ready for the next booking. Cleanup procedures are considered part of your scheduled rental time and **must** be completed before you leave. **Failure to clean the bench area fully will result in an additional mandatory cleaning fee being added to your ticket.** If you are unsure of the cleaning requirements, please request assistance from studio staff.

9. **TOOLS | EQUIPMENT:** Please respect rental tools and equipment. **DO NOT turn on or off equipment** without speaking to a staff member first to ensure proper procedure. 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 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 studio, equipment, and/or tools may result in loss of studio rental privileges.
10. **GLASS USAGE:** Studio rental includes 10lbs of furnace glass per hour rented. There will be an additional fee, per pound, added to rental ticket if the weight exceeds the limit as well as disrupts the amount of glass taken out for the week's scheduled events. Please check in with our staff when booking a rental to maximize the efficiency of your rental. On our website, there is a current pricing guide for all rentals.
11. **MATERIAL PURCHASE:** Color is available for purchase in the Hot Shop. SiNaCa Studios allows renters to purchase color based on usage. The Hot Shop Staff will be responsible for recording the weight of the color before and after rental to get total weight of color used during your scheduled rental. The color(s) used, the weight, and value will be added to your rental ticket.
12. **COMPLETED PIECES | PICKUP:** Once your glass has annealed, finished work will be labeled and placed on rolling racks in the Cold Shop. Renters must call ahead or arrange a pickup time with the lead or manager. To eliminate interruptions, Renters **must not** enter any studio area without checking in **first** at the front counter. Any work remaining on the hot shop racks for **over two (2) weeks** will be removed, boxed, and subject to a **mandatory boxing and storage fee** added to the Renter's Rental Ticket. After **thirty (30) days** without prior written consent from the Hot Shop Manager, the work will be deemed abandoned and become the property of SiNaCa Studios, subject to recycling or inclusion in the annual market event. Work that the Renter does not wish to retain may be designated for recycling or inclusion in the annual market event upon notification to a Studio staff member.

GENERAL STUDIO ETIQUETTE

Cleanup includes:

- **TOOLS:** Put away all tools, pipes, punties, and step stools.
- **SWEEP:** Clean out all frit scoops and shield marvers leaving no frit or powder behind (only wipe marvers with alcohol)
- Sweeping the floor and tool deck of all glass and paper, including under rubber mats, under benches and under marvers.
- **MARVER:** Wipe regularly to prevent rust buildup. Wiping the marver with **ALCOHOL ONLY to clean off dust-DO NOT USE WATER as this will create rust.** Do not place beverages that will sweat on marvers creating rust.
- Personal items may be stored on bleachers during rental.
- **ANNEALER:** Load with consideration to those working with before and after you. When loading work, start along the back wall and work your way to the front of the oven to prevent previous work from getting too cold. Avoid sliding work across the annealer floor/grates to prevent scratches.
- **GLORY HOLE aka REHEATING CHAMBER(GH):** If a piece "jumps" into the glory hole, calmly and with the pipe or punty currently in hand, immediately get as much of the piece out as possible! While following procedure, verbally alert the staff for assistance quickly.
- **FURNACE:** If color falls in the furnace, calmly use a fresh pipe or punty to gather it out immediately! While following procedure, verbally alert the staff for assistance quickly.
- **STRIP GATHERS:** Use the correct **CLEAR** water bucket by the furnace. DO NOT stir into the color contaminated water bucket. Be sure that there is **NO COLOR** stripping into the clear bucket, as we will recycle this material back into furnace.
- 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. Don't forget that this is a shared workspace, so things may not be where they were last time, the pipes and hand tools will have some wear, equipment will occasionally need to be repaired, etc. We appreciate you're understanding.

The undersigned understand the requirements and expectations as defined in the Glass Blowing Studio (Hot Shop) Rental Agreement (revised 12/2025)

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

Print Name

Signature