



SCHOOL OF GLASS AND GALLERY

Kiln Forming Studio Rental Agreement

The Renter understands and agrees to all of the following:

- 1. ORIENTATION | RENTER ASSESSMENT:** A first-time renter will be required to complete a brief orientation with a SiNaCa staff member prior to the 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. If Renter has never taken a kiln forming class at SiNaCa, Renter must also complete a rental assessment before studio rental is approved. This will involve a few basic exercises to make sure the renter is comfortable with the basics of fusing and equipment usage.
- 2. ADVANCE NOTICE:** Rental must be scheduled with a studio manager a minimum of two days prior to the requested work time. Maximum advance scheduling time is six weeks. Cold working time should be scheduled in the same manner. Rental of the kiln forming 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. 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 kiln forming 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 kiln forming fundamental skills to use a SiNaCa Consultant.
- 4. 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 kiln forming studio time slot. This will ensure that studio staff have the equipment ready for use at the scheduled rental. Rental of the kiln forming studio does not include an assistant or consultant; this service is available at an additional cost.
- 5. GUEST POLICY:** SiNaCa Studios enforces 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. 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 studio **as soon as possible** by contacting both the studio manager and Front of House (817-899-0024). Please note that arriving late does not automatically extend your time slot, as there may be additional events scheduled immediately after your originally scheduled work time. If rental time is extended for any reason, additional time will be added to any original rental fees. If same-day cancellations or no-shows become a recurring issue, as determined by the Studio Manager, a \$25 fee may be applied per missed rental.
- 7. ARRIVAL | DEPARTURE:** **Renters must check in at the front counter upon arrival and departure.** Renters may arrive up to 15 minutes early to their rental slot given studio availability. Working time should be completed with all assembled pieces on the kiln loading shelves 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. TOOLS | EQUIPMENT:** Respect rental tools and equipment. 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. **DO NOT** open kilns without staff permission. 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.

9. SHARED/ CUBBIE SPACE: **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 any cubby space. Because glass can be dangerous, renters with designated cubby space must keep their materials organized at all times. 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.
10. COMPLETED PIECES | PICKUP: Once fired, finished work will be placed on the shelves in the kiln forming studio. It is expected that finishing work and the removal of the piece will 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 gallery 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 a market event.

GENERAL STUDIO ETIQUETTE

- Request assistance from studio staff if handling or cutting down a large sheet of glass from or need access to the SiNaCa Student Closet.
 - When leaving assembled pieces on the shelves for firing, please ensure the piece is glued and on the correct shelf with a completed fire ticket and any of the below specific guidelines.
 - **Full Fuse:** Place on small cups with appropriately sized thin fire paper or kiln-washed shelf.
 - **Tack Fuse:** Place on small cups with appropriately sized thin fire paper or kiln-washed shelf.
 - **Slump:** Place on inspected and kiln washed mold.
- Please note: Thin fire should always be cut a minimum of ¼" larger than your glass on all sides. Kiln wash should be evenly applied over several coats. Failure to do either may result in broken projects and damage to the studio kiln shelves.
- Providing a specific firing schedule will result in a charge for a 100% kiln run unless firing in the smaller kiln (25%-50% kiln run). Any kiln program that is longer than 2 days must be scheduled at least 2 weeks in advance to ensure it will not interfere with regularly scheduled classes.
 - Filling out a studio ticket:
 - Please record the number of hours you rent the studio in the top section of your running studio ticket. This goes for all renters whether you are a studio member or not.
 - When purchasing glass, initially record either the starting dimensions or the starting weight of the glass. Once you are finished, you will record the final dimensions or weight. Please do not return any pieces of sheet glass less than 6" x 6" in size.
 - Referring to the list posted in the kiln forming closet, please also write down the price per on the same line.
- If at any point you are confused or have questions, please ask a staff member for assistance.**
- Maintain a positive attitude! Kiln firings don't always go according to plan and the 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 it is possible that you may come across unexpected strikers in our bits and pieces bins, the cutting and grinding tools will have some wear, equipment will occasionally need to be repaired, etc. We appreciate your understanding.

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

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

Print Name

Signature