

# **Guidelines for Glass Studio Participation (as of September 2014)**

The following list of guidelines and safety regulations for the use of the glass studio have been compiled with your safety and success in mind. Your cooperation in observing these guidelines will make for safe and effective operation of these areas. The Museum reserves the right to refuse studio privileges to anyone not complying with these guidelines.

## **General guidelines**

- Studio participants are held to the same safety and civility standards as members of the staff. Because the hot shops are contained in a building designed for the display of works of art, and because members of the public may be present, all rules for conduct and safety will be strictly enforced. Staff may bring specific issues to the attention of studio participants with full expectation that the issues will be respectfully addressed
- Studio staff is here to help you and facilitate your experience. They are also here to enforce the studio participation guidelines in an effort to make everyone's experience positive, productive and injury free. Studio participants must be respectful and compliant with staff directions regarding compliance with studio guidelines and rules.
- The museum reserves the right to refuse glass studio privileges to anyone who does not comply with these regulations. No refunds of fees will be given.
- All glass studio participants must read and complete an Emergency Contact Sheet and a Release of Liability form before participating in the program. If the participant is under the age of 18, a parent or guardian must sign a Release of Liability, Parental Consent Form.
- No piece of equipment is to be used by or set up by a studio participant without prior instruction in its use and the permission of the museum staff.
- Any equipment problems or breakdowns should be reported to the nearest studio staff member immediately
- Report any injury, no matter how slight, that occurs in the museum to your instructors, the studio tech, or Security (ext.7330).
- As a studio participant, long hair must be tied back. Loose clothing should not be worn.
- Eye protection is required for all studio participants in all studio areas.
- OSHA recommended respiratory protection is recommended for any operation that requires the handling of powdered glass, free silica, refractory material, or any other nuisance or carcinogenic particulate material dust or vapor. Please refer to Studio MSDS sheets for details of OSHA recommendations (located in Tech office). Any unusual materials that a studio participant brings in for use in the studio must be approved by studio management.
- Be security conscious with your personal items. Be aware of where you leave your possessions and if you have a locker in the downstairs hallway, be sure to keep it locked. The Museum is not responsible for any items left unattended.

- Use of drugs or alcohol before or during studio participation is strictly prohibited. Individuals whose behavior suggests that they are under the influence will be asked to leave without a refund, and may be denied rental privileges in the future
- Having Visitors during studio participation time outside of what is allowed by the rental guidelines must be approved by studio management.

**Museum Business hours are:**

- Tuesday–Wednesday: 10am – 4pm
- Thursday: 10am – 9pm
- Friday: 10am – 9pm
- Saturday: 10am – 5pm
- Sunday: 12pm – 5pm

**Glass Studio Hours are:**

- Monday: 4pm–10pm
- Tuesday–Friday: 10am–10pm
- Saturday–Sunday: 10am–7pm
- The glass studio operates beyond regular hours to better serve studio participants. Outside of normal museum hours, studio participants must use the loading dock entrance on the Parkwood Avenue side.
- The Crystal Corridor is strictly off limits to studio participants and visitors outside of regular museum business hours
- Outside of museum public hours, all participants must use the restrooms located in the Glass Pavilion lower level.
- All studio participants must check in with the security officer located at the interior loading dock upon entering the museum.
- The Toledo Museum of Art is a no smoking campus. Smoking is not permitted in indoors or outdoors. This restriction exists for the protection of visitors, staff, other users, and the work of art contained in the building. Violators of the no smoking policy will be subject to revocation of their studio privileges.
- Hot Shop 1 is reserved for Museum use. Renters are to confine their activities to the space available in Hot Shop 2. Any exception is only with the permission of the glass studio manager.
- Members of the public may be observers in Hot Shop 1. Please respect the diversity of our community by refraining from language that others may find offensive.

- Using our rental facility and studio for personal instruction and training in exchange for payment is strictly prohibited. Participants who wish to teach or learn through personal training in the TMA studio must do so through formal museum educational class work.
- Participants may not rent or utilize the glass studios if they have outstanding fees due for past studio rental engagements. If participants are found utilizing studio time with outstanding fees due, they will be asked to leave and may return upon confirmation that outstanding rental fees are paid.
- Studio participants who regularly carry an outstanding fee will be asked to prepay for all studio services, Walk in and tool add on options will not be permitted at this level of studio rental.

# Hotshop

## Safety

- Your safety is important to us. Glass working is an inherently dangerous operation. The risk of burns, cuts, heat exhaustion, heat-stroke, dehydration, electric shock, exposure to carcinogens and UV radiation are common. As a user of our facility, you are expected to use standard safety precautions and common sense to minimize or eliminate risk.
- Horseplay will not be allowed in the hot shop.
- **The participant in the glass studios is responsible for following the guidelines for safe and effective use of the facilities by following the suggested guideline presented here.**
- Full coverage shoes must be worn in the hotshop. No flip-flops, open toes or sandals are allowed.
- Do not leave blowpipes in the water buckets. The scalding hot water and steam travel up the inside of the pipe to create a dangerous situation for those around you.
- Eye protection is required in the hotshop. 1.5 welding shade or Aur 99 filtration is recommended for hotshop work.
- Glass powder must be used on the downdraft tables with the blower on. Dust mask or respirator use is recommended when using powdered glass.
- Synthetic materials used in clothing are extremely dangerous in a hot glass studio. Nylon, rayon, polyester, etc. will melt when they catch fire and cause a very severe burn. Only cotton or other natural fiber clothing should be worn in the hotshop.
- Report any injury, no matter how slight, that occurs in the museum to your instructors, the studio tech, or Security (ext.7330).

## Working in a public space

- Public-appropriate music can be played in the studio at a moderate volume when there is no demo or other public program being conducted in the studio. Music with vulgar or offensive lyrics is prohibited. Requests to turn music down or off by studio staff or another studio participant must be accommodated respectfully
- Outbursts, vulgar language, and violent acts like throwing tools, smashing glass or abusiveness to others will result in the loss of studio privileges and immediate ejection from the facilities.
- All students and studio renters should refrain from engaging the visiting public in any way that can be interpreted as a demonstration or museum sanctioned presentation. The public (including tour groups, unauthorized guests, and general visitors) are not allowed in Hot-Shop 2 or classrooms without approval of studio management. If they do happen to appear, students and renters are not to provide demonstrations or to otherwise represent the museum in any capacity. In this case, the studio technician or management should be notified to address the situation. Renters who wish to demonstrate for friends or family must adhere to the rules regarding assistants or additional persons in the hot-shop during the rental time, including the signing of liability waivers and emergency contact forms.

### **Working with others**

- Please be considerate to others working near you in the hot shop. Moving studio furniture, use of shared tools such as the large marver, pipe warmer, color ovens, blowpipes etc. must be discussed with others working in the studio.
- Bullying fellow participants or utilizing shared resources in an unfair way without prior discussion will not be tolerated
- Renters must load their own pipes and punties into the pipe warmer. Do not utilize pipes or punties that another participant has prepared for themselves.
- Please limit the amount of materials and tools that you have in the hot shop. Do not monopolize shared spaces such as the marver with powders, frits, and other obstacles.

### **Set up and clean up and check out**

- Studio renters in all areas are required to complete their set up and clean up within the time constraints of their rental period. Anyone running over their allotted time or neglecting to clean up because their allotted time has ended will face fines and the eventual prospect of being denied services. Consult your rental guidelines for details.
- Students and renters are not to hook up torches or turn on drop down lines of any type in the studio including air lines. All renters wishing to use such items must request them from the studio tech on duty. Additional charges will apply when necessary.
- If you choose to use our studio tools then you will be responsible for returning those tools in the same condition in which you received them
- Studio tools must be checked out on the sign out sheet with a studio staff member.
- Studio tools must be signed back in at the end of your rental time.
- Studio participants will be billed for tools that are damaged or not returned that they have signed out.
- Oxy Propane torches and the garage are available for use upon request for an
- additional fee. Consult your rental agreement for details.
- Clean your workspace when finished. Empty your catch pan. Put all tools in their appropriate place, and thoroughly sweep up your work area.
- To avoid any unexpected charges; follow up with a studio tech upon check out to make sure that your clean up is adequate.

### **Using the facility**

- The control system should not be touched without the permission of the studio manager. Any adjustments that you need must be made by a studio staff member.

- All participants working with powders must wear proper respiratory equipment if possible and thoroughly clean up the immediate work area.
- No visitors shall be permitted to operate any equipment or participate in any glass working activity without prior permission from an instructor or studio management.
- Hotshop Renters are allowed two assistants/visitors during their blow slot. There is however a limit of no more than 2 visitors at any given time. Exceptions can be made only with permission of studio management
- No studio participant may adjust or modify any of the studio equipment, including but not limited to annealers, benches, bench torches, air hoses or hand tools without consult of a member of the studio staff.
- Renters in the hotshop supply their own MAPP gas.
- Certain consumables commonly used in the studio are locked up and will require a studio technician for access.
- The marver is a glass blowing tool and should not be used for food or drinks
- Do not beat on pipes with the sharp metal file as it damages the pipe.
- Special annealing programs are possible when discussed with studio staff before the rental period.
- Do not leave pipes to “warm” by resting them on the gloryhole doors.
- If you lose glass in the gloryhole you are expected to fish out as much of it as you can. Do not simply leave it there to destroy the lining.
- Using the furnace as a work-station/glory hole is prohibited. If you require an additional work station, arrangements may be made with studio scheduler and/or studio management.
- Never use an air hose to clear clogged pipes.
- Cancellations must be made at least 24 hours in advance. Call Mary Ann Stock at 419-255-8000 ext 7334.

# **Flameworking**

## **Safety**

- Regulation flame working glasses (didymium) must be worn at all times when working at the torch.
- Long hair must be pulled back and loose clothing should not be worn when working in the flameworking studio.
- Report any injury, no matter how slight, that occurs in the museum to your instructors, the studio tech, or Security (ext.7330).

## **Working in a public space**

- Public appropriate music can be played in the studio at modest volume levels. Music with vulgar or offensive lyrics is prohibited. Requests to turn music down or off by studio staff or another studio participant must be accommodated respectfully.
- Outbursts, Vulgar Language, and violent acts like throwing tools, smashing glass or abusiveness to others will result in the loss of studio privileges.

## **Using the facility**

- Check in with a tech before and after your rental time.
- Do not turn on/ off any annealers in the flame working room. A tech will turn them on and off for you.
- You must bring your own mandrels, color rods powders and special tools when renting flameworking time.
- You will be able to sign out and use one TMA flameworking tool bin when renting time.
- You will be billed for any missing or damaged tools.
- Do not remove any tools from the flame working room.
- When you are finished with your rental time, clean up your work area and let a tech know that you are finished.
- To avoid any unexpected charges; follow up with a studio tech upon check out to make sure that your clean up is adequate.
- If you abuse or damage any TMA property, you can be billed for damage and studio privileges may be revoked.
- Cancellations must be made at least 24 hours in advance. Call Mary Ann Stock at 419-255-8000 ext 7334.

# **Coldshop and Sandblasting**

## **Safety**

- Long hair must be pulled back and loose clothing should not be worn when working in the coldworking studios.
- Eye protection is required at all times when working in the coldshop or sandblasting.
- Those using the sandblasting area are expected to have common studio knowledge about the use and operation of the equipment. While an excellent filtration and exhaust system is in place any person wishing to use the sandblasting equipment is strongly urged to wear an N95 particulate respirator.

## **Working in a public space**

- Public appropriate music can be played in the studio at modest volume levels. Music with vulgar or offensive lyrics is prohibited. Requests to turn music down or off by studio staff or another studio participant must be accommodated respectfully.
- Outbursts, Vulgar Language, and violent acts like throwing tools, smashing glass or abusiveness to others will result in the loss of studio privileges.

## **Working with others**

- Please be considerate to others working near you in the coldshop. Use of shared tools such as the flat lap wheels etc. must be discussed with others working in the studio.
- Bullying fellow participants or utilizing shared resources in an unfair way without prior discussion will not be tolerated

## **Using the facilities**

- All cold shop renters must sign in on the cold shop log with the studio tech before using the cold shop and sign out with a studio tech after using the cold shop.
- No one is permitted to access the cold shop or use any cold working equipment without first receiving authorization from studio staff.
- The cold shop has many specialized pieces of equipment that can be dangerous if improperly used and can easily be damaged. If a participant is unsure about how to use a certain piece of equipment, they should ask a glass tech or a manager for help.
- Renters are encouraged to attend a regularly scheduled cold shop class to orient them on the proper and safe use of the cold shop machinery. This class is offered free of charge. To sign up for this class call Steve Cothorn at extension 7853. Steve Cothorn is also available go over specific needs and inquiries.
- Participants are not to grant access to anyone who has not been authorized by museum staff.
- Participants are responsible for any damage that occurs to equipment due to improper or unauthorized use during their rental time.

- If a renter damages a piece of machinery, is injured, is found to be using any cold shop tools improperly, or in a dangerous way, they will be required to take the cold shop orientation class before they are able to rent cold shop time again.

**Clean up and check out.**

- As part of cold shop rental the renter will be required to perform the following basic clean up tasks:
- Allow appropriate wet tools to spin dry, return any tools, disks, wheels, belts etc. to proper storage places.
- Remove debris, glass dust, tape etc. from work area and wipe down any surfaces (counter/table tops). Clean off any machinery used, removing cut offs, glass debris etc.
- Remove any personal effects brought into the studio during rental time.
- To avoid any unexpected charges; follow up with a studio tech upon check out to make sure that your clean up is adequate.

## **Flat Glass, Casting, Kiln work, Mold Making, and Wax working**

### **Safety**

- Long hair must be pulled back and loose clothing should not be worn when working in the coldworking studios.
- Eye protection is required at all times when working in any of these areas.
- Those using any of these areas are expected to have common studio knowledge about the use and operation of the equipment. When handling particulate materials such as fiber paper, plaster, silica flower, glass powder or dust participants are strongly urged to wear an N95 or greater particulate respirator.

### **Working in a public space**

- Public appropriate music can be played in the studio at modest volume levels. Music with vulgar or offensive lyrics is prohibited. Requests to turn music down or off by studio staff or another studio participant must be accommodated respectfully.
- Outbursts, Vulgar Language, and violent acts like throwing tools, smashing glass or abusiveness to others will result in the loss of studio privileges.

### **Using the facility**

- In order to use any of these lower level facilities in the studio, you must receive permission from studio management
- Clean up of these spaces means returning the facility to the state that it was before you made use of it.
- You must check out with a tech to make sure your clean up efforts are adequate.

Please sign and date below to indicate that you have received and intend to follow the  
“*Guidelines for Glass Studio Participation*”.

Name: \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_