



Toledo Museum of Art **2017 GLASS STUDIO RENTAL POLICY**

All policies subject to change without notice.
Check the Museum's website for the current version of the Policy at
<http://www.toledomuseum.org/glass-pavilion/studio-rentals/>.

Contact phone numbers:

Toledo Museum of Art main line: 419-255-8000

Glass Studio call list:

Name	Title	Extension
Alan Iwamura	Glass Studio Manager	7855
Caitlyn Gustafson	Glass Studio Supervisor	7851
Misha Nalepa	Lead Glass Studio Artist	7849
Steve Cothorn	Weekend Shift Lead	7853
Kacey McCreery	Community Engagement Glass Artist	7921
	Glass Studio Technicians	7809

Masks are recommended at the Toledo Museum of Art for all visitors and staff.

Hot Shop Studio Rental Hours

(Monday: 6 p.m.-9 p.m.)
(Tuesday-Friday: 10 a.m.-1 p.m., 2 p.m.-5 p.m. and 6 p.m.-9 p.m.)
(Saturday and Sunday: 10 a.m.-1 p.m. and 2 p.m.-5 p.m.)

Cold Shop Rental Hours:

(Wednesday-Friday: 10 a.m.-8 p.m.)
(Saturday and Sunday: 10 a.m.-1 p.m., 2 p.m.-5 p.m.)

Flat Glass:

(Wednesday-Friday: 10 a.m.-5 p.m.)
(Saturday and Sunday: 10 a.m.-1 p.m. and 2 p.m.-5 p.m.)

Kiln Shop:

(Wednesday-Friday: 10 a.m.-5 p.m.)
(Saturday and Sunday: 10 a.m.-1 p.m. and 2 p.m.-5 p.m.)

Mold Shop:

(Wednesday-Friday: 10 a.m.-5 p.m.)
(Saturday and Sunday: 10 a.m.-1 p.m. and 2 p.m.-5 p.m.)

Flame/ Neon:

(Monday: 6 p.m.- 9 p.m.) (Tuesday-Friday: 10 a.m.-9 p.m.)
(Saturday and Sunday: 10 a.m.-1 p.m. and 2 p.m.-5 p.m.)

Studio Rental Scheduling Hours:

For Assistance with online booking or Kiln Studio Rentals call Caitlyn Gustafson, Studio Supervisor Tuesday-Thursday 2pm to 5pm. Extension 7851
(No rental scheduling after 4pm on Friday or anytime during the weekend.)

Eligibility

New renters in the glass studios must first receive permission from glass studio management to work in the Toledo Museum of Art Glass Studios. Permission can be obtained either with reference from a TMA glass instructor, or by arranging a brief interview with a studio manager. This interview process and a brief studio orientation are required in order to familiarize new renters with studio facilities, safety practices and guidelines. This also establishes participation as a responsible member of the studio rental community.

The primary renter who will be using the studio facility must be the name used to secure the spot on the schedule. If you are purchasing time for someone else, this intention must be made clear at the time of scheduling. The primary renter scheduled to use the facility must fulfill eligibility requirements to use the studio (see eligibility section)

During studio rental time the primary renter is allowed to bring in additional people to assist or observe only. For supplemental instruction, call Caitlyn Gustafson to schedule personal training sessions. Any personal training or instruction must be scheduled through the Glass Studio Supervisor.

Studio	Additional allowed
Hot shop	2
Cold shop	1
Flameworking	1
Casting area	1

Payment

- Payment can be made using, MasterCard/VISA/Discover/American Express, TMA gift card, or personal check. **NO CASH OR MONEY ORDER.**
- Studio rental time is granted on a first come, first serve basis. **Advance payment is required for Hot Shop blow slots, Cold Shop Packages and Kiln/Casting Rental.**
- Participants may not rent or utilize any glass studio if they have an outstanding fee 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 the 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 rental engagement.
- Renters who schedule multiple slots of studio time are required to pay in advance for all slots in order to reserve them on the schedule.

Rescheduling/Cancellation Policy

- Rescheduling of studio time must occur by 4pm the day before the scheduled rental time, and by 4pm Friday for any weekend rescheduling.
- For rescheduling call the Glass Studio Supervisor at extension 7851.
- To cancel rental time on the weekends, call the Studio Tech at extension 7809 or the Weekend Studio Shift Lead at extension 7853.

Any rescheduled/cancelled studio time must be rescheduled within two weeks of the date of cancellation.

- Failure to do so will result in a forfeiture of rental fees, after which these fees can no longer be deferred to future rental time.
- In the case of cancellation, renters who reserve multiple slots of time in the studio will receive a full refund up to 30 days in advance of scheduled time. If a cancellation occurs after that point, an administrative fee of \$20 per blow slot will be assessed.
- For participants in good standing, additional fees will be billed and can be resolved before or at the time of scheduling the next studio rental.

Hot Shop Rental only:

- **Failure to show up for a scheduled Hot Shop blow slot without notification will result in forfeiture of all rental fees.**
- If a renter has not arrived to work within 30 minutes of the start of their scheduled hot shop time, the glory hole will be shut down. The glory hole can be re-lit upon arrival of the renter up to one hour before the end of the scheduled time. **Full rental fees will still apply.**

Studio Equipment List

Hot Shop

#	Equipment
2	16-inch diameter reheating chambers 32 inches deep, two sets of doors.
1	26-inch diameter reheating chamber 44 inches deep, three sets of doors.
2	13 x 13 x 13-inch color boxes, programmable
2	58 x 24 x 29-inch front loading annealers (A1 and A3)
1	58 x 24 x 24-inch front loading annealer (A2)
1	60 x 27 x 21-inch coffin lid, top loading annealer (A4)
1	Garage with 3 arched openings, each 9 x 9-inches. Approx 30x17-inches of floor space

Flame Working

#	Equipment
10	Bethlehem Barracuda torches, 2 burner rings
1	GTT Kobuki 3, 3 burner rings
7	Chili Pepper annealers, approximately 16 x 6 x 3-inches
2	AIM Kilns, front loading, 9 x 12 x 9-inches
1	Paragon, front loading, 22 x 21 x 35-inches

Cold Shop and Sandblasting

#	Equipment
1	24-inch Diamond lap wheel with full range of magnetic discs
2	30-inch silica carbide grit lap wheels (220, 400 grit)
1	36-inch silica carbide grit lap wheels (80, 100 grit)
3	Somacha wet belt sanders with 80-inch belts
1	Diamond chop saw
1	Core drill press
2	Denver lathes
1	Merker lathe
1	Alpha air/water grinder and grinding booth
2	24-inch reciprolaps
	Polishing lathes with cork, horse hair, and felt wheels
3	Econoline blasting units 36 x 24 x 22-inches (1 w/ pressure pot & interchangeable blast nozzles)
1	Scatblast blasting unit 58 x 28 x 34-inches

Casting and Flat Glass Kilns

#	Equipment
2	39 x 26 x 27-inch casting kilns
1	44 x 31 x 31-inch casting kilns
2	60 x 40 x 8-inch BVD slumping/fusing kilns
1	41 x 27 x 7 Denver slumping/fusing kilns

Hot Shop Rental

Offering	# available	Member*	NonMember*
16" reheat chamber (3hr)	2	\$95.00	\$115.00
26" reheat chamber (3hr)	1	\$105.00	\$125.00
Hot casting	<i>Contact management for details</i>		

**Museum membership status will be verified at time of scheduling. Membership can also be purchased at that time.*

Buy ten (10) three (3) hour sessions at once, and receive one (1) three (3) hour session at no charge. **All sessions must be scheduled at the time of purchase.**

Extra Time

If a renter finds that they require extra time at the end of their blow slot, AND no one has rented the next blow slot then additional hot shop time can be added on at the rate of \$30 per hour. **Renters must clear the usage of extra time with the Studio Tech on duty or else they will be subject to the regular time overage rate of \$12 per 5 min.** Extra time will be billed to the renter and can be resolved before or at the time of scheduling the next studio rental.

Basic Hot Shop Rental Includes:

- One (1) glory hole and one (1) gaffer bench.
- Use of hot shop pipes, punties, basic shop hand tools (premium hand tool sets will be available at additional cost).
- Compressed air with air gun.
- Knock off table w/torch - for fire polishing only.
- Use of color oven, pipe cooler and pipe warmer.
- Up to half of one annealer - using regular annealing schedule.
- Up to 30lbs clear furnace glass.
- Use of blocks and shop paddles.

The following items are also available at no additional cost on a first come first serve basis:

- vacuum table
- cane marver
- optic molds
- cane pulling
- "tracks"
- gathering balls
- ladles
- pastorage

Hot Shop Rental Continued

The following extras should be purchased at the time of scheduling but can also be added at the time of your rental.

Extra	Cost (for 3 hours or less)
Garage	\$12.00
Premium glassblowing hand tools	\$12.00
Propane Hand torch (aka bench burner/fluffy torch)	\$12.00
Multi-mix 8 x 8 oxy/propane torch	\$12.00
Small ranger oxy/propane torch	\$12.00
Top loading annealer (must reserve at time of booking)	\$45.00
Additional kiln space (per ¼ kiln)	\$20.00
Kevlar Sleeves for purchase*	\$20.00

**The studio will not be liable for lost or damaged sleeves once the purchase is made. The Studio maintains a supply of used communal sleeves and these will be made available to any renter, student, or other studio participant for use at their own risk.*

Extended Annealing Cycles	Cost
Standard 915 (16-19 hours)	Included
Standard 935 (16-19 hours)	Included
Robin 935 (20-23 hours)	\$12.00
1" Fibonacci (24-27 hours)	\$22.00
2" Fibonacci (28-31 hours)	\$42.00
3" Fibonacci (37.5-40.5 hours)	\$52.00
Per additional 1" Fibonacci	+\$12.00

Core studio staff (Management Team, and Studio Techs) is exempt from charges associated with the use of "Extras" and may use those items free of charge and within reasonable use.

Pick-up Policy

Allow two business days minimum after your rental for any work to be picked up if using a standard annealing cycle. If you are using an extended annealing cycle please allow for additional business days. **The Museum is not responsible for any broken work discovered upon the loading process.** Any questions or discrepancies of work must be documented and management must be notified before it is taken from the studios.

NOT included

Use of the furnace and/or empty gaffer's benches as an additional free workstation during a rental period is prohibited. If an additional work station is needed, another standard rental arrangement must be made.

Inclusion Policy – Cremains are not allowed in the any glass studio.

Hot Shop Rental Continued

Rental of Hotshop 1

Studio employees who currently participate in public demonstrations may rent Hotshop 1 if Hotshop 2 is full (two or more scheduled renters) during open or closed museum times as long as there are no other programs occurring in that space at the same time.

Penalty Charges

Penalty	Cost
*Clean Up	\$15.00
Running Over (every 5 minutes over scheduled time)	\$10.00 (per each 5 minutes)
Glass Overage (over 30 lbs. allowed glass used)	\$3.00 per lb.

****A charge will be applied if clean up is not satisfactory.***

The last 5-10 minutes of scheduled time should be set aside for clean up.

Clean up consists of:

- *dumping trim pan into cullet bucket*
- *cleaning off gaffer bench and tool deck*
- *sweep around work area and under bench*
- *return pipes, punties and tools that have been used to their proper place*
- *sign in any tools that have been signed out (see extras)*
- *remove any personal effects that have been brought into the studio*
- *When cleaning up it is advisable to check out with a tech before leaving.*

Cold Shop Rental (including Sandblasting Studio)

Eligibility

No one is permitted to access the cold shop or use any cold working equipment without first receiving authorization from studio staff. To book your package now, contact Education & Engagement Coordinator, Abby Carlson at ext. 7334.

Offering	Cost
One hour (or less)	\$15.00
One month package	\$65.00
One quarter package	\$155.00
One year package	\$510.00

Payment for Packages is due at the time of scheduling. **Packages are limited to 30 hours maximum each month.**

Using the cold shop

- **All cold shop renters must be signed in on the cold shop log by a Studio Tech before using the cold shop and signed out by a Studio Tech after using the cold shop. If no Studio Tech is available, renters should look for a member of the Studio Management Team. There will be a \$10 fee for not being signed in and/or out each time.**
- Cold shop time can be rented on a “walk in” basis if there is available space. Cold shop fees will be added to your rental balance and can be resolved before or at the time of scheduling your next studio rental. Walk in rental is always subject to availability.
- Preference will always be given to renters who have reserved time on the schedule over walk-ins.

Renter responsibilities

- The cold shop has many specialized pieces of equipment that can be dangerous if improperly used and can easily be damaged. If a renter is unsure about how to use a certain piece of equipment, they should ask a Studio 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.
- Renters are not to grant access to anyone who has not been authorized by museum staff.
- Renters are responsible for any damage that occurs to equipment due to improper or un-authorized use.
- 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.

Cold Shop Rental (including Sandblasting Studio) Continued

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 required to wear an N95 particulate respirator.

Penalty Charges

Penalty	Cost
*Clean Up	\$15.00

**A charge will be applied if clean up is not satisfactory.*

Clean up consists of:

- *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.*

- *Do not let debris/dust accumulate, clean as you work*
- *Follow posted instruction signs requiring specific PPE*
- *ACCEPTABLE methods of cleaning include WET methods i.e mopping, using a wet cloth or paper towel*
- *UNACCEPTABLE methods of cleaning include sweeping, vacuuming without a HEPA vacuum, or compressed air*
- *When using materials containing silica proper PPE needs to be worn and cleaned after use*
- *Close all containers containing hazardous materials and place them in their proper storage location*
- *After all equipment has been cleaned and/or spun dry place them back in their proper storage location*
- *Check in with the Glass Studio Technician on duty to confirm all procedures have been followed before leaving*

Wax and Mold Rooms

Any Qualified Renter, in good standing, may use the Wax Room and Mold Room for mold preparation activities. Rental includes: use of the Wax and Mold Rooms. Please call Glass Studio Supervisor, Caitlyn Gustafson at ext. 7851 to book.

Offering	Cost
One hour (or less)	\$15.00
One month package	\$65.00
One quarter package	\$155.00
One year package	\$510.00

Payment is due at the time of scheduling. **Packages are limited to 30 hours maximum each month.**

Mold Prep Rates and Rules

Offering	Cost
One time wax steam-out fee	\$10.00

Extra	Cost
Wax	\$12.00
Plaster	\$12.00
Silica	\$12.00
Wax steam-out equipment	\$12.00

Renter Responsibilities

- It is the responsibility of the renter to examine and ensure that all materials (wax, plaster and silica) are of appropriate quality and quantity before beginning the mold making process.
- Wax steam-out time will not be counted towards the number of hours the space is rented for.
- Renter must be present during wax steam-out to ensure the safety of the mold and the equipment. Any molds left on a wax steam-out without renter supervision will be turned off and left as is. The TMA Glass Studio is not responsible for any negative effects this may have on the mold making process or the mold itself.
- **Renters are welcome to bring their own supplies, clearly marked with their name and use them in our rented space.** The TMA Glass Studio is not responsible for lost or stolen mold making materials, and storing them in the studio is at the renters own risk and at the discretion of studio management. **The TMA Glass Studio is also not responsible or liable for damaged molds; it is the responsibility of the renter to pay the additional fees if more than one mold needs to be made.**

Wax and Mold Rooms

Penalty Charges

<i>Penalty</i>	<i>Cost</i>
*Clean Up	\$15.00
Running Over (every 5 minutes over scheduled time)	\$10.00 (per each 5 minutes)

****A charge will be applied if clean up is not satisfactory.***

The last 5-10 minutes of scheduled time should be set aside for clean up.

Clean up consists of:

- *Removal of all non-TMA Studio materials and tools*
- *Cleaning off the table and floor in your work area*
- *Return everything to its proper place*
- *Do not let debris/dust accumulate, clean as you work*
- *Follow posted instruction signs requiring specific PPE*
- *ACCEPTABLE methods of cleaning include WET methods i.e mopping, using a wet cloth or paper towel*
- *UNACCEPTABLE methods of cleaning include sweeping, vacuuming without a HEPA vacuum, or compressed air*
- *When using materials containing silica proper PPE needs to be worn and cleaned after use*
- *Close all containers containing hazardous materials and place them in their proper storage location*
- *After all equipment has been cleaned and/or spun dry place them back in their proper storage location*
- *Check in with the Glass Studio Technician on duty to confirm all procedures have been followed before leaving*

Flame Working Rental

Flame Working rental inquiries are available online via the Toledo Museum of Art Website. Interested parties are also welcome to contact the Glass Studio Supervisor at extension 7851

Offering	Member*	NonMember*
Individual Torch (3hr)	\$50.00	\$75.00

**Museum membership status will be verified at time of scheduling. Membership can also be purchased at this time.*

Basic Flame Working Rental Includes

- Use of one torch and the consumable gases that go with it.
- The use of one annealer suitable for the type of work being done.
- Special needs will have to be arranged for by the renter ahead of time. All reasonable attempts to accommodate will be made.

Not Included

- Renters will be responsible for supplying their own glass, tools, and mandrels.

Penalty Charges

Penalty	Cost
*Clean Up	\$15.00
Running Over (every 5 minutes over scheduled time)	\$10.00 (per each 5 minutes)

**A charge will be applied if clean up is not satisfactory.*

The last 5-10 minutes of scheduled time should be set aside for clean up.

Clean up consists of:

- *Removal of all non-TMA Studio materials and tools*
- *Cleaning off the table and floor in your work area*
- *Return everything to its proper place*

Kiln Rental

Kiln rental inquiries should be made with Glass Studio Supervisor at extension 7851

Kiln Rental Requirements

Renters wishing to use the kilns for personal projects must provide proof that they are appropriately experienced with casting, slumping, fusing, kiln usage, mold making, and any other factors that may be a consideration for their project. Renters should also provide proof of instruction or competency in the given area.

Renter Expectations:

- a comprehensive run-down of their plans for kiln use to the studio management for review, including but not limited to:
 - method to be used
 - materials
 - timing/firing schedule
 - mold prep
 - kiln loading
- **The renter must be present at critical moments for their kiln use.** The Studio takes no responsibility for the outcome of the project and that we cannot use our employees to monitor/facilitate the project beyond their normal duties.
- Once we have determined that we will be able to meet the needs of the renter, we will proceed to schedule a mutually agreeable time that will not interfere with other kiln rental, classes, or public programs. At this point the renter will be charged for all applicable usage, materials, room/space rental fees.

Available Kilns

***Please note: Per day charge on rental constitutes from the program start to clean up and removal of work.

Offering	Cost
Denver Kiln 41 x 27 x 8"	\$40.00 p/day

Includes:

- Includes kiln shelves and other kiln furniture.
- Use of Flat Glass classroom, if available, for set up.

Offering	Cost
55 x 36 x 8" BVD Fusing & Slumping Kiln x2	\$55.00 standard 24-hour slump/fuse/tack

Includes:

- Includes use of available TMA slumping molds
- Includes use of Primo Primer kiln wash
- Use of Flat Glass classroom, if available, for set up.

Kiln Rental Continued

Available Kilns

***Please note: Per day charge on rental constitutes from the program start to clean up and removal of work.

Offering	Cost
40 x 26 x28" HUB Casting Kilns x3	\$55.00 p/day

Includes:

- Includes kiln shelves, and other kiln furniture.
- Use of Flat Glass classroom, if available, for set up.
- Molds must be steamed-out and free of wax before being fired. No wax burn out is permitted.

Offering	Cost
60 x 27 x 22: HUB Hot-Casting Kiln* x2	Cost determined by Studio Management

**Hot shop top loaders*

Extra	Cost
Kiln Paper	\$6.00 p/linear foot

Penalty Charges

Penalty	Cost
*Clean Up	\$15.00
**Removal of work from kiln by Studio staff	\$55.00
Cancellations/Rescheduling	\$10.00

***A charge will be applied if clean up is not satisfactory.**

The last 5-10 minutes of scheduled time should be set aside for clean up.

Clean up consists of:

- Unloading and cleaning out of the kiln
- Returning kiln room to the state it was in when kiln was loaded
- Fired paper must be vacuumed from kilns
- If TMA Studio slump molds are used, molds must be clean and free of fired kiln wash, and returned to proper storage locations.
- Removal of all non-TMA Studio materials and tools
- Cleaning off floor in your work area
- Return everything to its proper place
- Do not let debris/dust accumulate, clean as you work
- Follow posted instruction signs requiring specific PPE
- ACCEPTABLE methods of cleaning include WET methods i.e mopping, using a wet cloth or paper towel to clean floor.
- UNACCEPTABLE methods of cleaning include sweeping, vacuuming without a HEPA vacuum, or compressed air
- When using materials containing silica proper PPE needs to be worn and cleaned after use
- Close all containers containing hazardous materials and place them in their proper storage location
- After all equipment has been cleaned and/or spun dry place them back in their proper storage location

- *Check in with the Glass Studio Technician on duty to confirm all procedures have been followed before leaving*

Kiln Rental Continued

*** If a kiln is required for other studio activities and the renter is unable or unwilling to remove their work, studio staff will be required to unload and clean the kiln. (TMA will not be responsible for damages to neglected or abandoned work.)*

GP Studio Storage and Locker Rental

- Lockers are available for rental, see below for details.
- Work removed from annealers by techs is labeled with the date it comes out of the oven and placed on the pickup shelves based on the day of the week that it is removed. Objects can remain on the pickup shelves in the storage rooms for up to ONE month from the date on the object. **Any objects left on the renter pickup shelves longer than one month will be removed to the dumpster.**
- Any items, stored in any other location in the studio, without prior consent of the studio management will be tagged with a note for removal. If the owner of the unauthorized stored items is known, a notice will also be sent to the email on file for the renter. The renter will have TWO WEEKS time from the date of the notice to remove the items to a proper storage location, i.e. their locker or to make arrangements with the management for special storage accommodations. If the items persist and are not remedied by the renter, they will become property of the studio and may be disposed of.

Lockers

Studio lockers may be rented by signing up with and obtaining a TMA issued lock from the Glass Studio Supervisor, Caitlyn Gustafson at extension 7851

Thirteen Week Rental Term

Offering	Cost
One GP Studio Locker	\$15.00
One GP Studio Cubby	\$15.00

One Year Rental Term

Offering	Cost
One GP Studio Locker	\$50.00
One GP Studio Cubby	\$50.00

Terms & Conditions

- Lockers will be rented out at the below rates of 1 locker per renter.
- Locker renters will be notified one week prior to the end of their rental period so that they can either renew their locker rental or discontinue their locker use.
- Locker renters who choose to discontinue renting a locker must remove all personal belongings from the locker immediately at the end of the rental period and return their locks and keys.
- If items remain after the end of the rental period studio staff will empty lockers that have not been emptied within a week of the termination of the rental agreement and the contents will be stored for up to 30 days, after which a \$50.00 fee will be added to the renter's account and the contents of said locker will become the property of the TMA.
- Storage of objects on the top of lockers or beside lockers is not allowed.
- **Renters will be charged \$10.00 for replacement keys.**

- Renters will be charged \$15.00 for missing or damaged locks.

Storage Policy for Staff

Glass Studio Technicians

- One upright locker is available to core studio staff (Glass Studio Technicians and the Master Glassblower) free of charge and subject to availability for storage of personal items and projects.
- Additional storage space will be provided for staff in the main storage room in the basement. This space will consist of open shelving behind the regular renter work pick up shelves.
- Any items stored on these shelves must be labeled with the name of the owner.
- Objects can be stored on these shelves for as long as they are “in progress”.
- Any sign that objects are not “in progress” will result in a request to remove the item. The request will be attached to the item(s) in question and the owner will be notified via their TMA email address. The owner will have TWO WEEKS to take action by continuing to make progress on the project or to remedy the situation through storage in their locker, project completion, or placement in the dumpster.
- Any items placed on these shelves that are not labeled as belonging to authorized studio staff members will be tagged with a note for removal; an email will be sent to the TMA email address of the owner of the items if the owner is known. Because these shelves are intended to foster the creative development of studio staff, items tagged for removal will become property of the studio if they are not taken care of within **ONE WEEK** of notice of removal.

Teachers and Studio Artists

- Non-core staff (Teachers and Studio Artists) can be given space on the storage shelves with management approval and subject to availability. All rules regarding the use of these shelves will apply to non-core staff when permission to use the space is granted.
- A cubby-type locker will be provided for teachers engaged in flat glass or cast glass classes for the storage of their class related examples and materials. **These lockers are provided for use for the duration of the class only and items must be removed when the class is finished.** Any items remaining in the cubby locker after the completion of the class will be tagged with a note for removal; an email will be sent to the TMA email address of the owner. Items tagged for removal will become property of the studio if they are not taken care of within **ONE WEEK** of notice of removal.