



**HIGHPOINT**  
CENTER FOR  
PRINTMAKING

912 West Lake Street  
Minneapolis, MN 55408  
612.871.1326  
info@highpointprintmaking.org  
www.highpointprintmaking.org

# COOPERATIVE ARTIST MEMBERSHIP CONTRACT AND INFORMATION

*Updated 2009-10-13*

**Co-op Membership Contract and Information**

*Last Updated: 2009-10-13*



*To be filled out by Shop Manager:*

**Renewal Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**Start Date:** \_\_\_\_/\_\_\_\_/\_\_\_\_

## CO-OP MEMBERSHIP CONTRACT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone (     ) \_\_\_\_\_

E-mail \_\_\_\_\_

### EMERGENCY CONTACT:

Name \_\_\_\_\_

Phone (     ) \_\_\_\_\_

Relation to you \_\_\_\_\_

### PRINTMAKING-RELATED REFERENCES (NAME, POSITION/RELATION, PHONE NUMBER):

### WHICH MEDIA ARE YOU APPLYING TO WORK WITH?

INTAGLIO       Etching       Collograph

LITHOGRAPHY       Aluminum plate       Photosensitive plate       Stone

RELIEF       Woodcut       Linoleum

MONOPRINT

SCREEN PRINT

OTHER:

### Which kind of co-op contract are you applying for? (check one)

SIX-MONTH WORKING CONTRACT (inquire about availability)

SIX-MONTH NON-WORKING CONTRACT

THREE-MONTH CONTRACT

Please enclose a check for \$150.00 made out to Highpoint Center for Printmaking with this application. If you are accepted to the co-op, this fee will act as your deposit. If you are not accepted to the co-op, the full amount will be refunded to you. All declined applicants are encouraged and welcomed to take a refresher printmaking class in the media you wish to use and re-apply. The application process is intended to assure all users can function safely and independently in their chosen print media.

Upon submitting the deposit and application you must schedule an interview with Joanne Price, Studio Manager at 612.871.1326 or info@highpointprintmaking.org. You will be expected to bring a portfolio of original prints (no slides please) to the interview. Bring a minimum of three prints per technique(s) (minimum of five prints total) you wish to use here at Highpoint. Applicants are evaluated on their level of understanding of the techniques they wish to use and their ability to use them independently and safely. Applicants are not judged on artistic merit.

Accepted members must attend an orientation session, including a shop orientation and health and safety training, before use of the facilities is granted. Orientation sessions are generally scheduled about a week before the beginning of the contract (private sessions will cost extra). Unless you are already a member, a \$40.00 Highpoint membership fee is due at orientation. After the orientation is completed, new members' contracts will start on the first of the following month, at which time first months dues must be paid. If a member wishes to start working immediately following orientation, they may pay a prorated amount until the beginning of their contract. All members are accepted into the Co-op based on their ability to use the shop equipment and supplies responsibly, independently and safely. Equal opportunity to participate in and benefit from the Highpoint co-op is provided to all individuals regardless of race, national origin, color, sex, age, religion, sexual preference, or disability in admission, access, or employment. By signing below, the applicant acknowledges that he/she agrees to follow all the basic agreements (as outlined within the membership information pages and the health and safety guidelines given at orientation) to becoming a Highpoint Co-op member.

Signature \_\_\_\_\_ Date     /     /

## MEMBERSHIP INFORMATION for Co-op Members and Jerome Residents

Highpoint Center for Printmaking is an environment dedicated to the practice of fine art related printmaking. We offer classes for people of all ages, host community related events and exhibitions, invite artists to collaborate with Highpoint Editions, and provide the community an opportunity to join a vital group of artists by offering the Highpoint Co-op Membership. Through this Cooperative program members have access to a state-of-the-art printmaking studio and a chance to interact with other artists.

The Highpoint Co-op Membership grants the personal use of Highpoint's Co-op facilities, a 50% discount on most classes, and inclusion in Highpoint Co-op member exhibitions. Co-op members work at Highpoint on an independent basis to produce their own prints and therefore must be at least 18 years of age or older. The Co-op at Highpoint is designed specifically for individuals who have demonstrated an appropriate level of experience in printmaking and are granted access to work in one or more printmaking techniques, including relief, lithography, intaglio, and screen printing. While not all new members have extensive experience in their chosen medium, we do require that they have the ability to use the facilities correctly, independently, safely, and with consideration for other members.

Prospective members need to read and fill out a full application form, interview with the Studio Manager to assess technical ability, and complete a thorough studio and safety orientation before using the studio. Applications can be downloaded from our website, [www.highpointprintmaking.org](http://www.highpointprintmaking.org) or stop by Highpoint and ask for one. If you have questions call 612.871.1326 or email [info@highpointprintmaking.org](mailto:info@highpointprintmaking.org).

### CO-OP MEMBERSHIP OPTIONS

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#### **Three-Month (Non-Working)**

- \$200.00 per month, for three months
- Must be a current Highpoint member, \$40.00 per year minimum
- \$150.00 refundable damage / contract completion deposit
- 3 additional consecutive months at \$175.00 per month

#### **Six-Month (Non-Working)**

- \$175.00 per month, for six months
- Must be a current Highpoint member, \$40.00 per year minimum
- \$150.00 refundable damage / contract completion deposit
- Additional consecutive months \$175.00 each
- Right to defer use for one month within contract period

#### **Six-Month (Working) Limited availability**

- \$120.00 per month, for six months
- Must be a current Highpoint member, \$40.00 per year minimum
- \$150.00 refundable damage / contract completion deposit
- Additional consecutive months \$120.00
- Right to defer use for one month within contract period
- Contract holder agrees to 1.5 hours, 1 day per week of weekly scheduled and assigned duties

## HIGHPOINT CO-OP MEMBER BASIC AGREEMENTS

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Regardless of contract or past experience, ALL applicants are expected to understand and adhere to basic agreements of working in the co-op, including:

- responsibility of knowing and applying all health and safety guidelines
- ability to work responsibly and independently
- respect for and proper usage of facilities and shop equipment, including taking into consideration your limitations within the studio
- cleanliness and willingness to pick up after yourself
- consideration and respect for other members, their space, and property
- members may not use the facilities to print for other artists nor allow any non-co-op member to use the Highpoint facilities, tools, equipment, or supplies
- Highpoint tools, equipment, or supplies are strictly NOT to be removed from Highpoint by anyone under any circumstances

Occasionally, changes may need to be made to contract agreements and shop policies. If substantial changes are made to these agreements, existing members will be offered the option to drop their contract and receive an appropriate refund. Highpoint's board of directors makes final decisions as to the operations and policies of the co-op.

**CONTRACT PAYMENT:** Membership and Residency fees are due on the first of each month, with a grace period extending until the fifth. After the fifth, a late fee of \$25.00 will be charged. If payment is not received by the 15<sup>th</sup>, use of the shop will be suspended until the debt is paid. All fees are payable with cash or check only, unless members wish to pay 3 or more months at one time, then that amount may be charged to a VISA or MasterCard. If you need to submit a payment (Co-op monthly fee, exhibit fee, etc.) please deliver one of the following three ways:

1. By mail (USPS, FedEx, UPS or any other reliable service.)
2. hand deliver DURING REGULAR BUSINESS HOURS (Monday – Friday, 9am – 5pm.) Give check to Meg, Carla or Joanne only.
3. hand deliver AFTER HOURS (5pm – midnight or weekends.) **ALL checks, cash and sales forms MUST be slid under the Executive Director's (Carla's) office door.** Be sure it is clear who the payment is from and what the payment is for. Currently, Carla's office is the most secure place within Highpoint to put your money. **DO NOT put sales forms, checks or cash on the reception desk when staff are not present.** We cannot be held responsible for payments that are received in this fashion. Receipts are issued either at the end of the contract or the end of the calendar year upon request only.

**CONTRACT EXTENTIONS/RENEWALS:** The Studio Manager must be notified before the end of a contract to discuss renewal, extension or completion. After finishing a three-month contract, members may add three (or six) additional months for the lower rate of \$175 per month. Month-to-month membership is available only after a six or three-month membership is completed. Month-to-month and three-month members do not have the option to defer a month. If there is a month that you will be leaving the shop and not paying your monthly membership fee, then it is required that you move out of the shop, return your electronic key, receive your security deposit and formally re-apply to rejoin the co-op at a later date.

**CONTRACT COMPLETION:** All members are expected to follow through with the full duration of their contracts. In the event that a member is unable to do so, their initial damage/contract completion deposit will not be refunded. Co-op membership may be revoked for not adhering to the basic agreements. Membership contracts are considered complete when six or three full paid months are completed, depending on the contract. If a member would like to start sooner than the first of the month, we can prorate access time, but the contract will not officially start until the first of the following month.

Members must inform the studio manager of contract completion BEFORE the end of the month. Members must remove ALL materials from flat files, storage lockers or else where in Highpoint, (screens, photo emulsion, plates, woodblocks, etc.) grind image off of stone(s) and return electronic key BEFORE the first of the non-contract month. Deposit return check will be mailed to the member AFTER all items are removed and key has been returned.

A portion or the entire deposit may be retained by Highpoint in the event that:

- equipment is damaged
- hazardous materials are left behind
- image left on litho stone
- contract is broken
- key is not returned
- shop equipment or materials/supplies suddenly disappear without explanation
- member does not vacate and return key before the first of the non-contract month

**DEFERRAL:** Six month working or non-working contracts provide the option of deferring one months' use of the studio and that month's fee. The Studio Manager must be notified before the first of the month to accept a deferral. A deferral within a six-month contract adds an extra month to complete the six months of paid access.

**BENEFITS:** Co-op members receive a 50% discount on most Highpoint adult printmaking classes, access to group supply orders (paper, copper, inks, etc), Co-op member shows in the winter and summer, invitations to special events/lectures, and one flat file and one locker for storage. Co-op member exhibits are an opportunity for members to display and sell works completed at Highpoint, and increase Co-op visibility in the community. A 20% commission will be charged on works sold. Each show participant contributes a fee to cover the postcard, stamps, glass and reception beverages and 6 hours of their time in preparation and execution of the exhibition.

**STORAGE:** Each member will receive one flat file and one locker. Additional small/medium flat files are available for \$2.50 each per month and lockers and additional large flat files are available for an additional \$5 each per month.

Members who wish to "take a break" between contracts, but do not wish to lose their storage may pay \$25 per month for one flat file and one storage locker plus any extra storage fees as long as space permits and for no longer than 3 consecutive months. The storage/holding fee is due up front and by the 5<sup>th</sup> of the starting month (three months storage starting in May and ending in July = \$75 due before May 5.) Access to storage is available only during regular business hours.

**MATERIALS:** Members are expected to supply their own plates, paper, hand tools, colored inks, gloves, sizing catchers, screens, brushes, sponges, tape, photo emulsion, and other miscellaneous personal supplies. Please label all your personal supplies and materials with your name. Some supplies provided by Highpoint include lithography stones (on a limited basis), presses, gum arabic, black inks, press blankets, blotters, newsprint, tympan, solvents, etchants, brayers, rollers, etc.

**ACCESS:** Highpoint Co-op members may use the studio from **9AM to midnight everyday**. Occasional changes to access hours due to classes, events, openings, etc. are posted 30 days prior. Information about these changes can be found posted in the shop and online at

**[www.highpointprintmaking.org/calendar/coop/](http://www.highpointprintmaking.org/calendar/coop/)**

Electronic key fobs are assigned for access. If a key is lost, the responsible coop member is charged a \$10 replacement fee.

## **GENERAL MEMBER CONDUCT AND SPACE USE**

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Co-op Members work independently while sharing the studio with fellow artists. The open and collaborative spirit of the studio is one of the most desired aspects of the Co-operative print shop. By following these guidelines when you are working, you will help keep Highpoint a safe, organized, and inviting place to work.

### ***Pick up after yourself when using the studio.***

Discard paper and trash, place used rags in red fire cans, sweep up metal filings and wood/ linoleum chips, and place all shop equipment and solvent and ink containers in their proper storage areas. Rinse the spray out booth and empty strainer baskets in sinks when appropriate. Thoroughly rinse ferric chloride from plates (both front and back) to prevent damaging working surfaces with the corrosive etchant. Cleanliness adds GREATLY to the safety and overall functioning of the shop.

### ***Clean up all surfaces in the work areas you used when finished.***

Clean up any work surfaces you have used (counters, tabletops, sinks, etc). Don't forget to wipe up press beds, press handles, and check the floor for spills around the area you have worked.

### ***Know the proper clean up of inks and solvents.***

To clean oil-based inks from glass surfaces, first remove as much as you can with the razor scraper. Follow this with the least toxic cleaner available, such as *Press Pro-195* or other low VOC cleaner and degrease. If needed, use the super low-odor mineral spirits like *Soltrol* in unventilated areas. If a surface needs to be degreased, try glass cleaner or general degreaser first, if that doesn't work use denatured alcohol. Use ONLY rags to clean up oily materials and solvents, and use paper towels to clean water-based messes. Please note, that there is a special solvent used for cleaning rollers and brayers generically called Brayer/Roller wash. Check the "Studio Cleaning/Solvent Use" list posted in the ventilation booth if you are unsure.

### ***Be conservative with and respect studio owned inks and other materials/equipment.***

Always scrape ink from the top in a circular manner, never gouge ink (this includes poking and scooping) ink out of the can. Gouged inks become unusable and have to be thrown out. Take care not to waste expendable materials such as newsprint, solvents, inks – use only as much as you need. Consider the cleanliness of your hands before touching blankets, press or door handles. This is a safer practice for the environment, helps to keep membership costs low, and aids the production of professional work.

Consider Highpoint's mission and avoid large editions (more than fifty, depending on size) or projects that may be questionable in regards to Highpoint's mission. A good way to determine whether your project is appropriate for production in this space: Would you exhibit your print/project in a fine art gallery? If not, then it probably isn't an appropriate use of the space, equipment, or supplies.

### ***Recycle and reuse materials whenever possible.***

Whenever possible, use rags until they are fully dirty before grabbing a new rag. Use fresh newsprint only for printing or drying prints; when finished place it in the used newsprint pile for use on work surfaces, proofing, etc. Make sure you are placing recyclable material in the proper containers. Do not recycle containers which held solvents, inks, etc.

**BE CONSIDERATE WHEN SHARING THE SPACE:*****Be aware of the needs of other people working around you in the shop.***

Music (content or volume), the number of your personal visitors, the amount of time you need for the exclusive use of a press or piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow members.

We ask that you please keep your number of outside visitors to a minimum. If a non-member will be giving you basic assistance, it will need to be approved ahead of time by the Studio Manager.

However, please keep in mind that non-members are strictly prohibited from operating or handling co-op equipment (presses, rollers, etc), using solvents, or any printmaking related supplies.

Different styles and work habits taken into account, members who consistently interfere with others ability to work may be asked to alter their behavior. Repeatedly problematic, unsafe or disruptive behavior may result in termination of co-op membership and access.

***Prints may not be kept in the drying racks for extended amounts of time.***

There is a very limited amount of space in the drying racks, please keep your prints in the dryers only as long as it takes for them to dry. Generally speaking, three - four days should suffice for most media. Prints needlessly left in the racks for longer than five days will be moved and eventually disposed of if they are not claimed.

**INFORMATION FOR SIX-MONTH WORKING MEMBER CONTRACTS:**

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Highpoint offers six-month Co-op Member contracts with lower rates in exchange for weekly work duties. Non-working members pay more money so they do not have to worry about whether supplies are stocked, working spaces are clean, etc. This allows working members a reduced monthly fee for completing their assigned weekly tasks.

Working members are assigned a day during each week in which they are expected to complete assigned tasks equaling 1.5 hours a week. Duties include sweeping, mopping, emptying trash, cleaning bathrooms, re-stocking some supplies and other related cleaning and maintenance jobs. The working shifts are to be completed between 5pm and midnight on weekdays and weekends. You will be expected to follow through on your duties each week on your assigned day throughout the duration of your contract.

You must contact the Studio Manager if you are unable to make it in for your shift. Any missed shifts will result in a \$14 fee except in the case of an illness, personal or family emergency or deferred month. The fee is assessed at noon on the day following the absence. Chronic or excessive missed shifts or unsatisfactory completion of tasks may result in a review of your contract or you may be asked to resign your working member status.

Working Co-op memberships are granted on a first-come, first-serve basis. Contact the studio manager for availability.