



**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 2023-03-15*

**Co-op Membership Contract and Information**

*Last Updated: 2023-03-15*



*To be filled out by Shop Manager:*  
**Renewal Date:** \_\_\_/\_\_\_/\_\_\_  
**Start Date:** \_\_\_/\_\_\_/\_\_\_

## CO-OP MEMBERSHIP CONTRACT

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (     ) \_\_\_\_\_ E-mail \_\_\_\_\_

Age Demographic (Optional) 18-24  25-34  35-44  45-54  55-64  65-74  75+

### EMERGENCY CONTACT:

Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

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

### WHICH TECHNIQUES ARE YOU APPLYING TO USE?

- \_\_\_ INTAGLIO      \_\_\_ Etching      \_\_\_ Collograph  
 \_\_\_ LITHOGRAPHY    \_\_\_ Aluminum plate    \_\_\_ Photosensitive plate    \_\_\_ Stone  
 \_\_\_ RELIEF      \_\_\_ Woodcut      \_\_\_ Linoleum  
 \_\_\_ MONOPRINT  
 \_\_\_ SCREENPRINT  
 \_\_\_ OTHER:

### WHICH CONTRACT ARE YOU APPLYING FOR? (check one)

- \_\_\_ SIX-MONTH WORKING CONTRACT (inquire about availability)  
 \_\_\_ SIX-MONTH NON-WORKING CONTRACT  
 \_\_\_ THREE-MONTH CONTRACT

In order to join the co-op, you must schedule an interview with Josh Bindewald, Director of Artist Programs ([josh@highpointprintmaking.org](mailto:josh@highpointprintmaking.org)) or 612.871.1326. You will be expected to bring a portfolio of original prints to the interview. Bring a minimum of two prints per technique(s) you wish to use at Highpoint. Applicants are not judged on artistic merit.

Rather, this process is intended to assure all co-op users can function safely and independently in their chosen print media while using the co-op at Highpoint.

Accepted members must attend an orientation session, including a thorough shop introduction along with health and safety training before use of the facilities is granted. All co-op members are required to pay an annual Highpoint Supporting Membership fee (\$50). However this fee is waived for the first year of membership when a new member joins on a six-month contract. After the orientation is completed, the contract begins on the first of the following month. A new member can begin using the shop before the first of the month by paying a prorated amount until the contract officially begins.

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 co-op is provided to all individuals with race, national origin, color, gender identity, age, religion, or disability in admission, access, or employment not being limiting factors. By signing below, the applicant acknowledges that they agree to follow all the 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     /     / \_\_\_\_\_

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## CO-OP MEMBERSHIP INFORMATION

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 Artists' Cooperative printshop. Through the co-op, members have access to a state-of-the-art printmaking studio and a chance to interact with other artists.

Co-op membership grants the personal use of Highpoint's co-op facilities, along with many other benefits. Co-op members work 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, monotype, and screenprinting. While not all incoming 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.

### COVID-19 notice:

Highpoint policies regarding face coverings, gathering in groups, and all other COVID-19 related concerns are informed by regular situation updates provided by the Minnesota Department of Health. Any changes to our policies will be communicated on Highpoint's website and through the weekly co-op email.

Visit <https://www.health.state.mn.us/diseases/coronavirus/stats> for the latest information about COVID-19 in your community and any specific recommended precaution

## CO-OP MEMBERSHIP OPTIONS

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### Three-Month (Non-Working)

- \$200.00 per month, for three months
- Must be a current Highpoint Supporting Member, \$50.00 per year minimum
- \$100.00 refundable damage / contract completion deposit
- 3 additional consecutive months available at \$175.00 per month

### Six-Month (Non-Working)

- \$175.00 per month, for six months
- Must be a current Highpoint Supporting Member, \$50.00 per year minimum
- \$100.00 refundable damage / contract completion deposit
- Additional consecutive months available at \$175.00 each
- Right to defer use for one month within contract period

### Six-Month (Working) Limited availability

- \$100.00 per month, for six months
- Must be a current Highpoint Supporting Member, \$40.00 per year minimum
- \$100.00 refundable damage / contract completion deposit
- Additional consecutive months available at \$100.00
- 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

### Discounts

- **Highpoint Interns:** significant monthly discount for one year following completion of internship.
- **Recent college graduates:** \$25 monthly discount for first year after graduation.
- **Currently enrolled university level Students:** \$25 Monthly Discount.
- **Concurrent members:** 2% off each consecutive year of membership for up to 6 years or 12%.
- **New six-month members:** New co-op members signing a six-month contract receive a 50% discount on their first months' dues and the \$50 Highpoint Supporting Membership fee is waived for the first year of co-op membership

*Discounts can be combined but some restrictions may apply. Please contact us for more information.*

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## HIGHPOINT CO-OP MEMBER BASIC AGREEMENTS

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Regardless of contract or past experience, all members are expected to understand and adhere to the following basic agreements:

### General shop rules:

- knowledge and application of all health and safety guidelines
- work responsibly, safely and independently
- respect and properly use facilities and shop equipment, including taking into consideration your own 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

**Internet use:** Co-op Members have access to the public Internet through Highpoint's Wi-Fi network. Highpoint reserves the right to specifically restrict or filter any access or Internet sites. Members are expected to maintain the strictest ethical and legal standards including:

- Follow copyright and intellectual property laws
- Follow terms and conditions as outlined on visited sites
- Do not access any site whose content is illegal or creates a hostile environment

**Security:** surveillance cameras are recording within Highpoint at all times for security purposes.

**Scheduling:** In order to use the lithographic or intaglio presses, the screenprinting vacuum tables, or the darkroom for platemaking, members must schedule their time in advance using *Schedulicity*.

**Contract Changes:** 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 regarding significant changes to the operations and policies of the co-op.

**CONTRACT PAYMENT:** Membership fees are due on the first of each month. Beginning on the sixth of each month, a late fee of \$25 may be assessed. If payment is not received by the 15th, use of the shop will be suspended until the debt is paid. All fees are payable with cash, check, or credit. Please deliver payment one of the following three ways:

1. Online
2. By mail
3. Hand deliver during staff hours (Monday – Friday, 9am – 5pm.)
4. Hand deliver after staff hours (5pm – midnight or weekends.)
  - Place payments under Josh's office door. Be sure to indicate whom the payment is from and what the payment is for. **Do not put checks or cash on the reception desk when a staff member is not present**, we cannot be held responsible for payments that are received in this fashion. Receipts are issued upon request only.

**CONTRACT EXTENTIONS/RENEWALS:** It is the responsibility of the member to notify the Director of Artist Programs 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 a rate not to exceed \$175 per month. Month-to-month membership is available only after a six or three-month membership is completed at \$175 per month (or less depending on eligible discounts). Month-to-month and three-month members do not have the option of a deferral month. If a member leaves the co-op between contracts, then it is required they remove their belongings and return their electronic key. Members that leave the co-op must sign a new contract to resume membership.

**CONTRACT COMPLETION:** members are expected to complete the full duration of their contract. In the event that a member is unable to do so, their initial damage deposit will not be refunded. In the

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event that a member fails to clean out their possessions within 30 days after their last paid membership month, Highpoint reserves the right to dispose of and/or donate useable materials to co-op members or HP classes.

Co-op membership may be revoked for not adhering to the basic agreements outlined in this contract and the Health and Safety Guidelines. 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, the monthly fee can be prorated, but the contract will not officially start until the first of the following month.

Members must inform the Director of Artists' Programs of contract completion before the end of last month of their contract. Members must remove ALL materials from flat files, storage lockers or elsewhere in Highpoint, (screens, emulsion, plates, tools, etc.), remove images from lithographic stones 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 a lithographic 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 month of studio use along with the fee. For a deferral to be accepted, working members must notify the Studio Manager at least one week before the beginning of the deferral month. Non-working members can notify the Studio Manager up until the first of the deferral month. A deferral extends a six-month contract by one month to complete the six months of paid access.

**BENEFITS:** Co-op members receive a 50% discount on most Highpoint adult classes (one per class season, limit two discounts per class), invitations to special events/lectures, one flat file and one locker for storage. Co-op members have the option of participating in the semi-annual co-op exhibitions that are an opportunity for members to display and sell works made at Highpoint, and increase co-op visibility in the community. Each participant pays a participation fee and a commission will be retained from works sold. Additionally, the *Threshold Gallery* is an in-house space for rotating co-op member solo exhibitions, and the Crump print library is open to Co-op members from 9-5 Monday-Friday and 12-4 on Saturdays.

**STORAGE:** Each member will receive one flat file and one locker. Additional regular flat files may be rented (depending upon availability) for \$2.50 each per month. Additional lockers or large flat files may be rented (depending upon availability) for an additional \$5 each per month.

If a member leaves the co-op temporarily, they have the option to pay a \$25/month storage fee for continued use of their flat file and locker (plus extra flat file/locker fees if applicable). This is available only when space permits and for no longer than 3 consecutive months. Storage fees, like co-op dues, are to be by the first of the month. 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, 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:** Co-op members may use the studio from **8am until midnight everyday**. Occasional changes to access due to classes, events, openings, etc. are posted on the shared co-op member

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calendar and in a weekly email. Information about these changes can be found online in the Co-op Hub: <https://www.highpointprintmaking.org/coop-hub>, password Memberhub.

Each member is assigned an electronic key fob for access. If a FOB is lost, the responsible co-op member is charged a \$15 replacement fee.

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

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Highpoint is committed to an environment in which all individuals are treated with respect and dignity. Highpoint expressly prohibits any form of harassment based on race, color, religion, gender identity, sexual orientation, national origin, age, genetic information, disability, or veteran status. Highpoint encourages reporting of all perceived incidents of discrimination or harassment. Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group. Harassing conduct is considered grounds for revoking co-op membership and/or artist residencies or fellowships.

Co-op members work independently while sharing the studio with fellow artists. The open and collaborative spirit of the studio is a highly desirable aspect of the cooperative 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.***

- Cleanliness contributes to the safety and overall functioning of the shop
- Discard paper and trash, place used rags in red fire cans
- Sweep up and discard metal filings and wood/linoleum chips
- Replace 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) and wipe down the ferric area to prevent damage to work surfaces with the corrosive etchant
- Clean counters, tabletops, sinks, etc. after use
- Wipe press beds, press handles, and check the floor around the area(s) you have worked

### ***Properly clean inks and solvents***

To clean oil-based inks from glass surfaces:

1. Remove as much ink as you can with the razor scraper, wipe excess ink from the scraper onto a phone book page.
2. Add a small amount of *Press-Pro* to the surface and wipe clean with a white rag.
3. Spray *Big Red* onto the surface and wipe dry with a different white rag. *Big Red* will remove the grease left behind by the *Press-Pro*.

To degrease a surface, try *Big Red* first. If that doesn't work use, denatured alcohol. Use white shop rags only to clean up oily materials and solvents. Use paper towels for other messes.

### ***Clean rollers and brayers thoroughly after use***

1. Remove excess ink from the roller or brayer by rolling it onto a clean area of your ink slab, it's easier to remove ink from a slab than a roller or brayer.
2. Use ***Roller/Brayer Wash*** on a shop towel to clean any remaining ink from the rubber surface (*Roller/Brayer Wash* is made specifically for cleaning rollers and brayers). When the rag wipes clean, the roller or brayer is clean.
3. Be sure to also clean the sides of the roller or brayer, the handle and the chock or stand.

Never, ever use acetone on a roller or brayer!

***Deposit soiled white shop rags ONLY into red safety cans located throughout the co-op.*** Be sure the lid is tightly closed.

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

- Don't waste expendable materials like newsprint, solvents, and inks – use only as much as you need
- Always skim ink from the top of the can in a circular manner
- Use clean newsprint only for proofing or drying prints
- Make sure your hands are clean when handling blankets and towels. These practices are safer for the environment, help keep membership costs low, and aid the production of professional-quality work
- Consider Highpoint's mission and avoid large editions (more than fifty, depending on size) or projects that may not align with our mission. A good way to determine whether your project is appropriate for production at Highpoint: would your print be suitable for view in a fine art gallery? If not, then it probably isn't an appropriate use of Highpoint's space, equipment, or supplies

***Keep ferric baths covered when not in use.*** This will prevent the bath from evaporating, becoming weak, or being contaminated with materials that can react with the ferric chloride.

***Reuse and recycle materials whenever possible.***

- Use rags until they are fully soiled before taking a new one
- Place gently used newsprint in the stack beneath the ventilation booth for use on work surfaces, and as liners for the vent booth
- Do not recycle solvent soaked paper or containers that held solvents, or inks, etc.

***Alcohol and illicit drug consumption is not allowed at Highpoint.***

Alcohol consumption is only allowed at Highpoint except during opening receptions and other special events at which Highpoint has sanctioned the use of alcohol.

**BE CONSIDERATE WHEN SHARING THE SPACE:**

***Be aware of the needs of other people working around you in the shop***

- Music (content and volume), the number of your personal visitors, the amount of time you need for the exclusive use of a press or other piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow members
- Please keep the number of outside co-op visitors to a minimum. Non-members are strictly prohibited from operating or handling co-op equipment (presses, squeegees, files, rollers, etc), using solvents, or any printmaking related supplies.

***Prints may not be kept in the drying racks, or boards for extended amounts of time***

Space for drying prints is limited, please keep your prints in the racks only as long as it takes for them to dry. Generally, three - four days should suffice for most media. Prints needlessly left in the racks for longer than five days risk damage, may be moved and eventually disposed of if they are not claimed.

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.

***Scheduling studio time with Schedulicity***

In order to use certain areas and/or pieces of equipment, members will need to sign up in advance using Schedulicity. To schedule time on any of the screenprinting tables, the intaglio presses, the litho presses, or platemaking (photolitho or polymergravure), use an internet browser on your computer, smart phone, tablet or other smart device to access

<https://www.schedulicity.com/scheduling/HCFEZ7>

You can also use the schedulicity app which can be downloaded here:

<https://essentials.schedulicity.com/apps/>

Please note that Highpoint's Schedulicity profile is not public, so you can't simply search for it. Use the

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link above to schedule your first session on a web browser. Highpoint will then be in your history when you schedule through the app. Although Schedulicity refers to the blocks of time "classes", they are just you using the space independently. We ask that you do not sign up for two "classes" that occur at the same time. However you may sign up for consecutive classes in the same or different areas.

**To schedule using a web browser follow these instructions:**

- Click the link: <https://www.schedulicity.com/scheduling/HCFEZ7>
- Click "Schedule Now" at the top right of the screen
- You will be redirected to another page
- Select the "class" that corresponds with the co-op area and time you wish to use
- A pop-up box will appear
- In that box click "Select This Class"
- You will be redirected to another page
- Before you finalize your reservation you must read the waiver; click the "Acknowledge" button in the Online Waiver section on the right side of the page
- A pop-up window will appear
- In order for the "Acknowledge" button on the pop-up box to be clickable you must scroll to the bottom of the waiver. You will only have to do this the first time you schedule time
- After reading the waiver, click "Acknowledge"
- Finalize your reservation by clicking the "Book My Visit" button on the right of the screen
- You will be redirected to a confirmation page and depending on your individual settings you may receive a notification via email and/or text
- At the bottom of the confirmation page, a shortcut to "book again" will appear for the areas of the co-op you have signed up for previously

**To schedule using the Schedulicity app:**

- After scheduling your first session at Highpoint on a web based browser download the Schedulicity app here: <https://essentials.schedulicity.com/apps/>
- Login using the email and password used to create your account
- Click the "Favorites" icon at the bottom of the screen
- Then at the top of the screen click "Rebook"
- Click any Highpoint listing that appears there and you will be redirected to a screen listing all classes
- Scroll through to find the date/time you wish to sign up for or you may click the calendar icon near the top of the screen to select a date
- Select the specific time that you would like
- You will be redirected to the Online Waiver, click "Acknowledge"
- You will be redirected to another screen to confirm reservation
- Click the "Book My Visit" button on the bottom of the screen
- You will be redirected to a confirmation page and depending on your individual settings you may receive a notification via email and/or text
- The confirmation page will display two buttons: "Add To My Calendar" and "Explore Schedulicity"
- If you click "Add To My Calendar", Schedulicity will ask for access to your calendar. If you agree, it will automatically add your scheduled studio access
- Don't click explore Schedulicity
- At the bottom of the confirmation page will be 4 icons, click "favorites" to bring you back to Highpoint
- Click "appointments" to see your scheduled "classes"
- If a class you want to sign up for is full, you can join the waitlist (on browser) Click the green "Join the Waitlist" button next to the "Full" indicator on the right of the screen
- Before you are added to the waitlist you must read the waiver. In order to do that click the "Acknowledge" button in the Online Waiver section on the right side of the page

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- A pop-up window will appear.
- In order for the "Acknowledge" button on the pop-up box to be clickable you must scroll to the bottom of the waiver.
- After reading the waiver click "Acknowledge"
- Then you may finalize your reservation by clicking the "Add Me To The Waitlist" button on the right of the screen
- You will be redirected to a confirmation page and depending on your individual settings you may receive a notification via email and/or text.
- If a spot opens up, a member of Highpoint staff will move individuals from the waitlist into the class in the order they were added. If you are added from the waitlist you will receive an email notification.

#### **To join a waitlist in the app**

- If the area you want to book is full and you would like to join the waitlist click the green "Join Waitlist" button next to the full indicator
- You will be redirected to the Class Waiver
- Click "Acknowledge"
- You will be redirected to another screen to confirm waitlist reservation, click the "Add me to the Waitlist" button on the bottom of the screen
- You will be redirected to a confirmation page and depending on your individual settings you may receive a notification via email and/or text.
- If a spot opens up, a member of Highpoint staff will move individuals from the waitlist into the class in the order they were added. If you are added from the waitlist you will receive an email notification.

#### **To cancel a reservation or be removed from the waitlist (on browser & on app)**

- When logged into your account click the drop down arrow to the right of your user name
- Select "My Appointments"
- Click on the class reservation you wish to cancel
- Then click the "Cancel it/Reschedule it" button if you wish to select another time you will be redirected to the full list of classes. If you wish to cancel it and not select another time, simply click the "Cancel It" button.
- If you are on the waitlist and want to remove yourself from the waitlist, follow the same instructions.
- When canceling or removing yourself please do not contact HP to notify us. We will receive an email confirmation and will adjust the waitlist to fill the space.

## HIGHPOINT HEALTH AND SAFETY GUIDELINES

### **BASIC SHOP SAFETY RULES**

Flagrant or continued violation of any basic shop safety Rule may result in the termination of co-op membership.

#### ***Absolutely no smoking in any part of Highpoint.***

Highpoint is a smoke free environment. Smoking creates fire and explosion hazards. Any form of open flame is strictly prohibited.

#### ***No eating or drinking in work areas.***

Food and drink are easily contaminated with dust, vapors or through contact with contaminated hands and surfaces. Do not eat or drink while using hazardous materials. Clean surfaces thoroughly after use to avoid leaving any potentially hazardous residues.

#### ***Wear closed toe shoes and be careful with long hair and loose clothing.***

Bare feet may come into contact with hazardous materials on the floor and are susceptible to trauma. Pull long hair back, wear a shop apron, and be conscious of loose clothing that can be caught on machinery and objects or contact hazardous materials, etc.

#### ***Outside solvents, corrosives, and other hazardous materials may not be brought into Highpoint.***

Highpoint has a very limited number of corrosives, solvents and other hazardous materials. All should be handled with respect and caution. Consult the MSDS sheets for specific precautions for each corrosive, solvent or hazardous material.

Co-op members are strictly forbidden from introducing materials, which may have a negative effect on the health or safety of others. Prior consideration and approval by the Studio Manager and Artistic Director are mandatory.

#### ***No 'experimental chemistry'.***

Mix only formulas for which you have Highpoint directions. The Studio Manager and Artistic Director must approve any other formulas. Corrosives can react quickly and violently when improperly mixed or used.

Bleach and Ammonia are both used in the shop. Do not mix these two common cleaners because they create a toxic vapor called chlorine gas. In general, bleach does not mix well with other cleaners/solvents.

#### ***Nitric and phosphoric Acids are full strength and dangerous***

Nitric acid (used in stone lithography) is extremely volatile and dangerous. In addition to skin burns, acute burns to your respiratory system can occur quickly and without warning. Handle nitric acid with great care. Phosphoric acid (used in plate lithography) is less volatile, but should be handled with equal respect.

Wear gloves, an apron and safety goggles when handling these acids. Wash any spills with large quantities of water. If either gets in your eyes, immediately flush them with water for 15 minutes using the eye wash station located below the first aid kit in the co-op. Seek emergency medical help.

#### ***Trash should never contain solvent or chemical soaked materials.***

When cleaning with solvents, use only the white rags provided by HP. Place them in the red safety cans (located in various working areas) when finished. Always make sure the lid is completely closed on the red safety cans. Use paper towels for glass cleaner, water, etc., and telephone book pages for ink.

#### ***Visitor Policy***

While visitors are welcome, please keep the number of your 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. Please note; Non-members are strictly prohibited from operating or handling any co-op

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equipment, materials, tools, or other printmaking related supplies. Non-member assistance is restricted to moving paper or sponging for lithographic printing.

***Always wear appropriate protection when using the ferric baths.***

Protect yourself by wearing gloves, an apron, and goggles. Raise, lower, and rinse plates with care and avoid splashing or over-spraying the ferric.

***Ferric related accidents.***

If ferric gets on your skin or clothing, immediately wash with water. If it gets in your eyes, immediately flush them with water for 15 minutes using the eye wash station located below the first aid kit in the co-op. Seek emergency medical help.

**OTHER SAFETY CONCERNS**

***Familiarize yourself with the MSDS sheets and their use.***

The Material Safety Date Sheets are provided for your knowledge. They include information about potential health and safety concerns as well as how to protect yourself, how to recognize symptoms of exposure, and how to treat yourself, or others if exposed. If you cannot find a MSDS for a material you are working with, contact the Studio Manager immediately.

***Vapors***

Be conservative with solvents and use them only inside the ventilation booth with the exhaust fan powered on. Repeated and/or frequent exposure to atomized cleaners (emulsion remover, Simple Green, degreaser etc.) can cause irritation to the skin, respiratory system and eyes. Use goggles, aprons, gloves and a respirator when appropriate.

In addition to toxicity, prolonged or repeated contact with solvents will dry out the skin and may cause dermatitis or allergic reactions. All gloves are NOT created equal. Nitrile coated gloves provide adequate protection against most of the solvents in the co-op. However, latex gloves should be used when handling acetone. Consult the MSDS for further personal protective equipment (PPE) information. Never use solvents to clean your hands!

***Screenprinting inks***

The lack of ventilation in the screenprinting area prohibits the use of inks or additives with volatile organic compounds (VOC's). Therefore, only acrylic, water-based screenprinting inks may be used in the co-op. If you are unsure about a particular ink or product, inquire with the Studio Manager.

***Nuisance dust particles***

Avoid inhaling powders and dust. Use a dust mask when using talc, rosin, and other powdered materials.

***Noise***

Screenprinters should use ear protection and close the door to the screen area when using the power washer.

***Drugs and alcohol***

Do not operate Highpoint equipment or use Highpoint materials or tools while under the influence of illegal drugs, alcohol, or medication that may inhibit your ability to work safely.

**EQUIPMENT AND TOOL SAFETY**

Printmaking requires the use of various types of equipment, ranging from small hand tools to very large presses. Do not use any tool or piece of equipment if you are not trained in its use, or you are unsure of some aspect of its use, or it's condition.

***Be aware of your surroundings when using dangerous equipment.***

When using a press, take note of others working nearby. Never use the presses, plate shears, hot plate, stone lift, etc. if you are sleepy, under the influence of drugs or alcohol or otherwise distracted.

***Use the lift when moving medium to large lithography stones or a plate backer.***

These objects are extremely heavy; using the lift will help prevent unnecessary strain and stress on your back.

***Use etching and woodcutting tools with care.***

Tape scrapers to protect your fingers. Do not brace wood or linoleum blocks with your hands; use a bench hook instead and always cut away from yourself.

***Observe proper use of the presses.***

Make sure that the presses are set at the proper (and even) pressure. Keep hands, loose hair, and clothing away from the rollers and pinch points. Additionally, never force an item through a press. This can result in damage to the equipment and/or injury to the user.

Attempting to print from inappropriate or oversized materials may also damage equipment and or result in injury to the user. Consult the Studio Manager before considering printing from an unusual matrix.

***Do not use any piece of equipment for which you have not been properly instructed.***

Before using any co-op equipment, you must receive complete instruction from the Studio Manager on its safe use or have been authorized to use it during your co-op orientation. Members are not authorized to give instruction in the use of Highpoint equipment. Talk to the Studio Manager or Artistic Director if you have questions, or wish to expand your use of the shop.

**THE STUDIO MANAGER HAS THE LAST WORD ON SAFE USE.**

If the Studio Manager is not comfortable with your studio use, they are required to ask you to alter your behavior. He is also authorized to ask you to leave the co-op (temporarily or permanently) if the behavior persists and is endangering yourself, or others.