



Pittsburgh Center
for **Arts & Media**

Printmaking Access Member Handbook

About Membership

Our screenprinting and etching studios are open for access 40 hours each week. Members have access to inks, presses, screens, tools, and other equipment in these studios during this time. Our screenprinting studio is equipped with a professional editing station, the Adobe Creative Suite, Epson 3880 inkjet printer, Workhorse Lumitron Exposure Unit, tables & clamps, squeegees, ink, wash out station, reclaiming supplies, screens, and other tools.

Membership is only offered after one has successfully completed a class at PCA&M.

PCAM Print Studio Rules

- Studio equipment is for use by Access Members only. Members are not allowed to bring friends in to use the studio who are not members.
- You must be at least 18 years of age to access the studios.
- Clean up your work station at the end of your session.
- Any equipment problem or damage should be reported to the Studio Manager. Any attempt to disassemble or repair studio equipment is prohibited.
- If you finish perishable supplies, please report to Studio Manager (ie. you finish a jar of ink).
- Members will be held responsible for any damage to, loss, or theft of equipment.
- No equipment is permitted to leave the building. Removal of studio equipment will result in fines and loss of access privileges.
- Storage of personal work/equipment/supplies is limited to the member's assigned storage area
- Unmarked/unsigned work left in community spaces may be discarded.
- Food and drink are permitted, but discouraged in the studio due to health and safety risks.
- **PCAM reserves the right to revoke membership with no refund for breaking or ignoring studio rules.**
- **PCAM reserves the right to fine Access Members for breaking or ignoring studio rules. All fines must be paid in full before access is reinstated.**

Keep the Studio Clean!

- Facilities are to be kept in a clean and orderly condition. Violation of this rule will result in a written warning. After two written warnings, additional incidents may result in termination of access membership.
- Clean up check list:
 - o Center the presses
 - o Close emulsion buckets
 - o Shut off power washer and make sure water is turned off
 - o Clean all equipment. This includes screens, registration films, scoop coaters, squeegees, spatulas, and table tops.
 - o Be respectful and mindful of the exposure unit.
 - o Return all chemicals to the cabinet
 - o Return all tools to their proper place
- Leave the studio space cleaner than you found it.

PCAM Print Studio Access Hours

- **Access hours change each term based on class schedule.**
- Members may not work in the studio while classes are in session or use the studio outside of scheduled access. Anyone doing so will lose access privileges.
- An excel spreadsheet with access hours will be provided to all members
- Members may only come during scheduled hours. There is no after hours access.

Summer Camps

- In June-August, we run our very popular summer camps for children. This means that during daytime hours M-F, studio hours are a bit more limited. Camp schedules are posted in advance so you can plan your visits accordingly.
- **Under no circumstances are members permitted to engage with campers.** If you are having an issue with a camper, class, or instructor, please reach out to PCA&M staff with your concerns.

Rates, Fees, & Supplies

3 month: \$200

Includes 1 dedicated screen, access to all tools, ink, presses, printers, dedicated dark box etc.

** Please note that transparencies are not included – you must provide your own

Annual: \$700

Includes 1 dedicated screen, 30 transparencies, access to all tools, ink, presses, printers, dedicated dark box for studio members.

All questions and concerns can be directed to our
Membership & Donor Coordinator Taylor at tgrieshober@pfpca.org

Member Acknowledgement Form

Acceptance of this handbook constitutes:

- Agreement to follow PCAM equipment policies
- Students and members are financially responsible for any damage, loss, or theft of equipment while it is in their possession. Any damage, loss, or theft must be fully reimbursed before further equipment access is permitted.
- Repeated violations of access policies may result in suspension of access.

I have read, understand, and agree to the policies outlined in this handbook.

_____ (signature) _____ (date)