



Sev Shoon Arts Center  
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## **SEV SHOON ARTS CENTER STUDIO RENTAL APPLICATION AND GUIDELINES**

Sev Shoon Arts Center (SSAC) was started in 1991 by Swiss artist, Dionne Haroutunian. Sev Shoon is an environment dedicated to the art of printmaking. We offer quarterly classes, host demonstrations of fine art printmaking, and also host monthly exhibitions, which serve as an outlet for our renters, students, and instructors to show their work.

Sev Shoon renters work on an independent basis to produce their own prints. The renting program at SSAC is designed for individuals who have demonstrated an appropriate level of experience in printmaking and are granted access to work in one or more print techniques. Renters are required to have experience in their chosen medium; they are also required to use the facilities correctly, independently, safely, and with consideration for all other renters, students, and instructors.

Interested renters need to read and fill out the application form as well as schedule an orientation with the studio manager to assess technical ability. Orientations are to be scheduled with the office and are usually conducted on Fridays.

## **STUDIO RENTAL OPTIONS**

Sev Shoon offers several different options for studio renters. Renters have 24-hour access to the print facilities 7 days a week. Renters will receive a keyless entry access code that is both efficient and safe for working at all hours of the day and night. Renters will also receive one flat file drawer and one large Rubbermaid bin for personal storage of tools and materials.

## **STUDIO RENTAL BASIC AGREEMENTS**

Regardless of type of contract or level of past experience, ALL renters are expected to understand and adhere to basic agreements of working in the studio, including:

- responsibility of knowing and applying safety guidelines
- ability to work responsibly and independently
- respect for and proper usage of facilities and shop equipment, including taking into consideration one's limitations within the studio
- cleanliness and willingness to pick up after oneself
- consideration and respect for other renters, their space, and property
- understanding that Sev Shoon tools, equipment, or supplies are strictly NOT to be removed from the studio

Studio rental contracts may be revoked for not adhering to the basic agreements. If a contract is revoked, the initial deposit will be refunded unless damage to studio property due to misuse or negligence has occurred and appropriate fees need to be assessed.

### **CONTRACT PAYMENT:**

All studio renters are expected to carry out their full rental agreement. Studio monthly rental fees are due on the last day of the previous month. (i.e. February rent is Due January 31). If we do not receive your payment by the first, we will automatically use your last month deposit. (There is a +\$5.00 surcharge for all credit card transactions) Monthly fees can be paid by cash, check, or by Pay pal. Checks can be left in the Sev Shoon drop box or mailed. When moving out of the studio, all renters must notify the office one month in advance in writing.

Monthly checks should be sent to:

**Sev Shoon Arts Center**  
**2862 NW Market Street**  
**Seattle, WA 98115**

### **MATERIALS:**

Renters are expected to supply their own plates, paper, hand tools, inks, gloves, screens, brushes, sponges, photo emulsion, newsprint, and other miscellaneous supplies. Some of the studio supplies provided by SSAC include the presses, press blankets, towels for blotting, tape, aprons, cleaning oil, solvents, rags, paper towels, and hand cleaner. All items found in the studio are for renters use. Therefore, personal items should be stored away from general use. Sev Shoon is not responsible for materials left unattended.

### **STUDIO RENTER CONDUCT AND SPACE USE:**

Studio renters have the freedom to work independently while sharing the studio with fellow artists in a professional manner. Renters are encouraged to interact with one another. The open and collaborative spirit of the studio depends on each person's willingness and ability to communicate. By following these guidelines when you are working in the shop, you will help keep SSAC a safe, organized, and inviting place to work.

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

Discard paper and trash, place used rags in the proper containers, sweep up metal filings and wood/linoleum chips, and place all shop equipment and solvent/cleaning containers in proper storage areas. Help maintain common areas, such as bathrooms and lounge area. 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.). Do not forget to wipe up press beds and sinks; please also check the floor for spills around the area you have worked.

#### **Know proper clean up methods.**

To clean oil-based inks from glass surfaces, first remove as much as you can with the razor scraper, and follow with Simple Green.

With the ventilation table ON, use mineral spirits to clean hard/soft ground, but please use sparingly.

#### **Be conservative with studio owned materials and supplies.**

Take care not to waste expendable materials (such as rags, solvents, electricity, paper towels, etc.) This is a safer practice for the environment and helps keep costs low.

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

Whenever possible, use rags until they are fully dirty. All used rags must be placed in rag cans. One can for slightly used rags that can be used again and the other can is for fully dirty rags to be disposed of.

#### **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 amount of time you need for a piece of equipment, the amount of space you take up with a project, and other personal work habits can directly impact fellow renters. We ask that you keep your number of outside visitors to a minimum. Please keep in mind that non-renters are strictly prohibited from operating or handling equipment (presses, rollers, etc.) using solvents, or any printmaking related supplies. Different styles and work habits taken into account, renters who consistently interfere with others' ability to work, may be asked to alter their behavior.

#### **Drying rack etiquette.**

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, not for storage. Prints left on drying rack for more than their allotted dry time may be moved to a designated area. Unclaimed prints will eventually be thrown out. Sev Shoon is not responsible for prints left unattended. Renters are asked to use bulldog clips to prevent prints from sliding in racks. Please do not use the clips specific to the ferric chloride tank.

#### **Renters must work around scheduled SSAC classes and events.**

SSAC offers a variety of classes, as well as other occasional events in the studio. Most of the time, renters can still come and work independently in the studio as long as they do not interfere with these activities. Occasionally, the studio may be unavailable. Schedule changes will be sent to the renters via email.

**Be safe.**

Toxins can enter the body three ways: skin contact, inhalation, and ingestion. For your safety, food and drink should be consumed away from work areas. It is recommended that you wear gloves, mask and/or respirator whenever handling chemicals, cleaners, and solvents.

**Signing IN/OUT.**

All renters are required to sign in and out of the studio. The book is found on the top shelf in the lounge area.

**Paper Soaking Trays.**

Renters may use large and small trays for soaking paper. Use only those near the water bath. It is required that one squeegees all water down the drain after use to prevent mold and scumming. Towels are provided to blot paper; clean towels are found on the shelf below the sign-in book. Please hang damp or wet towels to dry.

**Ferric Chloride.**

All ferric chloride is intended for *copper* use only. The vertical tank's bubbler system can be turned on via the power strip near the tank. During etching, the lid to the ferric should remain in place at all times to prevent spills and evaporation. Use the lid to carry all plates to the sink. All ferric chloride should be contained in the far right sink. Post-etched plates should be dipped first in a water bath (use photo trays right sink) to prevent ferric splash and acid residue in the sink/sink pipes. Before leaving, rinse out photo tray, mop around ferric area, and scrub sink with comet to prevent rust. Ferric dripped on the floor should be mopped up immediately.

Goggles and plastic aprons are available for your safety.

**Spray Booth.**

If using any spray paint, spray adhesives, etc, renters are to use the spray booth. To activate: flip two switches above ferric tank. The light for the spray booth is located on the top upper right side of booth. All renters are responsible for providing their own spray paint. All cans should be removed from booth area when finished.

**Ventilation Table.**

If using any solvents (mineral spirits, alcohol, brasso, ammonia) or other odorous products, one is required to use it near the ventilation table with the switch ON. Keep all lids closed on containers when stored as well as when working to prevent odors, spillage, or evaporation. Leave rags on corresponding containers when working to avoid cross contamination. Please limit the use of solvents and other toxic materials.

**Rags.**

*Please do not be wasteful with rags.* All cleanup is to begin with *gently used rags*. Once these rags are full of ink/solvents please dispose in larger *spent rags* bin.

**Clean Up.**

Minimize the amount of oil-based ink in the garbage can to prevent spontaneous combustion. Save all unused ink in wax paper. Old phone books can be used for cleaning; these are located underneath the spray booth. Clean oil based ink with vegetable oil and follow with simple green.

Prior to leaving the studio, all renters should scrub the sink(s) used for the day with Comet/Bon Ami.

Sweep any refuse (copper/acrylic shavings, paper, wood, chips, food, etc.) – brooms are found behind the door in the restroom.

Mop up around Ferric tank if used.

Remember to leave the studio the way you found it- clean (or cleaner).

**Press Etiquette.**

Despite work habits, no press should be monopolized. All presses are to be shared. Always wear clean gloves or have clean hands when handling the press and press blankets. (Each press is equipped with clean gloves for printing). Any substrate sent through the press should be beveled to ensure that the blankets and press roller will not be harmed. All presses should be left disengaged and blankets neatly folded on press. The press bed should be left clean and free of fingerprints or ink.

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## STUDIO RENTAL APPLICATION

Name \_\_\_\_\_

Address \_\_\_\_\_

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

Phone \_\_\_\_\_ email \_\_\_\_\_

Credit Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
(For use of deposit.)

Emergency Contact \_\_\_\_\_ Phone \_\_\_\_\_

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

Which print processes are you comfortable working in?

\_\_\_ intaglio                      \_\_\_ monoprint  
\_\_\_ relief                        \_\_\_ lithography  
\_\_\_ screenprint                \_\_\_ collagraph  
\_\_\_ other \_\_\_\_\_

How many months would you like to rent? (circle)    1-2 months                      3-5months                      6+months

Renters must complete an orientation session prior to the first day of working in the studio. After the orientation is completed, new renters' contracts will start at the beginning of the following month, at which the first month's dues must be paid. If a renter wishes to start working immediately following orientation, they may pay a prorated amount until the beginning of their contract.

All renters must agree to use the shop responsibly, to contribute in a positive way to the SSAC community, and to understand and follow basic agreements (as outlined within the studio rental information pages.) Renters will periodically be asked to assist with marketing duties.

**Renters in connection with the SSAC studio rental shall indemnify Sev Shoon Arts Center against all claims arising from any accident, injury, or damage whatsoever, however caused, to any person or to any property occurring during the rental term on or about the demised premises, and against all expenses, counsel fees, and liabilities incurred in connection with any such claim or any action or proceeding brought thereon.**

By signing below the renter acknowledges that he/she agrees to all the terms, conditions, and basic agreements of becoming a studio renter.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Orienteer: \_\_\_\_\_

DOOR CODE: