



## NEXT STEPS/NEW RENTER INFORMATION - the hot shop (for glassblowing/sculpting)

Now that you've taken the Glassblowing Crash Course, or Glassblowing 101, here are the steps you need to take to practice your new skills in the Foci MCGA Studio:

- I. BECOME A MEMBER.
- II. TAKE THE HOT SHOP/COLD SHOP ORIENTATION.
- III. RENT STUDIO TIME.
- IV. PRACTICE and CONNECT with other artists.
- V. KEEP LEARNING.

### **BECOME A MEMBER**

Foci MCGA is a member supported organization. Become a member to help us continue to offer courses like the one you've just completed. Studio membership is \$100/yr. (Students with ID \$75.)

### **PRACTICE**

Working with glass is a discipline. We understand the trial-and-error involved. As a way to help you get started, you'll receive a discounted rental rate of \$35/hr for two months after you've completed the class, without having to purchase a membership.

## **HOT SHOP RESERVATION POLICIES**

### **BOOKING TIME**

To rent hot shop time, a renter must book time with at least 24 hours advance notice on the hot shop rental calendar. When it's less than 24 hours, the renter must call the studio to make the reservation. Renters can rent time at a minimum of a three-hour slot. It is up to the renter to indicate special needs in the description section of their rental slot on the calendar.

Rental reservations are available between 9am and 9pm, 7 days a week. Renters are not permitted to start later than 7pm unless given permission by the Studio Manager. Payment for the rental slot must be made to the studio staff by 7pm, the day of their reservation.

*\*Our studio is open for any qualified glass artist to use, not just members. Non-members pay higher non-member rates.*

*\*New renters should indicate they are new renters in the "description" section of their reservation.*

***\*Renters must have taken the Hot Shop Orientation before renting time.***

*\*For special permission to rent during extended hours (after 9PM), you must have one year of glassblowing experience AND permission from the Studio Manager.*

### **CANCELING TIME**

Renters must cancel at least 24 hours before the scheduled slot to avoid a fee. If the renter cancels within 24 hours of their reservation, it will result in a \$30 fee to cover operating costs

(like heating up the glory hole!). In the event a renter does not cancel their reservation and fails to notify the studio, you will be billed for the full amount of your rental reservation.

\*Renters are first asked to call the studio. Leave a message if no one answers--there is a time stamp on the voicemail. If you cannot reach someone by phone, email the studio at [focimcga@gmail.com](mailto:focimcga@gmail.com). As long as there is a voicemail or email on record, no penalty will be incurred.

### **PAYING FOR TIME**

Renters are expected to pay for their time and any additional equipment rental charges upon arrival for their rental slot. **Studio time is paid for in half hour increments.** If the renter works over their time, but under fifteen minutes, they will not be charged for an additional half hour. If the renter works over their time, more than fifteen minutes, they will be charged an additional half an hour.

### **EXCEPTIONS TO THE RULES**

- Renters are welcome to work longer than their scheduled blow slot, time and resources permitting.
  - **This must be cleared with Foci MCGA studio staff or the Studio Manager.**
- Renters may cancel their blow slot or stop working early due to poor glass quality or malfunctioning equipment.
  - **This must be determined within 15 minutes of the scheduled reservation for a refund to be issued and must be discussed with Foci MCGA studio staff or the Studio Manager. It is at the discretion of the Studio Manager and studio staff whether or not the glass is too poor to use.**

**You can book time on our hot shop calendar found on our website, [www.mnglassart.org](http://www.mnglassart.org)**

- A. Click on the *Rental Calendar* icon on the home page.
- B. You'll be redirected to a new webpage that will display the rental calendar. There are buttons on the top left of the calendar to change weeks, to view days, or even to change months. View a different week or day by clicking on the small calendar which is located above the right side of the "week" calendar on display.
- C. There are four benches to choose from, each of which are numbered and displayed above the rental calendar.
- D. To choose which bench you would like to use, first choose your day. Look at that day and think of it being divided into four imaginary, equal vertical sections (one for each bench). The sections read 1-4, left to right. For example, to select bench #2, you would click on that day, slightly over from the left side; to choose bench #4, you would click on that day, as far right as possible without clicking on the next day.
  1. You also want to click on the correct time (don't worry, this can always be adjusted). Before clicking on your desired bench, look at the left-hand side of the calendar. The top of the hour is listed, vertically, along the rental calendar. Try to click in line with your desired time. Please rent at half-hour increments (i.e. 10:00 or 11:30 instead of 10:15 or 2:45). If possible, pick times that immediately follow or precede pre-existing reservations. This helps us keep our costs down by preventing unnecessary warm-up times for the holes.
- E. Now that you've chosen your desired bench and time, click on the appropriate area. A small box should appear, prompting you to provide certain information. This is your rental reservation.
  1. name

2. email address
3. phone number
4. above your name, there are two boxes. One displays the start date and time and one displays the end date and time. Please double check the start and end dates and times are correct. Make any changes if necessary. Make sure to indicate if you need the hanger, extra kiln space, a special annealing program.

\*\*If you notice something is no correct and are not able to change it, please call or email the studio.

5. Below the start and end times, there is a “description” box. Please enter any necessary information or unique requests
6. At the bottom of the reservation is a small box listing which bench you’ll be working on. Please make sure you have selected the correct bench. To change the bench, click on the box and scroll through until you find the bench you wish to work on. *If you’ve clicked on the correct column, the correct bench should already be selected.*
7. After all required information has been entered and you’ve double-checked that everything is correct, click on the “create reservation” button which is located at the bottom of the rental reservation.
8. You’re all set! We recommend that you show up 15-30 minutes early to prepare for your rental slot. This is a common practice with anyone that uses our studio.

**You’ve arrived at the studio for your scheduled rental slot. Here’s what you should expect:**

- F. Sign a renter agreement. *You are welcome to ask for one of these ahead of time if you would like more time to look over it before signing.*
- G. Check in with studio staff so they know you’ve arrived.
- H. Pay for your rental slot and any extra services you plan to use. If time permits, you’re always welcome to work longer than your scheduled blow slot or request to use extra items/services available for purchase. Be sure to pay for it at the end of your slot.
  1. Pay at the front desk. It’s located near the bottom of the staircase near the studio entrance.
  2. Studio staff will assist you in paying. You can pay with cash, credit card, check, or gift certificates. *If you’ve purchased bulk hours, fill out a rental invoice and indicate that you are using your bulk hours.*
  3. Staff can also tell you which furnace or annealer you’re using, as well as any additional information that might pertain to your rental slot. If you have any special needs or equipment questions, be sure to ask.
- I. Set up your bench area and any necessary tools or supplies. If unsure of what’s available to you, ask a staff member. They are there to help.

**Here’s what’s available to you:**

- a) bench
- b) glassworking tools
- c) pipes and punties
- d) clear glass (check with staff as to which furnace you’re working out of if unsure)
- e) annealing space
- f) marver
- g) hanger
- h) color oven
- i) powder booth
- j) pipe hangers

- k) temporary storage space for in-progress work: See staff about this- if you have a unique project which requires temporary storage in the studio, talk to a staff member. We'll do our best to accommodate you, but understand that space is limited. If more than a few days is required, speak to staff about purchasing a shelf or locker.

#### **Here's what's available for purchase**

- l) extra glass usage (more than 5lbs./hr, figured out once annealed)
  - m) non-standard annealing program (more than 18 hrs)
  - n) oxy/propane torch
  - o) propane torch
  - p) little boxie annealers
  - q) milky or bonnie annealer
  - r) for any other items, ask a staff member or look at the "fee schedule"
- J. Start working! If at any point you have questions regarding anything from where the bathroom is located, to what annealer you're using, or questions on how to make a cup, ask a staff member. Studio staff aren't just there to work on projects or monitor equipment, they're there to help you. Do not hesitate to ask for help.

#### **You're all done with your rental slot.**

- K. Please clean up after yourself--put tools away in the designated area and sweep around your workspace.
1. Pay for any extra time or services you used.
  2. You're all done. See you next time.
  3. Depending on how long your work was annealed and when you rented time, you should be able to pick it up after 24 hours. We always recommend calling ahead.

## **HOT SHOP ETIQUETTE**

- During your rental slot, replace pipes and punties as you use them.
- Stripping gathers (outside of the furnace into the bucket) is almost entirely unnecessary. This practice should be reserved only when needed; it wastes glass.
- If stripping off into the furnace, notify the others also renting time. This practice can cause bubbles to form in the pot.
- Do not drag glass over the door of the furnace and onto the floor. This is unsafe and can damage the furnace. Pick up any trailed glass immediately.
- When placing work in the annealer, it should be filled from back to front for an efficient use of the space.
- Pieces that fall into the glory hole should be immediately retrieved (preferably by staff) and discarded in the scrap color buckets located next to the studio pipes and punties.
  - The glory holes are lined with a substance that is difficult to see while sorting glass and would contaminate the furnace pot if accidentally recycled with the clear glass.
  - It is preferred that colored glass pieces and pipes with color on the moile are placed in the scrap color buckets. This cuts down on time required to sort through recycled glass.
- Be respectful of other renters, their workspace, and their tools.
- Maintain control of yourself, your working environment, and your piece for everyone's safety and enjoyment.
- It's a community studio; we all have to share.

## **COSTS – Hot Shop Studio Price List**

<b>ITEM</b>	<b>MEMBER PRICE</b>	<b>NON-MEMBER PRICE</b>
hot shop rental (standard)	\$40/hr	\$55/hr
hot shop rental (9am - 3pm weekdays)	\$35/hr	\$55/hr
hot shop rental (bulk 18hrs min.)	\$35/hr	*not eligible
extra glass usage (more than 5lbs./hr)	\$2.00/lb	\$3.5/lb
Bonnie and Milky (for fusing, casting or extra annealing over the 18.5 hr. blownware standard allotment)	\$2.50/hr OR \$35 for 24 hrs	\$3.50/hr OR \$50 for 24 hrs
oxy/propane torch	\$4.5/hr	\$8/hr
propane torch	\$2/hr	\$3.5/hr

***\*to use an annealer or other equipment in the kiln shop, flameworking, neon, or sandcasting studio equipment, please see the fee schedule list and/or speak to a staff member. This must be reserved ahead of time.***

### **Where to purchase glass color and supplies:**

Olympic Glass-- [www.glasscolor.com](http://www.glasscolor.com)

Gaffer Glass USA-- [www.gafferglassusa.com](http://www.gafferglassusa.com)

Spruce Pine Batch-- [www.sprucepinebatch.com](http://www.sprucepinebatch.com)

## **WELCOME TO FOCI MCGA!**

### **Foci Minnesota Center for Glass Arts**

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studio (612.759.8476) office (612.623.3624)

[www.mnglassart.org](http://www.mnglassart.org) contact@mnglassart.org (studio email) focimcga@gmail.com

Foci Minnesota Center for Glass Arts is a 501(c)(3) nonprofit organization.

*Mission: To engage the Minnesota community in the study and appreciation of the glass arts while expanding the potential of the medium.*