

1.0 OBJECTIVES AND FUNCTION

Espace VERRE's main goal is to offer to each user* the best work environment, where prevention, health and safety are top priorities.

This document was created to define the operational, health and safety regulations, on February 14, 2003 by Espace VERRE's board of directors, and updated when needed. A copy is given to all new and regular studio users and is permanently displayed on the administrative bulletin board, on our website: www.espaceverre.qc.ca or on demand. Excerpts are inscribed on the rental fees form.

Each user must read and respect the general regulations. In not doing so, the user could receive a sanction and after two warnings, could be barred from using all tools, equipment or from renting studio time. The appendix 1 guideline for using and renting following a weekend class, the studio rental fees, the Fusion member contract and the credit policy are supplementary documents.

* The term studio user defines a student, instructor, grant recipient, Fusion member, professional or amateur/novice glass artist and any authorised person using Espace VERRE's studios and equipments. They also apply to Espace VERRE's staff and visitors that circulate in the building.

2.0 ESPACE VERRE'S COMMITMENTS

To prevent injuries, guarantee safety and good health of all its studio users, Espace VERRE will:

- Prioritize the importance for maintaining health and safety;
- Apply preventive measures from the start;
- Re-evaluate its policies on a yearly basis,
- Take all measures to deter all accidents from happening;
- Continually apply new and ameliorated measures, on a yearly basis, by preserving what is learnt and finding solutions to counter potential dangers;
- Organize informative and training activities, as well as to transmit new regulations and procedures to assure the studio users' health and safety;
- Encourage all studio users to promptly point out and relate potential health and safety problems to the technical or administrative teams;
- Form and instruct students to have good, preventive habits while working with the equipments and studios during classes;
- Respect the current work health and safety rules.

3.0 RESTRICTIONS

In all of the studios, it is forbidden to:

- Smoke cigarettes, electronic cigarettes, marijuana, unless nine metres from the outside doors of the building;
- Eat anywhere else than the kitchen and yard areas;
- Drink from uncovered recipients/bottles;
- Scatter or leave personal effects or clothing unattended;
- Use music or communication devices with earplugs;
- Consume or work under the influence of alcoholic beverages or mind alternating illegal or prescribed drugs;
- Wear dangling or encumbering jewelry;
- Carry a cigarette lighter in a pant or shirt pocket;
- Wear synthetic material clothing in the hot glass and flame working studios;
- Wear loose clothing or untied long hair;
- Throw objects in the studios;
- Run, push or play fight in the studios;
- Self-clean clothing with a compressed air blaster;
- Play with manual or portable tools;
- Let a child work or circulate in the studios unattended;
- Mix other types of incompatible glass with the furnace's glass;
- Open kiln doors without having checked its programme or having the proper permission;
- Use equipments, machines or tools without the proper training;
- Use other types of equipments than those for glass, without first receiving permission from the technicians;
- Dispose of chemical or toxic products in the sinks, toilets or garbage cans without having neutralized them;
- Use tools or equipment if not physically or mentally fit, not assuring their or others safety;
- Work without the proper protective gear (glasses, masks, etc.).

It is strictly forbidden to:

- Work alone in the building;
- Use the eyewash stations, or any other specialized equipments for anything other than what it was designed for;
- Park a vehicle in the side yard or in front of the building where it is reserved for emergency or delivery vehicles;
- Keep an animal tied up in the yard or have one in the building, unless it's a guide dog;
- Do technical work in the kitchen or have inedible working materials on the kitchen table.

4.0 USER COMMITMENTS

The studio user will:

- Read and apply the regulations;
- Drink sufficient liquids to prevent dehydration;
- Wear the required protective gear and respect the studio regulations: rigid and closed toe shoes, tinted glasses as well all other appropriate gear like respirator masks, ear plugs, natural fiber clothing etc.;
- Keep their workstation in order and tidy;
- Remove debris from equipments;
- Properly use and respect the safety guards of equipment, machine or tool;
- Make sure that the equipment, machine or tool is turned off or unplugged before cleaning it;
- Immediately report any equipment, machine or tool malfunction to the technician.

5.0 PRESENCE AND SCHEDULE

- 5.1 A student enrolled in the DEC programme must have punctual attendance for his/her scheduled classes and extracurricular activities given inside and outside of Espace VERRE. If absent to any such activity, the student must contact the administration or the specific teacher, ideally 24 hours beforehand by phoning or emailing, as stipulated in the syllabus handed out to each student at the start of each new semester.
- 5.2 All DEC assigned work must be accomplished during Espace VERRE's opening hours according to the schedule distributed by the administration at the beginning of every semester.
- 5.3 During all DEC and extracurricular classes, the student must stay with his/her instructor and at his/her workstation and not wander freely in the building.
- 5.4 Before dropping a class or leaving the programme, a DEC student must first inform Espace VERRE's administration and then contact the CEGEP du Vieux Montréal.
- 5.5 Espace VERRE's studio work schedule is from 9:00 am to 4:30 pm, followed by a 30 minutes clean-up time before closing time at 5:00 pm.

Fusion's studio work schedules are from 9:00 am to 4:00 pm or 4:30 pm to 11:00 pm, including 30 minutes clean-up time of the work station before 4:30 pm or the closing time at 11:30 pm.

This schedule includes the warm-up of the glory holes that will be started by the technician at 8:45 am or 4:30 pm (Fusion studio user) or 11:30 pm before closing at 11:30 pm. The technician will close the glory holes at 10:00 am or 6:00 pm if the studio user does not show up, and extra fees will be charged.

- 5.6 It is mandatory to close the glory holes during long breaks and mealtimes (of 30 minutes or more). This is to save energy and reduce overheating.

6.0 STUDIO FUNCTION AND WORK

- 6.1 During a class, the studio equipment is reserved for the students enrolled in it.
- 6.2 For safety reasons, 1st-year DEC students in their first semester cannot participate in the evening (TP) practical work periods or rent studio time, unless they receive a special permission from the administration.
- 6.3 The use of studios, during the practical work periods, is reserved for the students enrolled in the specific class.
- 6.4 The Practical Work periods are enumerated on the DEC course schedules of each semester, according to the time allotted for by programme. They must be respected as to give each student equal time.
- 6.5 The DEC student is not permitted to use the studios for personal projects, other than those demanded for the work of their DEC classes, unless they have received special permission from the general director.

- 6.6 The DEC student is not permitted to work in the studios on weekends or evenings, except on allotted studio practice times, unless they rent studio time or receive a special permission from the administration.
- 6.7 It is forbidden to touch another studio user's work that is on a personal or studio shelf. To protect creative licenses, it is forbidden to take someone else's work or drawings from trash bins. To prevent this from happening, it is recommended that each studio user completely destroy and discard any unwanted glass pieces.
- 6.8 The studio user must promptly store his/her personal belongings on his/her designated or rented shelves. Espace VERRE is not legally responsible or insured for any breakage of glass works that had to be moved by staff members because it was left unattended or was accidentally broken by staff, students or visitors.
- 6.9 Shelves and lockers can be rented by contacting Espace VERRE's secretary. The storage of toxic or hazardous products is prohibited. A maximum of two Propane or Map cylinders can be stored on each user shelves or lockers. Espace VERRE is not responsible for the loss, theft or breakage of any belongings left on personal shelves.
- 6.10 Annealing kilns should be emptied by the studio user or by an authorised person, if not it will be done by the technician or the next kiln user. The pieces stored on the shelves must be removed within 10 days following the rental or production date. After this time, even polished pieces will be discarded in the outside container. Espace VERRE is not legally responsible for any broken, lost or stolen pieces.
- 6.11 Sand casted pieces must be put on the bottom shelves. The studio user must clean all sand residues from the shelf, the work table, floor and sink in the cold work studio.
- 6.12 The studio user must verify all technical aspects of his/her work, relating to the indications of the material safety data sheet, the compatibility when combining different types of glass (colored and clear), the accuracy of their annealing programmes and chemical reaction of different ingredients mixed together, etc. Espace VERRE is not responsible for any material or technical problems that arise from using their equipment. Espace VERRE's insurance policy does not cover damage of pieces or materials in storage at their facility. By signing his/her rental forms, the studio user legally absolves Espace VERRE from all responsibility.
- 6.13 Fusion members must abide by the two-year contract with Espace VERRE. Their signed contract defines the regulations for using the transitional Fusion studio with specific clauses which applies to all Fusion members. After the end of their contract, they will be subjected to the same regulations regular studio users.
- 6.14 The Houdé-Mendel and Edgerley-Robertson bursaries' recipients will be able to use the Houdé-Mendel kiln and molding studio for a period of six months. The bursary recipients must respect the clauses of their respective agreements.
- 6.15 While DEC instructors have access to all the studios, they must reserve studio time according to the rental regulations. Instructors benefit from a research programme allowing them studio time in exchange for accumulated teaching hours.
- 6.16 It is forbidden to store any personal objects in the studios or anywhere else in the building with the exception of having received a special permission from the administration. After the second warning, these objects will be thrown out in the outside container.
- 6.17 Only emergency phone calls will be passed on to a DEC student and a studio user. Local calls can be made with the hot glass studio and 3rd-floor phones. A computer can be used in the documentation area.
- 6.18 The studio user must ask permission before using Espace VERRE's administration and technician telephones and computers.
- 6.19 The guidelines to consult and borrow documents from the documentation centre. There is a limit of three documents per borrower for a period of one week. Magazines, slides and videos can only be borrowed after receiving a special permission from the general director. There is a late fee of 15 cents per day for each document.
- 6.20 All documents must be returned as they were before they were borrowed. If a document is lost or damaged, a replacement or repair fee will be charged.
- 6.21 The documentation centre user must leave his/her bags at the entrance of the gallery. The administration has the right to check all bags. If a theft occurs, sanctions will be applicable.
- 6.22 There is a fee of 15 cents per personal photocopy. There is a fee of \$1 per personal fax transmission and reception.

- 6.23 During regular DEC classes, professional workshops, weekend classes, lectures, filming or any other promotional events, it is forbidden for anyone at Espace VERRE employees or studio users alike to intervene by playing music or making excessive noises. Otherwise, during regular studio use, it is to the discretion and unanimity of the group of people working in the studios. In case of a noisy technical intervention, it is up to the technician to advise the studio user in advanced, as to convene the best work place conditions.

7.0 STUDIO RENTAL

- 7.1 According to availability and one month in advanced, Espace VERRE can rent out its hot glass studio to professional glass artists. Espace VERRE can limit the number of work periods per glass artist to assure equity for all studio users. Espace VERRE reserves the right to modify the reservation, if needed.
- 7.2 The studio user can reserve work time, by contacting the technician anytime by email (tech@espaceverre.qc.ca), phone (514-933-6849) or fax (514-933-9830). Confirmation of the rental day or days will be made within five working days following the reservation.
- 7.3 The studio user must fill in rental forms for every work table and equipment used in each studio. They should be handed in to the technician so that he can verify and sign them. The rental forms are available in each of the studios. The studio user must meet the technician when coming in and before leaving to insure that all security and cleanliness rules are respected.
- 7.4 The studio user must weigh their annealed blown, sand casted or hot-sculpted pieces, as well as their discarded glass and note the total weight of glass used (in kg) on their rental forms. The supplementary glass will be charged according to the regulations on the up-to-date studio rental fees. Espace VERRE technicians or staff members reserve the right to sporadically verify the weight indicated on the form.
- 7.5 The minimum rental time permitted is 15 minutes for the work tables, cold glass work, sand blasting, flame working and neon equipment.
- 7.6 The studio rental price list is available at the secretarial office and is displayed on the administrative bulletin board. Certain conditions are defined on the back of the price list about applicable price reductions for certain studio users, specifications on the minimal duration of use and about the billing process.
- 7.7 A credit policy governs the rental billing system. Standard payment terms are net 30 days. After this date, interest surcharge will be billed for overdue payments. Espace VERRE reserves the right to stop offering services or retain any payment due to a non-conforming studio user.
- 7.8 In case of cancellation: five days before the reserved work date there will be no penalty; between four and two days a \$25 penalty will be charged if someone was not found to replace the studio user; less than a working day or the same morning, three hours of work will be billed.
- 7.9 Before a studio user or Fusion member can be assisted by an amateur/novice assistant, he/she must report this before renting. For safety reasons, the administration reserves the right to refuse certain people. The studio user or Fusion member is solely responsible of the assistant and must assure that this assistant respect the regulations and wear the proper protective gear. Espace VERRE absolves itself from any liability.
- 7.10 The studio user cannot use the equipment or tool that they intend to rent if they did not receive the proper training. The administration has the right to ask the studio user to prove his/her ability to use the equipment. The administration could refuse access.
- 7.11 A new studio user will have to prove that he/she can properly and securely use the equipment and tools before allowed to rent them. If needed, the technician can give precedent weekend class participants, artists of a different technique and glass artists coming from other glass studios an hour-long security class for the cost of \$25. The new studio user will receive a copy of the general regulations.
- 7.12 An amateur/novice or novice studio user is prohibited from programming the kiln controllers, because of the risk of errors that can damage kilns and their glass work, as well as the work annealing in other kilns. Technicians will enter their programme with the kiln controllers for \$25 per annealing. The studio user must be present while the programme is entered and he/she must sign the rental form in the presence of the technician.
- 7.13 The studio user is responsible for the programme entered with the kiln controller. The studio user absolves Espace VERRE of any responsibility by signing their rental form.
- 7.14 Only the technicians or someone responsible mandated by them can batch the electric furnaces. The technicians will decide which furnace is to be used and which one will be batched.

- 7.15 For the Fusion studio, its members must follow a regular batching schedule determined by the technicians. If needed, the technicians can help out to fill Fusion's furnace.
- 7.16 The studio user must use the equipment that they have reserved, according to reservations and availability. The rental of a glass blowing spot includes the use of a bench, glory hole, annealing and color bar kilns, optical molds and plaques, wooden ladles, sofietas and caliber, punties, and common use Kevlar mitts for loading the annealing kiln. Any other tools must be provided by studio user. For sand casting, the rental includes the sand boxes, ladles, casting balls and casting Kevlar mitts.
- 7.17 Designated lockers are included in the price for the rental day. They must be used first thing in the morning and emptied as soon as the rental day is over. The studio user must supply his/her own lock.
- 7.18 Espace VERRE is not responsible for any loss of production pieces or work time for causes beyond its control like power failures, accidental opening of kiln doors, error in kiln programming, broken equipment made by visitors or any other user.

8.0 TOOLS, EQUIPMENT AND MATERIALS

- 8.1 Although Espace VERRE lends their equipment and tools during DEC classes, students are required to buy part of their tools and working materials needed for their own personal work. Each studio user and Fusion member should have his/her own basic tools or they can rent them for \$10.50 (for one or more glass blowing tools) per day. The use of Espace VERRE's tools and material are included during the weekend classes and workshops. Some tools and material can be bought at the Espace VERRE store.
- 8.2 A tool rental form must be filled before renting any tools from the technician's office. The studio user that shows negligence or poor use of any tool or equipment will have to pay for its repair or replacement. After two warnings, constraints could be applied. At the end of all studio rental time, all borrowed tools must be returned undamaged to the technician's office. All broken or lost tools must be paid for or replaced.
- 8.3 Before working in a studio and using an equipment or tool, a user must be qualified and cognisant of all safety regulations indicated by the instructors and technicians. If in doubt, the user must ask for help to ensure their safety and that of others as well as preventing the damage of equipment and studio work spaces.
- 8.4 It is forbidden to take any tools or equipment outside of Espace VERRE without administrative permission.
- 8.5 Instructors and technicians are responsible for all equipment and crude material distributions. If an instructor allows a student to get material, for a specific class, that instructor is responsible to inform the technician. Outside of classes, the instructor must advise the technician by writing.
- 8.6 The technicians are the only ones that are authorised to install or uninstall the propane gas canisters. The canisters must always be stored outside the building and can only be kept in the studio during the time of use and they should always be kept away from heat source. An additional fee will be charged for using Espace VERRE's propane gas canisters.
- 8.7 Only small hand torch cylinders are permitted in the studios. The hand torch cylinders must be kept away from heat sources. Personal hand torch cylinders should be stored properly and brought back home by the studio user. The empty small hand torch cylinders should never be discarded in the garbage containers. They should be recycled by studio user or given to the technician for recycling.
- 8.8 Shattered and uncontaminated clear glass can be given to the technician for recycling.
- 8.9 The studio user must inform the secretary of all personal deliveries that will be sent to Espace VERRE with the specific date, the number of boxes. He/she must leave a monetary account for any extra custom or transport fees. He/she must specify with the company that the billing must be address to them and not under Espace VERRE's account. Any unexpected deliveries that demand payment can be categorically refused. The merchandise will be temporarily stored in the secretary's green storage space. The studio user must contact the secretary to find out if the delivery has arrived. Espace VERRE is not legally responsible for any broken, lost or stolen pieces.

9.0 CLEANLINESS OF THE PREMISES

- 9.1 The studio user must clean his/her workplace, equipment and tools, at least 30 minutes before closing time (45 minutes for the molding room). This includes emptying their trash bin and waste bucket in the yard container and replacing them in their designated places before leaving. A detailed list of what needs to be done is posted in each of the studios.

- 9.2 The studio user should never empty liquid plaster in the molding room or any other sink as this will solidify and block the drain conduct. Broken molds must be thrown out in the molding room's garbage bins and transferred into the yard's container on the same day of use. You must clean the sink completely if you soak plaster molds.
- 9.3 The studio user must wear a mask during the clean-up of the studios and equipments. The studio user must use sweeping compound while sweeping the floor, because this reduces volatile particles.
- 9.4 Anyone using the kitchen/dining area is responsible of keeping it clean. They must wash their dishes; clean their table, appliances and counters. The kitchen user must dispose of all waste in the waste bin and recyclable object in the recycling bin. Any article that is left unattended, in the refrigerator, counter, table, in a disorderly way will be promptly disposed in the waster bin.

10.0 SANCTIONS AND DISCIPLINE

- 10.1 The studio user must acknowledge and apply the studio regulations. Any studio user that refuses to conform will be sanctioned. After two warnings, the studio user may be categorically barred from using tools, equipment as well as renting the studios.
- 10.2 Technicians are always present in the studios. The name of the technicians will always be posted near the door of the technician's office (ground floor). Technicians must reinforce security measures of the entire studio and equipment user. They do not replace the DEC instructors or will not assist the students in their work. They keep the studios and equipment running while reinforcing the regulation codes. Each student user must respect and listen to what the technicians tells them to do.
- 10.3 Consequently, non-conforming to the actual regulations will result in a verbal warning for a minor error, promptly given to the faulty studio user. For a serious offence, a written warning will be given to the user and a signed report (dating the offence) will be given to the director. If a second notice is given, the director and one of the technicians will meet with the studio user to discuss the matter thoroughly and restrictions of using certain tools, equipments and studio time could be applied, for up to a week for a minor error, up to a semester for a grave error and permanently for a major error.
- 10.4 Any person that incites another person to or that commits any reprehensible act of vandalism, theft, indecency, harassment, moral detriment, acts of gambling, usage of menace or physical constraint, that uses and sells drugs or drinks alcohol without authorization or commits a criminal act will be immediately expelled from Espace VERRE or may face criminal charges with the police.
- 10.5 Any person that suggest or incites another person to commit an infraction of Espace VERRE's regulations will be exposed to the same potential sanction of being expelled as the person that committed the infraction.

11.0 HEALTH AND SAFETY

- 11.1 All technicians have taken a workplace first-aid course. All accident, even minor, must be promptly reported to the technician and administration. An accident form, available at the technicians' or secretarial office, must be filled and given to the administration. If needed, there is a first aid kit on each floor and ice pack in the kitchen's refrigerator's freezer. Accidents should be recorded on paper by the technician and witness of the accident, as it is analyzed and kept by the administration, as to correct the safety measures.
- 11.2 The administration strongly suggests that a studio user advise them and fill in a personal information form if they have any contagious diseases, particular and medical conditions or that are using medication that can impair them and be dangerous to themselves and to others. This form will be kept confidential and only used by the administration if needed for medical purposes.
- 11.3 If a fire occurs, the user should remain calm; quickly notify the administration or technician. It is absolutely necessary to set off the fire alarms and use the extinguishers (found on every floor). One should aid and guide any person to leave the building by using the nearest exit and closing the door behind them. Once outside, everyone should gather on the west side sidewalk facing the Oak street intersection. Safety guides and floor plans are available on each floor, placed next to the phones and exits. Everyone must respect and follow the indication and orders given during the evacuation by the staff.
- 11.4 Each alarm that is set off must be treated as a dangerous situation and a drill exercise. Everyone must quickly leave the building by the closest exit while remaining calm while inciting the others to do likewise. A drill exercise is done at the beginning of each semester.
- 11.5 All key holders with an alarm access code must follow the steps and regulations, keep their access code confidential and never lend their key to anyone else. Any false alarm citations received, from outside authorities, because this person did not follow the proper steps following a system error, will be directly billed to them.

- 11.6 If the studio user has the slightest doubt while using any of the equipment, tool or material, he/she should ask the technician, instructor or any competent person for assistance.
- 11.7 It is forbidden to use any chemical or toxic products without having prior received the approval from the administration. Dangerous refractory and insulating products are securely stored and their use is restricted to the technicians. All usage of precarious products must be reported to the administration or the technicians to assure that its usage and disposal be done in a regulated matter respecting the environmental and safety regulations that are stipulated by Espace VERRE.

12.0 VISITORS

- 12.1 Users must get permission for all personal visits or novice assistants from Espace VERRE's administration. The user is responsible for his/her visitor and will have to respect all the present rules. Espace VERRE absolves itself from any liability.
- 12.2 Visitors are prohibited in the building during the evening TP practical work periods.
- 12.3 For safety regulations, visitors are forbidden to use any of Espace VERRE's equipment. Visitors must stay within the confinement of the designated areas and must never circulate in the studios unaccompanied.
- 12.4 During guided tours, open houses or any public activities, a designated guide must accompany visitors to ensure their safety. Any visitor that does not respect the safety regulations explained by their guide will be promptly evicted from Espace VERRE.

STUDIO USER GUIDELINES FOR ALL WEEKEND CLASSES STUDENTS

The present regulations apply to all potential studio users after having taken a weekend class at Espace VERRE. These safety guidelines are for using and renting the studios and equipment during and after their weekend class. The studios and equipment are reserved exclusively for glass work. See over for General Regulations.

STUDIO USER STATUS

For safety purposes, Espace VERRE keeps a record of all weekend class students and reserves the right to refuse any person following any comments made by the instructor after the class.

The weekend class student wishing to rent studio time must do so within two years following their weekend class. After this delay, Espace VERRE reserves the right to evaluate their request according to their past experience. If deemed necessary, it can be asked that the potential studio user take the same weekend class again.

As for classes with multiple levels (I, II, III), before considering a potential studio rental, all levels must be completed. The weekend class student that becomes a studio user will be barred from using any other type of equipment, unless he is deemed qualified. Only those that have completed all levels of the class are allowed to work in the studios, it is strictly forbidden to allow any inexperienced person accompanying him/her from assisting him/her.

SPECIFIC PROCEDURES

After all glassblowing or kiln working weekend classes, some pieces must be annealed or/and polished, by the technician if applicable. They should be ready for pick-up by the following Wednesday (as a precaution, the weekend class participant should call to verify if they are indeed ready before coming to pick them up). They should be ready for retrieval at least 16 to 48 hours after the end of the specific class. The pieces will be available at the gallery and kept for 10 days following the class, after this time, they will be discarded. The participant can mandate someone to pick them up or arrange and pay to have them sent by post. Espace VERRE is not responsible for any loss or breakage.

The cold working studio is off-limits to all weekend class participants of the glass blowing and sand casting classes. Those without experience or training that wish to finish their own pieces can register in one of the cold working classes offered during the semester. It is also possible to hire a graduate of the DEC programme, for a minimum of \$11 per hour, negotiated and paid directly to them. See over for others rules.

The weekend class participant without experience or training that wish to rent the glass blowing, sand casting, kiln working or flame working studios, will have to hire a professional glass artist (fee negotiated with him/her) or a graduate from the DEC programme (same fee as for cold work), to get the proper technical assistance in the studio, as well as to correctly anneal work during the whole rental time period. See over for others rules.

Espace VERRE can provide reference for competent glass artists but cannot be responsible for their duties and actions done for any studios user.

Excerpts from General Regulations:

- 4.0 The studio user will: Wear the required protective gear and respect the studio regulations: rigid and closed toe shoes, tinted glasses as well all other appropriate gear like respirator masks, ear plugs, natural fiber clothing etc.;
- 7.1 According to availability and one month in advanced, Espace VERRE can rent out its hot glass studio to professional glass artists. Espace VERRE can limit the number of work periods per glass artist to assure equity for all studio users. Espace VERRE reserves the right to modify the reservation, if needed.
- 7.2 The studio user can reserve work time, by contacting the technician anytime by email (tech@espaceverre.qc.ca), phone (514-933-6849) or fax (514-933-9830). Confirmation of the rental day or days will be made within five working days following the reservation.
- 7.3 The studio user must fill in rental forms for every work table and equipment used in each studio. They should be handed in to the technician so that he can verify and sign them. The rental forms are available in each of the studios. At the arrival and before departing, the user must make contact with the technician, to assure that the safety and the cleanliness measures were respected.
- 7.6 The studio rental price list is available at the secretarial office and is displayed on the administrative bulletin board. Certain conditions are defined on the back of the price list about applicable price reductions for certain studio users, specifications on the minimal duration of use and about the billing process.

- 7.7 A credit policy governs the rental billing system. Standard payment terms are net 30 days. After this date, interest surcharge will be billed for overdue payments. Espace VERRE reserves the right to stop offering services or retain any payment due to a non-conforming studio user.
- 7.8 In case of cancellation: five days before the reserved work date there will be no penalty; between four and two days a \$25 penalty will be charged if someone was not found to replace the studio user; less than a working day or the same morning, three hours of work will be billed.
- 7.10 The studio user cannot use the equipment or tool that they intend to rent if they did not receive the proper training. The administration has the right to ask the studio user to prove his/her ability to use the equipment. The administration could refuse access.
- 7.11 A new studio user will have to prove that he/she can properly and securely use the equipment and tools before allowed to rent them. If needed, the technician can give precedent weekend class participants, artists of a different technique and glass artists coming from other glass studios an hour-long security class for the cost of \$25. The new studio user will receive a copy of the general regulations.
- 7.12 An amateur/novice or novice studio user is prohibited from programming the kiln controllers, because of the risk of errors that can damage kilns and their glass work, as well as the work annealing in other kilns. Technicians will enter their programme with the kiln controllers for \$25 per annealing. The studio user must be present while the programme is entered and he/she must sign the rental form in the presence of the technician.
- 7.13 The studio user is responsible for the programme entered with the kiln controller. The studio user absolves Espace VERRE of any responsibility by signing their rental form.
- 7.16 The studio user must use the equipment that they have reserved, according to reservations and availability. The rental of a glass blowing spot includes the use of a bench, glory hole, annealing and color bar kilns, optical molds and plaques, wooden ladles, sofietas and caliber, punties, and common use Kevlar mitts for loading the annealing kiln. Any other tools must be provided by studio user. For sand casting, the rental includes the sand boxes, ladles, casting balls and casting Kevlar mitts.
- 7.17 Designated lockers are included in the price for the rental day. They must be used first thing in the morning and emptied as soon as the rental day is over. The studio user must supply his/her own lock.
- 7.18 Espace VERRE is not responsible for any loss of production pieces or work time for causes beyond its control like power failures, accidental opening of kiln doors, error in kiln programming, broken equipment made by visitors or any other user.
- 9.1 The studio user must clean his/her workplace, equipment and tools, at least 30 minutes before closing time (45 minutes for the molding room). This includes emptying their trash bin and waste bucket in the yard container and replacing them in their designated places before leaving. A detailed list of what needs to be done is posted in each of the studios.
- 9.3 The studio user must wear a mask during the clean-up of the studios and equipments. The studio user must use sweeping compound while sweeping the floor, because this reduces volatile particles.