Studio rental fees (1)

Reservations must be made in advance by email tech@espaceverre.qc.ca

Espace VERRE

Fees applicable as of January 1, 2018

TECHNIQUE	STUDIO EQUIPMENT	HOURLY FEE	DAILY FEE	GLASS BY THE KILOGRAM	DETAIL	DISCOUNT A	DISCOUNT B
Hot glass (2)	**Espace VERRE Studio**		$285,00		24 h annealing and 20 kg of glass included	$228,00	$256,50
	Espace VERRE Studio		$265,00		20 kg glass, without annealing	$212,00	$238,50
	Espace VERRE Studio	$52,00			3 kg of glass per 3 hour period / 24 h annealing	$0,00	$0,00
	Espace VERRE Studio without gloryhole		$250,00		24 h annealing and 20 kg of glass	$200,00	$225,00
	Exceeding glass 20 to 60 kg			$8,00	Weight must include used and discarded glass		
	Exceeding glass 61 kg			$15,00	Weight must include used and discarded glass		
	Annealing		$22,00		Per annealing kiln and for an additional 24 h annealing	$17,60	$19,80
	Glory hole		$115,00		including the studio workplace	$92,00	$103,50
	Glory hole	$23,00			A minimum of 3-hour period	$18,40	$20,70
	Garage		$18,00				
	Torch		$18,00				
	Fusion Studio		$275,00		12 h annealing period, including 20 kg of glass	$220,00	$247,50
	Glass exceeding 20 kg			$15,00	including glass used and discarded		
	Hot glass tools rental		$12,00		For one or more tools per day (see on the back 7.16)		
Sandcasting (2)	**Espace VERRE Studio**		$400,00		Use of ladle, 48 h annealing and 35 kg of glass included	$320,00	$360,00
	Exceeding glass 35 to 70 kg			$8,00	including glass used and discarded		
	Verre excédant 71 kg			$15,00	including glass used and discarded		
	Additional annealing		$22,00		Per annealing kiln and for an additional 24 h annealing	$17,60	$19,80
Kiln work (2, 4)	Work table	$5,00	$22,00				
Pate de verre(2, 4)	Firing		$35,00		Kilns 1C, 1E to 5E, 6D - For 24 hours	$28,00	$31,50
Painting on glass (2, 4)	Firing		$30,00		Kilns 2C, 3C, 4C, 7D, 8D, 0D - For 24 hours	$24,00	$27,00
	Firing		$19,00		For 12 hours period, all kilns	$15,20	$17,10
	Additional firing		$23,00		For 24 hours period, all kilns	$18,40	$20,70
	Air brush	$5,00			A minimum of 3-hour period with the ventilated hood		
	Large dewaxer (metal vat)		$10,00				
	Small dewaxer (plastic)		$5,00				
Molding	Work table	$5,00	$22,00		Plaster and silica not included		
Photosensitive resist	Shower room	$5,00			1 hour minimum		
	Molding studio	$15,00			A minimum of 3-hour period	**Hourly**	**Fee**
Sandblasting	Small cabinet	$22,00	$110,00		Nozzle and sand included	$17,60	$19,80
	Large cabinet	$33,00	$165,00		Nozzle and sand included	$26,40	$29,70
Cold glass work (3)	Work table	$5,00	$22,00				
	Foredom	$5,00			A minimum of 1-hour period		
	Cork or cotton polishing wheels	$16,50	$82,50		Abrasives not included	$13,20	$14,85
	Drill press	$16,50	$82,50		Drill bit not included	$13,20	$14,85
	80-120-220 flat grinders	$16,50	$82,50		Abrasives not included	$13,20	$14,85
	Vertical belt sander	$16,50	$82,50		Belt not included	$13,20	$14,85
	Diamond saw	$22,00	$110,00		Espace VERRE's blade (for big saw see on the back 7.12)	$17,60	$19,80
	Glass engraving lathe	$16,50	$82,50		Renter's own wheel	$13,20	$14,85
	Glass engraving lathe	$22,50	$112,50		Use of Espace VERRE's wheel included	$18,00	$20,25
Flame working and neon	Work table or sprayer	$5,00	$22,00				
	Annealing for flameworking		$19,00		Kilns 2C and 3C		
	Small torch and neon	$12,25	$61,00		annealing in kilns 1M, 2M included	$9,80	$11,03
	Large torch	$20,50	$102,00		annealing in kilns 1M, 2M included	$16,40	$18,45
Photo studio		$5,00	$30,00		Lightbulb not included/ Backdrop sold at store by square foot		
Shelf rental	Monthly (minimum 3 months)	$12,00	$130,00	yearly	Must be reserved with the administration		
Locker	Monthly (minimum 3 months)	$7,00	$75,00	yearly	Must be reserved with the administration		

Notes:

1) All rental fees and credit policies were adopted by Espace VERRE's board of directors.

2) There is a fee of $25 (plus taxes) for technical assistance for any annealing or firing programming. For the big saw, technical assistance is $30 per hour (see 7.12 on the back).

3) All cold glass work equipments include the use of a work table.

4) The use of a kiln includes a work table during charging and emptying of the kiln exclusively.

DISCOUNTS

A :
- Students of the DEC program.
- DEC graduates within the second year of receiving their diploma (July 1 to June 30).
- Instructors and technicians during the DEC program semesters.

B :
- DEC graduates within the third year of receiving their diploma (July 1 to June 30).

Excerpts from General Regulations (they are available on our Website, bulletin board and on demand).

4.0 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.;

5.5 Espace VERRE's **studio work schedule** is from 9:00 a.m to 4:30 p.m, followed by a 30 minutes clean-up time before closing time at 5:00 p.m. Fusion's studio work schedules are from 9:00 a.m to 4:00 p.m for the day shift and 4:30 pm to 11:00 pm for the night shift, including 30 minutes clean up time at the end. The technician will start the glory holes at 8:45 am and 4:30 pm (Fusion renter) 4:30 p.m or 11:30 p.m before closing at 11:30 p.m (for Fusion renters). The technician will close the glory holes at 10:00 a.m or 6:00 p.m, if the renter does not show up, 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), as this **save's energy and reduce's overheating**.

6.10 Ideally, users/renters or someone mandated by them should **empty their kilns**, if not then by the technician or the next user/renter. The pieces can be stored on the designated shelf for up to 10 days, and removed after this period of time. All pieces, even the polished ones, will be discarded after this time. Espace VERRE is not responsible for broken, lost or stolen pieces.

6.11 **Sand casted pieces** must be put on the bottom shelves. Users/renters should clean all sand residues from the shelf, the work table, floor and sink.

6.12 Users/renters are responsible for all matters concerning the **material compatibility** in their work, related to the types of (clear and colored) glass, the kiln digitry programming and mixing of different elements 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 their rental forms, the renters absolve Espace VERRE from all responsibility.

7.2 Renters can **reserve** work time, by contacting the secretary or the technician by phone, fax or email. Confirmation of their rental day or days will be made within five days following the reservation.

7.3 Renters must fill in **rental forms** for every work table and equipment of every studios that they used. They should be handed in to the technician so that he can verify and sign them

7.4 Renters must **weigh** their finished blown, sand casted or hot sculpted pieces, as well as their discarded glass and mark the total of glass used on their rental forms. The supplementary glass will be charged accordingly to the amount used.

7.5 **15 minutes is the minimum rental time** for the cold glass, sand blasting, flame working and neon work tables and equipments.

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 nonconforming renter.

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 wasn't found to replace the renter; less than a working day or the same morning, three hours of work will be billed.

7.12 Users/renters with little or no experience are barred from **programming** the kiln controllers, because this could damage the equipment or ruin the other renters/users' in other kilns. A $20 fee per annealing will be charged for each programs entered by the **technician** which must be witnessed by the renter.

7.13 Renters must have prepared programs for their annealed or kiln work. **The renter absolves Espace VERRE of all liabilities by signing their rental form.**

7.16 Renters must exclusively **use the equipment that they reserved**, according to the rental agreement and availability. The renting of a glassblowing day includes the use of a workbench, a glory hole, an annealing kiln, a garage kiln, optical molds and crimps, wooden molds and blocks, punties and blow pipes and common used kiln mitts/gloves. All other tools should be supplied by the renter. The renting of a sand casting day includes the sand box filled with sand, ladles, casting balls and the kiln gloves/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. Renters must supply their own locks.

7.18 **Espace VERRE is not responsible** for any lost pieces or delayed or interrupted work time due to electricity or gas outages, someone accidentally opening the kiln, equipment breakdown, accidents due to visitors or other users/renters.

8.1 One or many **tools can be rented** per work period.

8.6 The technicians are the only ones permitted to install or uninstall the **connections for propane gas and the oxygen** for torches, the glass blowing garage kilns as well as the flame working burners. These equipments must be reserved in advance by the users/renters, as to give enough time for their installation by the technician.

8.7 Only **small hand torch** map cylinders are permitted in the studios. The hand torch cylinders must be kept away from heating sources. They should be stored properly or brought back at the user/renter's home. The empty small hand torch cylinders should never be discarded in the garbage container and they could be given to the technician for recycling.

8.9 Users/renters must inform the secretary of all **personal deliveries** at Espace VERRE with the specific date, the number of boxes. They must leave an account for any extra custom or shipping fees. They must make sure that the company bills them directly and not Espace VERRE. Unannounced deliveries (without a monetary deposit) could be refused. Received deliveries will be temporarily stored in the galerie's storage space. Espace VERRE is not responsible for any damaged, lost or stolen merchandise.

9.1 Users/renters must tidy and **clean their 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. A detailed list of what needs to be done is posted in each of the studios.

9.3 Users/renters must wear **respirator masks** when cleaning the studios and equipments. They must always use sweeping compound to hold down dust from floating in the air.

10.1 Users/renters must **read and apply the General Regulations**. A user/renter that disregards a rule will get a warning, after two warnings the user/renter can get banned from working at Espace VERRE.

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.

11.1 All of Espace VERRE's technicians have taken the **first aid certification** course for the workplace. Even small accidents have to be reported to the technician, so that it can be treated and detailed in a written report. If needed, there is a first aid kit stationed on each floor of the building and ice compresses are available in the kitchen's refrigerator's freezer.

11.3 **In case of fire**, it is important to stay calm, promptly inform a technician, instructor or employee of the situation; use the fire alarms or extinguishers; assist anyone needing help on the premises; taking care to quickly leave the building; close all doors behind you; go to the outside and join the other evacuees on the Mill Street sidewalk facing Oak Street.

12.1 All users' **visitors or assistants** must be approved by Espace VERRE's administration.