

Welcome! All people using the Woodshop are responsible for maintaining a safe, clean and productive studio. This studio is based on respect, teamwork, and the shared love of woodworking. It is important for you to observe the following procedures to ensure a pleasant and safe work environment.

All questions and concerns can be addressed to:

Woodshop Technician

Luke Voytas

lvoytas@goggleworks.org

610-374-4600x108

General Policies

- GoggleWorks Center for the Arts is open to the public and visitors are welcomed. While it is not your responsibility to engage with visitors, please treat all visitors with respect. Direct visitors to staff if they need assistance.
- Family and friends are also welcome, but please use common courtesy when inviting others to the studio. Prolonged visits while working in the studio are discouraged.
- All work and/or personal supplies must be removed at the end of any rental period, unless special arrangements have been made. Please understand that GoggleWorks does not have space to store your work. After 3 weeks, work and/or tools **AT ANY STAGE** left behind will be used or recycled.
- Admire, but do not touch, other artists' works in progress, tools, and personal belongings without permission.
- Studio users are expected to respect each other's physical, mental, and verbal space, including:
 - Maintaining appropriate noise levels; including music, voice, and phone
 - Music must be agreed upon by all parties
 - Cell phone calls should be taken outside or into main building
 - Offering advice to others working in the studio is appreciated, if asked for.
- Absolutely no drugs or alcohol use in the woodshop or on the GoggleWorks Campus.
- If you are the last person using the shop, you are responsible for locking up.
- The utility room is to be locked when closing down the studio.
- **At no point is the studio to be left unlocked and unattended!**

Studio Policy

- All shelves and storage space is allocated by staff.
- Workbenches are to be emptied and cleared when finished working.
- GoggleWorks will always try to accommodate special needs. Please see staff to make special arrangements for large work or for temporary use of extra space. Work may not be left out on benches without prior arrangement. When users leave the studio, everything must be put away.
- Cleanup any mess before leaving for the day.
- Return shop items to correct place; including hearing protection, wrenches, hand tools, etc.
- After using machines they should be cleaned and returned to their "zeroed out" or ready position.
- Keep assigned rental shelves tidy. Shelves and assigned cabinets should be labeled.

Absolutely NO: salvaged wood, construction lumber, pressure treated lumber, wet wood, or wood containing nails or fasteners. Such materials may trigger the Saw-Stop and damage machines.

- All sharpening is to be done on the sink in the utility room, never on workbenches.

General Safety

- Dust collector must be used when operating the following equipment: jointer, planer, bandsaws, tablesaws, router table, shaper, spindle sander, disk/belt sander, and wide belt sander.
- Safety glasses **MUST** be worn when operating power tools and machinery.
- Dress appropriately to use shop equipment. Long sleeves, jewelry, long hair and headphones can all be hazardous. Be sure these items will not interfere with the safe operation of tools and machinery.
- Turn off dust collector when the above equipment is not in use.
- Red side door is not to be propped or left open at any point.
- GoggleWorks supplies the studio with basic consumables, such as sandpaper, glue etc., along with Personal Protective Equipment. Please treat these materials as if they were your own.
- Please familiarize yourself with emergency exits and the location of appropriate fire extinguishers.
- Be familiar with the correct operation and adjustments of all equipment. Report any unusual noises, sounds, or malfunctions to GoggleWorks staff. Service and/or maintenance will be performed by GoggleWorks' staff ONLY.

Studio Safety

- Clean off machines when finished (stop blocks, cut-offs, don't leave sleds tied up with stop-blocks, cutters, and drill bits left in machines, etc.)
- Make sure the opposite tablesaw fence is out of the way when ripping.
- Retain all guards and safety devices on all equipment.
- Do not distract others or let anyone distract you while operating a power tool.
- Be sure to shut off all power equipment when finished working and never leave equipment until it has stopped completely.

Safety training and Studio Orientation

- All renters must complete and pass the following orientations to be approved to work independently.
- Orientations are scheduled when signing up to become a renter.
- Orientation sessions are a one-time fee.

Woodworking / 3 hrs / \$75.00

Wood Turning / 3 hrs / \$75.00

Damage: GoggleWorks will charge fees in the case of damages to studio property, tools and equipment caused by carelessness or negligence on the part of renter. This includes a \$250 fee for parts and labor if renter is to trigger the SawStop.

Studio Hours

- Renters have access to the Woodshop from 9am to 9pm daily. Passport users have access during open studio hours.
- Exceptions: When classes or workshops are running or when GoggleWorks is closed.
- A monthly studio calendar is posted online at goggleworks.org, where you can find open studio hours.

Studio Access

- All Renters must sign-in and out at the front desk.
- Full time renters can sign out wood shop keys at the front desk using the key sign out sheet.
- Renter will be charged \$30 fee for lost keys.
- If you have signed out shop keys, do not pass them off to another renter. They must be signed back-in and then back-out.

For more information, please contact GoggleWorks Staff:

Woodshop Technician

Luke Voytas

lvoytas@goggleworks.org

610.374.4600 x108

I _____ have read, understand and agree to all of the above information about GoggleWorks Wood Studio Rental.

Signature _____

Date _____

Best way to reach you:

Primary phone number: _____

Can we text you at this number? _____

Primary email: _____