

Chicago Hot Glass

1250 N. Central Park Avenue
Chicago, IL 60651
773-394-3252
www.chicagohotglass.com

Registration Form for Students & Renters

Name (please print) _____

Address _____ city _____ state _____ ZIP _____

Phone: home _____ work _____ mobile _____

e-mail _____ student age (if under 18) _____

Emergency Contact Name _____ relation _____

Emergency Contact Phone: day _____ eve _____ mobile _____

- Refunds will be made for cancellations made 14 days prior to start of class less \$30 processing fee.
- No refunds within 14 days of start of class.
- Full refund will be given for classes canceled by CHG.

I hereby agree to obey the studio rules and regulations of Chicago Hot Glass which I have read and which I understand. I agree that personal possessions including tools, supplies and artwork (unfinished or finished), are my sole responsibility, even when placed in the rented and locked storage units. I agree to indemnify and hold harmless from liability Chicago Hot Glass, its officers and agents for any damage or loss incurred on Chicago Hot Glass premises.

I agree that the use of Chicago Hot Glass facility is undertaken at my own risk and that Chicago Hot Glass shall not be liable for any damages to person or property arising out of the use of any Chicago Hot Glass facility. I agree to indemnify and hold harmless from liability Chicago Hot Glass, its officers, and its employees for any injury to body or property incurred from acts other than grossly negligent or willful acts on the part of Chicago Hot Glass, its officers and employees. Facility renters, that is, artists and students working at Chicago Hot Glass are not associated or affiliated with Chicago Hot Glass in any way, legally or otherwise, except in the relationship of renter or student. Chicago Hot Glass is not liable for any actions of negligence of renters or students.

I understand that if I do not follow Chicago Hot Glass rules and regulations; abuse equipment; exhibit disorderly, disruptive, or dangerous behavior; do not pay rental fees in advance of use; or use alcohol or illegal drugs on the premises; I can permanently be denied access to the premises and use of the facilities.

I have read the above information, understand it and agree to it.
(For students under 18 years of age this must be signed by parent or legal guardian.)

Signature _____ Date _____
(student/renter)

Students who complete GB1 & GB2, and glassblowers who demonstrate adequate skill are eligible for Hot Shop Rental Approval.

Hot Shop Rental Approval _____ Initial _____ Date _____
(staff name) (student/renter)

Chicago Hot Glass

Studio Rules and Regulations

CHG wants all who work in our studio to enjoy their experience and to expand and improve on their skills and knowledge of glassblowing. Safety is an important part of this effort. Please respect the staff, equipment, and tools. Each user of this studio is responsible for knowing the studio rules.

General

- Only staff, students, and authorized renters are allowed on the hot shop floor. Visitors are not permitted in the hot shop area, unless authorized by the tech on duty, and they wear eye protection. No 'guest' assistants permitted.
- Watch and give the right-of-way to people who are handling glass. Avoid crossing through the space of other renters. If it is necessary to pass through their workspace, whether in front or behind them, make them aware of your presence with phrases like 'behind you'.
- Carry pipes and punties with the hot end down at waist level or below.
- Do not touch any surface or pick up any object, if you are not aware of its temperature. Many objects look exactly the same when hot as they do cold.
- Drink plenty of water. Working with glass is a hot, physical activity. If you feel dizzy or fatigued, or even too frustrated, get away from the heat and rest.
- Do not work beyond your capabilities. Be responsible and use good judgment. If attempting a new or unfamiliar technique, check with tech regarding which equipment to use and how to use it properly.

Attire

- Eye protection must be worn in the hot shop and cold shop at all times.
- Wear cotton clothing. Synthetic materials can melt onto your skin and burn near heat.
- Sturdy shoes or boots are recommended. NO open toed sandals or thin-soled shoes permitted.
- Long hair must be tied back.

Tools and Equipment

- Tools are to be used only for their intended purpose.
- Renters and student are responsible for using the equipment and tools safely and properly. If something breaks, or is not working correctly, please report it to CHG staff.
- Blowpipes and punties get very hot. Pick up pipes and punties at the cool end, with caution.
- Glass working tools may be hot. Be careful to pick up tools by the handle.
- Check the status of the annealing ovens before beginning to work. If there is not enough space for your project and the people on the other benches, report the condition to CHG staff so another annealer can be brought on line.
- Pipes. Do not pick up color rod directly onto studio pipes use a collar for this. Do not leave pipes unattended in the glory hole. Always cap pipes when immersing in water.
- If you lose a piece in the glory hole and cannot dredge it out on your own, report the condition immediately to CHG staff for assistance.

- Colors are to be used on the color table only. Do not place colors on the marver tables. Powder colors and small frits are not to be placed directly on the color table they are to be placed in a metal container.
- Never place anything on top of the annealers.
- Do not dump anything not water soluble in the sink.
- All users of the cold shop must receive authorization for each piece of equipment from a CHG staff member prior to the first use. If you are not authorized do not attempt to use the equipment.
- Do not attempt to program or modify the furnace or annealer computer or controller, this is to be done only by the CHG staff.
- Renters are not to regulate the glory holes for their bench unless they have been authorized by CHG staff.

Injuries

- Burns treatment, run the burn under cold water for at least 15 minutes, then apply ice, this will help cool the burn and prevent blistering. Ice is available from the freezer or the first aid kits. If the burn is minor apply aloe salve, which is in the refrigerator. If the burn severe notify a staff member to assist in obtaining professional treatment.
- Treatment for minor cuts is available in the first aid kit.

Clean-up

- Renters and students are responsible for clean up of the areas they used, including around the furnace and annealers. For renters, the studio provides a 30-minute interval between slots. If your clean up will exceed that window, end a little earlier so that the next team can start on time. An additional fee of **\$25.00** will be assessed if you fail to clean up your area completely or if the next time slot is delayed due to lack of timing on your part.
- Return blocks to the storage bin and make sure they are completely submerged; empty water from your block bucket down the floor drain.
- Clean off the marver(s) with 'scotchbrite pad'.
- Remove your color from the color table and clean the top with glass cleaner. Note: any color left on the color table will be donated to the 'class box'.
- Return clean and dry rented tools to tech on duty.
- Sweep floor and dispose of debris into outside dumpster.

Rental

- Bench rental is available only to those that have been approved by CHG staff.
- Each time slot must be rented by a team of at least two approved renters who will assist each other.
- Rental fees are due at the time of making the reservation and no later than immediately before the rental slot. Reservations will not be held if payment is not received.
- There is no refund for cancellation of reserved rentals; except if a replacement fills the spot, then shop credit toward future rental will be granted.
- Renters will be charged full replacement cost of tools and equipment if they are used without approval, or if they are misused, damaged or lost.

Chicago Hot Glass

Top 10 Rules Every Renter Should Know & Follow.

1. Only staff, students, and authorized renters are allowed on the hot shop floor. No 'guest' assistants permitted.
2. Eye protection must be worn in the hot shop and cold shop at all times.
3. Check the status of the annealing ovens before beginning to work. If there is not enough space for your project and the people on the other benches, report the condition to CHG staff so another annealer can be brought on line.
4. Do not place anything on top of the annealers.
5. Do not work beyond your capabilities. Be responsible and use good judgment. If attempting a new or unfamiliar technique, check with tech regarding which equipment to use and how to use it properly.
6. Sturdy leather shoes or boots are recommended. NO open toed sandals or thin-soled shoes permitted.
7. Renters and student are responsible for using the equipment and tools safely and properly. If something breaks, or is not working correctly, please report it to CHG staff. If any equipment or tool is damaged due to the renter's negligence they will be held responsible for paying for the repair or replacement.
8. Pipes. Do not pick up color rod directly onto studio pipes use a collar for this. Do not leave pipes unattended in the glory hole. Always cap pipes when immersing in water.
9. Colors are to be used in the color table only. Do not place colors on the marver tables. Powder colors and small frits are not to be placed directly on the color table they are to be placed in a metal container.
10. All users of the cold shop must receive authorization for each piece of equipment from a CHG staff member prior to the first use. If you are not authorized do not attempt to use the equipment.

Anyone who does not follow shop etiquette and safety rules, or directions given by the CHG staff; displays unsafe or inappropriate behavior in the studio; or abuses studio tools and equipment will be denied studio rental privileges.