

Werkstattordnung Medien für Nutzer:innen (english version)

(Please note that the English text does not claim to be complete or correctly translated.)

Name

Adresse:

E-Mail:

1. Workshop introduction

- 1.1. A prerequisite for using the workshop is participation in a general instruction session and prior instruction in the use of the equipment and machines. The workshop management will determine the user's ability to use the equipment. The date for the workshop introduction is agreed individually with the workshop management.

2. Use

- 2.1. In addition to the instruction/introduction, independent use requires membership of Künstlerhaus Stuttgart. This must be taken out before the workshop is used independently for the first time. The annual membership fee is decided by the membership. The current membership fee can be found on the website.
- 2.2. Commercial use of the workshop is excluded.
- 2.3. The workshop can be booked via the office or the workshop management on a first-come, first-served basis. Use over several days requires consultation with the workshop management. There is no entitlement to use of the workshop.
- 2.4. The machines and tools must be handled and maintained with care and any wear, defects, damage or loss must be reported to the workshop management immediately. Infringements may lead to exclusion from the workshop. Negligent damage or theft of materials/equipment etc. must be compensated for financially by the user or equivalent compensation must be provided.
- 2.5. Cancellation of a booked workshop must be notified to the management or workshop manager at least one day before the start of use. Otherwise the full workshop fee will be charged.
- 2.6. Working materials and consumables must be brought by the user. (except for the course)
- 2.7. Objects, hardware and software are the property of the Künstlerhaus and may not be borrowed.
- 2.8. Keys to the workshops must either be collected from the office or can be taken independently from the key box in the courtyard for the duration of use. The keys must be returned to the office after use or hung back in the key box in the courtyard.

- 2.9. The keys are part of the locking system. If a key is lost, the locking system must be replaced at your own expense in accordance with the insurance conditions. Passing the key on to other persons is not permitted.
- 2.10. The Künstlerhaus is open from Mon to Fri from 10.00 to 22.00. The caretaker locks the house at 22.00. Outside these times, the courtyard gate and workshop doors must always be locked.
- 2.11. The users leave the workshop in perfect and clean condition.

3. Course Offer / Usage Fee

- 3.1. A usage fee is charged for the use of the workshop. Payment of the workshop fee is subject to invoicing by the Künstlerhaus. Failure to pay the workshop fee will result in exclusion from the workshop.
- 3.2. Studio holders are exempt from this regulation and can use the workshop free of charge.
- 3.3. The workshop fee for the media workshop per day of use can be found on the website.
- 3.4. The course fee is determined individually by the workshop management and must be paid to the workshop management against receipt or invoice before the start of the course.

4. Devices / Materials

- 4.1. The equipment of the media workshop are listed in **Annex 1: Inventory List**.

5. Special features of the workshop / safety regulations

- 5.1. Users of the media workshop need some prior knowledge of Mac (MacOS) and the Adobe Creative Suite. Those who are already familiar with other forms of digital editing will quickly find their way around.
- 5.2. Computer skills and basic knowledge of working with media are a prerequisite for using the workshop.
- 5.3. An introduction to the printer is required before it can be used independently.

I hereby declare that I have read and understood the above workshop rules, and I agree to abide by the rules and obligations associated with the use of the workshop. I use the workshop at my own risk.

I took part in a workshop introduction on _____ with the workshop manager _____. In this course, I was taught how to use all the equipment in the workshop. The technology of the _____ was taught to me in detail, I can operate all the equipment independently so that I can work independently in the workshop.

I have already learned the technique elsewhere and have acquired the necessary knowledge and skills to work in the _____ to work independently.

place, date

place, date

Signature User

Signature workshop manager

Annex 1: Inventory list

- 2 x iMac 20" MacOS, 16G RAM, Apple Silicon M1
- DSLR Nikon D800 with various lenses, Atmos Ninja external recording device for HD video
- Playback devices: Betacam, Mini DV, VHS, S-VHS, HI 8, U-matic, DVD player, Sony DCRVX2100E SD camera
- Video accessories such as microphones, Tescam, tripods...
- A3 scanner Epson DS-5000N
- A2 printer Epson SC-P900 for high-quality prints