

**Werkstattordnung Fotografie für Nutzer:innen (english version)**

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

**Name**

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**Adresse:**

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**E-Mail:**

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**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 and in the handling of hazardous substances. The workshop management will determine the user's ability to do so. The date for the workshop induction 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 first independent use of the workshop. 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.

### **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; the usage fee applies per person. Non-members may be present in the workshop but may not use it without instruction.
- 3.2. Studio holders are exempt from this regulation and can use the workshop free of charge.
- 3.3. The workshop fee for the photo 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 and materials of the photo workshop are listed in **Annex 1: Inventory List**.

### **5. Special features of the workshop / safety regulations**

- 5.1. Handling used chemicals:  
All chemicals must be stored exclusively in original containers with appropriate labelling. Chemicals may **ONLY** be disposed of in the canisters provided for this purpose, in accordance with the labelling.
- 5.2. Only thoroughly soaked photographic papers may be dried in both the baryta drum drying press and the PE dryer.
- 5.3. Lockers are available for storing your own materials (photo papers etc.). These can be used after consultation with the workshop management.
- 5.4. Only paper may be cut with the two cutting machines (no thick cardboard).
- 5.5. All users are instructed to complete the checklist displayed in the workshop after using the workshop. (**Annex 2: Check-out**)

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**

- Teufel fujimoto b/w enlarger with Rodenstock lenses 50, 80, 105 and 150 mm
  - Film stages for 35 mm 24 x 35 mm, for medium formats 6 x 6, 6 x 7 and 6 x 9 cm and for sheet film up to 4 x 5 inch
  - Durst b/w large enlarger for sheet film, with digital Ilford multigrade function head
  - Leitz b/w- Focomat V35 35 mm enlarger
  - 2 Ilford multigrade filter sets- Enlargement frame up to 24 x 30 cm
  - Enlargement frame up to 30 x 40 cm
  - Copyboard 30 x 40 cm with magnetic markers
  - Copyboard 50 x 60 cm with magnetic markers
  - Glassboard for contact sheet 24 x 30 cm
  - Exposure meter enlarger
  - 2 grain counters
  - 2 exposure clocks
  - 1 bellows for dust removal
  - 1 brush scraper for dust removal
  - 3 antistatic wipes
  - 120 cm long sheet developing device for sheets by the metre
  - Trays from 24 x 30 to 50 x 60 cm
  - Technical accessories, Laboratory equipment
  - 4 laboratory stopwatches
  - 2 precision thermometers
  - 10 developing tongs
  - 4 100 ml gauges, 2 20 ml gauges, 4 2-litre measuring cups
  - Jobo film cans for negative developing
  - Film spirals for negative developing
  - Meteor Metodry 447 barite drum drying press, width 70 cm
  - two-sided baryta drying press with high gloss mirrors up to format 50 x 60 cm
  - PE dryer Durst RC5600, width 40 cm
  - film drying cabinet with clamps and weights
  - film scraper
  - 1 wooden squeegee
  - 1 plastic squeegee
  - 2 cutting machines
  - 1 flipchart
  - 2 scissors
  - 6 darkroom lights
  - Replacement bulbs 150 W for Teufel enlarger
  - Replacement bulb for DURST enlarger
  - Replacement bulbs 15 W for darkroom lights
  - 12 plastic canisters (15 litres each) for chemical collection and disposal
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- LED lighting system with 2 lights + lamp stands
  - UV bulb for cyanotype

- 2 mounting tables / infinity cove

### **Annex 2: Check-out**

<b>Used chemicals</b>	Into the corresponding canisters
<b>Enlargers</b>	Plug pulled out, covered to protect against dust
<b>Lenses</b>	Caps fitted and stored dust-protected in the container (top drawer)
<b>Film stages, filters, antistatic wipes</b>	In container
<b>Darkroom lights and clocks</b>	Plug pulled
<b>All room lights</b>	Switched off in both darkrooms
<b>Light box</b>	Switched off and unplugged
<b>Sodium vapour lamp</b>	Switched off and unplugged
<b>Boiler</b>	Switched off
<b>Ventilation in both darkrooms</b>	Switched off
<b>Thermometer, tongs and squeegee</b>	Washed out
<b>Scales and measuring cups</b>	Washed out
<b>Trays</b>	Washed out and placed in basins to dry
<b>Basin</b>	Rinsed and removed with squeegee standing water
<b>Drying appliances and presses</b>	Switched off and unplugged