

**Werkstattordnung Siebdruck 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 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. Purely commercial use of the workshop is excluded.
- 2.3. The workshop is booked via the online booking system, in exceptional cases also in consultation with the workshop management. Use for more than 3 consecutive days or more than 7 days within 4 weeks 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 financially compensated by the user or equivalent compensation must be provided.
- 2.5. Cancellation of a booked workshop must be made via the online booking system at least one day before the start of use, otherwise the full workshop fee will be charged.
- 2.6. Work materials and consumables must be brought by the user (with the exception of workshops and courses).
- 2.7. Objects, screens, tools and equipment are the property of the Künstlerhaus and cannot 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 made against invoice by the Künstlerhaus or, in the context of workshops and courses, by the workshop management. Failure to pay the workshop fee may result in expulsion from the workshop.
- 3.2. The usage fee applies per working person. Teams of 2 people pay 1.5 times the usage fee, teams of 3 people double the usage fee, etc. Non-members may be present in the workshop as guests, but may not use it without instruction and membership.
- 3.3. Studio holders are exempt from this regulation and can use the workshop free of charge. They only pay for screen usage and materials.
- 3.4. The workshop fee for the screen printing workshop per day of use can be found on the website (as of January 2024: 12 €).
- 3.5. 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 tools and materials offered openly in the workshop are free to use, provided they are in stock.
- 4.2. Apart from copy layer/photo stencil and decoater, no consumables are kept in the workshop (as of January 2024). Materials such as colours, screen printing paste, paper, window cleaner, adhesive tape, spray adhesive, etc. as well as screen printing templates and special tools must be brought by the users themselves.
- 4.3. If you are not using screen printing films, printouts on film or transparent paper as a template, you can prepare printouts on thin paper for exposure by using Shellsol T. Suitable gloves and safety goggles must be worn when using Shellsol T. The use of cooking oil or other oils or greases to prepare originals is expressly prohibited.

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

- 5.1. Users who wish to use the workshop more frequently can rent a storage box for their own tools and materials in consultation with the workshop management. The annual amount (as of January 2024: 12 € for a 60-litre box and 24 € for a 172-litre box) is due after the box is handed over and subsequently at the beginning of each year. If payment for a storage box is not made and the contents are not collected within 3 months, the contents can be made available to other users or disposed of.
- 5.2. The printing table, exposure table, light table and other tables must be cleaned after use with cloths and suitable cleaning agents and colour residues removed.
- 5.3. The textile carousel and the large fabric printing area must be protected from paint, colour and material residues and kept clean.
- 5.4. The exposure system (exposure table, curtain, generator and UV lamp) must be used in accordance with the instructions provided with the system. The curtain must always be closed during exposure to protect people in the workshop from the UV light of the

exposure system. The curtain must be carefully closed and opened with two hands so as not to tear the suspension from the curtain rail. As soon as the exposure system is not used for more than 10 minutes, it must be switched off.

- 5.5. The ventilation system should be switched on for decoating screens.
- 5.6. Screens must always be cleaned immediately after use and completely free of colour.
- 5.7. If screens are decoated, no residues of colour, adhesive tape or copy layer must remain. Screens should either be thoroughly and completely decoated or not at all. If a user decoats screens that he/she finds with existing foreign motifs before use, he/she does not necessarily have to decoat them after use. However, if a large number of screens are used, users may be obliged to decoat the screens they use. If a screen is used that already contains soiling from ink or old copy layer, this must be fully documented.
- 5.8. Tools used (brushes, squeegees, paint knives, spatulas, etc.) must be thoroughly cleaned immediately after use and any material and paint residues removed.
- 5.9. The following safety regulations apply:
  - 5.9.1. Wearing gloves is recommended when working with emulsion/photo stencil and decoater.
  - 5.9.2. The work tables and tools must be left clean.
  - 5.9.3. Screens should be decoated in accordance with the instructions. Protective goggles should be worn when decoating screens with a high-pressure cleaner (Kärcher).
  - 5.9.4. Heavily soiled workshop cloths must be washed out for reuse or placed dry in the container provided.
  - 5.9.5. Waste is separated in the workshop. A container is provided for largely clean paper and cardboard. Packaging waste (green dot) is disposed of in the yellow bag provided. Everything else belongs in the residual waste, especially heavily soiled paper (paint, adhesive tape, spray adhesive, leftover food, ...), adhesive tape, ...
  - 5.9.6. When leaving the rooms, switch off all lights and pull out all plugs.
  - 5.9.7. The heating must be turned down, all doors and windows must be closed.

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