

Werkstattordnung Radierung 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. instruction and prior instruction in the use of the equipment and machines and in the handling of hazardous substances. The workshop management determines the qualification of the user. 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. Commercial use of the workshop is excluded.
- 2.3. The workshop can be booked via the online booking system. Use over several days requires consultation with the workshop management. There is no entitlement to use 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 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.
- 3.2. Studio holders are exempt from this regulation and can use the workshop free of charge.
- 3.3. The workshop fee for the etching 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 printing plate is usually brought by the users themselves. They should also bring their own individual materials and tools.
- 4.2. The tools and materials available in the workshop are free to use, provided they are in stock.
- 4.3. The equipment and materials of the etching workshop are listed in **Annex 1: Inventory List**.

5. Special features of the workshop / safety regulations

- 5.1. Users who wish to use the workshop more frequently are permitted to use one of the free drawers for their own tools and materials.
- 5.2. Longer occupancy of the drawers is not desired. After two years of inactive use, the drawer will be emptied and made available to other users.
- 5.3. After use, the printing press and hand rollers must be cleaned with wipes and solvent and any ink residue removed.
- 5.4. The following safety regulations apply:
 - 5.4.1. Gloves and safety goggles must be worn when working with various acids.
 - 5.4.2. The work tables and tools must be left clean.
 - 5.4.3. When leaving the rooms, switch off all lights and pull out all plugs.
 - 5.4.4. 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

Annex 1: Inventory list

- Etching press, Plankenhorn, electric, 80 x 140 cm
- Etching press, permanent loan, hand crank, 60 x 100 cm
- Heating plate, with temperature control, 50 x 70 cm
- Heating plate, with temperature control, 40 x 60 cm
- High heating plate, without temperature control, private, 50 x 70 cm
- Heating panel, without temperature control, 40 x 60 cm
- Dry cardboard storage, several layers, 100 x 120 cm
- Dust box, rosin, up to 50 x 70 cm plate format
- Etching room, only ice chloride is used in the etching room
- Various printing felts