

PUF Studios

Community Printmaking Studio

Policies & Procedures, Updated 2020

Located in the Poughkeepsie Underwear Factory

8 N Cherry St, Poughkeepsie NY 12601

Contact Us: 845-337-0263

UnderwearFactory@hudsonriverhousing.org



Hudson River
Housing, Inc.

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ABOUT

PUF Studios is a community printmaking studio located in the Poughkeepsie Underwear Factory, a mixed-use project of Hudson River Housing. PUF Studios aims to provide artists and arts/community organizations with an affordable space available to provide access to printmaking equipment and studio space for artistic and educational purposes. PUF Studios is home to Upcycle, a workforce training social enterprise operated by Hudson River Housing.

Services

PUF Studios has 6 private artists studios available for rent and a larger open community printmaking studio. Community Printmaking Studio has etching, screenprinting and relief printing facilities along with a larger central work area. These are available for rent by printmakers/artists and arts organizations for their use in creating artwork as well as for teaching classes and group art activities. These are available in whatever combination suits the user's needs.

PUF Studios is located on the second floor of the Poughkeepsie Underwear Factory and is fully accessible via an elevator. The Community Print Studio is an open space within PUF Studios.

The Community Print Studio includes the following equipment:

Tables and chairs for up to 10-12 participants, comfortably

Work tables with glass palettes

Work table with hinge clamps for screen printing

Martech Etching Press 24"x48" bed

Ozalid UV Vacuum Light Table

2 Station T-shirt Printer

30" x 48" drying rack

UV darkroom

Screen printing washout booth and power washer

Utility sink

Individual supply storage lockers and cabinets available for rental separately

Additional Membership Benefits

Membership in PUF Studios includes support from Hudson River Housing staff members, marketing and sales opportunities, and access to promotional opportunities.

Membership also includes access to the network of other printmakers/artists using the space. A get-together will be held for all studio members, old and new, on a semi-annual basis.

MEMBERSHIP

Basic requirements for membership

Those interested in membership are required to be experienced printmaker/artist or an arts organization providing experienced instructors with demonstrated competence in any of the media supported by PUF Studios. This expertise will be established through an in-person interview with the HRH Studio Manager in the studio to provide proof of knowledge of how to safely operate the equipment required. They are required to submit the following before they can officially become a member of PUF Studios:

- Completed and submitted Expression of Interest Form
- Waiver of Liability
- Successful completion of in-person technical interview for equipment to be used

Application Process

1. Those interested in using PUF Studios can schedule an appointment with the Program Coordinator to take a tour of the studio and learn about our services. The Coordinator can be reached at 845-337-0263 or by email at UnderwearFactory@hudsonriverhousing.org.
2. To proceed with the application, submit an Expression of Interest Form to the Program Coordinator. Expression of Interest Forms can be submitted via email, by mail or in person to the Program Coordinator on Monday, Wednesday and Friday at the Poughkeepsie Underwear Factory. The address of the Poughkeepsie Underwear Factory is 8 N Cherry St, Poughkeepsie, NY 12601.
3. The Coordinator will contact potential members to set up a formal Orientation to the studio with our Studio Manager. The Orientation will include:
 - a. Receiving tour of the studio if needed
 - b. Reviewing checklist of required deposits, fees with PUF Studios staff member
 - c. Technical interview: a member and/or instructor may be allowed to use all equipment or only certain equipment or no equipment independently. (Some members may wish to only use the large studio area with tables and chairs for their artwork or workshops.)
 - d. Filling out Expression of Interest Form if not already complete
 - e. Reviewing and signing understanding of policies and procedures / studio member agreement with PUF Studios staff member
 - f. Once all forms, deposits and fees have been submitted to the Program Coordinator and interested tenants have completed an orientation and successful technical interview, they will be able to book hours in the studio and will be given a key to the building.
4. Scheduling is based on a first come, first served basis on the shared Community PPrintmaking Studio Google Calendar. Please note that there are hours booked on a regular basis for HRH programs and for arts organizations to hold classes. Hours may be booked for certain equipment. With some equipment, more than one printmaker may be allowed to book usage at the same time.

5. All new PUF Studios members will be required to establish their accounts with Square. After an account has been made, members will receive a confirmation email from the Program Coordinator with the hours booked and in which facilities, time, and date of booking. All hours are approved by the Program Coordinator.

All agreements can be found in the appendix of this packet. Agreement need to be signed with a member of the Hudson River Housing staff.

Payment

Rates and fees may be subject to change and are calculated in PUF Studios Members' bill at time of booking and payment. Current information about rates is provided at registration and as they are updated. Please direct questions about current rates to the Program Coordinator of PUF Studios. If payment is not current, the PUF Studios member's key fob will be deactivated.

At the time of registration with PUF Studios, the following deposits and fees will be due:

- Key fob deposit
- Annual fee
- Security deposit if renting a "locker"
- liability waiver.

After this, payment for hours and storage space will be due on the fifth of each month.

At the time of the initial PUF Studios agreement, each member will pay an annual fee to be held as the tenant is a member of the studio, regardless of how many hours have been booked.

Additional fees may be charged at a later time for such circumstances as; adding on more hours, clean-up issues or damages, accrual of violation charges, etc.

Cancellations for hours booked must be received a minimum of 7 days in advance of the date the hours in PUF Studios are to be used. Otherwise, the member will be charged in full for those hours. Refunds are not provided for hours booked and not used.

Cancelling Your Membership

Every 6 months, PUF Studios staff will review the list of studio members and hours booked per member. Studio members who have not actively used the space in the last 6 months will be removed and will have their key to the studio deactivated after being given notice. All studio members are required to book a minimum of 10 hours per calendar year at the PUF Studios.

Rights & Responsibilities as a PUF Studios Member

PUF Studios will provide the following services to members:

- Studio orientation and tour
- Cleaning, janitorial and pest control services outside of routine studio maintenance as required by tenant
- Cleaning supplies, garbage bags, mops and brooms
- Necessary repairs, replacements, and required maintenance to plumbing, wiring, roof, lighting, locks and heating
- Basic utilities in common areas

Studio members are responsible for:

- Successfully completing the Studio Orientation and Tour and Technical Interview
- Submitting and updating all necessary forms,
- Allowing Hudson River Housing staff access to production areas for maintenance and cleaning
- Paying for hours booked in the studio at the time of booking, and paying incurred fees in a timely manner according to the Studio Rental Agreement
- Abide by requirements in the Policies and Procedures
- Work cooperatively in a shared-use environment
- Immediately report problems with any aspect of the facility so that we can try to rectify the problem as soon as possible. This includes studio equipment, sinks, plumbing, bathrooms, garbage collection, electrical, etc.
- Cleaning of all spaces and equipment used, including but not limited to counters, work tables, sinks.

STUDIO USAGE

Equipment and Supplies

You are welcome to use equipment in PUF Studios labeled and identified as shared use. Some equipment and supplies must NOT be touched under any circumstances. When used, shared use equipment should be returned clean, in the same condition you found it, and in the same place you found it. **You may not remove any of the PUF Studios equipment, tools, etc. from the studio at any time.** This ensures that every member has consistent access to all the equipment. Please do not use equipment you are unfamiliar with and authorized to use. If you damage any equipment you will be responsible for replacing it.

Some studio members will be using the power washer which generates excessive noise. Ear protection must be used when operating this equipment. Artists are responsible for providing their own ear protectors. The power washer may not be used when certain artists are using their private studios as they may have a medical condition that this affects. A list of those artists will be made available to members by

the Studio Manager. Please check with private studio artists before using the power washer or playing any music/radio.

PUF Studios will provide a cleaning check-list for all studio users. The check-list will be stored on a clipboard by the front door. PUF Studios members must complete the cleaning tasks listed on the check-list and initial to signify their completion after every shift in the studio.

Some studio members use the studio lockers as a permanent storage location for their supplies and equipment. Supplies and equipment that is available for public use by studio members will be clearly labeled as such. Please do not disturb the equipment and supplies of other studio members without permission. Failing to adhere to this rule is grounds for removal from the studio.

Damages, Cleaning and Misuse

When you arrive, if there is any sanitation or maintenance problem, fill out a Maintenance Request or Issue Report form and return to the Program Coordinator of the Poughkeepsie Underwear Factory.

Please communicate to Hudson River Housing within 24 hours if there is a problem with **any aspect of the facility** so we can try to rectify the problem as soon as possible. This includes studio equipment, sinks, plumbing, bathrooms, garbage collection, electrical, etc. The Program Coordinator can be reached by phone at 845-337-0263, by email at UnderwearFactory@hudsonriverhousing.org or in person in the office on the second floor of the Poughkeepsie Underwear Factory Monday, Wednesday and Friday 8:30 – 4:30 pm. Outside of these hours, or in case of maintenance emergencies, please call Hudson River Housing's Department of Maintenance and Facilities at 845-452-0019.

Hudson River Housing will conduct inspections each morning including assessment of supplies and equipment. Any damages deemed to be above and beyond wear and tear will be communicated to **the Tenant** and damage or cleaning fees may be assessed. Cleaning fees will be a minimum of \$100; higher based on time/materials needed to address any issues.

In the case of medical or safety emergencies, please call 911.

Illness

No one is to enter or use the studio with any illness. All illnesses must be reported to staff. Studio members should only re-enter the studio a minimum of 72 hours after symptoms. No one can work with condition that can cause contagion.

Any members that we identify with these issues will be asked to leave until they are resolved.

Clean Up Procedure

Members are responsible for cleaning all surfaces, equipment, and personal storage space. Members are expected to sweep and mop the floors in all areas they use, including the sink areas. Be sure to sweep thoroughly. When finished mopping, empty the mop bucket, rinse and wring the mop, and hang it above to drip dry.

The studio keeps trash bags and janitorial supplies stocked and available in the kitchenette area.

There is a **cleaning check-list** located on a clipboard by the front door. **You must check off this list and initial after each shift in the studio.** Cleaning requirements will be reviewed with members at orientation and upon request or as needed.

When you arrive, if there is any cleaning problem, fill out an Issue Report form and return to the Studio Manager of the Poughkeepsie Underwear Factory.

Trash and Recycling

Members must put trash and recycling in the correct location. If you are found not properly disposing of refuse a fine of \$50.00 may be levied. All garbage must be bagged and placed outside in dumpster. All boxes must be broken down, stacked neatly and recycled in outdoor bin. Do not leave half full bags in the studio – there should only be fresh bags in each garbage bin upon departure.

Behavior

This is a smoke and drug free facility. Do not smoke within 25 feet of the building.

PARKING

Limited onsite parking is available however, street parking is available along Main St. Please do not park on Cherry St. The Studio is not responsible for any damage, theft, parking tickets, towing, etc.

DELIVERIES

Members are not permitted to use the address of the Poughkeepsie Underwear Factory for any deliveries. All such deliveries will be refused.

STORAGE

Standard Storage Protocol

It is possible for studio members to store their art supplies in the studio. Do not disturb supplies that belong to other members or are not clearly labeled as available for public use. Doing so is grounds for removal from the studio.

Keep any personal supplies clean and organized **in your designated space only**. If your items are found on another member's shelf they are subject to being thrown away. If any supplies are improperly stored, Studio staff may either move the items and/or discard them. No food is to be stored in the studio or the refrigerator by any members and will be discarded without notice.

PUF Studios is a non-toxic studio to every extent possible. No members may use any toxic or flammable art supplies in the studio and no oily or flammable materials may be stored in member or studio storage areas.

For information and rates and fees for storage usage, see the **Payment** form in the appendix of this document.

Do not store anything in the studio unless you have permission and you have paid your storage fee. Items that are not labeled, dated, and do not have a name on them will be discarded. Do not store anything on/in studio equipment.

Hudson River Housing is not responsible for losses due to power failure, natural disasters, or other events except in the case of gross negligence.

SECURITY

Please be aware that there are cameras in all areas of the studio. This is for everyone's safety and well-being.

The Poughkeepsie Underwear Factory is open to the public Monday – Friday 8 – 4 pm. **The Community Hub and the Poughkeepsie Open Kitchen are CLOSED during private events. Do not enter the Hub or Kitchen during this time.**

Each member will receive a key fob that will allow them access to the space *during their specific rental hours*. A **\$25** key deposit will be charged. It will allow access to the main entrance and the studio entrance. All fobs are loaned to members and must be returned to the Program Coordinator upon vacating the premises, or member shall be charged replacement costs. Any additional key fobs can be purchased for an additional **\$25** through the Program Coordinator and will be refunded with safe return of the additional fobs. Please bring up any key fob issues with the coordinator.

Please report suspicious behavior to the Program Coordinator of the Poughkeepsie Underwear Factory. In the case of medical or safety emergencies, please call 911.

LIABILITY

Hudson River Housing shall not be liable for any damage to either persons or properties sustained by the tenant or by any third party arising in any way out of the tenant's use, operations, or occupancy on HRH's premises, or sale or distributing of any product manufactured on the premises. The tenant covenants and agrees to indemnify, defend, and hold harmless HRH and employees from all claims, costs, and liabilities

arising from, or in connection with, damages, injuries to persons, or property in, upon, or about the studio premises.

PUF Studios

APPENDIX

1. Acknowledgement of Policies and Procedures
2. Payment – Rates and Fees
3. Storage Rates and Fees
4. Clean Up Checklist

MEMBER POLICY AND PROCEDURE AGREEMENT

I have read and been informed about the content, requirements, and expectations of PUF Studios. I acknowledge that any misconduct or breach of the lease agreement and the policies and procedures stated herein may result in loss of facility-usage privileges. I have received a copy of the above policies and regulations and have reviewed them with a Hudson River Housing staff member. I agree to abide by the policy guidelines as a condition of rental agreement.

Member Printed Name: _____

Member Company Name: _____

Signature: _____ Date: _____

HRH Staff Printed Name: _____

HRH Staff Signature: _____ Date: _____

Rental Payment – Updated June 2020

Current rates are provided at registration and as they are updated. Refer any questions to the Program Coordinator at the Poughkeepsie Underwear Factory. Please make payments out to Hudson River Housing, Inc. It is possible to pay by check, cash or card.

Payment is due at time of booking. **Additional fees may be levied if tenant does not adhere to PUF Studios Policies and Procedures. See Policies and Procedures Manual for information about minimum charges for damages and clean up fees.**

HOURLY RATES

Member – \$5.00/hour

Teaching/Arts Organizations - \$20.00/hour

Teaching/Arts Organizations - \$50.00/half day, evening 5-9pm

Teaching/Arts Organizations - \$100./full day 8-5pm

DEPOSITS AND FEES

Annual Membership Fee – \$30.00

(This annual fee includes support from Hudson River Housing staff members and marketing and sales opportunities, etc.)

Locker Rental - \$5.00/month, 6 month payment in advance

(This fee covers the use of a storage area for supplies. At the end of the 6 month period, the locker must be renewed or the contents will be discarded and the key fob will be deactivated with no deposit return.)

Key Fob Deposit – \$25.00 *(Refundable deposit to cover key fob, and will be returned upon return of fob.)*

Security Deposit *(a valid credit card will be kept on file in the event of damages or cleaning support outside of customary wear and tear.)*

Tenant name: _____ Month: _____

Storage Rates and Fees – Updated June 2020

Rates are subject to change and are calculated in your bill. Current rates are provided at registration and as they are updated. Refer any questions to the Program Coordinator at the Poughkeepsie Underwear Factory. Please make payments out to Hudson River Housing, Inc. It is possible to pay by check, cash or card.

Additional fees may be levied if tenant does not adhere to POK Policies and Procedures. See Policies and Procedures Manual for information about minimum charges for damages and clean up fees.

Member Printed Name: _____

Member Company Name: _____

Signature: _____ Date: _____

HRH Staff Printed Name: _____

HRH Staff Signature: _____ Date: _____