



COMMUNITY GUIDELINES & OPERATING MANUAL



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MISSION

Cultivate universal empathy for individuals, communities, and the planet.

CORE VALUES

PERMISSION
TO PLAY

CARE FOR
OUR WORLD

TELL YOUR
STORIES HERE

We live our values
by being:

- Collaborative
- Accessible
- Sustainable
- Playful





MEMBERSHIP BENEFITS

1. 24/7 access to the Editions printshop, bindery, and type gallery
2. On-site artist storage
3. Exhibition opportunities in the type gallery and hallway
4. 80/20 consignment split on accepted work sold on site and online at editions.studio/shop
5. Interaction with a community of working artists
6. Participation in the monthly second Saturday Georgetown artwalk
7. 50% discount on hourly rental for the full studio (for workshops you would like to host yourself, subject to scheduling)
8. 20% discount on Editions workshops (subject to enrollment and members still pay full supply fee).
9. Common book arts and printmaking materials available for purchase on site.
10. Supplies may be shipped directly to the studio.

GENERAL POLICIES

Editions is not responsible for damaged, lost, or stolen personal items.

ACCESS

1. Consumption of alcohol, marijuana, or illegal drugs on-site is prohibited. These things do not mix with printing presses. Any member consuming alcohol, marijuana, or illegal drugs on-site will be automatically expelled without refund.
2. Editions is an open area with shared space. Everyone is expected to respect the work needs, privacy, and concentration of others.



3. Members must reserve equipment on the studio calendar. These calendars will be shared with you through Google.
4. Each studio member will have a key and fob to Editions. This fob must not be lent out to anyone. Anyone lending their fob will automatically be expelled without refund. Lost fobs result in a \$5 replacement charge. Report lost fobs immediately. Lost keys result in a much higher replacement charge. Report lost keys immediately. Members must return their keys and fobs to Editions when membership is discontinued.
5. No one who is not a member is allowed to use the tools and equipment in the studio.
6. Outside collaborators pay an hourly rate of \$5/hour and must sign a liability waiver. If said collaborators are working independently, they must become members of the studio and pay the hourly rate of \$10/hour, purchase a studio pass (6 visits within 6 months for \$150), or pay the full-time rate of \$200/month with a 6-month commitment.
7. Members will honor the limitations of studio access when workshops are in session or during events.
8. Members must provide their own supplies or purchase those available from the studio. Venmo @SarahMaker to pay for them. Glue may be used without charge.
9. Use of Editions as a space for public events or workshops must be approved in advance by Sarah and negotiated with other members. Discounted rental fees apply.
10. Due to limited space and equipment, we are limited to 10 full-time members.
11. A dormancy period, with a maximum of 3 consecutive months in a 12-month period, is available to members who wish to take a break from working, but do not wish to terminate their membership. Dormancy dues are \$50 per month. During this period of dormancy, a member is not required to clean out their storage space, but is required to return their key and fob for the duration of their dormancy.

PARTICIPATION

12. Members are strongly encouraged to participate in monthly artwalks and get to know our Equinox neighbors.
13. Members receive a 20% discount on fees for workshops, subject to availability. Members still pay full supply fee. Members must clear their registration through Sarah if a workshop is full or is being taught by a visiting artist.



14. Members must receive orientation and demonstrate safe practices in the studio.
15. Members clean up after themselves. Disinfect table and machine/door handles. Only clean recyclables in the blue bin. Discard food waste in the compost bin outside building.

LETTERPRESS PRINTING

16. Presses must be cleaned properly after each use (ink cleaned from type or block, form rollers, vibrator roller, rider roller, drum).
17. Do not leave press with damaged tympan.
18. All ink cans, mixing surfaces, and ink knives should be cleaned and put away.
19. Put away all solvents in yellow cabinet and place soiled rags in appropriate containers.
20. Presses must be reserved through Google Calendar. Each press has its own calendar.
21. Vegetable oil, solvents, and rags are provided.
22. Incompatible inks or other substances may not be used on presses. Use solvents sparingly, and open both doors with the fan on if you are using solvents.
23. If new members do not demonstrate proper knowledge of use of the equipment, they may be required to enroll in a letterpress workshop or schedule a private tutorial billed at \$50/hour.
24. If members are not physically in the studio printing on the press, except for short breaks, you must remove your type from the press bed. It is not acceptable to tie up presses for long periods of time by leaving work ready to go in the press.

MONTHLY FEES

1. Full-time members must commit to a minimum 6-month membership. The monthly rent of \$200 is payable by the fifth of each month of membership. Venmo @SarahMaker.
2. The monthly rent may be reduced to as low as \$155 by redeeming accrued volunteer hours. Up to 3 volunteer hours may be redeemed per month at the rate of \$15 per hour (up to \$45 total).



3. A limited number of short-term memberships (minimum of 3 months to a maximum of 5 months) may be available, based on studio capacity. Short-term membership dues are \$250 per month. Short-term membership dues may not be reduced by volunteering.
4. Use the activity tracking sheet on the clipboard to indicate the number of hours volunteered and activities performed. If you are applying volunteer hours toward your monthly rent, make a note of that with your venmo payment.

If you accrue more than 3 hours of volunteer time during a given month, you may bank remaining hours and apply them toward the following month's rent. (This policy is subject to change.)

Possible volunteer opportunities may include:

- Leading demonstrations during the artwalk
- Type distribution
- Cleaning equipment and studio
- Administrative work
- Members may also submit a proposal for volunteer jobs to Sarah

DISMISSAL GUIDELINES

Members will be automatically dismissed with no refund for the following reasons:

- Consumption of alcohol, marijuana, or illegal drugs in the studio or operating equipment while intoxicated
- Loaning out key and fob
- Inappropriate use of the studio
- Allowing non-members to operate equipment or use studio. (Collaborative projects led by a member may be permitted with Sarah's approval.)
- Not paying rent
- Harrassment of any Editions members or Equinox tenants.





LAST UPDATED JANUARY 2021