

Open Studio Guidelines

Please read these guidelines thoroughly before booking to make sure everyone's on the page. Our staff members will still enforce these guidelines even if you don't read them ♥

Open Studio grants you access to Carousel's Press for one whole day, two consecutive days, or unlimited access during Open Studio hours with a membership. This studio access is designed for those who are comfortable performing each step in the screen printing process independently or willing to teach themselves without guided instruction.

OPEN STUDIO HOURS

Monday: 12pm-8pm

Tuesday - Thursday: 11am-6pm

Friday & Saturday: 12pm-8pm

Sunday: CLOSED

Pricing is as follows:

1-Day Pass: \$75.00

2-Day Pass: \$120.00

1-Month Membership: \$275.00

3-Month Membership: \$725.00

Assistant Pass*: \$45.00/day

Supply Fee : \$25.00

Reservation Terms and Agreement

Day Passes

You may book your Day Pass in-person or online under the **"Appointments"** section of our rental portal. Please select the date in which you would like to start your reservation but keep in mind the booking starts when we open and ends when we close, however you may come at any time between then to work during Open Studio hours.

2-day Passes are booked as two consecutive days and may not be split up. If you book on a Saturday, your second day will roll over to Monday as we are closed on Sundays.

Memberships

1-month or 3-month memberships may be purchased in-person or online under the **"Memberships"** section of our rental portal. They start as soon as you begin working in the studio or upon dropping off supplies and materials. Memberships are non-renewing so you have the flexibility to skip a period if you choose to do so.

Perks - 1 & 3 month members receive access to a personal storage locker while supplies last.

Guests & Assistants*

Carousel's is a working creative space; and while Members and Pass holders are welcome to have a guest stop by and say hi or give a tour of the studio, they may not stay for an extended period of time.

If a guest would like to stay for an extended period, they must purchase an Assistant's Pass for \$45.00. Additionally, if you will need help with project and want to bring in an assistant with you, we charge a **\$45 Assistant Fee*** (Please note an assistant is someone helping you with a single project, they can't work on their own project as an assistant and would need to purchase their own Day Pass or Membership to do so).

IMPORTANT NOTE FOR ALL PRINTERS - LAST PRINT OF THE DAY

Last print of each and every day is 30 mins before we close. This means you have pulled your last print and sent it through the dryer or set it on a rack by the 30 min mark. This allows ample time for clean up, getting yourself together, and for us to cool down the dryer before we close up for the day or start one of our classes. Please be respectful of our staff and students by leaving at or before close.

Last Print Schedule as Follows:

Monday: 7:30pm

Tuesday - Thursday: 5:30pm

Friday & Saturday: 7:30pm

Transfers and Refunds

Open Studio Passes and Memberships are non-transferable to another person unless it is being purchased as a gift. Cancellation or booking reschedules must be made more than 24 hrs in advance. If you are canceling or rescheduling your reservation after 24 hours, you will receive a refund for half of the total payment. If you are feeling sick, please do not come in for your booking, reschedule, and get tested for COVID instead.

Equipment and Materials

Your membership includes the use of:

1-color press & 4-color presses	Platens: 20"x 22" 16"x 20", 16x"16", 13"x13", sleeve
Paper printing vacuum tables	Drying racks
Repeat printing table	Plastisol and water based ink*
Conveyor Dryer	Squeegees
Light Box	Heat guns and flash dryer

Darkroom & emulsion*	Scoop coaters
Exposure unit (Max screen size 36" x 48")	Washout booth & chemicals
Lounge area and clean work tables	Rulers, scissors, scotch tape
Personal storage lockers	Free wifi
Screen storage*	Test prints
Pantone Formula Guides	Pallet Adhesive (water based glue) & tape

***Things that can be rented or purchased under the supply fee**

Screen Rentals & Bring Your Own Screens (BYOS)

Screens used during your reservation can be rented from the shop for the following prices:

20"x24": \$15.00/screen
 23"x31" & 25"x36": \$20.00/screen
 30"x40" & 36"x48": \$30.00/screen

Please note: Printing large - huge format (13"x16" graphics and up) may result in additional Supply Fees that contribute to the use of extra ink, emulsion, cleaning chemicals, and other supplies that inevitably comes with printing very large.

Rented screens come with a storage slot located in the Darkroom or just outside on the rack. If you are renting a screen, you are responsible for cleaning it properly and returning it back in the condition you received it in. A cleaning fee of \$15.00 (per screen) will be applied if it is not properly cleaned.

You're welcome to Bring Your Own Screen (BYOS) to use during your session or if you need a suggestion on where to purchase one, check the vendor list below!

Supply Fee and Additional Materials

If you are not supplying your own ink to use during your booking, there is a mandatory \$25.00 supply fee. The Supply Fee allows you access to our ink shelf and contributes to the use of the communal emulsion. **If you would like to avoid this \$25.00 Supply Fee then you must supply all your own ink and materials.** At the end of this section we have a list of vendors and where to purchase your materials.

If you are printing oversized graphics (13"x16"+) or if you are mass producing (50 pieces +), we ask that you provide your ink otherwise you are subject to an additional Supply Fee. For large projects like these, Carousel's is unable to subsidize the cost of materials of your production.

When printing large or huge format (16"x20"+) t-shirt graphics or textiles, we ask that you print with waterbased inks ONLY, unless discussed otherwise with a staff member.

Materials that are not included in the Supply Fee that we strongly recommend bringing to your booking:

- Clear packing tape

- Cleaning gloves/dish gloves
- Sponges
- Utility knife
- Sharpie
- Ink mixing supplies (deli containers, plastic cups, popsicle sticks, mixing spatulas, etc.)

You can purchase these materials individually at Carousel's or we sell a Supply Kit for \$25 that includes all of this plus a small can of spray glue.

Apparel, paper, or other printing substrates must be brought with you to the studio.

★ Please note that if you fail to describe to us the scope of your project with accuracy before coming in to print, we reserve the right to charge additional Supply Fees if necessary to reflect the reality of the final printed project.

[CLICK HERE FOR A LIST OF TRUSTED VENDORS](#)

Materials Check-Out

Materials such as squeegees, scoop coaters, scissors, rulers, scotch tape, pallet tape, pallet glue, Pantone Books, heat guns & more are complementary and can be checked at the front desk or found throughout the studio.

The checked out materials are recorded in our system and must be returned in the same clean condition -- free of ink, emulsion, water, etc. -- by the end of the day. The Studio Manager has the right to refuse dirty tools and ask the member to finish cleaning said tools. If an item has not been returned within 48hs, Carousel's reserves the right to charge the member for the missing tools.

Acetate/Film Positive Printing

We can print acetates for a fee of \$.50/linear inch for artwork 8.5"x11" and smaller and \$.75/linear inch for artwork up to 12"x18". Anything larger than 12"x18" is \$8/Sq ft and printed on our large format printer.

Please have your artwork sized, 100% black and ready to print. If you need guidelines, please visit the **Acetate Printing page** on our website and look for the **Acetate Guidelines** instructional. If you need additional help making your artwork print ready, please see our **Color Separation Guide**. Otherwise, you can send your artwork to studio@carouselspress.com to be made into a print ready design for a fee of \$10.00.

If you do not send the correct artwork and we print it, you will need to pay for the incorrect version.

Acetate orders have a 24 hour turnaround time, so please send them in before you come to print. The studio manager cannot print your acetate on the spot.

Storage

We offer over studio storage for the duration of your booking for screens, flat stock, and ink. Any other unapproved items left overnight will be removed from the shop.

Flat Files - \$7/drawer, 2 drawers max/person.

Rented Screens: Complimentary for the duration of your booking.

BYOS - 20x24" : We offer screen storage in our Member's Storage located in our Darkroom at a rate of \$5/screen slot for the duration of your rental. 2 screens can fit into each slot and 3 slots max are available to rent.

BYOS - 23x31" and up: Stored screens are \$5/screen and are stored on the shelf outside of the Darkroom.

All screens must be labeled with your name and date and are to be used during your reservation. Any screens left behind after the duration of your pass or membership will be reclaimed and become property of the shop.

Lockers are included in the 1 & 3 - month memberships while supplies last.

Members are not permitted to leave anything in the shop at the end of their stay unless it is in a designated storage space. Anything left in the lab will be thrown out upon closing.

Code of Conduct

Please keep in mind that you are working independently in a professional production studio. The Studio Manager is here to answer basic questions as to where things are located and how to use some of the equipment.

They cannot however, freely assist you with your project or instruct you on screen printing fundamentals such as coating a screen or pulling a print. If you would like to hire a staff member to assist you on your project please email studio@carouselspress.com to coordinate a private lesson.

Be aware that you are working in a shared studio space environment with other working artists. This means no playing music on a speaker and no indoor smoking. No use of glitter as it is nearly impossible to contain.

Members are responsible for anything they may damage while working in the studio. All equipment must be cleaned after use, including your workspace! A cleaning fee of \$15 will be applied for anything left dirty (after one warning).

Credit cards kept on file will be used to charge for any damage or cleaning fee if applicable.

We reserve the right to cancel any membership without a refund at any time if we find you violating any of these terms.

Happy Printing  

Please sign the agreement below and return to studio@carouselspress.com before your arrival.

I _____, acknowledge that I have read and understand all the Open Studio guidelines stated above. I authorize Carousel's to charge the card provided for any services rendered or damages I may have incurred throughout the duration of my membership. I agree to pay for this in accordance with the issuing bank cardholder agreement.

I _____, acknowledge that any screens, supplies or substrates left in the lab 24 hrs past membership expiration will become property of Carousel's.

Email: _____

Date: _____

Signature: _____