



Decatur Glassblowing  
404.849.0301  
natenardi@yahoo.com  
250 Freeman Street,  
Decatur, Georgia 30030

## 2020 Rental Agreement

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Full Name

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Email Phone

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Emergency Contact Name Emergency Contact Phone

### General Studio Rules

- All renters must have current waiver on file with emergency contact and approval to rent from studio owner, Nate Nardi.
- Anyone under the age of 18 must have parent/guardian permission and supervision.
- Rental time minimum is 1 hour for hot and cold shops.
- Anyone under the influence of drugs or alcohol must leave immediately without a refund.
- Abusive and violent behavior is not tolerated at Decatur Glassblowing ("DG").
- DG reserves the right to terminate the participation of any individual for any reason at any time without a refund.
- Smoking and vaping are not permitted outside of designated smoking area (by glass garage door on West side of building by S Columbia Dr).
- No pets permitted in studio.
- Due consideration should be shown for individual welfare and welfare of others when working.
- When speaking with DG staff, please ensure that they are on duty.
- Renter is fully responsible for any damage to tools and/or equipment.
- DG is not responsible for any breakage of your product.

### Safety + Security

- In the event of a fire, exit the building immediately. Alert staff to call 911 *first*. Then call Nate Nardi at 678.362.0901.
- All accidents/injuries should be reported *immediately* to DG staff and an incident report should be completed.
- Any broken or defective equipment should be reported to DG staff immediately. Repair should NOT be attempted unless authorized by studio owner.
- Do not leave valuables unattended. DG is not responsible for theft or damage to personal articles or glass work left in the facility. Please clearly label all personal items. To rent a locker, please check with staff for current availability and pricing.
- Do not unlock or leave open any door without permission from DG staff.
- Never handle glass made by others or go into a locker or storage space that is not yours.



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### Attire

- Correct eye protection is required at all times in studio. Prescription eyewear may qualify as correct eye protection. After two requests to wear eye protection, on third request, renter will be asked to leave immediately without refund.
- Flammable or loose/baggy clothing is not permitted.
- Shoes must have closed toes and backs.
- Long hair must be pulled back, away from your face and equipment while working.

### Hot Shop

- All work will be removed from annealers by DG staff only and placed on rental shelves.
- All work must be picked up by next rental slot or within 30 days, whichever comes first. After this time period, work may be discarded without notice or refund.
- Powder color is not permitted at this time.
- Place trash glass into proper glass buckets only (not trash cans).
- Do not modify any hot shop controller without permission from studio owner.
- Wax, tools with wax, and anything wet should never be placed on marvers.
- If a workstation is missing a tool or wax, notify DG staff immediately.
- Renter may use green taped tools only (i.e., jacks, tweezers, straight shears, diamond shears, blocks, and pipes). Failure to use only designated green tools will result in loss of rental privileges. If a tool is damaged, renter may be required to pay full price to replace tool at owner's discretion. To see included equipment, visit [www.decaturglassblowing.com](http://www.decaturglassblowing.com)

### Cold Shop

- Do not attempt to use equipment that you do not know how to use. DG staff may provide guidance if available.
- Eye protection is required at all times.
- A dust mask and hearing protection is highly recommended.
- Renter must remove all disks and belts from equipment after use.
- Renter is responsible for drying equipment used and cleaning any mess created as a result of coldworking.
- Renter may use green taped tools only.



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### Cleaning

- Work area must be cleaned before end of rental period. Applies to all equipment and surrounding area and floors. If workstation is not clean upon arrival, please immediately notify DG staff, before rental begins.
- Individual shelves and rental lockers should be kept clean and organized at all times. Renters may not store items on top of any locker or in any space not designated for that individual. Individual shelves should be reserved for annealer unloading only and should be clear of any materials, tools, and supplies.
- Do not leave any materials, tools, supplies, or work out after rental period. If personal molds or pipes are hot they may be left to cool but please be sure to notify staff. All items must be stored by renter off premises or in a rental locker. Anything left out may be discarded without notice.

### Payment & Cancellation Policy

- Rental bookings must be made only with an on-duty DG staff member by visiting the gallery, calling 404.849.0301, or emailing natenardi@yahoo.com.
- Rental time must be paid for at the time of booking.
- Failure to cancel 48 hours in advance will result in a fine of \$20 per hour, which must be paid before booking additional time, or will be deducted from original payment method if a refund is granted. Charge must be paid before booking additional time.
- Renter will be charged for entire time scheduled, even if renter does not start on time.
- Scheduling additional time or staying later than scheduled is only possible if studio is available, permission has been obtained from DG staff, and payment has been made. A fee will be charged if permission is not granted and renter goes over allotted/scheduled time (fee will be determined by which equipment was used and for how long).
- Visit [www.decaturglassblowing.com](http://www.decaturglassblowing.com) for current pricing information.

*I, the undersigned, have knowingly read all text above and understand all terms of this release. I execute it voluntarily, with full knowledge of its significance, as a condition to renting studio time at Decatur Glassblowing.*

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Signature

Date