

For reservations and other information, email Cristin at cmcknightsethi@textilecentermn.org or call 612-436-0464.

RENTER CONTACT INFORMATION	
Name: _____	
Mailing Address: _____	
Phone: _____ Email address: _____	
STAFF USE ONLY:	
<input type="checkbox"/> Current Member verified <input type="checkbox"/> Dye Lab Training date _____ <input type="checkbox"/> Supplemental Training (steam cabinet/dye vat) _____ Note: Any exceptions to Textile Center trainings must be made by Education Manager or Program Director.	
RESERVATION INFORMATION	
Purpose of Rental: _____	
Rental Date(s) and Time(s): _____	
RENTAL RATES (1 to 8 people; exceptions must be preapproved; no private classes allowed)	
Full Day- up to 6 hours	Amount
Individual/First Person (Renter): \$120	
___ # Additional Persons: \$25 each	
Half Day- up to 3 hours	
Individual/First Person (Renter): \$75	
___ # Additional Persons, \$25 each	
TC MEMBER GUILD/SPECIAL INTEREST GROUP RATES (Up to 8 People; no private classes allowed)	
Full Day- up to 6 hours; \$250 flat rate, for up to 8 participant artists	
Half Day- up to 3 hours; \$180 flat rate, for up to 8 participant artists	
ADDITIONAL CHARGES	
Use of 40-gallon dye vat: \$35 (half or full day- training required before first use)	
Use of steam closet: \$35 (half or full day- training required before first use)	
Other (please note):	
TOTAL DUE with CONTRACT:	

OVER FOR RULES, REGULATIONS, and SIGNATURES

PLEASE NOTE:

- A minimum \$150 cleaning fee will be charged if facility is left NOT clean, including the floor.
- A \$50 disposal fee will be charged for any materials left behind.
- Payment is due at the time of completion of reservation and completion of this contract. Reservations are not secure or final until payment has been received.
- Cancellation requires a minimum of 5 business days' notice. A \$25 processing fee will be charged for all cancelled reservations.
- No refunds will be given if cancellation is less than 5 business days from the rental.

Dye Lab Use Rules and Information

As a shared resource, all users are required to abide by the following rules to maintain this vibrant facility.

- The primary renter must be a current member of Textile Center and trained on the use of the equipment you plan to use (i.e., Steam Cabinet and Dye Vat). A Dye Lab training session is required for dyers before renting the first time. Please check the Adult Class Workshop catalog for dates and times of upcoming trainings at textilecentermn.org.
- Cancellation requires a minimum of 5 business days' notice. A \$25 processing fee will be charged for cancelled reservations.
- The Dye Lab Safety Manual is located in the Dye Lab and is given out at Dye Lab training sessions. It can also be found on our website.
- Salt, soda ash, synthrapol, citric acid, and vinegar are stocked in the Dye Lab. Use of these chemicals is included in the Dye Lab rental fee; you must supply all other dyes and chemicals you plan to use.
- Extra dyes, chemicals, or any materials should not be left behind in the Dye Lab. Disposal fee of \$50 will be charged to get rid of anything left behind in the lab.
- Use of glass containers is highly discouraged in the facility. If you bring glass containers in, take them out, or they will be recycled after you have left. If glass breaks in the facility, you are responsible for thorough clean up, or minimum cleaning fee of \$150 will apply.
- **A Mandatory Dye Lab Closing Checklist** must be completed and turned in at end of rental.
- Renters are responsible for cleaning all surfaces and equipment thoroughly before leaving the Dye Lab, or minimum cleaning fee of \$150 will apply.
- Renter agrees to be responsible for any damage to or theft of furniture, fixtures, equipment, table accessories, or other property by renter, renter's guests, invitees, employees, or other individuals responsible to the renter.
- If any equipment is found to be broken or defective, renter will report the condition and give the equipment to education staff or leave it clearly labeled in the dye lab, so that staff can dispose of it—and replace it for future users.
- Textile Center will assume no financial responsibility for damaged or stolen property brought to facility by Renter, renter's guests, or outside vendors. Textile Center is not liable for any injury during the rental period.
- Renter agrees to reimburse Textile Center for personnel costs and other expenses incurred as a result of Renter's failure to comply with the above agreed terms.

I have read, understand, and will follow the above rules and regulations, as well as those laid out in the Dye Lab Safety Manual.

RENTER SIGNATURE

DATE

APPROVAL of RENTAL by TEXTILE CENTER STAFF

DATE

ADDITIONAL INFORMATION

Since an understanding of dye and pigment chemistry is necessary, as is the safe handling of chemicals used—and proper clean up—all dye lab users must take a dye lab training in order to use the facility. In addition, the primary renter for any group rental must have taken (or taught) at least one 3-hour class related to the type of work they intend to do during their rental.

The intentions of the facility are to provide work space for member artists and makers, and to provide a space for our member guilds and special interest groups to gather in community to learn and grow together in their skills in dyeing and surface design.

Rental Requirements:

- You must be a Textile Center Member
- You must take a Dye Lab Training Session within one year of your rental date.*
*Exceptions made for Textile Center instructors or members of our community who have significant experience with dyeing and/or with the Textile Center's Dye Lab as well as renters who have taken a Textile Center class that includes Dye Lab Training as part of the class content. Please contact Cristin McKnight Sethi at cmcknightsethi@textilecentermn.org to discuss this further.

Rental Rates:

Full Day (10 am – 4 pm); 6 Hours

Individual (member)	\$120
Small Group (2-8 people)	Individual + \$25 for each additional person

Half Day (10am-1pm OR 1pm-4pm); 3 Hours

Individual (member)	\$75
Small Group (2-8 people)	Individual + \$25 for each additional person

Use of Large Dye Vat or Steam Cabinet \$35, each Per full day or half day
-Training required before first use.
(Training is now part of Dye Lab training)

Renting the dye lab for a full day means that you have access to the lab during Textile Center's regular business hours, from 10:00 am – 4:00 pm. You must be completely cleaned up and out of the lab by 4:00 pm.*

*Longer rental periods may be possible for individuals who are working with more complex dyeing processes that require extended periods of lab time. Please contact Cristin at cmcknightsethi@textilecentermn.org to discuss this further.

Renting the dye lab for a half day means you have access to the lab for three (3) hours total, either between 10am-1pm OR 1pm-4pm. You must be completely cleaned up and out of the lab by the end of your reservation (either 1pm or 4pm). Anything over three (3) hours will be charged at the full day rate.

You may hire a teacher to assist with your project in the dye lab. We can recommend several teachers to you based on the kind of project you will be working on. You will need to contact and make arrangements with that teacher for your project and handle all teaching fees directly with that instructor.

Rentals of the facility for the purposes of teaching income-generating classes for individuals and groups that are not member guilds or of Textile Center are not allowed. If you are interested in learning about surface design and textile dyeing, check out our list of upcoming classes by clicking [HERE](#). (Class offerings that utilize the dye lab will increase now that the lab is reopening.)

If you would like us to organize a private class for your small group, or have other questions or needs, please contact the Education Manager for details.

How to rent the Dye Lab:

1. Email Cristin McKnight Sethi at cmcknightsethi@textilecentermn.org to check availability, or call 612-436-0464 during business hours.
2. Request and complete a Dye Lab Rental Agreement (on our website).
3. Payment is due at the time of the reservation and completion of agreement. You can pay in the Shop, over the phone, or we can mail you an invoice. Your rental is NOT CONFIRMED OR GUARANTEED until it is paid in full.
4. Your rental reservation gets added to the calendar once payment is received. **We do not hold reservations without payment.**

What IS included in your rental fee:

- Containers, spoons and measuring cups, and any miscellaneous equipment on the shelves.
- Towels
- Washers, dryer
- Ironing boards, irons
- Hot plates & burners, blenders, microwaves
- Cleaning supplies
- Reusable drop cloths & tarps
- Chemicals: Soda ash, Salt, Citric Acid, synthrapol, vinegar
- Gloves & Masks (we recommend that you bring your own reusable ones)

What IS NOT included in your rental fee:

- Dyes, chemicals (except those 5 mentioned above)
- Fabric or other materials

A Tour of the Lab is included in the Dye Lab Training class, including:

Equipment on shelves
Chemicals stocked in lab
Tables, sinks & counters
How to use the burners
Washers & dryer
Other equipment (microwaves, hot plates etc)
Safety Equipment – Gas shutoff, fire extinguisher, eye wash station, first aid kit
How to use the large dye vat
How to use the steam cabinet

Clean Up:

- All surfaces including tables, sinks, drying racks, etc. should be wiped down if **ANY** spills occur.
- **Please put everything away where it belongs.** Each tool has a corresponding label on the shelf. There should not be items left on the counters or tables.

- Start a load of laundry if you have used any Fold towels and return to bins.
- Start a dryer load if there are any wet towels in the washer.
- If you use the large dye vat, you should neutralize the dye bath before draining the vat.
- DO NOT leave anything in the dye lab when you are finished. We do not accept donations of leftover dyes, paints, chemicals etc. It will be thrown away, and you will be charged a disposal fee of \$50.
- **You MAY NOT leave items to dry and pick up at a later date.**
- You MAY NOT remove containers, buckets, or equipment from the dye lab. Other renters and our instructors depend on tools and equipment to be there each time.
- Make sure you have TURNED OFF
 - all of the ventilation fans
 - lights
 - burners and gas shut-off valve
 - equipment such as irons, electric burners, etc.
- Turn heat or AC back to standard setting
- Turn in the closing checklist or leave it on the counter in the lab

Other Notes:

If the dye lab is messy when you arrive for your rental, please let a staff member know.

Please report immediately to the office staff if something is broken, working improperly, leaking, making a funny noise etc. If any of the stock chemicals are running low, please let us know.

Do not prop open the back door. You may hold it open in order to unload materials, but you may not prop it for extended periods of time.

No food or drink in the dye lab. You may not use any container, utensil or equipment in the dye lab for the preparation of food or drink. It is simply a health hazard.

Please be safe. The floors can get slippery when wet. Please clean up spills immediately. Use caution when using heat or electrical equipment. Watch your step around the dye vat, sinks, and drains.

Textile Center Library – With over 32,000 titles of books and magazines relating to textiles, the library is an amazing resource for anyone. If you are a Textile Center member, you may check books out of the library. There is also a special Tool Library section. Please contact Nancy Mambi for more information, nmambi@textilecentermn.org

Textile Center Shop carries select dyes and supplies year round. Stop in the Shop next time you are in and ask about their supplies. shop@textilecentermn.org