



Membership Terms & Conditions / Terms of use

Last modified 24.09.2019

These terms of use provide further information around your membership and using our facilities.

- Your membership commences on the day you make payment and lasts for a minimum 12 month period.
- Once you have signed up for membership online, you will need to get in touch with our technician to arrange your induction session. **Either give us a call on 01924 497646 or email kate@wypw.org**. Inductions are supported sessions in a particular technique which last 2-3 hours and cover health and safety, workshop orientation and guidance on safe working practice. An induction fee of £15 is payable on the day, which covers the first hour of your session, and any subsequent hours are charged at the standard hourly rate of £3.30. Inductions are available on Mondays, Tuesdays and Wednesdays only. If you are a renewing member and have not used the workshops for over a year, you will need a refresher induction, the fee for which is £7.50.
- GDPR - As a member your data is collected under GDPR rules of legitimate interest which includes direct mail from us updating you on details of upcoming events, including exhibition opportunities, any changes to opening hours or updates on equipment & facilities, print fairs and wider selling and exhibiting opportunities. We will never share your personal data with any third parties. If you don't want to receive these emails, please get in touch with us on info@wypw.org. Please bear in mind that if you choose not to receive these emails this may affect our ability to provide you with important information.
- Please be aware that inductions are not teaching, and it is expected that members will already have a good working knowledge of the process they wish to use. If you

do not have experience of printmaking but would like to learn, we would advise signing up to one of our courses first.

- WYPW reserves the right to terminate membership should a member be found to be using unsafe practices or to be in breach of any guidance given during induction or set out in the member handbook, provided on induction.
- By signing into the building for a print session, you are consenting that you have read and understood the WYPW membership terms of use, member handbook, risk assessment and H&S policy.
- Your membership will be automatically cancelled at the end of the minimum membership term of 12 months. If you choose to renew your membership within one month of your renewal date, your membership will start from your original renewal date, not the date you paid. If you renew after this time, your renewal date will start from the date you make payment.
- We may review our fees and if we increase these, we will give you at least one month's notice. However, we will not increase your fees during the first 12 months of your membership.
- Our membership is heavily subsidised through our grants and other activities. As we wish to keep our membership prices at a reasonable level, please note all bookings cancelled with less than 24 hours' notice will be charged for.
- All members must fill in a bill sheet at the end of their print session detailing any purchases of materials, screen hire, gallery items, workshop hours, membership, and bring it to the office with payment by cash, cheque or card.
- Be aware of our equal opportunities policy and treat other members, volunteers and staff with courtesy.
- Try to book the print rooms as far in advance as possible, either by writing your name on the booking board outside the office, or by ringing or e-mailing the workshop. If you come in without booking, be aware that members who have booked in advance have priority.
- Sign in and out of the building on each visit - this is for health and safety reasons.

- Materials not included in the hourly fee are available to purchase from the WYPW during opening hours. (E.g. paper, masking tape, etc). Please ask a member of staff. If you need any large quantities for a print session, please ring or e-mail beforehand to make sure we have enough in stock.
- West Yorkshire Print Workshop accepts no responsibility for personal belongings left on the premises. Lockers are available to use in the kitchen area.
- If you want to leave early or extend your session, please consult with studio staff beforehand. There may be someone booked in after you.
- Make sure you are cleaned up, paid up and ready to leave by closing time.
- Bookings earlier than 10.30 are sometimes available dependent on staffing – please consult before booking.
- If you want to bring a helper with you, they will need to be a paid member and have an induction. (Carers and support workers can be accommodated by prior arrangement). Members are not permitted to bring children into the workshop with them.
- Suitable clothing must be worn when in the workshops. Open toed shoes are not permitted and long hair should be tied back.
- Some products and equipment used for printmaking are hazardous. These items will be brought to your attention during your induction, and guidance given on personal protective equipment to be used. West Yorkshire Print Workshop accepts no responsibility for the use of hazardous materials and equipment; members do so at their own risk.
- If you have any health problems or if you are pregnant, please make this known to a member of staff so that we can advise on recommended precautions.
- Technical support for members is available three days per week. Members can consult with studio staff for technical assistance, but this is **not** teaching. If you need more in-depth support or advice, it may be necessary to arrange a separate time for some individual tuition, for which there is a charge £35 per hour plus materials, or to attend one of our courses.

- Accommodate other members by tidying up after yourself, and ensuring other members have enough space to work.
- Leave workshops and equipment clean and tidy, as you would expect to find them, and ensure you leave enough time at the end of your session to do so thoroughly. Have respect for equipment and inform the technician of any malfunctions or breakages.
- If a member damages a piece of equipment, i.e. screen, roller, etc, they may be asked to contribute to the cost of replacing or re-stretching.
- If you would like to use your own materials or equipment in the workshop, please consult with the technician beforehand. Some materials may not be suitable for use in the workshop.
- Members can store work and materials here for an additional fee, which is payable along with the membership fee or at any time during your membership. If your membership lapses you are required to clear out your storage within 6 weeks, after which time we will decide to throw away or re-use.