

How to Rent Time in The Studio

1. OBTAIN STUDIO APPROVAL

First-time renters must receive written approval from James and Malcolm.

Please email the following to james@urbanglass.org and malcolm@urbanglass.org

- A brief description of your glass experience
- Photos of your previous glass work

If you don't have photos, you can schedule an in-person assessment. Based on your skills, James or Malcolm will let you know if you're ready to rent or should take a class first.

2. BOOK STUDIO TIME IN ADVANCE

Once approved, you can book studio time using any of the following methods:

Email: frontdesk@urbanglass.org

Phone: (718) 625-3685 x244

The front desk team will make your first booking for you. We will take your credit card information down either over the phone or in person and charge you the \$5 deposit fee. We recommend booking early, as studio time can fill up quickly. You'll receive a confirmation email and a reminder 48 hours before your session.

Cancel at least 48 hours in advance to avoid a cancellation fee.

3. AT THE STUDIO

- Check in at the front desk when you arrive
- If you booking a kiln, check in with the tech on duty (they will turn it on for you)
- If you are in the flameshop, find your assigned table to set up your torch
- Finish and clean up by the end of your rental slot. We advise stopping 15 minutes prior to the end of your slot time to ensure proper cleanup. There may be renters or classes scheduled to start right at the end of your booking.

4. WORK PICK-UP

- **Kiln Shop:** Renters are responsible for unloading their own work and vacuuming the kiln after use.
- **Flameshop kilns & Annealers:** Technicians will unload your work for you.
- **Pick-up time:** Your work is held for two weeks. It is your responsibility to pick up your work within that time. Unclaimed work may be recycled after the two-weeks

QUESTIONS?

Email us at frontdesk@urbanglass.org or call (718) 625-3685 x244.