

Drop-In Use Policy & Procedure

Last Updated July 4th 2023

KIAC offers a number of facilities and assets available for non-commercial short term use on a drop-in basis. KIAC members may request a drop-in during regular business hours (Monday-Friday, 9am-5pm) by calling **867-993-5005** or visiting in person. Requests must be made “day of” and cannot be made in advance.

Spaces Available for Drop-In Use

- The Ballroom is available for private, non-commercial use at the rate of \$5/hr per-person which includes use of the space only; and dance mirrors if available. *Sound system, kitchen access, ballet barres, and green room access (including sound equipment) are not included. For commercial use, please see our Independent Programming or Facility Rental policies.*
- The Classroom is available for use at the rate of \$5/hr per person which includes use of the space only: work tables, chairs, sink, and countertops. The classroom is also an office space so public use will be subject to staff discretion. *Computers/laptops, arts supplies, pottery supplies are not included. Photocopying and printing are available at an added cost.*

Drop-In Asset & Equipment Rental

KIAC offers public access to the following equipment and assets, subject to availability:

- Pianos are available for solo or duo use at \$5/hr per person. An upright piano is available in the music room upon request
- Darkroom, when assembled, is located in the green room and is available for use at \$10/hr per person. This includes usage of tools, enlargers, trays, chemicals (subject to availability), washout sink, and print drying rack. Darkroom access is limited to those with demonstrated darkroom experience.
- Button Maker available at the rate of \$5/hr, to be used in the classroom only. Button-making materials are not provided and must be purchased in advance by the user. They must be purchased online, as KIAC doesn't sell them.
- Pottery Slab Roller & Ceramics Tools are available to those with demonstrated experience in KIAC's ceramics studio. Ceramics Studio can be booked during office hours, depending on availability (includes slab roller, tools, underglaze and glaze). Clay must be purchased separately. Users of the Ceramics facilities must pay the 5\$/hr classroom drop-in rental fee in addition to the ceramics fees (\$10 for members, \$12 for non-members). In total, users can expect to pay \$15-\$17/hr per visit. Alternatively, KIAC holds Pottery Drop-Ins on Tuesday evenings from 6pm-9pm for \$10-\$12, waiving the \$5/hr classroom fee.
- Ceramics Kiln is available to those with demonstrated experience in ceramics. Kiln rentals are available at the rate of \$50.00 for a bisque firing to cone 05, or \$80.00 for a glaze firing to cone 5/6 (full kiln).

Kiln Rental Rules:

- Kiln Rentals must be arranged in advance with programs@kiac.ca and are subject to availability (including cooling time) and staff capacity.
 - Loading of the kiln is to be done during regular business hours in the presence of, or by, a knowledgeable staff member who will then oversee the firing process on a pre-discussed date. This must be coordinated in advance.
 - Fired items must be picked up within 24 hours of the kiln *reaching a cool temperature*. This is approximately 36 hours for a bisque firing and 48 hours for a glaze firing. KIAC will not store your fired pieces.
 - Users understand that KIAC assumes no liability or responsibility in regards to: broken pieces, improper kiln loading, power outages, misfires, discolorations, etc. For glaze firings, users must provide KIAC staff with a detailed list of glazes used. KIAC staff reserve the right to refuse a firing if glazes are not suited to cone 5/6.
 - If *any* kiln wash is removed from the shelf due to heavy or improper glaze technique, an additional \$10 fee will be added to the rental cost.
 - If there is *any* glaze adhered to a shelf, the user will be responsible for purchasing a new shelf (including shipping costs), or, alternatively, covering the costs of power sanding, labour, transportation, and kiln wash, which are valued at approximately \$135.00.
- 8mm Film Digitizer, used for digitizing 8mm analog film, is available at the rate of \$5.00 per hour. Users must bring a USB stick. The digitizer must be used in the classroom, subject to availability. Users must have a demonstrated knowledge of the film digitizer as no instruction is provided.

The following conditions will apply for drop ins:

- 1) limited to KIAC members only.
- 2) must be arranged day-of via telephone or in person and cannot be scheduled in advance, with the exception of kiln firings.
- 3) must occur during regular business hours (Monday-Friday, 9am-5pm)
- 4) do not include additional KIAC equipment, supplies, or staff time. Users are not permitted to store equipment at the facility.
- 5) Must be paid at the time of drop-in.
- 6) Are subject to staff availability, capacity, and discretion.