

Artisan Santa Fe Classroom Renting Guide 2026 July



Terms:

- Registration in person only. Cash or Check.
You can see the availability on our website event page. Please come in the store with the rent payment, and submit the class information and the material list by email, Diane.ArtisanSantaFe@gmail.com, on that day.
You can also use [this form](#) to submit the class information.
- \$50.00 per session (no tax). No refunds or changes. Please choose from the Morning session, the Afternoon session, or both. Please set up and clean up the classroom during your session.
Morning Session - The classroom is available from 9 am to 1 pm. Please have your class sometime between 9:30 am and 12:30 pm.
Afternoon Session - The classroom is available from 1 pm to 5 pm. Please have your class sometime between 1:30 pm and 4:30 pm.
- If you are to use materials we don't carry or to use the classroom for your own studio time, \$250 per session.
- Capacity Limit: 10 participants maximum with standing easels / 15 participants without easels
- 10% student discount and teacher discount for the day of the class only. No other discounts/rewards can be used.
- Calendar dates can be selected up to 3 months in advance.
- Media for workshops needs to be based on what Artisan Santa Fe carries/sells.
- Teachers are responsible for registration and promotion

Student Orientation for Artisan facilities and store

- Classroom parking on Maclovía Street ONLY, not in the main parking lot
- Restrooms are at the back of the store near the offices, the code is 1975
- Water fountain at the back of the store near the staircase
- Please use the front door, not the back door. For insurance purposes, the back door is strictly off limits

Notes for the Classroom:

- Artisan Santa Fe will have containers of water for your use and a bucket to dump dirty water, and a bucket for clean water. Please do not pour water down the bathroom sink or outside. In the back of the store is a broom closet and a work sink - dump dirty water in there. Please explain to your students.
- Kraft Paper to cover tables is available - please cover the table and change it if dirty.
- Please leave the classroom as clean as when you entered
- No Solvents, odorless spirits only, no spray
- Teachers and students must pay for items before use; we do not run tabs.
- To provide a dynamic retail environment, the store plays music. Please do not hesitate to ask at the front for a genre or volume change