



GENERAL STUDIO:

- Please be respectful of the space, others around you and the quiet nature of the studio
- If you are going to talk on your phone, please be aware of the people around you and try to keep your conversations short and sweet
- Members are prohibited from hosting classes or private lessons in the studio

MEMBERSHIP RENEWAL:

- Membership is month to month, for 4 weeks. If renewing, your next month starts the next day, despite when new payment is received. All remaining charges (firing, materials) need to be settled up when renewing.

CLAY USE:

- Only cone 6 clay is allowed
- If you are using outside clay, bring in the box to show me

GLAZE USE:

- Only cone 6 (also referred to as cone 4-6) is allowed
- If you are trying a new glaze, a glaze test is required. All glazes react differently in the kiln, some drip more than others. A test will make sure that you like the color before doing a full batch, and also make sure it doesn't ruin the kiln shelf.
- Any damage to the kiln furniture, including shelving or posts, due to glazes/clay will be the responsibility of the maker and a replacement fee will apply.

TOOL USE:

- Make sure all tools are returned to the tool storage at the end of the day. Please do not keep any tools on your shelf that are not yours.
- Make sure to clean all tools at the end of the day, including the scale, turntables, paintbrushes, rolling pins, bowls, etc - anything that you use needs to be wiped down.
- If you break something - no biggie. Just let me know so I can repair/replace it.

PLASTER USE:

- No plaster can go down the drain - throw out excess in the garbage, wash hands in an extra bowl of water

- Please ask before using plaster - we have certain tools that are designated for that material

WHEEL SIGN UP

- The wheel sign up sheet goes up every Tuesday for the week. Feel free to use it.
- To make the most of the wheels, we have morning and afternoon sessions (10-1:30, 1:30-5.) Please be respectful of these times. If people are waiting to use the wheel and you have been on for your morning session, I will ask you to clean up.
- If you sign up, please respect your time, our 15 mins grace period and use it for the amount you signed up for. If you are going to be more than 15 mins late, please let me know or else someone else can take your wheel if they are waiting.
- Throwing bats are to be used during the day only. All work needs to be removed at the end of each day.

FIRING:

- Firings take place every Wednesday (high) and Friday (bisque)
- All work needs to be labelled (with a signature and/or initials)
- Firing is calculated per person and is paid upon pick-up, or at the end of your month.
- Work will only be fired if it is labelled, totally dry for bisque or clear of glaze on the bottom for glaze firing. Work not labelled, dry or clear of glaze will not be fired.
- Priority is given to members when loading the kiln and all non-member work is loaded after. I will always try to get at least a half a shelf of each person's work in each firing. If there is not enough room in the kiln, I will try and get a second firing done.
- To make loading run smoothly, everything that is ready to be fired must be on the shelf by 3pm to be considered for the firing. If you have pieces that are complete but you do not want them fired, keep them on your shelf until you are ready.
- The Shop is not responsible for a piece cracking, breaking, blistering, exploding or any other type of unsatisfactory result. Any damage to the kiln furniture, including shelving or posts, due to misuse of glazes/clay will be the responsibility of the maker and a replacement fee will apply.

CLEAN UP/TIME

- The Shop closes every day at 5pm. Make sure to have your area completely clean, all of your stuff put away and be ready to go by that time. If you have payments to settle up, make sure they are made prior to 5pm.

- Clean up includes rinsing and putting away all tools (all trimming tools, rolling pins, sponges, paint brushes, etc.), wiping down your work area with a wet sponge/rag, mopping the area under your workstation (both at the wheel or at the table) and making sure all of your items are either on your shelf or on the shelves in the kiln room if they are ready to be fired.
- If you made a mess on the floor, either a wet or dry mess, by the wheels or the tables, please mop it up. The mop is right by the sink and it will really help to keep the dust on the floor to a minimum.
- Please make sure to always sponge down the tables where you are working when you are finished. If you switch tables or use the back tables, or the plaster blocks, please wipe these down as well.

CLAY DUST:

- Dust from all clay contains free silica that is too fine and heavy to be expelled from the lungs. Over time this can cause silicosis if breathed often enough. While this may sound scary, there are a few things that can be done to prevent this from being an issue:
 - 1. WET-WIPING: Wet-wipe surfaces rather than sweeping / brushing. Use the rags/ large sponges (new!) to prevent the small sponges from crumbling.
 - 2. MOPPING: If you make a large mess on the floor (wet or dry) please use the mop by the sink to clean up.
 - ** SPOT CLEANING: 1 + 2 are best done as soon as crumbs appear to prevent them from being walked on and spread around **
 - 3. OPTIONAL: DUST MASKS : there is a supply of masks in the studio are available if wanted. If you do not know where they are, let me know!! This is especially important when dealing with plaster or raw materials/glazes.
 - 4. (VERY) LIMITED SANDING: while sanding is generally prohibited, light sanding over a bowl of water will help the dust from getting airborne. WET/DRY sandpaper only.

VACATION TIME DURING MEMBERSHIP

- If you are planning a vacation that falls during your membership, let us know when you sign-up and we will add on the days (a max of 7 business days/ month.) Please note that only time-off mentioned during membership signup/renewal is eligible for this benefit.