

# AA Clay Studio Studio Use Agreement

## General Information

**Everyone using the studio must cooperate in following the procedures and rules outlined in this guide. All participants must sign this agreement and any supplemental agreements provided by the studio director.**

AA Clay Studio is a shared working space for ceramics artists and students. **Everyone using the space is expected to keep dust agitation to a minimum.** Sand bone-dry pots outside!

## 3 Membership Levels

### **Level 1 - Apprentice** *Open Studio Limited Access*

Membership provides access during scheduled hours and a small storage space.

### **Level 2 - Journeyer** *24/7 More Access, Limited Storage*

Membership provides key-code access and a small storage space.

### **Level 3 - Master Resident** *Full Access, More Storage*

Membership provides key-code access and a large storage space.

- Any person interested in membership must meet requirements set forth in the application process. Please email or call us for more details about membership. *Preference is given to people who have taken classes with us.*
- Everyone is responsible for following all kiln-firing and glaze usage guidelines set forth in this agreement and by the studio director.
- Artworks/pottery that are created in the studio must be kiln-fired at the studio except under special circumstances.
- The studio cannot support full-time production pottery. If you are producing large amounts of work, we encourage you to stay connected with us as you build your studio.
- Everyone is responsible for their own property and art work.
- It is each persons responsibility to cover (with plastic) and watch the dry-time of their own work.
- Smoking in the studio is not allowed.
- Children must be accompanied by an adult at all times and pay an admission fee.
- All visitors and guests (of members) must pay the hourly admission rate.
- There are about 4 parking spaces at the back of the studio. These are available on a first come first serve basis.
- Parking is also available along Iowa Ave. Enter the studio through the side door.
- RED CLAY must be contained to personal canvas or (DARK) canvas only.
- **Clay dust must be cleaned up with wet sponges and mops.**
- Each person must clean their space, community tools, canvases, and surfaces at the end of each use. Scrape down table-tops with spatula and use wet sponge.
- Anything left in the general studio space is susceptible to damage. Please keep your work inside designated shelf space while not working on it.

**If you do not feel comfortable using any of the equipment ask studio staff for help. If equipment is not used properly it can be difficult or expensive to fix.**

- All visitors and members will be held accountable for broken or damaged equipment. If any equipment is jammed or broken please notify studio staff immediately.  
***Kilns are to be operated by studio staff only.***

## **Respect Studio & Peers**

1. Please keep loud noise and cell phone conversations outside the studio.
2. Allow others to concentrate and focus while at the studio.
3. Keep the break room clean. Do not leave food in fridge or countertops without Initials.
4. Throw away all food scraps in the garbage, do not put down the sink.
5. Turn off all faucets and lights when not in use.
6. Label your personal tools with permanent marker.
7. Tools labeled "AA Clay" are available for everyone's use. *Clean after each use!*
8. Do not leave personal tools or equipment in the sink area.
9. Do not leave personal items outside of designated shelf space when not in use.
10. **Resident Members:** help conserve energy by turning off HVAC system when you are last to leave. The key-code you are given is for you only. *Do not share the key-code with anyone, doing so will result in loss of privileges.*

## **Rules & Responsibilities**

1. Members must provide a credit card on file. Studio fees are due before the 5th day of each month. Failure to pay will result in the forfeiture of your personal space.
2. Non-members must pay for studio admission and all material or service fees on the day of visit using cash or credit-card.
3. All visitors are expected to sign-in and out of the studio at the side-door entrance. Provide (15+ minutes) at the end of your working time to clean up your area.
4. Clay dust can be hazardous. \*Do not sand bone-dry clay or glaze inside studio, go outside. TIP: use a wet sponge to smooth your clay in the leather-hard stage. Avoid creating dust while cleaning by using wet sponges and wet mop.
5. Provide your own towel for personal use. *Take your towel home to clean.*
6. Respect the space of others. There are many fragile items around the studio.
7. Buckets located under (Bailey pottery wheels) must be emptied and returned. Place bucket remnants in trash-can after pouring off liquid, return bucket underneath wheel.
8. Large yellow sponges located by the sinks should be used to clean table surfaces and pottery wheels after each use. Yellow bucket and mop are provided for floor clean-up. Please use "wet-floor" signs if needed.
9. Eat food in the lounge space. If eating in the studio wipe surfaces including floor.
10. The studio will close 30-minutes before posted closing time if no one is at the studio.
11. Ask questions if you don't understand any of these rules or studio equipment.

## Pottery Wheels

*The studio has (11) professional electric potter's wheels.*

- You are expected to clean the pottery wheel thoroughly after each use.
- Recycle your clay in your shelf space or throw it out. **DO NOT PUT IN SINKS.**
- Remove bat-pins in wheel head if you install them. Turn OFF wheel when finished.
- Sponge/mop the floor around wheel to leave the space clean for the next person.
- **Clay Reclaim:** each member is allowed to have (1) two-gallon bucket that can be used to collect personal reclaim clay. *Please label your bucket with your name.*

## Glazes

Studio glazes are meant to be used in small batches. *Otherwise, you must purchase your own pre-mixed wet glazes - CONE 6.* Ask studio staff if you need advice choosing a commercial glaze for use in our kilns.

## Glazing In The Studio

*Experience required if working alone in the glaze area.*

- Proper use of glaze is important to prevent the contamination of wet glazes and/or dry materials. *Do not disperse dry-glaze dust into the studio.*
- Glazes must be applied by brushing or dipping.
- Spraying, air brushing, and dusting is not permitted inside.
- Clean up glaze area when finished. *Wash and return tools.*
- Wash table tops. Mop the floor if necessary.
- Check your pottery to make sure glazes are wiped off the bottom and ready for kiln. There is a minimum \$25.00 fee if your glaze touches kiln shelves- fee goes up depending on severity of kiln damage.
- Studio ware shelves are not storage space. Please pick up your pieces as they finish.
- Studio glazes may occasionally be discontinued. Please be aware that this could affect results from one project to the next.
- Anyone using the spray booth must have experience using spray glazes and follow proper safety for themselves and others in the studio space. *Clean-up of the spray booth is a lengthy procedure and must be done after each use.*

## Kilns

**The kiln's become very hot. Do not touch while in operation. Never place objects on top or around the kilns.**

1. All kiln usage is monitored and fired under the supervision of studio staff only.
2. All pottery for kiln-firing must be measured and paid for in advance or added to

members tab to be paid monthly.

3. If pottery is placed on KILN-CART without a "Kiln-Payment Record" form it will not be kiln-fired.

- Everyone is responsible for correctly measuring and figuring the cost to kiln-fire using the "kiln-fee" station and "kiln-payment record" forms provided.
- Due to the nature of clay, items may crack and/or explode in the kiln. Studio staff will inform you if your individual work is at an elevated risk of being damaged or destroyed in the kiln firing.
- When paying to have your work kiln fired, you accept all risks. Kiln payments are non-refundable.
- The time required to fire a kiln is about 3-days in combination with dry-time, scheduling, and maintenance makes the average wait-time about 4 weeks or longer.
- Kiln temperatures do not exceed Cone 6 (2232°F).
- We do not fire unknown clay bodies in our kilns.
- No metallic over-glaze or foreign materials are allowed in our kilns.
- Items must be picked-up within 4 weeks after the date of kiln-firing. If artworks are not picked-up within a 3 month time frame, all items may be destroyed and no refunds are provided.

## **Safety & Security**

- The front door is to be kept locked at all times except during Open Hours.
- Front and side exits can be used in the event of a fire.
- Please enter through side-door via wooden gate at the back of the studio.
- Garage doors are to be closed and locked by Resident Member or Studio Staff.
- Members: LOCK DEADBOLT at the front and side-door when you are leaving.

*Do not leave valuables in the studio. Alex Adams and AA Clay Studio are not responsible for your personal property.*

In the event of a fire, please leave the building immediately through the nearest available exit and report to studio staff. Familiarize yourself with the location of the fire extinguisher and First-Aid kit.

- All accidents, no matter how minor, should be reported immediately to the studio staff.
- All chemicals must be labeled with the name of the substance.
- Always use protective gear while mixing dry materials.
- Do not use powdered materials in the general studio space.
- Shoes must be worn in and around the studio (no open-toe shoes).

Abusive or violent behavior will not be tolerated. AA Clay Studio reserves the right to cancel the participation of any individual in any program, including all members, who are considered to be a danger or exhibits unacceptable behavior.

**Members:**

All members must be 18 years of age or older.

You will be asked to provide a credit card on-file.

Please provide your Driver's License or State I.D. for our records.

*As a member, you may purchase material/kiln fees on credit to your monthly bill. This bill must be paid in full each month (credit card-on file) or all future payments must be made in cash.*

**Everyone:**

As a visitor/member to our studio you share responsibility for the welfare of studio space, equipment, and everyone around you. Be careful while working in the studio and have fun!

I \_\_\_\_\_ agree to the stated practices of AA Clay Studio in this agreement. To cooperate in maintaining the studio and following the procedures outlined in this guide.

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_