



Crafty Ppl Ceramic Studio User Agreement

VI - March 2024

Crafty Ppl (Ceramic Studio) is a place where students and ceramics artist can share a working space.

Everyone using the studio must cooperate in following the procedures and rules outlined in this guide.

General information:

- All equipment, tools, and surfaces must be clean after each use with a damp sponge or cloth.
- If a member wants to bring a guests, a daily rate must be paid and the extra person should be added to the schedule. The member is responsible for their gest behavior and their adherence to the studio rules. Guests may not be in the studio without a member.
- Every member is responsible for his or her own property and art work.
- Please keep loud noise and cell phone conversations outside the studio.
- Smoking in the studio is not allowed.
- Turn off all faucets and lights when not in use.
- Anything left in the general studio space is susceptible to damage. Please keep your work inside designated shelf space while not working on it.
- No Children under 14 or pets are allowed in the studio.
- Children under 14 will be allowed for private classes only.
- Do not leave food forgotten / put food scraps in

the trash NOT THE SINK.

- When using the slab roller, RED OR DARK CLAY must be used on a canvas Labeled "Dark Clay". Canvas Labeled "Light" is reserved for white or Porcelain clay only.

Clay dust is hazardous.

***Do not sand bone-dry, fired clay or glazes inside studio, please do it outside.**

- Members are expected to keep dust agitation to a minimum. Clay dust must be cleaned up with wet sponges, cloths or mops.

TIP: use a wet sponge to smooth your clay in the leather-hard stage. Avoid creating dust while cleaning pieces or working surfaces.

Memberships:

We offer three options: monthly, six months and year-round. Information about prizes is available at www.craftyppl.com

- All members must be 18 years of age or older and have experience working with clay.
- Members can use the facilities Monday -Sunday from 8AM to 8PM after signing on the schedule. The studio is limited to four people at a time.
- Membership provides key-tag to access during scheduled hours.
- Members can use the facilities and equipment such as wheels, slab roller, working surfaces,

glazing table, wedging table etc.

- Members are to bring their own glazes, tools and clay. Only cone 6 clay is accepted unless previous approval by management.
- No member or student is allowed to use the kiln.
- Each member will have a 14"x 48" storage space and a separate area for brush on glazes.
- Drying pieces can be put in the drying shelf. The pieces must be placed on a 1' x 2' plywood or drywall board.
- It is your responsibility to sign your pieces and boards. You must cover (with plastic) and watch the dry-time of your own work.

Rules & Responsibilities

- Depending on your membership, studio fees are due on the same date you started your membership each month, every six months or yearly. Failure to pay will result in the forfeiture of your space.
- Please let management know if you are planning on stopping your studio membership at least 2 weeks in advance.
- Anything left at the studio after two weeks of not payment will be considered as abandoned. Management can throw away or use abandoned items.
- Provide your own towel and/or apron for personal use. Take them home for cleaning.
- Use the studio equipment with kindness. The equipment is for everyone's use and enjoyment, you are responsible for broken or damaged equipment or pieces. Please Ask for help if you

don't know how to operate something.

- Buckets for cleaning and throwing are located at the sink / kiln room on the shelf next to the sink. You can place the back in place after cleaned.
- Please reclaim the remaining clay in the respective bucket located under the sink.
- Large yellow sponges (located above sink) are used to clean table + wheel surfaces.
- If eating in the studio wipe surfaces including floor if necessary.

Please feel free to ask questions if you don't understand any of these rules or studio equipment.

Pottery Wheels

- The studio has 3 electric potter's wheels. You are expected to clean wheel thoroughly after each use.
- Recycle your clay in your shelf space. DO NOT PUT IN SINK.
- Turn OFF wheel when finished.
- Sponge or mop the floor around wheel to leave the space clean for the next person.

Glazes

- Members can use the glaze shelf to place their personal glazes. Make sure to label them clearly with your name. Class glazes will be located in a different shelf.

Glazing In The Studio

- Please use the glazing table, and make sure to wipe off the surface after each use.
- Proper use of glaze is important to prevent the contamination of wet glazes and/or dry materials.
- Glazes must be applied by brushing or pouring.
- Spraying, air brushing, and dusting is not permitted.
- Brushes are for everyone's use. Please make sure to wash them thoroughly after returning them to the proper location.
- Mop the floor if necessary.
- Check your pottery to make sure glazes are wiped off the bottom and ready for the kiln.
- Every glazed piece must be placed on a firing plate or cookie to ensure kiln shelf safety.
- Fired pieces will be placed on shelves accordingly with name. Please leave the proper space on your shelf to place pieces.

Tools and equipment:

- Label your personal tools with permanent marker.
- Only tools marked "Crafty Ppl or CP" are available for everyone's use.
- Class tool boxes are for classes only.
- Make sure to use the sink drain basket at all times to prevent tools from getting in the drain. Do not leave tools or equipment in the sink area.

- If equipment is not used properly, it can be difficult or expensive to fix.
- If any equipment is jammed or broken, please notify studio staff immediately.

Kilns:

Kilns are to be operated by studio staff only.

- The kiln becomes very hot. Do not touch while in operation. Never place objects on top or around the kilns. All kiln usage is monitored and fired under the supervision of studio staff only.
- Do not open the kiln until it is under 200°F.
- Firings will be done each time the shelves are full.
- Each member can fire up to a kiln load per month. Remember that bisque pieces can be stacked. Glazed pieces will take a lot more space in the kiln. Please plan accordingly.
- Kiln temperatures do not exceed Cone 6 (2323°F). We do not fire unknown clay bodies in our kilns.

Remember:

*to load + fire time + cool time = about 3 days
so this is how kiln usage is broken into blocks.
Please be patient and allow the kiln to do its job.*

Safety & Security

- Do not leave valuables in the studio. Crafty Ppl ceramic studio is 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.

- Fire Extinguishers are located behind the front door and in the Kiln room on the top shelf over the sink.
- 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.
- Shoes must be worn in and around the studio.
- Abusive or violent behavior will not be tolerated. Crafty Ppl ceramic 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.



Member Agreement Form

V1 - March 2024

Date: _____

I, _____ agree to the stated practices of Crafty Ppl Ceramic Studio in this agreement. To cooperate in maintaining the studio and following the procedures outlined in this guide.

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

Signature

Contact information:

Address: _____

E-mail: _____ Phone: _____

Emergency contact: _____