



Pottery Wheel and HandBuilding
MEMBERS STUDIO

The Clay Studio

Members Handbook

02.11..2023



Overview

Welcome to **The Clay Studio**. This studio is designed on an open access principle. This means a community of individuals can create when their schedule allows. Official hours are from **6am until 12am** Sunday-Saturday.

We require each member to become familiar with this information in this handbook to ensure **The Clay Studio** runs safely and smoothly. Refer back to it as needed and remember the staff, management, and Jules are here to assist you and make this the best experience possible.


Goal

1. Please sign and return the last page to acknowledge that you have read and understand the policies within.
 - a. This acknowledgment covers the member, billing, and damage policies. The Covid Addendum is separate.

Member Policies

The Clay Studio is built on a community of members having mutual respect for their fellow artisans and the studio environment. Only members are allowed in unless permission has been granted by studio management. Above all we need to ensure the safety of members and protect the equipment and works of everyone. Members are not permitted to bring their own clay unless they have the express consent of studio management.

Please do not handle or touch the work of others. If you accidentally break someone's work, please leave them a note so their missing piece is not a mystery and you take responsibility for your mistake. Although we work tirelessly to minimize damage to any work it is inevitable that in a communal studio there will occasionally be some. Best practices should be adhered to at all times when working in the studio and respecting others is key to a harmonious environment. **The Clay Studio** or its staff are not responsible for your personal belongings nor any work getting damaged, lost or stolen.



We endeavor to keep all of our equipment and facilities in top shape. Please report any misuse of equipment, glazes, sinks, or tools to Jules or Alec. If appropriate, please gently let other studio users know if you see any potential for misuse/cross contamination in the works.

Please enter and exit through the appropriate door. You will need to download the **Prodatakey** app through your phone's app store. We will then send you a key for it. Please exercise good judgment when walking through the Clay Studio, do not interrupt Try-It Classes, or 8 Week Sessions. Info@cafemonet.org will be your best methods of contact if there is not a staff member active inside the Members Studio, or see if Jules or Alec is inside **The Clay Studio**.

Storing Items

Upon signing up each member will be assigned a storage shelf. This shelf will be used to store your works in progress, where your bisque and glaze works will be returned to, and where you can store your labeled tools.


Safety

You are responsible for your safety at the studio. This includes the use of materials, tools and equipment, as well as being aware of what is happening in and around **The Clay Studio**. Please use equipment as it is intended, for example, always use a step stool to reach any shelf, the pottery wheel stools are not designed for this.

- The first aid kit is located to the right of the accessible sink.
- Lights for the studio are located on the wall to the right when you walk in the door and there is a second set by the sink on the right. Please shut these off if you are the last person in the studio at night.
- There is no smoking or vaping inside the studio.
- Shoes are required in the studio at all times.
- No firearms allowed on premises, concealed or otherwise.

Clay

All clay used in the Members Studio must be purchased through **The Clay Studio** or you must have received permission from studio management. Your membership comes with 25lbs of clay a month. You have the choice of 3 different clay bodies and may change which you receive each month.



We stock Buffalo Wallow, a light red clay with a slight sand texture and Cinco Blanco, a light porcelain like texture and color and a Cone 5 Porcelain. All three of these are good for wheel throwing and handbuilding.

If you need more than 25lbs, you may purchase more on our website or in person.

Marking Artwork

Each piece of clay work must have the members signature on the bottom or side if appropriate. You may sign your pieces or use your own stamps, but your shelf number must be on your pieces.

Unmarked or illegible work will be placed on the community shelf and discarded if not claimed within 14 days of bisque firing.

Please do not leave work on bats. Instead transfer them to wareboards and place them on your shelf. This preserves the life of bats and conserves shelf-space.

Bisque Firing

Bisque firing frequency is based on the volume of work available to fill a kiln load.


- Place dry work on the appropriate shelf for firing.
- Fired work will be placed back on your shelf

If it is not marked, or illegible, it will be placed on the community shelf for 14 days from the date it was removed from the kiln. If you find yourself missing a piece, check here.

Glaze

Use only the glazes provided by the studio unless you have received prior permission. Please do not try to thin the glazes, we are looking for a specific viscosity and adding water can create issues. Please inform a staff member if there is a problem, if you cannot find anyone, leave a note, also do this if glaze buckets are running too low.

- Wait for a glaze layer to dry completely before dipping a second layer. This avoids contaminating the glazes!
- Do not glaze the bottom ¼" of your pot
- Wipe clean any waxed areas of glaze.



Clean up the glaze area when finished.

- Rinse all brushes, bowls, stirrers and put them back in the appropriate storage areas.
- Make sure glaze lids match the containers, buckets, and pint jars.
- Wipe down table tops

Pieces that the kiln loader deems unsafe will be placed on the “Oops Shelf”. Please check this periodically if you find yourself missing a piece.

Glaze Drips


Drips happen! Make sure the bottom of your piece is clean. Make sure your glaze is not too thick on the bottom half of your pieces.

If your piece drips or sticks to a cookie and or a kiln shelf, management will assess the damage and make sure your piece is safe to handle. **A grinding fee or replacement fee may be charged for the damaged shelf.**

Cleaning

It is the responsibility of members to clean up any areas, equipment, and tools that they have used. The floor around your work area must also be cleaned. Cleaning must be done with wet sponges or mops. Sweeping of dried clay causes dust to become airborne for hours. Only sweep up clay trimmings from the floor while they are still moist, otherwise the studio has a shop vacuum for trimming clean up. Members' shelves are to be wiped down periodically as well. Sanding of pieces must be done outside of the studio, we do not recommend doing this alone at night, please plan accordingly.


- Wheels must be turned off before cleaning.
 - The wheel head, pan, and floor must be clean of water and clay slurry.
 - All bats must be clean and returned to storage.
 - Strain clay chunks into appropriate reclaim buckets. Pour water only down sinks with clay traps.

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- Slab Roller
 - Always use canvas on both sides of the clay between rollers. There are two sets of canvas for brown and white clay. Please use the appropriate set for your clay body
 - Make sure the canvas is scraped on both sides if needed after you are done.
 - Wipe the canvas down with a damp sponge
 - Wedge Boards/ Tables
 - Please use the correct wedging board for the type of clay you are using. They will be labeled, if the label falls off let us know and look at the color of the board before using it.
 - Gently scrape the canvas clean if the clay is wet and use a damp sponge to wipe it fully clean on the tables.

Billing

Our membership is \$285/month and is available for purchase on our website. We will charge your card every month until you notify us you would like to cancel your membership with us.

- If you choose to pay for the entire year up front you will receive a 15% discount on the total.
- You may cancel your membership with **30 days written notice** via email to Info@cafemonet.org. If you fail to give 30 days notice, 50% of the following month's fee will be assessed.
 - If you decide to discontinue your membership, you will have 10 days to remove your pottery and belongings once your last month is up. We will donate your work after the 10 day period.
- You may also "pause" your membership for a weekly fee less than the actual membership. This will hold your shelf spot with your tools. This is \$25 per 7 days absence.
 - If you decide to pause your membership all pottery must be finished (pots should be bisque fired at minimum to prevent excess dust) or recycled 10 days after the pause is enacted.
- There are no refunds on month to month contracts.
- Refunds on annual contracts will be discussed with management on a case by case basis.



In order to ensure that we do not take on more members than we can serve, we will limit the number of members we add every month.

In the event of studio block out time, it will not be possible to provide any additional studio time in the future or to provide any refunds. When able, we will give as much notice as possible via text, or email.

Additional Benefits

Access to our Marketplace includes the ability to display items in **The Clay Studio MarketPlace** for a 75/25 split. Items to be displayed will have final approval by studio management.

You will have a place in any Ceramic Showcase Events we have, such as a Holiday Showcase and Spring Showcase.

You get a 10% discount on any non-member workshops or classes.



Acknowledgement

Please print from this page until the end and bring it to your orientation.

I. Member Policies

We reserve the right to deny membership to anyone that does not meet our community vision and expectations. We do not discriminate on the basis of sex/gender identity, race, religious beliefs, class, or disability.

We will evaluate everyone's membership every three months and we reserve the right to terminate your membership at any time.

As a member of **The Clay Studio**, I am aware of the risk of my participation. The risks are physical injury associated with working around studio tools and equipment and possible injury from working in the ceramic studio with clay. I agree to indemnify and hold harmless **The Clay Studio**, its owner, employees, volunteers, members and representatives from any and all claims, demands, actions and costs which might arise out of my participation and working in **The Clay Studio**.

I have read and understood all the information provided. If I do not understand, I know that I can contact Info@cafemonet.org or 512-892-3200 during operating hours. Those are Tuesday- Saturday 11am-7pm and Sunday 1pm-7pm.

II. Damage Policy

If equipment is damaged due to your negligence or misuse, you are responsible for the damages incurred, i.e. over glazing a piece and it dripping onto the kiln shelf can result in a grinding fee. Extreme cases can result in having to replace a kiln shelf. You will be notified if such incidents occur.



III. Billing Policy

I have read the billing section of the handbook, and have done one of the following options:

_____ I made an account on the website, paid for the initial month, and left a credit card on file in the account. I give **The Clay Studio** permission to charge my card monthly until said permission is revoked with proper notification.

_____ I paid for the initial month subscription and would like you to contact me to provide you with a credit card to charge monthly.

_____ I paid for an annual membership. Please contact me before the year is up regarding renewal.

Signature

Date

Printed Name

Email

Phone Number



COVID/ Infectious Disease Addendum

I agree to abide by the following COVID-19 and Infectious Disease policies, and I understand that if I refuse to abide by any of these policies, I will not be allowed access to the studio. I understand that **The Clay Studio** has taken strategic steps since reopening with Covid protocols in place for the protection of our customers and our staff. We will continue this careful deliberation as we move through the present day into the future.

I will not hold **The Clay Studio** responsible for health or financial harm as it relates to Covid-19 or any other diseases I may contract while in the studio.

During Studio usage I agree to:

- Clean up after myself and my pieces to ensure no contamination or infection may spread.

I agree to not visit the studio and email if:

- I have had close contact (defined as closer than 6 feet for 15 minutes over a 24 hour period) exposure to someone in the past 15 days.
 - If fully vaccinated, I will not return until I have a negative test, to the respective infection, taken between days 5-9 preferably.
- I have a positive test and was in the studio next to someone that would define them as a close contact

****In the case I was diagnosed with COVID-19 or another infectious disease, I may not return to the studio until all three of the following criteria are met:**

- at least 3 days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications)
- and have had improvement in symptoms.
- and at least 10 days have passed since symptoms first appeared.

I understand that:

- I will not be provided with a refund of fees if I accept and sign this agreement but refuse to abide by them and am asked to leave the studio.
- The Clay Studio reserves the right to adjust this policy as it sees fit based on guidance from the CDC, Austin Public Health, and evidence based research.

Signature

Date