

Studio Access Agreement v6/2020

This agreement is with Tallahassee Clay Arts and _____

Phone: _____ Email: _____

Address: _____

Emergency Contact: _____

Employment/School: _____

Your studio time will be a ____ month duration from _____ to _____
_____ \$100/month _____ \$225/3 month

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Tallahassee Clay Arts provides a fully equipped ceramic studio for individuals to advance their own art practice. Each person with full access will become a part of trusted community. Your highest level of integrity and community mindedness is expected. The environment while you are here should be similar to a library. It's ok to have lively conversations or play your music, but be considerate of others who prefer their own company and want to focus on their work. If there are problems with equipment or glazes, please report it to me. I am always happy to share my knowledge and hope we can all encourage each other in our artistry.

The following are more specific rules that I like to everyone to follow:

Access

The studio is available every day from 9 am to 9 pm but will not be staffed the entire time. Open studio and other classes will have specific hours with an instructor present.

While in the studio:

- You may keep doors locked.
- If someone is dropping off work or has a question, tell them to call me. You are not obliged to let them in the building or help, but do be courteous.
- When there is an ongoing class, you can work quietly in another room.
- Access is for those who pay their monthly fees or are attending a class. No guests without prior approval.
- Access code to front door will only be given to a few individuals. If you have the code, do not give it to anyone else. Codes will be changed from time to time.
- Staying beyond the end time is not allowed unless you have prior approval. Be prepared to have at least 30 minutes to cleanup so you can leave by 9 pm.
- If you leave and no one else is in the studio, please turn off all lights, air conditioners, fans, and heaters. Close all open windows. Lock both front and back doors.

Firing

- Kilns will be loaded and unloaded by Sue or designated studio tech. Kiln rooms are "off limits."
- Work will be bisque to cone 05 and glazed fired to cone 5/6. Low fired clays will not be used in the studio to avoid the risk of mistaking them for higher fired clays.

- Clay must be purchased from Tallahassee Clay Arts. Work made with clay not bought from Tallahassee Clay Arts will be fired at my discretion.
- Work will be fired when the kiln is full. Depending on activity in the studio, this could be 1 to 3 weeks.
- There are no guarantees in ceramics. Tallahassee Clay Arts will not replace or be held liable for work that breaks, gets misfired or is damaged.

While in the studio

- Have a self-directed studio practice. You must be engaged in your own projects which require limited guidance or instruction from me.
- It is understood that you are experienced in ceramics and know how to correctly use materials. If you misuse materials and there is damage to the kiln or other work, you will be responsible to clean shelves or pay for replacements.
- Clean up completely after each session. **“Leave it better than you found it”**
 - Ongoing work should be placed on the appropriate shelves. Place work as far back as possible to make room for others. Leave tall shelves for large work.
 - Completely wipe down wheels and table tops with damp cloth. Microfiber cloths work best.
 - Leave bats in drying racks. Hang wet towels and rags on outside line.
 - Pour slop in reclaim garbage can located outside on deck. Place clay scraps in reclaim buckets located in hand building room.
 - **Do not rinse clay or glaze down sinks.** This will eventually clog the plumbing. Use bucket to rinse all your tools and pour dirty water outside.
 - Rinse glaze brushes in a water container. Reclaim glaze by decanting water and pouring settled material into glaze dreg bucket. Wash brushes with soap and allow to dry upright in canister.
 - Sweep, vacuum or mop floor in area of use after each session.
 - Do not leave work on bats. Move work to ware boards.
 - Wipe drips off glaze jars and buckets. Keep lids free of material – especially around seal.
- Keep all your personal tools and supplies in assigned caddy. It’s a good idea to label your tools just in case they wander away.
- Bring your own aprons and towels. Label them so they can find their way home.
- No eating in the studio. Drinks are ok. Enjoy food on the picnic tables or front porch. All food waste should be thrown in outside garbage cans. Drinking bottles and cans can be placed in recycling box.
- Put your name on your clay bags and keep in boxes on lower shelves.
- You are welcome to reclaim your own clay by using plaster bats and setting them up outside. The pug mill is for recycling large amounts of clay (200# or more). You will need training to use pug mill.
- **Take completed work home.**
- Any items left in the studio after your last day will be available for pickup up to 30 days. Abandoned items will magically disappear.
- You can park anywhere in front of the studio or in the parking area but please do not block Real Paella. If you are going to be leaving after dark, park in front of the studio for the best lighting. Try to leave room for others to park near you.

Trust

Trust is an important part of the Tallahassee Clay Art's culture. I will not be policing the studio, but I can often detect if something is not right. Being a member of the studio is a privilege. If you do the following continually, I will ask you to leave with no refund.

- Be under the influence while you are in the studio.
- Take tools or "borrow" them without asking.
- Take materials without asking.
- Be dishonest.
- Harass or disrespect others.
- Leave without cleaning / putting things away properly.
- Use the studio after hours without consent.
- Give the door code to others.
- Bring guests to studio without asking.

COVID 19 Considerations

By being in the studio you attest that you have not been exposed recently to someone with COVID, have a fever or feel you may spread the virus. Until circumstances change, you agree to the following:

- Wash or sanitize hands when you arrive and when you leave the studio.
- Wear a mask during your time in the studio.
- Spray tools and surfaces with isopropyl alcohol or wash with soap and water.
- Text me that you are coming and estimate the time you plan to stay. This helps me keep the total number of people under 5.

I agree to all the above:

Signature

Date

Photocopy of Driver's License