



STUDIO POLICIES

*Alterations unique to the North Studio can be found below.**

If you have any questions please reach out to info@seansclaycorner.com

STAFF HOURS

1 PM - 9 PM Monday - Thursday

1 PM - 6 PM Friday

10 AM - 6 PM Saturday - Sunday

MEMBER ACCESS

8 AM to 11 PM everyday

MEMBERSHIP FEES & POLICIES

- Withdrawing from a class within 48 hours or missing a class will result in a \$10 fee. *There are no exceptions.*
 - *Missing the 1st class in a class series will result in a \$40 charge, \$10 for each of the classes that you are now missing.*
- Memberships can be paused with 3-weeks notice. There will be no exceptions to this policy.
 - *Reminder - Memberships always start and end with the calendar month.*
- Membership cancellations will be accompanied by an email from Gymmaster. Holds will appear on your portal.
- Pause requests must be accompanied by a firm return date. This date is changeable up to 3-weeks prior to your return.
- After submitting a hold, please confirm that your portal shows that hold as upcoming.
 - *For example, if you would like to leave the studio for September we need to know by August 10 and you must indicate a clear return month. That return month can be changed up to 3-weeks before!*

ETIQUETTE

- Please do not touch other people's work.
- If you accidentally break another person's piece, please leave a note! It is okay, accidents happen, but own up to it.
- Leave the space like you would like to find it.

CLEAN UP AFTER YOURSELF

- Clean your workspace thoroughly.
- Sweep up any trimmings you get on the floor! The dust pan is hanging by the sink.
- Mop the floor around where you worked.
- Clean any tools you used, and return them to the communal tool area.

DISPOSE OF CLAY PROPERLY

- Wet clay can be reclaimed* or go into the sink.
- Dry clay, (*trimmings, handles, etc.*), goes into buckets below or by the sink.
- Fired clay can be tossed into buckets by the trash cans.
- Please do not dispose of clay into the bagged trash can.

*RECLAIM

Our studio is experimenting with a few methods to recycle clay. As a member you have a few options:

- If you are interested in reclaiming your own clay we offer additional storage space for this purpose. We charge \$25 quarterly for the extra space and provide you with a black bucket to store your clay slop/trimmings/etc.
- If you would like to donate your clay for our studio reclaim, we have buckets located by the sink in the south studio that are allocated for both dark and light clay bodies, as well as both wet and dry clay. The clay is recycled and used for our non-profit programming (Open House, fundraiser pots, etc.)

GLAZING

- Close and return any glaze buckets to where they go.
- Do not leave any pieces out to dry on the tables. Use the shelves for in process glazing, your cubby, or the wareroom shelves.
- Wipe all surfaces and tools after you have used them.

GREENWARE STORAGE

- Please label your ware boards with your name! Unnamed boards may be thrown away without warning.
- Please clean and return empty boards to the stack by the tool table.
- Remember to check on your work when you come into the studio!

FIRING POLICY

- Members can typically expect a 1-week turn around on firing.
- We do our best to load work by the order it was put on the shelf.
- We try to load work equally, if your work takes up more than half a shelf in the kiln then priority will be given to other members.
- Work is loaded into the kiln exactly as it is put onto the shelf. Please do not stack your pieces on the shelf unless you want them stacked in the kiln.
- Large pieces or a large quantity of pieces may take longer than a week to fire.
- Fired work shelves are routinely sorted and works will be tossed if they sit on the shelf for >1 month.

WORK EXPECTATIONS

- The Clay Corner is not a production studio.
- High volumes of work will be fired after everyone else's pots. If you are filling entire kilns by yourself then you will be asked to slow down, as the kiln can only fire so often.
- The studio is a place to grow and explore the art of pottery, not a place to churn out work.

COMMUNITY DIVERSITY AND ACCEPTANCE PLEDGE

Our studio is committed to providing a safe and welcoming space for everyone interested in clay. The studio operates a diversity program that provides financial aid for people otherwise unable to access our studio.

Participation in that program is anonymous, but we will not tolerate any judgement, negative comments, or ill-will towards fellow clay artists based on the assumption that they participate in the program or not. We all have our struggles and finding peace in clay is what provides healing to us all.

If you experience judgement or see a member being negative do not hesitate to let our team know.

Find passion in art, love your fellow artists.

COMMUNITY ATMOSPHERE EXPECTATIONS

- Pets are not allowed in the studio.
 - Service animals are okay, or if you are just popping in to grab something.
 - Not everyone is comfortable around dogs. It has nothing to do with your dog. They may be allergic or have past negative experiences. Please be respectful of this preference.
- No phone calls.
 - Please take calls outside. A short call is fine, but please be respectful of the people around you.
- Keep personal scents and perfumes to a minimum.
 - Some people are scent sensitive and any strong scent can be uncomfortable or cause headaches.
- South Studio - Use headphones.
 - The studio may sometimes feel eerily quiet, but some people like it that way. Plus, not everyone might like your music tastes.
- North Studio - Use of speakers are permitted, please be conscious of noise level and music tastes of those around you.
 - Some people like music and some don't. The benefit of having two studio spaces is the ability to have varying policies.

CUBBIES

- Every member is given a cubby to store clay and personal materials. Please do not store these anywhere else in the studio.
- Cubbies must be labeled with your first and last name.
- We retain the right to clean your cubby, relocate your cubby, or pack-up your cubby if you leave things post-membership. *Errors do occur and your cubby may be packed accidentally if we confuse your membership status.*
- Personal items and unlabeled work/tools that are stored outside of your cubby may be thrown away without notice.
- Cubbies are for active members only. If you take a break in your membership then please clean out your cubby. You will probably not be able to get the same one when you return.

OUTSIDE MATERIALS POLICY

- Please check in with a staff member before using clay and other materials purchased outside of our studio.
- We allow the use of outside glazes and decorating materials but we **STRONGLY** suggest inquiring about the product prior to purchasing. Just shoot an email asking about it.
- All materials must be acceptable for mid-range firing, cone 4-6.
 - *Cone 06-04 is NOT the same thing as Cone 4-6*

NORTH STUDIO ALTERATIONS

- Kiln turn around time may take up to 10 days.
- Classes are not included with membership and South studio access is limited to material purchasing, extruder, and slab roller use.
- Classes can be added on on in increments of 30 days. (Not limited to calendar month).

HOW DOES THE NORTH STUDIO CLASS ADD-ON WORK?

- If you have a North Level Membership then you need the Class Add-on Membership to take classes in the South building.
- You can purchase that on your member portal.
- The cost is \$124/ thirty days and essentially upgrades your membership to the South Level for the duration.
- The start date can be any day, it doesn't have to be the 1st of the month, and lasts for 30 days.
- Additional Details:
 - If your North Level membership ends at the ends before the 30 days are up, then you can't take classes or use the add-on in any way after your regular membership ends.
 - If you sign up for a class series that goes past the 30 day mark, I/Staff will automatically renew the Add-on so that it encompasses the entire class series.

MEMBERSHIP EXPIRATION & RENEWAL

- Membership management can be done on your member portal – <https://www.seansclaycorner.com/member-portal>
 - You do NOT need to sign up. Your login is your email. Click “Forgot Password?” link to create your password.
- There will be NO exceptions when it comes to finishing up work after your membership expires. Finished means bisqued, glazed, and on the shelf ready to go into the glaze kiln.
- It is your responsibility to get pieces in the kiln with enough time to glaze before the end of the month.
- Glazed, fired, and finished pieces can be picked up after the month is over.
- General membership availability as listed on my website is for NEW MEMBERS ONLY. Renewing members have priority for membership signup.
- Mid-way through the last month of your membership you will get an email from us about renewing. Space is always saved for renewing members, so don't worry about it until you get that email!