The Clay Corner Studio Policies

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

Open Hours –

8 am to 11 pm - 7 days a week.

<u>Membership Fees and Policies –</u>

- 1. Withdrawing from a class within 48 hours or missing a class will result in a \$10 fee. *There are no exceptions.*
- 2. Memberships can be paused with 3-weeks notice. There will be no exceptions to this policy.
- 3. Membership Cancelations will be accompanied by an email from Gymmaster. Holds will appear on your portal.
- 4. Pause requests must be accompanied by a firm return date. This date is changeable up to 3-weeks prior to your return.
- 5. 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 I need to know by August 10th and you must indicate a clear return month. That return month can be changed up to 3-weeks before!

<u>Etiquette –</u>

- 1. Do not touch another person's work.
- 2. If you accidentally break another person's piece leave a note! It is okay, accidents happen, but own up to it.
- 3. Leave the space like you would like to find it.

<u>Clean up after yourself –</u>

- 1. Clean the wheel you were using thoroughly.
- 2. Spot sweep any trimmings you got on the floor! The dust pan is hanging by sink.
- 3. Clean any tools you dirtied.
- 4. Wipe down any table/surface you used including the floor.
- 5. Put everything back where it goes! Everything has a place, put it there.

<u>Dispose of Clay Properly –</u>

- 1. Slop goes in the sink to the side.
- 2. Dry clay, (trimmings, handles, etc.), goes in the open buckets.
- 3. Any fired garbage pieces go in the buckets labelled "Fired Clay" by the trash cans.
- 4. No clay in the bagged trash can.

Glazing –

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

Wareroom -

- 1. Label your boards with your name!!! Unnamed boards may be thrown away without warning.
- 2. If you empty a board take it off the shelf, clean it, and return it to the stack by the tool table.
- 3. Always check all your work when you come into the studio. Do not forget about your work.

Firing Policy -

- Typically, you can expect a 1-week turn around on firing, but depending on how full the shelf is when you place your work there will give you a good idea of about how long it will take.
- 2. Pieces will always be loaded by order they were put on the shelf. First one the shelf, first in the kiln.
- 3. I will always try to load peoples work evenly, if your work takes up more than half a shelf in the kiln then priority will be given to other students.
- 4. Work is always loaded into the kiln exactly as it is put onto the shelf. So, don't stack your pieces on the shelf unless you want them stacked in the kiln.
- 5. Large pieces or a large quantity of pieces may take longer.

Work expectations –

- 1. The Clay Corner is not a production studio.
- 2. High volume 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.
- 3. The studio is a place to grow and explore the art of pottery, not a place to churn out work.

<u>Community Diversity and Acceptance</u> <u>Pledge</u>

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 who struggle with the finances to attend the studio normally.

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 Sean know.

Find passion in art, love your fellow artists.

<u>Community Atmosphere Expectation –</u>

1. Pets/ Dogs are not allowed in the studio.

- a. Service animals are okay, or if you are just popping into grab something.
- b. 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.
- 2. No phone calls.
 - a. Please take calls outside. A short call is fine, but please be respectful of the people around you.
- 3. Keep personal scents and perfumes to a minimum.
 - a. Some people are scent sensitive and any strong scent can be uncomfortable or cause headaches.
- 4. South Studio Use headphones.
 - a. The studio may sometimes feel eerily quiet, but some people like it that way. Plus, not everyone might like your music tastes.
- 5. North Studio Use of speakers are permitted, please be conscious of noise level and music tastes of those around you.
 - a. Some people like music and some don't. The benefit of having two studio spaces in the ability to have varying policies.

<u>Personal Cubby Space Policy –</u>

- 1. Every member is given a cubby to store clay and personal materials. Clay and personal materials are not to be stored anywhere else in the studio.
- 2. Cubbies must be labelled with your full first and last name.
- 3. 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.*
- 4. Personal items that are stored outside of your cubby may be thrown away without notice.
- 5. 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.

<u>Outside Materials Policy –</u>

We do not allow use of clays that are not sold at the studio without prior permission.

We do 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.

<u>Membership Expiration and Renewing –</u>

- 1. Membership management can be done on your member portal https://www.seansclaycorner.com/member-portal
 - a. You do NOT need to sign up. Your log-in is your email and if you haven't set-up a password yet then use the "Forgot Password?" link to set one.
- 2. 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.
- 3. It is your responsibility to get pieces in the kiln with enough time to glaze before the end of the month.
- 4. Glazed, fired, and finish pieces can be picked up after the month is over.
- 5. General membership availability as listed on my website is for NEW MEMBERS ONLY. So not you. © Renewing member's always have priority for membership signup.
- 6. Mid-way through your last month of membership you will get an email from me about renewing. Space is always saved for renewing members, so don't worry about it until you get that email!