

# **Studio Guidelines and Protocols**

## **HG & A, LLC. d.b.a. White Rock Pottery**

### **General**

White Rock Pottery (“WRP” or “studio”) contains potters of varying levels of experience and knowledge. We encourage sharing and trying new methods. Above all, however, we need to ensure the safety of all and to protect the equipment and the works of others. Any use of outside materials must be approved, in advance, by White Rock Pottery management.

Only artists who have formal education in ceramics will be allowed membership in the studio. You need to be able to work independently without instruction. Membership is strictly at the discretion of WRP management and can be cancelled at any time. Only members are allowed to be in the studio.

You are expected to follow these guidelines and protocols, which maximize our members' freedom to create while ensuring that this flexibility does not intrude on other members' positive experience at White Rock Pottery.

All studio memberships include the following:

- 24-hour, 7-day-a-week access to the main studio and equipment so you can come and go at your convenience.
- Use of our Cone 6 glazes.
- Use of the equipment and worktables provided in the studio.

Not Included in Your Membership (and will be charged in addition to the monthly membership fee):

- Cost of clay
- Cost of firing
- Commercial glazes, which are available for purchase
- Small tools, bats, towels, sponges and other accessory items you may require

Parking is available behind the building. Please do not park in front of other tenant spaces.

If there is anything you don't understand, including these guidelines, please ask a studio employee for clarification.

### **Studio Hours**

- Currently the studio operates on a friendly open door policy. The studio is available 24/7. There is a security system and security cameras for your safety. Each member will be provided with a key and a security access code. If you lose your key, you will be charged \$50 for a replacement.
- The studio may be closed at times for deep cleaning. We will endeavor to provide at least 2 weeks advance notice.

## Studio Etiquette

- Please be respectful of others' work. Do not touch or handle other individuals' work unless you have received permission to do so. If pots on greenware shelves (ready to bisque) or glazed shelves (ready for glaze firing) need to be moved, enlist a studio employee to move other people's work.
- Food and drink is to be consumed in the office area only. Please clean up after yourself and wipe down any surfaces as needed. Any studio dishes are to be washed with the detergent in the studio bathroom sink; no solid items in sink, please.
- Coffee and condiments are for everyone. Food should not be left overnight in the refrigerator. The refrigerator will be emptied daily.
- Alcohol should not be consumed on the premise.
- No smoking or vaping on the premises.
- No pets are allowed inside any of the studio spaces.
- No one under 18 is allowed in the studio.
- No fire arms, concealed or otherwise.
- Members are not allowed to conduct classes or workshops in the studio.
- You must respect other members' work, time and space. This means allowing others to work without interruption. Conversation is encouraged to take place in the office area so you won't disturb someone working.
- If other members are present, please refrain from playing music unless agreed with the other members, or you are using headphones.
- Cell phone conversations are prohibited in the working area of the studio. You may answer your phone, but then move to the office area or outside for your conversation.

## Clay, Glaze and Firing

### **Clay:**

- **All clay used in the studio must be purchased from WRP.** WRP provides deeply discounted clay for its members only. This clay is not to be used in other studios.
- The studio stocks a variety of midrange fire (Cone 6) clays. Each bag must be clearly labeled with the clay name (e.g. TMix), C/6, and user's name.

### **Marking work:**

- All work is to be clearly signed or marked before it makes its way to the shelf for bisque firing. This will help the kiln loaders identify the maker if they have any questions. Any unmarked work will be placed on the 'Unmarked' area of the shelves and will not be fired.

### **Glazes:**

- The kiln loaders are handling everyone's works and must know what they are dealing with for their safety and the safety of everyone's works. Use only the glazes provided by the studio, or

obtain approval from WRP management and guarantee that the glazes you use can be safely fired to cone 6.

- Any items the kiln loader deems as 'unsafe' to fire will not be fired.
- No glaze on bottom ¼ inch of pot
- Clean off any outer waxed areas of all glaze material.
- Always thoroughly wipe the bottom of your pots with a clean damp sponge before placing on the 'to be glaze fired' shelves.

#### **Damages:**

- Drips happen, but you can prevent it! To avoid this inconvenient embarrassment, make sure your pieces have clean bottoms and the glaze isn't too thick on the lower half.
- If your piece drips or sticks to a kiln shelf, a studio manager will assess the damage and make sure your piece is safe to handle, and whether the shelf will need to be replaced.
- You may, occasionally, place a bisque tile under your work for the shelf's protection. This is not an acceptable method to handle poor glazing as it creates additional effort for the kiln loaders. Do not apply oxides, stains, etc. on the bottom of your work as that can stain the shelves.
- If the clay body you use "melts down", you are charged a minimum of \$50 for the damage to the kiln shelf. This is easily avoided: if you are unsure of a clay body's cone rating, do not use it. Remember, clay is cheap.

#### **Firing:**

- A fee of \$20 per 25 pound bag of clay will be assessed to cover the cost of bisque and glaze firings. This fee is lower than many studios and is being assessed to avoid the added complications of measuring and tracking the cubic inches of each piece prior to bisque firing.
- Anything larger than 12" in any dimension will be subject to additional firing charges

#### **Firing Risks:**

- You understand that there are inherent risks for having your work fired.
- You will not hold WRP financially responsible for any damages to your work.
- You will pay the firing charges for all work that you have fired regardless of the fired results, including damaged work.

#### **Pick-up of Work:**

- We request that you pick up your work (both bisque and finished) in a timely manner (preferably within a week). If you do not pick up your pieces within 30 days from the date they are finished, they become the property of WRP and may be discarded.

### **Dust, Safety, and Cleaning**

- It is a paramount goal of the studio to control the amount of dust in the studio. The dust of clay bodies and some glaze materials can be respiratory irritants. Repeated, prolonged exposure to silica dust, due to its small size, can lead to long-term health problems.
- It is the responsibility of all users 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. User's shelves are to be cleaned periodically.

- Any sanding, grinding, etc., must be done outside of the studio space, away from other work.
- Shoes are to be worn at all time at the studio.
- Only studio personnel are allowed to touch the kilns. Do not place any objects near a kiln.

#### **Cleaning "How-to's":**

- The basic rule of cleaning is to leave the space cleaner than you found it.
- Do not put any clay down the drains
- Tables are to be cleaned after each use. Use a scraper and sponge rather than a brush, to reduce dust. Don't scrape onto the floor; either collect and recycle your clay scraps or throw them in the trash.
- Do not use the tables as your storage area for work in progress. There are boards and canvas specified for red or white clay; please respect these distinctions.
- Always wipe the clay from the faucet and handles. Do not leave objects in the sink.
- Be aware of clay and glaze you have dropped onto the floor and clean it up before you leave. This goes for around the wheels as well as the tables.
- Any clay scraps that are not going to be wedged and re-used should be placed in the bucket by the sink.
- Dismantle and clean the slop trays on the wheels when you are done throwing. Sponge off the wheel and clean the surrounding floor.
- There are canvases under the slab roller marked for white or colored clays. Always use protective canvases with the roller. Wipe off any clay that gets on the handles or rollers.
- When you leave, be sure that the lights are off and the water is not dripping. During winter months, set the thermostat to 55 degrees and during the summer months set the thermostat to 85 degrees. Close the doors to the main studio room. Arm the alarm and lock the outside door.

#### **Billing**

- White Rock Pottery will bill membership fees on a monthly basis with payment due on the first day of the month. Charges for clay, firing fees, commercial glazes, etc. will be paid when purchased.
- If you join during the middle of a month, your first month will be a prorated amount and is due at the time of signing up.
- A member can cancel membership at WRP at any time for any reason. WRP will automatically renew your membership if you fail to notify the studio of cancellation. You understand that to cancel your membership at White Rock Pottery you must:
  - Provide 30-day advance written notice.
  - Turn in my key prior to the end of my 30-day notice period.

- Clean off my shelf of all materials prior to the end of my 30-day notice period. Any materials left will become the property of WRP.
- Cancellation or Termination of Membership by WRP: You understand that membership is a privilege, and WRP has the right to terminate your membership at will. WRP is not responsible to refund or pro-rate any prepaid membership fees. All items left at WRP will become the property of WRP. WRP will cancel your membership if:
  - You repeatedly break the guidelines and protocols established by WRP.
  - You are disrespectful toward other members, their artwork, or their privacy.
  - If you come to WRP under the influence of alcohol or other drugs.
  - If you bring or consume alcohol on the premise of WRP without the consent of WRP Management.
  - If you bring or use illegal drugs on the WRP premises.
  - If you touch the electric kilns without permission from WRP Management.
  - If you do not pay your account balance in a timely manner.
- If you want to purchase clay or glazes, please speak with a studio staff member, or make the purchase and pay for the items on the website ([whiterockpottery.com](http://whiterockpottery.com)) and note what you have purchased on the log sheets in the office.

These guidelines, protocols, pricing and methods of operating are subject to revision at any time without advance notice. I understand these can change, and I agree to follow any future revisions.