



## RULES FOR CERAMICS MEMBERS

### **WHEEL SIGN UP**

- To reserve a wheel, sign-up with your name, start and end time on the printed calendar hanging on the wall. Note: if you arrive after 15 minutes of your start time your wheel may be taken by someone else.
- If the studio is busy and many people want to use the wheel, please limit your use to a maximum of 3 hours at a time to be considerate of other members.
- Wheel sign-up 3 strike policy: A strike counts as any change to your wheel time within a 24 hour period of your start time. After 3 strikes you will no longer be able to reserve wheels ahead of time for the remainder of your membership and will only be able to use the wheels if one becomes free or is free when you are in the space.

### **KILN USE**

- Firing is calculated per person (no combining multiple people's work as one amount) and must be paid upon pick-up. Everything on the shelves will be fired given that it is totally dry and clear of glaze on the bottom and there is room for it. Priority is given to members when loading the kiln and all non-member work is loaded after. To make loading run smoothly, everything that is ready to be fired must be on the shelf by 3pm to be considered for the firing. If you have pieces that are complete but you do not want them fired, keep them on your shelf until you are ready.
- The Shop is not responsible for a piece cracking, breaking, blistering, exploding or any other type of unsatisfactory result. Any damage to the kiln furniture, including shelving or posts, due to misuse of glazes/clay will be the responsibility of the maker and a replacement fee will apply.

### **CLEAN UP/TIME**

- The Shop closes every day at 5pm. Make sure to have your area completely clean, all of your stuff put away and be ready to go by that time. If you have payments to settle up, make sure they are made prior to 5pm.
- Clean up includes rinsing and putting away all tools (all trimming tools, rolling pins, sponges, paint brushes, etc.), wiping down your work area with a wet sponge/rag, mopping the area under your workstation if required and making sure all of your items are either on your shelf or on the shelves in the kiln room if they are ready to be fired.

### **CLAY DUST:**

Dust from all clay, it does not matter which type, contains free silica that is too fine and heavy to be expelled from the lungs. Over time this can cause silicosis if breathed often enough. While this may sound scary, there are a few things that can be done to prevent this from being an issue:

1. WET-WIPING: Wet-wipe surfaces rather than sweeping / brushing. Use the rags/ large sponges (new!) to prevent the small sponges from crumbling.

2. MOPPING: If you make a large mess on the floor (wet or dry) please use the mop by the sink to clean up.

\*\* SPOT CLEANING: 1 + 2 are best done as soon as crumbs appear to prevent them from being walked on and spread around \*\*

3. OPTIONAL: DUST MASKS : there is a supply of masks in the studio are available if wanted. If you do not know where they are, let me know!! This is especially important when dealing with plaster or raw materials/glazes.

4. (VERY) LIMITED SANDING: while sanding is generally prohibited, light sanding over a bowl of water will help the dust from getting airborne.

## **STORAGE**

### **MATERIALS**

Each member is allotted one column of space under the table. Bucket storage is also available if space permits. Make sure to keep the space organized and have all boxes/buckets labelled with your name. If more storage is needed, lockers are available to rent at a rate of \$15+HST for 4 weeks.

### **SHELF SPACE**

Each member receives one shelf during the 4 weeks of membership. Keep your own tools and works in progress here. Pieces unloaded from the kiln will be unloaded onto your shelf, or on the table if there is no room and must be either taken home or placed on your shelf by end of day after unloading. If you do not plan on renewing your membership, please have your shelf & all material cleared out by your last day.

## **VACATION TIME DURING MEMBERSHIP**

If you are planning a vacation that falls during your membership, let us know when you sign-up and we will add on the days (a max of 10 business days/ month) you will be away to the end of your month. Please note that only time off mentioned during membership signup/renewal is eligible for this benefit.