

## NEXT STEP CLAY

### Studio Member Rules/Terms & Membership Agreement

Welcome to a membership at Next Step Clay! The protocols listed below are here to help assist you in the most common questions and procedures you will find in this studio. If you have a question that isn't answered by this document, please reach out to staff for further clarification.

#### Studio Member Rules

- All members are required to label and keep all personal items including tools, clay, in progress and completed pieces, etc. on your assigned shelf or in your designated studio area.
- Studio Member shelf space is assigned by Next Step Clay Studio Staff.
- Shelf space should be kept organized and clutter free.
- All containers must be clearly marked as to its contents.
- Please only keep personal food temporarily on shelf to limit pests.
- Non studio members are not permitted in the studio to create or fire work(they are welcome in the gallery space during gallery hours only. This includes children, and pets).
- No outside clay or glazes are allowed at Next Step Clay Studio. If you need to purchase more clay you can do so on our webpage at [www.nextstepclay.com](http://www.nextstepclay.com) for a 25lb bag(this fee also covers your glazes and kiln firings).
- All studio members are responsible for studio cleanup after use. This includes all equipment, tools, tables, wheels and wedging tables. Frequent failure to clean equipment could constitute removal from the studio.
- Keep clay out of the sinks: put clay scraps for recycling in appropriate buckets to avoid possible clogs.
- Enter and exit the building through designated doors. And always check in and out at the front desk.
- Treat others in the studio with kindness and respect. If there is a conflict please speak to a staff member immediately.
- Members are not permitted to touch, move or handle work that is not their own. This includes larger pieces in the gallery space. Reach out to staff for assistance if there is something in your way, or you would like to see.
- Any work, clay or tools left in the studio 30 days past the last paid month, will be removed from the studio.
- Any equipment damaged by a member must be reported to a staff member. Possible reimbursement may be requested. Failure to report damages could constitute removal from the studio.

#### Equipment Usage and Cleaning Protocols

##### Slab Roller

- Always use canvas/slab paper on both sides of the clay between Rollers. Clay color will be indicated on canvas/paper
  - a. If clay gets on the metal rollers, make sure to clean them off thoroughly before next user.
- Make sure canvas/paper is scraped on both sides if needed after you are done. (Multiple usages will cause over water saturation of canvas or paper causing sticking)

## **Extruder**

- All dies are located next to the extruder. Please don't remove them from the extruders location.
- Clean both the extruder and dies before leaving. Zero clay should be left in the extruder. (When using the extruder, clay should be firm but not too dry. If you are having troubles extruding, use more pliable clay)

## **Pottery Wheels**

- Wheel heads and pans must be cleaned after each use.
- Floor around each wheel must be cleaned of any excess water or clay slurry. (your space is clean when zero streaks of clay are visible on the floor or wheel. This may require multiple washes)
- Wheels must be turned off and unplugged after use.
- Bats are to be cleaned for the next person to use and returned to storage area. (please use a drywall knife to scrape clay, and damp sponge. Do not oversaturate a bat in the sink)

## **Glazes**

- DO NOT Contaminate glazes.
- Wait for a glaze layer to DRY before applying layers. Use smaller cups to paint out of with clean dry brushes.
- Keep track of glaze layers and combinations. Always steer on the side of caution when layering.
- Clean up glaze area when finished. Rinse all brushes, and put back in appropriate drying areas. (you brushes are clean when no visible glaze is left in brushes, and your tables are clean when no streaks are visible. This may take multiple washes)
- Make sure glaze lids match the containers and pint jars.
- Inform staff if the glazes are empty or low.
- Thoroughly wipe down table tops.

## **Additional Equipment**

- Next Step Clay, on top of providing larger equipment, has multiple smaller tools for member and student use. All equipment must be taken care of, and left better than received. We will not tolerate the misuse or damage of equipment. If it becomes a problem, certain tools will lose their community use privileges.

## **Art Work**

Each piece of clay work must have the members name on it, bottom or side if appropriate. Unmarked work is not the responsibility of NEXT STEP CLAY and will be discarded if not claimed.

## **Greenware/Bisque Firing**

- Firing frequency is based on volume of work available to fill a kiln load. We do not fire to

each artists timeline or needs.

- Place dry work on designated greenware shelves for firing.

### **Glaze Firing**

- Firing frequency is based on volume of work available to fill a kiln load. We do not fire based on artist timelines or needs.
- Place glazed work on designated shelves for firing.
- Bottoms of all work must be free of tape and glaze on the sides up to 1/4 inch from the bottom. Work with glaze on the bottom surface or with questionable thickness will not be fired and will be placed on the shelf of shame for all to see.
- If glaze runs and ruins a kiln shelf, the member will be charged for the shelf(around \$50)
- Fired work is placed on marked shelves for pick up.
- Items left on the shelves for 60 days or more will be removed or discarded.

### **Kiln Area**

- Absolutely no student or member are allowed in the kiln area without a staff member present.
- Kilns will be loaded, fired and unloaded by trained staff. Do not touch or open a kiln that is being fired or cooled.
- Firing schedule is managed by designated staff member.

#### **Clay**

- Clay will be available for purchase and you must purchase your clay from Next Step Clay. Bringing in your own clay will result in immediate termination of your membership.
- Clay reclaim area is for designated staff that are trained to use equipment safely. Please do not use mixing/reclaim equipment.
- Next Step Clay offers three clays for purchase at \$45 a bag. Cone 5 B-mix with grog, Cone 5 B-mix smooth, and Cone 5 Speckled Buff.  
(please remember our pricing is based on multiple factors, not just clay)

### **Membership Terms**

#### **Terms**

Full membership payment is due before the 1st of every month. Memberships that remain unpaid by the 1st will expire, resulting in your final month of membership, and will be offered to new members. Payment can be submitted via the website. Failure to pay on time or communicate with the Next Step staff will result in loss of studio access and privileges, as well as disposal of property.

#### **Artist Commitment**

- Next Step Clay membership is for the purpose of creating works of art in clay and being a part of our greater clay community.
- Though the occasional sale is understandable, if members begin to produce work in volumes and frequency of a professional artist Next Step Clay Studio will no longer be

able to support this continued production.

- Next Step Members are responsible for upholding high standards in and around the ceramic studio.
- The studio will be kept clean and professional in appearance.
- The studio is a nonsmoking space.
- Members should be considerate of the studio rules, respect for other artist's personal space and the need to be left alone to produce art.
- Artists are encouraged to participate in studio events, exhibitions, open house opportunities and visiting artist workshops.

#### Studio Commitment

- Next Step Staff, Members, and Students will maintain a professional environment in the studio space.
- Next Step Staff will maintain the facility and equipment so that artists can work in a safe and clean environment.

#### Access to Space

- All Next Step Clay members will have access to the studio 40+ hours a week(these hours should grow as we do), minus major holidays and special dates. Access to the building will be given via a key/code to the building and alarm.

The last staff person to leave the building at any time during the day or night is responsible for securing the building, locking doors and setting the alarm.

- Guests are not allowed in members spaces at any time unless staff is present and aware.
- Guests are not allowed to work with any clay or glazes, or use any of the Next Step Clay equipment.
- Guests are welcome in the gallery space during open hours on Fridays, Saturdays, and Sundays.
- Next Step Clay is not responsible for damage or stolen Items located in the studio.

#### Waiver Clause

- As a member of Next Step Clay Studio, I am aware of the risk of my participation. The risks are physical injury associated with working around studio tools and equipment and possible injury from working in the ceramic studio with clay.
- I agree to indemnify and hold harmless Next Step Clay Studio, its owners, employees, volunteers, members and representatives from any and all claims, demands, actions and costs which might arise out of my participation and working in the Next Step Clay facility.

I, \_\_\_\_\_ have read, understand, and agree to comply with all the policies stated above, as well as all ceramic studio policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please fill out any emergency contact info below(name, relationship, phone number)