



Happy Life Pottery Co-Op Member User Packet

Welcome to the Happy Life Pottery Artists' Co-Op. We are happy you've chosen to join our ceramics community! The following packet has been created for your education and safety.

Open Studio for our members is non-instructed studio time for hand-building, sculptural & wheel work for Co-Op members. Our studio has 8 wheels, slab roller, extruder, glazes, and electric kilns (mid-fire).

To use the studio, it is expected that you are independent and experienced at using the machinery and materials here at the studio. Training is required before you use the slab roller or extruder.

David and Amy Stellato, along with any Happy Life Pottery employees, cannot provide any in-depth instruction during your time working in the studio, but they are available to support your independent work and to train you on procedures and equipment. You will also have the opportunity to participate in a scheduled, once-a-month session with David in which he can provide any special instruction requested and answer questions.

Safety and cleanliness of the studio are priorities for your health and welfare. As a Happy Life Pottery Co-Op member, you commit to the upkeep and preservation of the studio, so please understand that you, and you alone, are responsible for cleaning up after yourself as well as cleaning any equipment that you use. As we are a cooperative, we would also welcome any additional help you are able to offer in regards to keeping the shelves organized, the kitchen clean, the back sink area clean and organized, and soap/supplies restocked.

Additionally, this studio is not intended for production work. A production potter works on a set "line" of work, rather than one-of-a-kind work, and their emphasis is on efficient, high-output production.

As a Co-Op, we ask that you contribute to the studio as you are able. We will offer multiple places of contribution and we hope that you will choose to help in ways that does not become burdensome to you!

Please read this packet in its entirety prior to studio use, sign the "Hold Harmless" form at the end of the packet, and return that page to the studio.



Happy Life Pottery Cooperative (Open Studio) Schedule

These are the usual hours in which you would normally have studio access (but are subject to change based on class scheduling). Additional time is always available between 6-week wheel classes, so please check the website monthly for the actual Studio Access Calendar.

Sunday: 9am-1pm and 5pm-10pm

Monday: 9am-1pm (+ 1-8pm for Hand-Building Only)

Tuesday: 9am-10pm

Wednesday: 9am-5pm

Thursday: 3-10pm

Friday: 9am-5pm

Saturday: 6-10pm

Although these are the days/times in which you can come in and work, **you may come in at ANY time between 9am-10pm (even if a class is going on) to move or check the moisture on your pieces.**

Signing In

Before you start your ceramics activity, please sign in on the designated clipboard.

Using The Studio

Tools

We provide some tools but expect you to mainly provide your own. Label all of your own tools, bats, sponges, shammys, etc. When borrowing, make sure to return ALL tools, equipment, and brushes COMPLETELY CLEANED back to their designated place. No tools, molds/forms, etc. may be taken from David's shelves or cabinet.

Wheel Throwing

Recycled Clay will be available to you for no extra cost. Always leave your wheel clean and place any clay to be recycled in the proper area. Trimming bucket should be put back as well. Do not trim or sand bone dry pieces inside to eliminate clay dust. You may use studio bats to create any work that does not need to be stored on a bat. The studio bats should be completely cleaned (front and back) and dried horizontally (on end) before being returned to the shelves.



Storage of Drying Projects

If you create pieces that are too large to be removed from the bat before you leave the studio, please use one of your own bats labeled with your name (you can purchase from us) and limit yourself to two of these items (pieces stored on bats take up a lot of space!).

If you have smaller pieces that can be removed from the bat for drying, we can show you how to use pot lifters to move your pieces. Try to use “ware” boards (small pieces of wood available in the studio) that are not much bigger than your piece(s) when you put them on the drying shelves so that we can fit as many pieces as possible on the shelves.

Use a small piece of paper to write your name and date, cover (we will provide training on how much to cover and how long to cover your piece) or put in the designated “wetbox” (baker’s rack covered in plastic) for long-term storage. Please try to push your piece to the back of the shelves to leave space for other Co-Op Members. Be very careful to avoid bumping others’ work. Bone-dry pieces that are left on the drying shelves will be recycled within 30 days.

When a piece is complete and ready to be dried for firing, put on the baker’s rack(s) that is designated for completed pieces. We will manage the drying and firing of pieces after that.

Please be respectful to our other members and of the limited amount of space in the studio! Multiple pieces at different drying stages (especially during the holidays) can occupy a lot of space in our little studio, so please consolidate as much as possible on your bats/ware boards and if you have a lot of pieces, consider taking them home in boxes to dry if they take up a lot of space.

Please make sure to sign/stamp your pieces!

Try not to have anything over 1” thick. Thick pieces require extra firing time and will be charged a fee.

Glazing

Please pay special attention to cleaning the tools and materials you use throughout the glazing process to keep the glaze area clean and to prevent the contamination of glazes. Always make sure that any implement (measuring cup, stir stick, mixer, etc.) you put into the glaze bucket is clean. Rinse any sponges used to clean the bottoms of your pots after you have finished with them and return them to the correct storage space.



Please be aware that the cost of glaze has increased dramatically, so please do not wash the glaze off your pieces to re-do them unless absolutely necessary. Washing glazes off should only be done in rare circumstances as a necessary corrective measure!

Workflow for Pieces

Drying:

- A piece that needs to be kept in a wet state for a longer time (for example, if you can't come back into the studio for a week) should be put in the baker's rack covered in plastic (wetbox) that is available for longer-term storage & to keep things moist. If you have a sculptural piece that needs to stay hydrated, we suggest covering it with damp paper towels before covering well with plastic sheet.
- A piece that needs to be dried to the leather-hard stage should be gently (or partially) covered with a plastic sheet and put on the drying shelves. David/Ella can help train you on how well to cover a piece when drying it (this will depend upon how dry you want it to get, when you will be able to come into the studio next, the warmth of the studio, etc.)
- A piece that is completed (and signed) and ready to be dried and bisque fired should be put on the "completed" shelves (baker's rack).

First Firing (Bisque-Fire):

- After it has been Bisque-Fired, we will write the date on the bottom of your piece with a regular pencil (so that it burns off later) and put it in the designated area for you to glaze (shelves close to glazes).
- If you do not glaze your bisque-fired piece (or pieces), we will dispose of them after 30 days and you will be charged only for the bisque-firing.

Glaze Firing:

- After you have glazed your piece, you will fill out a "firing form" for each piece with your name, the date, the glazes that you used, and the dimensions of the piece. You will put this form under your piece in the firing area.
- We will be using an online calculator (per cubic inch) to calculate the firing fees, so you may use this same calculator to figure out what your cost will be. (PhotoPottery.com). After your piece is fired, we will use the form that you filled out to invoice you monthly for your firing fees.
- Based upon comparable firing fees in our area, we will be charging .07 per cubic inch (.03 for bisque fire and .04 for the glaze fire) to the public when we do outside firings. For our Co-Op Members, the firing fee will be only .05 per cubic inch (.02 for the bisque fire and .03 for the glaze fire). At some point, we'd like to be able to offer a firing price per shelf or ½ shelf, but this will be further down the road (and if we have the space to store up items for firing).



- There will be a minimum \$1 firing fee.
- There is an additional \$1 charge for stiling
- If a piece measures over 12" tall, you will be charged an additional \$5 (and be prepared that additional time may be required for firing).
- If we have to use a "cookie" underneath your piece (a cookie is a fired piece of clay that protects the kiln shelf if the glaze runs off your piece), you will be charged a fee if it gets glaze on it and can't be reused (or you can make your own "cookies"). If the glazes from your piece run onto the kiln shelves, you may be responsible for learning to clean the kiln shelf (grinding off the glaze) or purchasing a new kiln shelf.
- We will bill for firing monthly. If you discard or don't like your piece after we fired it, you still will be charged.

Happy Life Pottery Standards for Clay Studio Conduct

The purpose for these standards is to create a safe and supportive environment for our community of clay artists and its facilitators.

- Treat all clay room colleagues with respect, courtesy, and professionalism
- Clean up after yourself and help us maintain a clean and organized studio by contributing to cleaning the common areas and shelves
- The slab roller, extruder, pug mill, and kilns may only be used by those who have been trained to do so
- As we evolve, suggestions are welcome! Email them to info@happylifepottery.com We hope to create a wonderfully artist, and efficient, work space for everyone!
- We have limited space in our studio, so storage of personal items that do not fit in the standard cubby should be taken home. And although we love the generosity of people, please do not leave molds/forms, samples, etc. that you brought into the studio with you unless you have discussed it first with David or Amy Stellato.
- Happy Life Pottery reserves the right to deny or revoke membership to anyone.
- In this clay community, as in any group of people, mistakes happen! Please give grace to those who accidentally bump, break or otherwise unintentionally cause damage to your pottery. As a studio, we have had an incredible track record of very little



breakage/damage, but this has been because David has been doing most of the work himself. As we grow and train others to be involved, please be aware that damage & breakage happen in a pottery studio! However, if damage occurs from a single person regularly, please notify us (privately) so that we may address the issue.

Happy Life Pottery Hold Harmless Agreement

This HOLD HARMLESS AGREEMENT is made effective on _____ (date) by and

between Happy Life Pottery and _____

(print Co-Op Member's name). Co-Op Member holds Happy Life Pottery and its employees, volunteers, and facilitators harmless from any claims of liability due to damage of property or injury incurred while using the Happy Life Pottery Ceramics Studio at any time. I have read the Happy Life Pottery Co-Op Member User Packet in its entirety and completely understand all the safety, use, and cleaning guidelines described herein. I take full responsibility for maintaining a clean, healthy, and safe environment here at the Happy Life Pottery Ceramics Studio.

Signature

Date

Emergency Contact (optional): _____