Lost Province Center for Cultural Arts

Community Clay Studio Member Guidelines

Policies, Expectations, and Studio Etiquette for Members

Welcome to our Community Clay Studio! As a member, you are part of a vibrant creative community that values respect, collaboration, and the joy of working with clay. To ensure a welcoming, safe, and productive environment for everyone, please review and follow the guidelines below. Our studio is open to members from 8:00 am to 8:00 pm, seven days a week. These extended hours are intended to provide maximum flexibility for your creative schedule, but with this privilege comes shared responsibility.

# 1. Studio Access & Security

* **Orientation:** All members must go through, pass, and sign a studio orientation with a staff member before being allowed individual studio access. Any potential member who does not pass the orientation will be required to take either a class or a private lesson before being allowed individual studio access.
* **Member Access:** Members may access the studio at any time between 8:00 am and 8:00 pm. Please do not enter before opening or remain after closing time. This is extremely important as we do not have permission from Ashe County to use the building overnight.
* **Keycards/Access Codes:** In the future the studio may add a key coded lock on the studio door which will require an access code to open. If/when this is installed, each member will be assigned an access code. These are for member use only—do not share your code with non-members.
* **Guest Policy:** Guests are not permitted in the studio without prior approval from LPA staff. Please respect our members-only policy unless a special guest event is scheduled.
* **Check-In/Check-Out:** Remember to check in and out using the logbook provided at the entrance. This helps us monitor studio usage and ensure safety.
* **Security:** Our policy is to always close doors securely behind yourself, however, there are times when the exterior doors are opened for air flow. If you are in the studio alone it is wise to close the exterior door. If you are the last to leave, turn off the lights, unplug equipment, and check that all windows and doors are locked. We advise that you exit the building at the end of the hallway where there are no stairs.
* **Security cameras:** The studio has/will have security cameras in operation for your protection. Please do not interfere with these in any way.
* **Locks:** The clay and glaze closets will be locked and the kiln room will be locked when kilns are firing.

# 2. Studio Etiquette

* **Cleanliness:** Leave your workspace cleaner than you found it. Wipe down all surfaces, mop up spills, and clean/mop floors (do not sweep) after use. Clay dust can be harmful—please do your part to keep the studio clean.
* **Shared Tools & Equipment:** Wash and return all tools, bats, and equipment to their proper locations. If you break or misplace anything, please report it to staff immediately.
* **Noise:** Be mindful of others working around you. Keep music at a reasonable volume. Use headphones for personal listening and keep phone calls brief and quiet.
* **Personal Items:** Store your items in your designated shelf or locker. The studio is not responsible for lost or stolen items left unattended.
* **Respect:** Treat other members, their work, and studio staff with respect and consideration. If a conflict arises, address it calmly and respectfully or seek assistance from studio staff.

# 3. Health, Safety & Hygiene

* **Attire:** Wear clothing that you don’t mind getting dirty. It is wise to wear closed in shoes. Long hair should be tied back, and jewelry should be removed when operating certain equipment.
* **Clay Dust:** Clay and glaze dust can be hazardous if inhaled. Wet clean any clay mess—never sweep dry clay or dust. Use provided mops, sponges, and water buckets for cleaning.
* **Equipment Use:** Only use wheels, slab rollers, and other equipment if you have received proper instruction. If you are unsure about how to operate a piece of equipment, ask for help. If no one is around, wait until the studio coordinator is present to ask your questions.
* **Hazardous Materials:** Glazes are composed of a range of potentially hazardous chemicals and minerals. Follow all safety guidelines when working with glazes and chemicals. Use gloves and masks as needed and label all containers clearly with contents and dates. No member should load or unload the kiln or enter the kiln room. This is solely the responsibility of the studio coordinator.
* **First Aid:** Basic first aid supplies are located in the studio. Report all injuries, no matter how minor, to the studio coordinator or an LPA staff member.

# 4. Studio Resources & Materials

* **Clay Purchase:** Members must purchase clay directly from the studio. The clay price is on our website. The clay cupboard is locked. When you need to purchase clay, let the studio coordinator know that you have paid for it online and bring your receipt when you pick up your clay. The coordinator has regular hours in the studio. If you cannot meet in person, the clay will be placed in your cubby. Only clay bought through the studio may be fired in our kilns to avoid contamination.
	+ Note: If you wish to bring in clay from an outside source, this must be approved in writing by the studio coordinator. Firing clay brought in from an outside source will attract additional kiln firing costs.
* **Reclaimed clay** is processed by the studio coordinator and is to be used by the instructors for demonstration in their classes. Products created this way will be sold for income for LPCCA. Some reclaimed clay may also be made available for sale in pre-weighed packages at a reduced rate. Please check with the studio coordinator if you wish to purchase this clay.
* **Glazes:** Community glazes are available for members. Please follow posted instructions for glaze application and cleanup. If you bring your own commercial glazes, they must be pre-approved by staff.
* **Tools:** Basic tools are provided, but members are encouraged to bring their own for personal use. Please label your tools clearly and store them in your locker or cubby when not in use.
* **Storage:** Each paying member has access to one cubby or one section of shelving. Unfired work may be stored on designated shelves for a limited period (usually up to two weeks). Finished work should be taken home as soon as possible to free up space. Members may not encroach on studio space/cubbies/shelves needed for other members. If as a paying member you would like to rent additional storage space, please contact the studio coordinator to arrange this. This option is only available when additional space is actually available. Rental fees are in the addendum and online.

# 5. Kiln Use & Firing Policy

* **Firing Schedule:** The studio schedules regular bisque and glaze firings. Check the calendar for upcoming firing dates and deadlines for submitting your work.
* **Firing Fees:** Members who buy clay from the studio may have their items fired in the studio kilns. Members who use clay sourced from outside of the studio will be charged a firing fee typically based on the volume or number of pieces. These members can pay for a kiln firing at a rate of $25 per firing. These firings must be scheduled with the clay studio coordinator and cannot interfere with the normal schedule. If single items or a few items are placed into the kiln along with a regular studio firing, the member will be charged $2.50/pound for a bisque firing and $2.50/pound of finished weight from a glaze firing.
* **Kiln usage:** We support the career of all studio members. Any member choosing to teach a workshop or class outside of LPA must pay the full price ($25/firing) for the bisque and glaze firings of any products produced through the class or workshop. All fees must be paid before placing work on firing shelves. For safety of all persons and equipment, the clay studio coordinator is the only person responsible for loading, firing, and unloading the kilns.
* **Labeling:** Clearly label all work submitted for firing with your name and date. Unlabeled work may not be fired.
* **Size & Quantity:** Be mindful not to monopolize kiln space. Very large or unusually shaped pieces should be approved by staff in advance and may require additional payment by weight.
* **Pick-Up:** Collect fired work promptly. The studio is not responsible for work left over 30 days after firing.

# 6. Community & Collaboration

* **Workshops & Classes:** Members are welcome to join workshops and classes, which may be offered at an additional fee. Check the events board or website for upcoming opportunities.
* **Volunteering:** The studio thrives on member involvement. Volunteers may help with cleaning, maintenance, or special events. Let the studio coordinator know if you’re interested.
* **Community Board:** Use the community board to post announcements, share inspiration, or coordinate firings or glaze orders with other members.
* **Events:** The studio is planning to regularly host member showcases, open houses, and collaborative projects. Participation is encouraged!
* **Newsletter:** A monthly newsletter is sent out to all members and former students. Be sure to add your name to the list.

# 7. Membership Policies

* **Account Status**: Membership fees are$100/month and must be paid in full and on time. Unpaid fees may result in suspension of access privileges until the account is current.
* **Membership Types:** Different membership tiers (e.g., monthly, annual, student, family) may be available in the future. Contact the studio coordinator for more information on membership types and associated benefits. Membership types and payment options are also on our website under the Clay Studio tab.
* **Suspension & Termination:** Repeated violations of studio policy may result in suspension or revocation of membership. A respectful, collaborative community is our highest priority.
* **Feedback:** Members are encouraged to provide suggestions or feedback to help improve the studio experience for all.

# 8. Emergency Procedures

* **Emergencies:** In the event of a fire, injury, or other emergency, call 911 immediately and notify studio staff. There is a phone available in the studio which you can use for this.
* **Evacuation Plan:** Familiarize yourself with posted emergency exits and evacuation routes. Do not block exits or hallways with materials or finished work. The hand building room door unlocks automatically when pushed outward and so does the door at the end of the hallway where there are no steps.

# 9. Studio Culture

* **Welcoming**: We are committed to creating a welcoming environment for all backgrounds, skill levels, and abilities.
* **Creativity:** Explore, experiment, and enjoy the process! Share your knowledge and techniques and be open to learning from others.
* **Responsibility:** With great studio access comes great responsibility. Take pride in our shared space and help us maintain a positive, inspiring environment for all.

Thank you for being a valued member of our community clay studio. By following these guidelines, you ensure that the space remains a safe, supportive, and inspiring place for everyone to create. Should you have any questions or concerns, please reach out to studio staff.

All studio members are required to sign a liability waiver which will stay in force as long as you are a member. If your membership lapses and you would like to restart, you will need to sign this waiver again.