

Welcome to Morning Ceramics Studio! The following handbook and policies are for the safety of you, our staff, and the working artists in the studio. The policies also help to create a positive working atmosphere for our community. To participate in studio activities, you must sign the contract at the end of this handbook and will be held accountable for practicing the policies set forth in this booklet. Those not adhering to the policies may be asked to leave the studio for the day or permanently without refund. Please read carefully and see our website for the most up to date version of this handbook.

## STUDIO HOURS:

***Office Hours: Wednesday - Sunday: 10am – 5pm***

A member of staff will be available during these hours

***After Hours: All Other Hours***

Independent studio time

## Membership Access & Liability

- Members can access the studio 24 hours a day and will be given a unique access code that will grant them access to the Member Entrance. Each member will be required to enter their **personal** access code when arriving/leaving the studio.
  - Membership Entrance codes are not to be shared with anyone, at any point, for any reason. For the safety of all, there is a **zero tolerance policy** regarding misuse of door codes.
  - **Guests:** Do not allow any guests, members of the public, students, or other studio members into the studio outside of *Office Hours*. When visiting, guests must enter through the **public entrance**, on the corner of **SE 6th & Pine**.
- It is the sole responsibility of any studio member to ensure that the Membership Entrance door is **securely locked** behind them when entering/leaving.
- Members **must** go through an orientation with a member of staff at the start of their membership before beginning any work in the studio.
- Studio members assume all responsibility for any damages and/or loss incurred during, or as a direct result of, their use of the space.
- Morning Ceramics Studio is not responsible for lost, stolen, or misplaced items. Please be sure you check all areas of the studio where you may have worked before leaving for the day.
- Morning Ceramics Studio, and any staff operating on their behalf, are not responsible for watching children, pets, or guests, or for accidents of any kind.
- 24 hour access is provided to all members on a trial basis. Members that are not performing to the expected level or not following the guidelines as set out in this handbook may have their access limited, membership discontinued, or be encouraged to enroll in a class.
- Safety guidelines are in place to protect all members, staff and visitors. See 'Health & Safety' section for more information. Morning Ceramics Studio is not responsible for any accidents or incidents resulting from improper and/or unsafe use of the studio.

## Our Community Studio Atmosphere

- **Any disrespect, harm, or harassment to Morning Ceramics Studio staff, instructors, employees, interns, studio members, students, etc. is not acceptable or tolerated. Morning Ceramics Studio has the right to refuse access to any person(s) at any time.**
- No shouting or yelling in the studio.
- Please practice cell phone courtesy when in the studio and take any phone conversations outside.
- No consumption of alcohol or smoking of any kind in the studio, or within 10 feet of premises.

- Please respect all artists of the studio. Do not disrupt them while they are working, use their tools, or touch their work/possessions without their permission.
- Please be respectful of instructors and studio staff that may be working on personal projects during *After Hours*. If you have questions or need assistance during this time, please contact staff via **email** and/or bring your questions to staff during *Office Hours*.
- Please be courteous and accommodating of classes taking place in the studio. Do not disturb instructors or students and try to keep noise to a minimum. Students enrolled in classes shall have the instructor's full attention.
- The studio promotes the sharing of best practices and an overall community appreciation of ceramic work. Please be respectful of intellectual property and do not photograph or otherwise appropriate any work, procedures, methods, or likewise of any studio members, staff, or guests.
- If you have special needs for you or your work please communicate this clearly to staff ahead of time. A conversation along with a written note and/or email will assist in the working relationship of the studio.
- In the case that human error, or a ceramic error happens, please be considerate to staff and fellow artists. Morning Ceramics Studio staff work very hard to provide the most professional studio atmosphere possible. Staff are willing to discuss these situations in a professional manner. Hostile, accusatory communication is not acceptable.
- In the event that staff, members and/or students break or damage any personal property, including ceramic work, they must leave a note for the owner.
- Please do not create a negative environment for other people in the space. Staff have the right to ask any person to leave if they are negatively affecting the studio environment and/or safety.

### **General Cleaning Guidelines**

This is a **wet cleaning** studio and all members and students are responsible for cleaning up after themselves in accordance with the following guidelines.

- **Limiting Silica (Clay) Dust:** Beware and limit any studio actions that create dust, as liberation of airborne particles is hazardous to all of our health.
  - Sweeping of trimmings is allowed but must be done slowly and carefully to avoid kicking up dust.
  - Only wet sanding is allowed indoors. Dry sanding must be done outside.
  - Personal tools and shelves must be fully wiped down, cleaned with fresh water on a regular basis.
  - Common areas and utensils such as the glaze station, wedging tables, sink area, tools, buckets, bats, and wareboards must be fully wiped down, cleaned with fresh water, and put away immediately after each use.
- **Station Cleaning & Clay Sink Use:**
  - If using a wheel, ensure that it has been switched **OFF** before following posted cleaning instructions.
  - All cleaning is to be done **at your personal station** with the dirty clean & clean clean method:
    - Use existing water to **"dirty clean"** all tools and surfaces before taking only your bucket and sponge to the clay sink to swap out for clean water. Wipe all tools and surfaces once more for a **"clean clean"**.
      - Check your throwing buckets for any tools before dumping it into the reclaim bins/sink.
      - Use the left side of the Clay Sink to rinse away clay from buckets and sponges. Large chunks of clay that get caught in the strainers should be taken to the reclaim bins and added to the appropriate bucket.
  - There are to be no splash pans, tools, or wareboards cleaned at the sink.
- **Cleaning at the Glaze Sink**
  - Glaze material is only to be cleaned in the Glaze Sink. Use the buckets in the sink to pre-rinse utensils before second-rinsing with fresh water.
  - Glaze tools such as whisks, spatulas, and tongs, must be thoroughly cleaned between glazes and after use. Contamination between glaze buckets can ruin an entire batch of glaze and disrupt use for other artists in the studio. If a glaze batch is ruined as a result of improper use, artists may be charged for the materials and the time it takes to replace it.

- There is **ABSOLUTELY** no clay or glaze material to be washed in the kitchen or bathroom sinks. Use the studio clay/glaze sinks in the community area for filling buckets, cleaning, and anything clay/glaze related. Wash any clay/glaze from your hands before entering the bathroom or kitchen.
- Please dispose of trash and recycling in the appropriate cans.
- Follow all posted signage. If you are unsure of any clean-up procedures, please ask a member of staff.
- A fee may be charged to cover any mess left behind, damage, or loss resulting from improper studio use.

### **Tools, Shelves & Storage**

- Members and students are responsible for providing their own tools for work. All provided equipment and community tools are shared among the studio and should be looked after, cleaned, and returned after use.
- All work, personal studio items, and still-drying greenware are to be stored on your allotted shelf / shelves.
- Clay bags may be stored at the very bottom tier of a shelving unit:
  - Each bag must be labeled with a **nametag facing outward.**
  - Limit of **two (2) bags per person.**
  - Clay must be in workable condition; not dried out or hardened.
  - This area is for clay bags only; all other personal items and in-progress work(s) are to be stored on your personal shelf.
- Nothing is to be stored in general studio areas or non-member shelves.
- Members/students working on large scale work will need to provide their own cart for transporting work if they are unable to move it unaided by others.

### **Handling of Clay & Glaze Materials**

- Do not eat or drink in the glaze area.
- Only wet sanding is permitted indoors. Please take all dry sanding outside.
- **Using the Reclaim Bins:**
  - All wet, unfired clay for recycling is to be gently pushed through the appropriate reclaim grate.
  - Bone dry clay and trimmings for recycling should be broken down into pieces less than one (1) inch and added to the appropriate reclaim bin.
  - **IMPORTANT:** Only **unfired** clay may be added to the reclaim buckets. Once a piece has been through the kiln, it **cannot** be recycled. Adding fired clay to the reclaim bins is **extremely dangerous** and should never be done under any circumstance.
- All materials, including clay, glazes, solvents, epoxies, and other art making materials, must be approved by studio staff for proper use and storage.
- Dry glaze materials are off limits to members and students without prior arrangement or unless your instructor is present, and you are working on a class project.
- There is no use of plaster without prior arrangements unless it is during a supervised class.
- When authorized and working with dry materials a respirator with a P100 filter is required.
- When working with wet glazes and stains, rubber gloves are recommended as some colorants can be absorbed through the skin. Please be sure to clean hands thoroughly before using other parts of the studio, and take extra care to clean your working area.
- If spraying glaze, it is mandatory a respirator be worn during the spraying process and that the ventilation system is on. This is for your safety and the safety of other members. A full particle mask (P100 filter respirator) is recommended when spraying often.

### **Kilns & Firing**

- Never open, touch, or unload any kilns without the permission of Morning Ceramics Studio.
- Firing schedules are subject to change according to the quantity of work which is ready to fire and the overall happenings of Morning Ceramics Studio. Please be aware of this when considering deadlines.
- Morning Ceramics Studio staff members strive to move all work through the kilns in a timely manner. However,

it is the responsibility of the members to track their individual pieces.

- Cracks and defects in green ware and glazed pieces will not be loaded into the kilns. Defective pots will be labeled with a note outlining why it cannot be fired.
- Pieces without an appropriate firing slip will not be fired.
- Do not store work that is not fully dry or ready for firing on the bisque/glaze racks. We cannot be held responsible for damage to this work.
- Staff will regularly clean out abandoned work from the bisque, glaze, and ready racks. Please watch for emails and signs announcing throw-out dates.
- Please be aware that kiln firings can have unpredictable results and, as such, we cannot guarantee the final product. Damage and/or unwanted results during the entire loading, firing, and unloading process are not the responsibility of the studio.
- If it is determined that a member's piece is the cause of any damage to the kilns, shelves, or any other kiln furniture, that member may be charged for the replacement of the items and/or the time it takes to clean them.

### **Scheduling Private Kilns:**

Private kilns may be scheduled in advance with Morning Ceramics staff. Firing schedules are subject to change according to the quantity of work which is ready to fire and the overall happenings of Morning Ceramics Studio. Please be aware of this when considering deadlines.

- All kilns are to be loaded, fired, and unloaded by Morning Ceramics staff, unless special arrangements have been made. If allowed to assist in the firing, all kilns and kiln furniture are to be treated respectfully and gently, and to be thoroughly cleaned and put in its proper place after use. Kilns are to be vacuumed out completely after each use, including elements, electric box, kiln lids, etc.
- Please be aware that kiln firings can have unpredictable results and, as such, we cannot guarantee the final product. Damage and/or unwanted results during the entire loading, firing, and unloading process are not the responsibility of the studio.
- If it is determined that a member's piece is the cause of any damage to the kilns, shelves, or any other kiln furniture, that member may be charged for the replacement of the items and/or the time it takes to clean them.

### **Membership & Firing Costs**

- All memberships and access are provided on a trial basis. Morning Ceramics Studio staff may ask an artist not performing at the applied level of expectation to enroll in studio classes if needed.
- Membership is charged on a month-to-month basis beginning on the 1<sup>st</sup> of each month. A reminder email/invoice will be sent prior to your renewal date, which includes the upcoming month's membership fee, along with firing costs for the current month and any other purchases, such as clay.
  - Firing fees are calculated at 2¢ per cubic inch, per piece for the bisque firing. This fee also covers the cost of one glaze firing. Subsequent glaze firings are calculated at 1¢ per cubic inch, per piece. Piece dimensions are to be rounded up to the nearest half-inch, with a minimum dimension of 1 inch.
  - Please follow posted instructions for filling out firing slips. Pieces without firing slips, or missing information will not be fired.
  - **Reclaim Clay:** The studio has an extensive clay recycling program in an effort to cut down on waste, while also providing access to affordable materials. Reclaimed clay is a combination of scrap clay used throughout the studio, so it is important to be aware of the following:
    - Each batch of reclaim is unique in its contents and outcome, quality, and color cannot be guaranteed by the studio.
    - The studio goes through extensive measures to ensure that reclaim clay is safe to use, though we cannot guarantee that the clay is completely de-aired or free from inclusions, which may be dangerous or cause harm.
    - Morning Ceramics Studio shall not be liable for any loss, damage, or injury to any property or person arising from the use of this clay.

- Notice of non-renewal for monthly memberships requires **21 days notice**. Notice is to be delivered by email or in writing. Monthly membership will otherwise automatically renew on the 1<sup>st</sup> of the month.
- Payment will be considered late at noon the day after the listed due date. A 5% late fee will be added to any invoice not paid after this time.
- Memberships & multi-month bundles are non-refundable.
- In the event of membership cancellation, shelves are to be fully cleaned down, and belongings collected before midnight (12:00am) on the last day of membership. If unable to clear off shelves in time, please contact a staff member who can assist. A shelf cleaning fee and day rates may apply to any days that belongings remain in the studio.
- Members who do not adhere to the guidelines set out in the handbook may, at any time, be asked to leave or have their membership discontinued, without refund.

### **Guests in the Studio**

- Only registered students and active studio members may use the studio and equipment. Prior arrangements must be made with staff for guests to work in the studio. Members are responsible for guest passes, clay, and firing costs, if applicable.
- Members are welcome to schedule a pass for one guest (18+) during Open Studio Hours (Wednesday - Sunday, 10am to 5pm). To schedule a guest pass, please follow the steps below:
  - A. Guests must submit a studio handbook. This will be kept on file for all future visits.
  - B. Please email at least **72 hours** in advance with the requested time & date for your guest pass.
  - C. Staff will check that the studio is not too busy during requested time.
    - **If approved:** Staff will email approval and members may book out 2 stations on Skedda.
    - **If not:** Staff may suggest another time if the studio is too busy, there are multiple classes / workshops happening at the time, etc.
  - D. Guest passes are \$10/hour and will be added to the member's invoice. Guest firing, if any, must be processed as the members work and added to the member's invoice.

Please note that guests are the sole responsibility of the member. Please make sure that your guest is being courteous and following studio rules and safety guidelines at all times.

## **Health and Safety Rules**

1. Do not eat in the glaze area.
2. Do not touch the kilns.
3. Do not run in the studio.
4. Closed toed shoes are required at all times.
5. Silica dust is extremely dangerous. All measures possible should be taken to minimize the creation of excess clay dust throughout the studio. All dry sanding is to be done outside.
6. Spills must be cleaned up immediately and staff must be informed of any accidents that could be unsafe.
7. When applying stain and sponging off it is wise to wear rubber gloves. Some stains may be absorbed through the skin and the amount of colorant in stains is a much higher percentage than glaze. Copper, manganese dioxide, and other colorants may be absorbed through the skin with prolonged exposure.
8. If spraying glaze, it is mandatory a respirator be worn during the spraying process and the ventilation system on. A full particle mask (P100 filter respirator) is recommended when spraying often.
9. Glaze can be an eye irritant. If you get glaze in your eyes, find a member of staff or first aid kit for saline rinse. The studio's first aid kit is available in the kitchen drawer.
10. Proper attire, including eye protection (reading glasses are not acceptable), dust masks, and rubber/work gloves must be worn when working on certain projects or when working in certain areas of the studio. The studio is not responsible for supplying these items.
11. No smoking of any kind is permitted in the studio or within 10 feet of premises.
12. Children under the age of 13 (thirteen) may not use the potter's wheels, unless enrolled in a class specifically catering toward children.

**Non-Studio Glazes / Purchased Commercial Glaze:** Must be approved by studio staff prior to use.

**Use of Glaze Materials / Mixing of Stains / Mixing of Glaze:** Must be approved/done by studio staff.

## **SEXUAL HARASSMENT**

Morning Ceramics Studio adheres to all applicable federal, state and local anti-discrimination and harassment laws and regulations. Morning Ceramics Studio staff, contractors, vendors, visitors, members and the like are entitled to work or visit an environment free from sexual harassment and a hostile or offensive environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, sexual preference, age, disability, or other similar characteristics or circumstances.

## **ACCOMMODATIONS**

Morning Ceramics Studio is committed fully to complying with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local laws. Reasonable accommodation is available to any studio student, member and/or resident artist with a disability when the disability affects the ability to participate in a class or to create work in the studio. If you are currently disabled or become disabled, please contact Morning Ceramics Studio Staff to assist you with evaluating reasonable accommodations that may enable you to participate fully in the studio. Staff may require a physician's note covering any restrictions to ensure that proposed reasonable accommodations meet your needs.



## **COMPLIANCE WITH LAWS**

Members/students shall, at their sole cost and expense, comply with all of the requirements of all municipal, state and federal authorities hereafter adopted pertaining to the use of said premises, and shall faithfully observe in said use all municipal ordinances and state and federal statutes now in force or which shall hereinafter be in force. The judgment of any court of competent jurisdiction, or the admission of the member/student in any action or proceeding against the member/student, whether Morning Ceramics Studio is a party thereto or not, that the member/student has violated any such order or statute in said use, shall be conclusive of that fact as between the ceramic studio and the member/student. If a member/student fails to comply with the provisions of this paragraph, the member/student shall, at the option of Morning Ceramics Studio, be asked to terminate classes, remove their belongings, and vacate the premises.

## **INSURANCE LIABILITY**

Morning Ceramics Studio and Morning Ceramics Studio staff shall not be liable at any time for any loss, damage, or injury to the property or person of any whomsoever at any time occasioned by or arising out of any act or omission of the member/student or the occupancy or use of the premises, or directly or indirectly for any state of condition of the premises unless such liability is the result of any act or omission on the part of Morning Ceramics Studio. In the event that Morning Ceramics Studio is named as a party to any litigation as a result of the sole act of the member/student or the sole act of any person coming on the premises for the benefit of seeing the member/student, then the member/student shall provide to Morning Ceramics Studio at the member/student's expense a complete defense to the action so filed and Morning Ceramics Studio in the event that the member/student does not provide such a defense shall be authorized to employ attorneys of Morning Ceramics Studio's choice and the member/student shall be liable to Morning Ceramics Studio for the costs of such legal representation. Morning Ceramics Studio shall be liable and responsible for its own acts and omissions and to such extent this indemnification.

## **SURVEILLANCE**

The studio is monitored by security cameras 24/7 to ensure the safety and well being of all members, students, staff, visitors, and equipment.

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Please note, the policies and guidelines outlined in this handbook are subject to change. The most current version of the handbook will be available on our website at all times. Any changes to the handbook will go into effect immediately following posting. Larger updates will also be communicated via email.

***Thank you for helping us create a safe and positive environment in our studio space!***

# **Student & Member Application for Morning Ceramics Studio**

Name: \_\_\_\_\_ D.O.B: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Website/Instagram: \_\_\_\_\_

## **Emergency Contact:**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_ Relationship: \_\_\_\_\_

*You are applying for:*

Community Membership (2 SHELF)

Community Membership (1 SHELF)

Student

Guest Pass

What is your ceramic experience?

How did you hear about Morning Ceramics Studio?

What are your aspirations for your time in the studio?

**\*\*If there are any disabilities or concerns that the staff or instructor should know about, please state below.**

This information is kept confidential:

**\*\*\*\*By completing and signing this application you are agreeing that you have read, understood, and will adhere to all the information in the Studio Handbook including the Compliance With Laws and Insurance Liability. If you have any questions regarding this application or the handbook, please email [hello@morningeramics.com](mailto:hello@morningeramics.com), or speak with a member of staff during studio open hours. All questions, comments, and suggestions are welcome.**

Member/Student Name: \_\_\_\_\_

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