

ASSOCIATE MEMBER POLICIES AND PROCEDURES

Membership Benefits

After taking one 8-week class at Clayworks, former students are eligible to rent space at Clayworks as Associate Members. This includes a private workspace in which to work or store clay and tools, a 20% discount on glazes, and access to communal spaces which include a sink room, pottery wheels, large work tables, plaster wedging boards, and a slab roller. All members have 24-hour access to their spaces, the communal areas within their room and to the kiln room. Associate members may also take classes at a 50% discount rate. There is also a \$25 referral fee for each new Clayworks student taking their first class. You can purchase clay and glazes through the co-op (we use Ohio Ceramics Supply) as we do receive a discount and the co-op picks up the cost of shipping. Associate members will also be invited to participate in Clayworks gallery shows and external craft fairs or sales.

Membership Fees

Associate members: \$100/month. Upon joining, the first month's rent is due as well as a one-month \$100 security deposit and a \$150 refundable key deposit. A \$25 fee is assessed for bounced checks. Other charges: Small kiln firing = \$15 per load; large kiln firing = \$25 per load.

* Rent is due by the 3rd of each month. Payment is considered late on the 7th of each month. A \$20 late fee will be imposed if the monthly fee has not been paid or if other arrangements/notification are not initiated. If a member becomes two months overdue on rent, membership is terminated. If the key is not returned within 5 days of termination, the remaining balance plus a \$100 monthly assessment fee will be turned over to a collection agency. A terminated member must then arrange for a time to clean out his or her space. After 2 weeks, all remaining items become the personal property of Cleveland Clayworks.

Membership Responsibilities

All members are expected to purchase their own clay, glazes and tools. Members are required to clean up after personal use, which includes but is not limited to, wiping down wheels and splash pans, sweeping and mopping floors, wiping communal table or wedging boards (as used), cleaning sink of debris, and putting all materials back in personal spaces. We strive to maintain a respectful and communal environment and find that things work out if everyone helps.

Below are some more specific policies and procedures.

Respect & Courtesy

- If you are alone in the studio, feel free to play music or the radio at a moderate volume (the library will complain if it is too loud during their hours). If any other members are in the co-op please play it at a very low volume or use ear buds. Members differ in their tolerance for noise and some come seeking peace and quiet.

- No use of facilities by any outside non-members
- Remember that we do rent our space from the library – please be respectful in terms of noise, communal space, etc.

Cleaning & Logistics

- Because clay dust is hazardous, please try to wet mop and wet sponge any areas you are cleaning rather than sweep them as this raises clouds of dust
- If you have broken bisque or unwanted pieces, please do not put them in garbage bags as they tear the bag (garbage then ends up all over the library tree lawn). Rather, fill an empty clay box with the broken shards and pieces, tape it shut, label it ‘garbage’ and bring it to the base of the stairs beyond the kiln room. The custodians will make sure it is taken outside.
- When using the sink, keep the strainer in the sink and wash your hands and any other items over the strainer to catch clumps of clay. Then please empty the strainer in the garbage can. This ensures that we don’t have to deal with a clogged sink.
- Please don’t put food or wet garbage in the garbage cans as they don’t get emptied that often. Instead, please ‘pack it out’ with you or put it in the bathroom garbage can
- Garbage bags and natural cleaning supplies are provided. Please let the co-op know if any of these items need to be replaced. Please don’t bring in any non-natural cleaning supplies.

Equipment & Materials

- Please make sure wheels are cleaned and turned off when you are finished
- Only use rubber ribs on the plaster wedging areas as wood or metal will ruin the plaster, resulting in plaster bits in everyone’s clay
- If you need help with the slab roller, please ask. Clay should only be inserted in one direction. Results are best when you start with a wide open and decrease it gradually.

Firing and Kiln Usage

- To use the kiln, sign-up in advance. There is a calendar hanging on the door in the kiln room (one is labeled ‘small kiln’ and the other is labeled ‘big kiln’). Just mark the days the kiln will be occupied (from loading to unloading) and put your name across those days (please do this in pencil in case you need to cancel or change your schedule)
- Load and unload your kiln promptly so that it can be used by other members
- Please log your firings on the clipboard in the kiln room and provide the detail requested (e.g., bisque or glaze, etc.) so that you can be charged accordingly (but don’t leave the clipboard on the kiln during firings as this is a fire hazard - the kilns get extremely hot)
- Kiln priority is given to class work. Therefore, blackout days are class firing times which will be on the calendar in advance – no Clayworks members can fire during class firing times (this will only be 1-2 weeks, 4-6 times per year). Once class firing is over, kiln use is again available. For 2013, those weeks are: March 8 - March 22, May 24-June 7, August 30-Sept 13; November 22-Dec 6th. If class firing finishes early, the remaining days will be available.
- To avoid kiln shelf damage, please use the clay coasters under your pieces (near the kiln stilts). If these do not fit your work, please make some of your own. If you get glaze on a

kiln shelf, there is a \$20 charge as kiln shelves are very expensive and many of ours are new.

- Please don't put anything other than clay in the kilns (any combustible materials, such as newspaper, leaves, wood, plastic, etc., as this is unsafe and causes great wear and tear on the kiln elements as well as fumes that may be toxic).

Library Rules & Safety

- It is against library rules to prop open the outside library door (this is also unsafe for you)
- Keep the co-op door locked at all times – whether the library is open or closed
- For safety, close the door at the end of the hallway (beyond the kiln room) as anyone from the library could enter our space from this door
- No pets allowed in the co-op
- Your key opens the side library door near the main co-op entrance. At night, it might be safer to park on the street outside the other library exit (i.e., the stairs past the kiln room) and exit there. But please note that you cannot get back in that way with your key.

We are happy to discuss any issues that may arise and look forward to providing you with an engaging and enjoyable clay experience. We strive to be reasonable and will attempt to accommodate your needs – please let us know how we can help.

**IF YOU ARE NOT SURE ABOUT SOMETHING, PLEASE ASK.
ENJOY YOUR CREATIVE TIME!**

Note that these policies and procedures may be subject to revision by Cleveland Clayworks at any time.