



## Membership & Open Studio Policies and Handbook

Before your first visit to our studio as a member, please read our studio policies and fill out the Studio Use Agreement Form.

Welcome to The Mud Hole - a pottery space! 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 following studio use agreement 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.

**The Mud Hole agrees to provide the following:** access to a clean and well-maintained working environment and basic studio glazes and kiln firings. The Mud Hole reserves the right to close for maintenance as needed. Basic security - The Mud Hole is located on a campus that is monitored 24/7/365 by security cameras.

### Studio Membership Requirements

**Orientation:** all members must attend an orientation with the membership coordinator prior to the commencement of their membership, during which they will be trained on the studio workflow and general use of the facilities.

### Terms of Membership and Payment

- Memberships are a month-by-month commitment and begin on the first of each month. Monthly membership rates are variable and can change at any time.
- All Membership fees are due on the 1st of the month by automatically drafted on the first via our online payment processing portal.

#### Late Payments

- Membership dues will be considered late after the 5th and will be charged a \$25.00 late fee. It is up to the member to contact the membership coordinator if the member has an issue paying.

- If membership fees have not been paid for two consecutive months remaining items will be packed up for pickup within one week of being notified. If items are not picked up at a scheduled time, items will be discarded/absorbed by the studio.

### Cancellation

- All cancellation notices must be provided in writing via email to themudhole406@gmail.com and received by the 15th of the month prior to cancellation. If notice is not given by this date, the membership will be renewed for the following month. There will be NO exceptions. If membership has been canceled, all remaining work, materials, and tools must be removed from shelving and studio by the end of the month or will be discarded/absorbed by the studio.

### Studio Access and Liability

- Members can access the studio 24/7 using their own personal access code upon membership sign up.
- Studio members assume all responsibility for damages and/or loss incurred during, or as a direct result of their use of the space.
- Only registered students and active studio members may use the studio and equipment. Members are not permitted to host their own classes or private lessons in the studio.
- Safety guidelines are in place to protect all members, staff, and visitors. See 'Health & Safety' section for more information. The Mud Hole is not responsible for any accidents or incidents resulting from improper and/or unsafe use of the studio.
- The Mud Hole is not responsible for lost, stolen, or misplaced items. This is a community space. Please check all areas of the studio where you may have worked before leaving for the day.
- The Mud Hole is not responsible for watching children, pets, or guests. Pets are not allowed, and children under the age of 12 may not use the potter's wheel. If a member wishes to bring a guest or child to the studio, prior permission must be approved.
- The Mud Hole will dispose of your work, tools, and equipment if it is not cleaned out of your studio space at the time of your membership or classes expiration date for any reason. It is your sole responsibility to make sure your space is cleaned out.

### Our Community Studio Atmosphere

- Any disrespect, harm, or harassment to The Mud Hole staff, instructors, employees, studio members, students etc. is not acceptable and will not be tolerated. The Mud Hole has the right to refuse access to any person(s) at any time. This type of behavior will cause immediate removal/forfeiting of your studio space.
- Please respect all artists of the studio. Do not disrupt them while they are working, use their tools without asking, or touch their work/possessions without their permission.
- Please be courteous and accommodating of any classes taking place in the studio.
- No shouting or yelling in the studio
- No smoking of any kind in the studio or within 10 yards of premises.
- Please practice cell phone courtesy when in the studio and take any phone conversations outside.
- Please practice music courtesy when in the studio and use personal headphones

- 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 and we will do our best to notify you.
- 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.
- Members are required to contribute to the positive energy, positive engagement and judgement free environment of respect and fun for all.

## General Cleaning Guidelines

- Clean up your work area when done working. Including wheel, wheel basin, stool, the floor surrounding your wheel, bucket, and any studio tools used.
- Studio bats and other tools may be used but must be fully cleaned and returned prior to leaving the studio.
- Do not do any scraping or sanding in the studio as it creates hazardous dust. We encourage wet sanding.
- No brooms will be permitted for use in the studio space as it releases hazardous dust into the air. Instead utilize a squeegee or wet mop.
- Do not let large amounts of water sit on tabletops and other wood surfaces as it will warp the wood.
- There is ABSOLUTELY no clay or glaze material to be washed in the bathroom sink. Use the studio clay sink in the community area for filling buckets, cleaning, and anything clay/glaze related. Wash any clay/glaze from your hands before entering the bathroom.
- A fee may be charged to cover any mess left behind, damage, or loss resulting from improper studio use.

## Kiln & Firing

- Cone 6 clays are only to be fired at The Mud Hole. Clay that is fired above or below cone 6 will not be acceptable.
- Bisqueware is always fired at Cone 04 and our glaze kilns are fired to Cone 6.
- Never open, touch, or unload any kilns without permission from an owner.
- Firing schedules are subject to change according to the quantity of work that is ready to be fired.
- No-name pieces without an appropriate signature will not be fired.
- Do not store work that is visibility wet, or not ready to be fired on the bisque shelves.

## Glazing Guidelines

- Prior to glazing, each member must go through a separate glazing orientation with the membership coordinator. If items are added to the glazing shelf and the membership coordinator advises orientation has not been attended, items will not be fired until completion of orientation.
- Provided paper must be placed on the countertop prior to beginning glazing your items.
- The Mud Hole will provide six different studio glazes at all times. Glaze colors may change periodically depending on usage.

- Members are welcome to purchase and utilize their own Cone 6 glazes.
- All pieces must be waxed.
- A cookie or kiln diapers must be placed with every piece placed on the glaze rack to be fired. The cookie or kiln diapers must be slightly larger than the piece itself to accommodate for dripping. If the kiln loader notices a cookie is not placed, the item will be returned to your space and will not be fired until a cookie is provided.
- Do not contaminate glazes by utilizing dirty tongs, brushes, whisks etc. without thoroughly cleaning the item prior to the next use. Contamination between glaze buckets can ruin an entire batch of glaze. If a glaze batch is ruined as a result of improper use, members may be charged for the materials and the time it takes to replace it.
- Lids must be replaced on all buckets after each use.
- Do not use your own brushes in the glaze buckets. If you need to brush glaze on, pour some glaze into a smaller container then discard the small amount of glaze.

## Assumption of Risk

I, the undersigned, understand that participation in ceramics activities, including but not limited to use of pottery wheels, kilns, hand tools, glazes, and other equipment, involves certain inherent risks. These risks include but are not limited to: exposure to high temperatures, sharp tools, chemicals, dust, slips, trips, falls, repetitive motion injuries, and accidents arising from misuse or failure of equipment.

I knowingly and voluntarily assume all such risks, both known and unknown, even if arising from the negligence of others, and accept full responsibility for my participation at The Mud Hole, whether as a member, student, or guest.

## Release of Liability

In consideration for being allowed to use the facilities and equipment at The Mud Hole, I hereby release, waive, discharge, and covenant not to sue The Mud Hole, its owners, instructors, employees, volunteers, agents, and affiliates from any and all liability, claims, demands, or causes of action that may arise from injury, illness, damage, or loss that may occur to me or my property during my participation in any studio activity.

This includes, but is not limited to, injury caused by negligence, improper use of equipment or participation in classes or open studio time.

## Health & Safety

I certify that I am physically able to participate in studio activities and have disclosed any relevant medical conditions. I agree to follow all posted safety rules and instructions from staff. I understand that failure to do so may result in suspension or revocation of my access to the studio.

I also understand that The Mud Hole is not responsible for lost or stolen items.

## Kiln Policy

I understand that firing ceramic work carries inherent risks, including the potential for breakage or damage to do glaze issues, improper construction, or kiln malfunction, I accept that The Mud Hole is not liable for any damage to my work during the firing process.

## Photo/Video Release

I give permission for The Mud Hole to use photos or videos of me and/or my work taken during classes or studio time for marketing and promotional purposes.

## Acknowledgement

By signing below, I acknowledge that I have read and understood this waiver in its entirety. I understand that this agreement releases The Mud Hole from liability and limits my legal rights. I sign this agreement voluntarily and of my own free will.

**\*\*\*By signing up for membership at The Mud Hole, you acknowledge and agree to the terms above. We're excited to have you in the studio and look forward to supporting your creative journey!\*\*\***

## Studio Member Application

Must be 18 years of age to join.

Welcome to The Mud Hole! We are excited you are here. Please complete the below membership application and our Membership Coordinator will be in touch with you within 48 hours. Every member is required to review and sign our Member Policies prior to their first day in the studio. If you haven't already done so, please complete that here (insert link).

We can't wait to meet you and see what you create!

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

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

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

Emergency Contact: \_\_\_\_\_

Your Studio Membership Type: (Choose one)

- I have pottery experience and can operate independently in a community studio. I am confident in all parts of the pottery-making process, including glazing.
- I have little to no experience and need assistance/guidance in a community studio space.

## Studio Use Agreement

Have you read and agree to adhere to the Studio Policies Handbook?

- Yes
- No

Date:

- I confirm that the information given in this form is true.

Your signature: \_\_\_\_\_