

Capital Pottery Studios Handbook

Welcome to Capital Pottery Studios! The following handbook and policies are for the safety of yourself, our staff and the working artists in our studio. The policies also help to maintain a creative and positive atmosphere for our community studio. Please read the rules and safety protocols.

General Studio rules, and safety

- Access to the studio is only available to studio members (resident or hourly members), the general public during events, and potential students during the studio hours. Do not enter the studio through any access point outside of studio hours.
- Schedule your activities in the studio with time to clean and exit by closing time.
- Only registered active studio members may use the studio and equipment. Prior arrangements must be made with studio staff for guests to work in the studio.
- Proper attire, including closed-toed shoes, eye protection (reading glasses are not acceptable), dust masks, and rubber and/or 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. If we require them or if you need them, you need to bring them.

Our Community Studio Atmosphere

- Any disrespect, harm, or harassment to Capital Pottery Studios managers, technicians, employees, interns, or fellow studio members will not be tolerated.
- We are here to help each other, so please do not create a negative atmosphere.
- Please respect all artists of the studio. Do not disrupt them while they are working, do not use their tools, or touch their work (in progress or finished) without their permission.
- In the case of human error, or a kiln loading error, please be considerate to the staff and fellow artists.

The Capital Pottery Studios staff work very hard to provide the most professional working studio possible. Staff is willing to discuss these situations in a professional manner.

- If you or someone else breaks a piece of work or art, please refrain from outbursts. This is a professional studio.
- In the event that a staff, member, or student breaks a ceramic object at any stage they **MUST** leave a note for the owner.
- If you have special needs for your work, or assistance, please communicate this clearly to Capital Pottery Studios staff. A conversation followed up with a note and/or email will assist in the working relationship of the studio.
- Capital Pottery Studios staff are happy to answer any tech related questions, within reason. Please know that to keep the studio functional and running smoothly, staff will need to get back to work as soon as possible.

Studio Etiquette

- No shouting or yelling in the studio
- No running in the studio
- No smoking of any kind in the studio. Outside only.
- Alcohol consumption could occur at receptions and other events. Capital Pottery Studios staff reserves the right to ask any drunk students, members, artists or general public to leave at any time if they are exhibiting inappropriate behavior.
- Please practice cell phone courtesy when in the studio. Please turn your phone to the off/mute status or to vibrate mode. Take your phone conversation outside. It could be a distraction to technicians and studio members.
- Please do not wear an abundant amount of perfume or scented products while working in the studio environment.
- NO music will be blaring from speakers or cellphones. It is proper etiquette to wear headphones when listening to music, in the studios environment.

Capital Pottery Studios Commitment

- Capital Pottery Studios will maintain a professional environment in the studio space.
- Capital Pottery Studios will maintain the facility and equipment so that artists can work in a safe and clean environment.
- Capital Pottery Studios will promote the studio in the community and promote the artists that reside in the space.
- In discussion with our members, Capital Pottery Studios will attempt to acquire equipment/items for the needs of the studio, as well as discuss making items for use by members (chucks, molds, and so on)

General Studio Guidelines

- Artists and students are obligated to clean-up after themselves. See General Cleaning for Guidelines. Do your best to keep your monthly shelving, or resident area, clean and dust free.
- This studio is a Wet Cleaning Studio. No Sweeping allowed. See General Cleaning for Guidelines.
- Be aware and limit any studio actions that create dust. Dry clay and dry glaze particles are hazardous to all of our health.
- It is everyone's responsibility to keep work areas safe and clean.
- Do not touch any greenware, glazed works, finished pieces or artworks that do not belong to you.
- All work and studio items are to be stored on your own shelves or in your own space, not in general studio areas.
- If you require a space for a large scale sculpture please ask staff to show you an appropriate space.
- OUTSIDE CLAY is not allowed at Capital Pottery Studios. All clay must be purchased through Capital Pottery Supplies and Materials.

- Please notify staff of any issues or broken equipment. We will to fix the issue as soon as possible

Handling of Clay and Glaze Materials

- This studio is a Wet Cleaning Studio. No Sweeping allowed. Wet Mop the floor space in your work area. See General Cleaning for Guidelines or staff.
- Beware and limit any studio actions that create dust. Don't shake out plastic bags indoors. Liberation of airborne particles is hazardous to all of our health.
- Always use a wet sponge to clean up clay dust.
- Never sand greenware or bisque ware indoors, and please wear protective gear when sanding outside.
- When authorized and working with dry materials a Respirator with a P100 filter is required.
- Ask about our glaze making policy at Capital Pottery Studios, as well as glaze selections

Slab Roller

- All canvas, slab mats and related slab making equipment must be cleaned after every use
- Note that the North Star Slab roller must be adjusted at both ends, to be exact in regard to the thickness of the slab being made.

Wheels

- Wheel heads and pans will be cleaned after each use.
- The floor around each wheel must be cleaned of any excess water or clay slurry.
- Wheels must be turned off after use.
- Batts are to be cleaned for the next person to use and returned to storage area.

Handling Plaster

- There is no use of plaster without prior arrangements unless it's during a supervised demo or project. Please see staff.
- NEVER wash any plaster tools directly in the sinks! Please use a separate bucket to rinse all plaster items or tools used. Water can be syphoned out of these buckets and the larger plaster scraps in the buckets can be thrown in the garbage.
- Do not use plaster sponges and buckets to clean anything other than plaster, or plaster messes.

Firing Procedures and preparing your work

Bisque Firing

- Firing frequency is based on volume of work available to fill a kiln load.
- Place green ware or dry work on designated bisque shelves for firing.
- Fired work is placed on marked shelves for pick up or put directly back on available shelf space in your section

Glaze Firing

- Firing frequency is based on volume of work available to fill a kiln load.
- Place glazed work on designated shelves for firing.
- Bottoms of all work must be free of glaze. Work with glaze on the bottom surface or with questionable thickness, or condition, will not be fired.
- Work that needs to be stilted for firing, the member must provide stilts.
- To inhibit glaze running onto the kiln shelves, we have created “cookies” to be place underneath pieces that are known to have a runny glaze combination
- Fired work is placed on marked shelves for pick up, or placed directly back on shelf space available, in your section
- Clean up all brushes, tools, and the area in which you glazed. Including glaze drips and spills around the buckets/containers. Mop the floor if spills have occurred. Clean the table that was used.

Kiln Area

- Kilns will be loaded, fired and unloaded by trained staff only. Do not touch or open a kiln that is being fired or cooled without permission and supervision.
- Firing schedule is managed by designated staff member.

Thank you for working with the Capital Pottery Studio Staff in creating an inspired and safe studio environment.

PHOTO STUDIO ACCESS (when available)

The Capital Pottery Studio photo box is available for use to studio members. In order to use the studio you have to make an appointment with studio staff. If any of the studio equipment is damaged you will be responsible for paying a fee. The front desk has the fee schedule for damage.

WORKPLACE/STUDIO SAFETY

Capital Pottery Studios adheres to all applicable provincial and local anti-discrimination and harassment laws and regulations. Capital Pottery 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.

COPYING OF WORK OF OTHER ARTISTS

Copying of one's work is often seen as one of the problems of being an artist. While ceramic artists and potters continue to develop their own distinct approaches to making and designing pottery, there will be those who choose to base their style of making on the styles of others.

We ask that you take this into account. Talk to the artist that is inspiring you, and have a conversation about the process, learn about it and develop your own design answers regarding it. Do not simply copy work for the hollow satisfaction of selling more work. Develop your own voice by researching what has influenced the artist's work that inspires you, and deep dive into that.

MEMBERSHIP DETAILS

RESIDENT MEMBERSHIP

Term: 6 month membership (or) 12 month membership

Resident Memberships are for potters that want the freedom to be in the studio often and make as much pottery as they wish. The Resident Membership comes with one full kiln firing for bisque and one full kiln firing for glaze each month. A very large shelving system is afforded to each Resident Membership space to coordinate greenware, bisqueware and finished pottery. A Resident Membership can be for 1-3 people sharing the space and services of the membership.

Resident Membership for one person is \$550 per month

Resident Membership for two people is \$600 per month (\$300 each)

Resident Membership for three people is \$675 per month (\$225 each)

MONTHLY MEMBERSHIP

Term: 6 month membership (or) 12 month membership

Monthly Memberships are for potters that have more schedule restrictions in their lives and won't be using more than 20kg of clay per month. The Monthly Membership comes with one box of cone 6 porcelain or cone 6 stoneware clay that we will fire for bisque and glaze. Remember we don't supply glazes. A single shelf will be assigned to coordinate greenware, bisqueware and finished pottery. With this membership, you will select 2 x 3 hour shifts to be chosen per week (for 4 weeks per month)

The Monthly Membership for one person is \$250 per month.

All invoices will be sent electronically. Full membership payment is due on the 1st of every month.

AGREEMENT

I, _____, have read understand and agree to comply with the all the policies stated above, as well as all Capital Pottery Studios policies.

Initials: _____

Signature date:

Capital Pottery Studios Staff signature:

Acceptance Date:

Staff Initials: _____