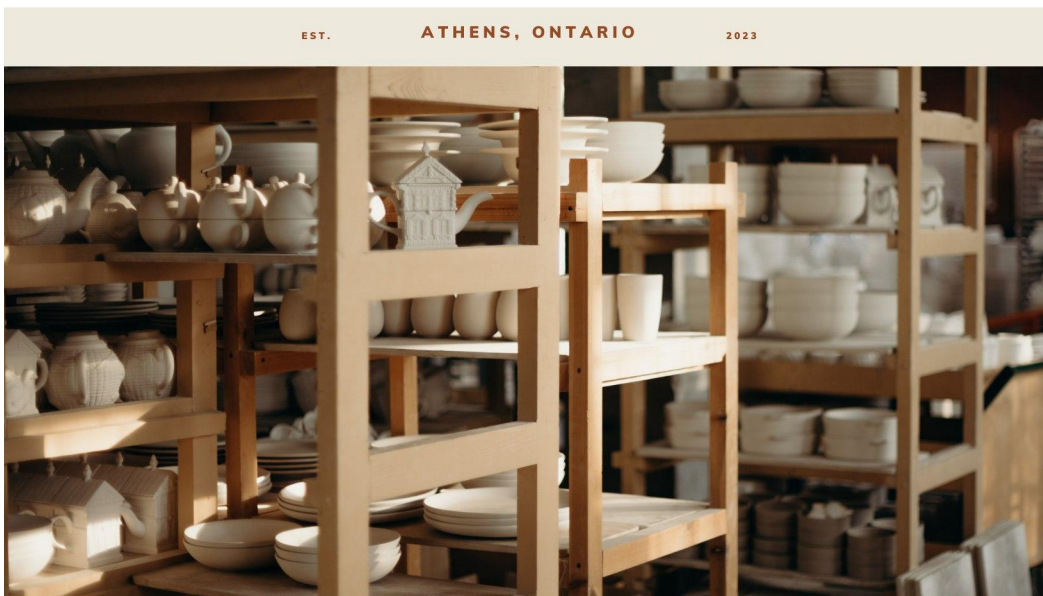




Membership Guide

v.10-24

Welcome to the Clay Studio Collective (CSC) located in Athens, Ontario, where passion, creativity and inspiration happens! The information in this guide provides policies and procedures regarding the operation of the CSC studio to ensure safety and enjoyment for all members.



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1.0 Introduction

The CSC is an enthusiastic group of ceramic artists from the Leeds & Grenville region that have united to share ideas, resources and offer support in the ceramic arts. Our fully equipped pottery studio in Athens, Ontario, is a not-for-profit organization. We promote a welcoming and inspiring environment, reaching beyond our studio doors to spread our love of clay with community initiatives. We welcome everyone to work with us in our community studio! The CSC Studio is shared with Krista Cameron Pottery (KCP) who provides on-site pottery classes.

Mission: To provide a safe, open, and creative environment for established and future potters to share, learn and develop pottery skills.

Values: The CSC is a community-based organization with a focus on cooperation and respect. We value friendship, honesty, integrity, kindness, generosity, and confidence.

Vision: The art of ceramics is a lifelong practice that has helped us build a strong community over the years. We want to continue to nurture and share this with our community.

2.0 Membership

Yearly memberships are \$150 per month with a one-year commitment. Hourly memberships are available and must be purchased in blocks of 10 hours for \$150. A special 6-month membership is available to those who join the CSC during October, November, or December of 2023. Hours purchased must be used within 6 months from date of purchase. Cubby space for personal storage of clay and supplies is available for \$15 per month.

An online booking system will be available soon. Members will be encouraged to book their time using the online booking system and respect the times that are not available.

Completing a Membership Application is the first step to become a CSC member. Applicants are encouraged to complete the application online and submit to the CSC for approval.

<https://www.claystudiocollective.com/become-a-member>

Following approval of a Membership Application, all yearly or hourly members must complete an online Membership Agreement and verify that they have read, understand, and agree with the policies and procedures explained in this document, the CSC Membership Guide. All CSC Memberships are non-refundable.

Once the agreement is received, an Orientation Session will be scheduled, membership will be effective from the date of the orientation. The first month payment will be prorated depending on the date of orientation. You will receive key code access once your first month payment is received.

3.0 Facilities & Equipment

CSC members will have 24-hour access to the studio except during scheduled pottery classes per the schedule in section 7.0. The studio is **NOT** available to members during KCP scheduled classes. Everyone must adhere to the schedule unless otherwise notified by the CSC Board.

Access to the building will be given via a key/code and alarm code. Every member is expected to sign-in and out of the studio in the logbook provided. Members must reserve 15 minutes at the end of their scheduled working time to clean up their area. The last person to leave the building at any time during the day or night is responsible for turning off lights, securing the building and locking doors.

Guests may visit the studio with a studio member however, must sign in the logbook, and are not allowed to work in the space or use it as an informal learning facility. Guests should not stay for the duration of someone's scheduled time. All guests visiting are the responsibility of the member and must be supervised and not inhibit the work of other artists in the space.

Inside the studio there are the following areas:

- Clay/Throwing
 - 6 sitting wheels
 - 4 standing wheels
 - Wedging table
 - Limited bats & tools
 - Cleaning Station

- Hand Building
 - Worktable
 - Slab roller
 - Molds
 - Cleaning Station

- Glazing
 - Studio glazes
 - Worktables
 - Limited brushes
 - Cleaning Station

- Kiln Room
 - 3 Kilns

- Library
 - Pottery Reference Books
 - Pottery Magazines

Members are responsible for broken or damaged equipment. It is recommended that members ask for help if they are unsure of how to operate a particular piece of equipment and if something is damaged, please leave a note with the problem, member name and date.

Equipment is available on a first come first served basis unless equipment has been booked in the CSC online booking system. All members are expected to share space and equipment in a fair manner as well as respectfully work side by side in a communal creative space. Members are expected to keep their workspace clean and to use an appropriate amount of space sharing tables as they work.

All members will have use of the pottery storage shelves (greenware, bisqueware) however space will be limited. All pottery pieces need to be labelled. Potters are expected to bring and use their own tools and bats. Tools should be labelled. Items borrowed in the studio must be cleaned and returned to designated area.

4.0 Studio Policies & Procedures

Upon arrival at the studio, all members are required to sign in and out in the logbook, regardless if time was booked online. All members are expected to reserve a minimum of 15 minutes at the end of booked time to clean their workspace and tools.

There are three (3) cleaning stations in the CSC Studio which include: hand building, clay/throwing, and glazing. The cleaning process is similar in all stations with an emphasis on clay and water recycling.

IMPORTANT: Do not dispose of clay or clay water in the sink. The building is on a septic system and failure to comply with water disposal rules & regulations is in violation of the CSC rental agreement with the Athens United Church, and our agreement could be revoked. It is critical that members follow the clay water and water recycle procedures established by the CSC and detailed in this document.

Always clean with a wet mop, sponge, or towel. Members are expected to wipe down common areas after each use and clean up any clay and glaze from tools, bats, floors, wheels, tables, and shelves. No sweeping is permitted as pottery dust is a health hazard.

Slip and trimmings should be put in the labeled recycle buckets provided. Similarly, unwanted greenware should go into the appropriate labelled bucket. Labelled rinse buckets will be provided to wash clay covered hands, tools, and related items.

4.1 Studio Etiquette

- Be respectful and supportive of other potters in the studio
- Only handle your pottery pieces, not other members
- Limit the unnecessary use of running water
- Be mindful and respectful that the studio is located in a church
- Respect the Sunday morning “QUIET time” from 9:30 am – 10:30 am at which time, there is a church service upstairs.
- The last person leaving will ensure lights are off and door locked

4.2 Parking

There is no parking on the church premises. All members must park on the street and access the studio on the path on the west side of the church.

4.3 Clay

Only clay purchased from CSC is permitted for use in the studio at this time. White and red clay will be available with the potential for different types of clay to be added over time. Individual members may recycle their own clay if they wish. Any clay recycled by CSC will be used for fundraising activities.

If members wish to use a different clay than what is available, permission needs to be obtained and a fee will be added to offset the costs of firing items in the kiln. You must notify the CSC if alternative clay is brought into the studio.

Clay can be obtained from any CSC designated member or can be taken from the clay cabinet, but members must follow the documented instructions. The member’s name, email address, type of clay and date to be documented in the Clay Binder inside the clay cabinet. It is the responsibility of the member to e-Transfer the corresponding payment to claystudiocollective@gmail.com. The date of the received payment will be entered into the Clay Binder by a CSC designate, once the transfer is received. One bag of clay is \$50 which includes an upcharge to cover the cost of glazes and studio firings.

4.4 Wedging Table / Slab Roller

Use the corresponding wedging area on the table to the clay colour used i.e.: white clay area or red clay area. Wipe down well after every use. Members are required to ask for instruction on the use of the slab roller. Use the corresponding slab mat for white clay or red clay. Wipe down well after every use.

4.5 Glazes

There will be some studio glazes (cone 6) available for members. Do not alter glazes (add or remove water) or cross-contaminate glazes by double dipping. Members are allowed to use their own glazes (cone 6 only), with permission and testing.

After using glazes, wipe the bucket and put them back with the colour tiles facing out so the next person can easily see the glaze colour. To avoid getting any glaze in the water system, hands and tools must be rinsed in the **'Rinse Glaze'** buckets. The glaze mix that accumulates in this bucket will be recycled. If there is anything unusual about the glazes, e.g., thinner, or thicker than 'normal', hard panning or anything else, please leave a note on the bucket indicating the glaze problem, member name, and the date.

4.6 Kilns

The kiln room is accessible for members to place their pieces on the respective shelving "To Be Bisqued" or "To Be Glazed". Only staff members and executives are allowed to load or unload a kiln. The CSC bisque-fires to Cone 06 and glaze-fires to Cone 6 oxidation. Kiln firing will be the responsibility of a staff member of the CSC. During member orientation, members will be shown where pottery pieces will be placed depending on the stage of each piece (greenware, bisque ware, etc.)

Items over sixteen inches in height or needing more than one kiln shelf, will be fired if space is available and only when doing so will not interfere with the flow of other projects needing to be fired. Additional fees may be assessed and charged in advance on approved large projects.

The bottom of all pottery pieces needs to be thoroughly cleaned before firing. If your piece is not cleaned properly, it may not get fired. The use of ceramic cookies to catch any glaze drippings is recommended on all pieces and in particular, when using commercial glazes that you think may run onto the shelves. Waxing the bottom of pieces is allowed however it is not meant to replace the need to clean the bottom of the pieces thoroughly. For best results, always use an unfired or bisqued cookie under each item.

4.6 Firings

The turnaround time for work going through the kiln will vary from 1-3 weeks depending on the firing schedule, the size of project, and if we are having any kiln issues. There may be times during the year, such as the holiday seasons, that there will be a higher volume of pieces to fire. Please try to limit the number of pieces to be fired to make it fair to all.

The CSC is not able to provide notification of firings and completion of individual pieces, at this time.

4.7 Shelving

Shelving at the studio is shared between KCP and members of the Clay Studio Collective. CSC members will only use the shelving labelled for the CSC.

Members will be provided with a ware board to store work in progress items (just thrown, to be trimmed, etc.) These ware boards will be individually labelled and slide into the CSC **“Greenware”** shelving unit. Only greenware can be put on these shelves, no tools or clay.

When items are bone dry, pottery pieces will be placed on labelled shelving in the studio depending on the next process to be completed. Members will be shown these various shelving units during orientation.

- **“To Be Bisque Fired”**
- **“Bisque Complete”** Please glaze asap or move to your individual ware board.
- **“To Be Glaze Fired”**
- **“Completed”** Please remove any completed pieces from the shelves as quickly as possible.

Any pieces that are not picked up within 90 days from the date they are finished, become the property of the CSC.

All items placed on the “To be Bisqued” and “To be Glazed” shelves must be signed and include member’s name and date.

Disclaimer: The CSC is not responsible for broken or lost pottery pieces.

4.9 Garbage and Recycling (other than clay)

The studio provides two garbage bins, one in the clay/throwing area and the glaze area. There will also be a recycle bin for paper, cans, and plastic. Please ensure items going into the recycling bins are rinsed or cleaned. DO NOT recycle paper or plastic full of clay or glaze.

4.10 Recycle your Own Clay

Members are encouraged to recycle their own clay. Put clean trimmings and clay water into a clay bag or similar. Detailed instructions to recycle clay will be posted at the studio. Personal recycle clay must be stored in the members cubby or taken home.

4.11 Cleanliness

Cleanliness is crucial for member safety and is a necessary requirement in the studio. Dust is the biggest health hazard when working with clay. Silica is one of the ingredients in clay and glazes that can cause health problems if inhaled over an extended period. We ask that all members do their part in keeping the studio organized, and clean. If everyone does their part, it becomes much easier for all members.

- Members should plan to reserve 15-20 minutes at the end of their session to clean. A detailed cleaning checklist is below and will be posted to ensure all cleaning steps have been completed. Please ensure work area(s) and any shared/borrowed tools used (ie: table, wheel, stool, tools etc...) have been thoroughly cleaned before being put away in their designated area.
- Due to the exposure of silica dust from aprons, it is strongly recommended they be taken home and washed after each use.
- All clean-ups should be wet based. Tables and other work surfaces should be wiped down with a wet sponge and floors need to be wet-mopped. Please avoid sweeping or dusting dried clay. Our aim is to keep the studio as dust free as possible.
- Failure to fully clean your workspace after each use may result in a cleaning charge.
- Please do all sanding of bisque ware OUTSIDE, away from the door and up wind. Glaze dust is also hazardous, please be aware when glazing not to blow glaze dust into the air.
- It is important to reduce water consumption and water waste. Do not run the tap continuously at any station during cleanup. Use the rinse buckets in each location first and if a final rinse is required, items can be rinsed in the sinks. To conserve water, it is also recommended that members use the water from the rinse buckets as throwing water.
- There is a requirement to complete a thorough deep clean of the studio at regular intervals in addition to cleaning clay traps. All members will be required to assist in these areas on a rotational basis.

4.12 Cleaning Checklists

4.12.1 Throwing & Trimming

- Turn off your wheel, wipe down wheel head, table, pedal, and side tables
- Gather any clay or trimming from the floor and throw into the garbage
- Gather any clay or trimmings from the wheel pan and work area that can be recycled and put them into the **“Clean Trimmings Only”** buckets

- Throwing water is to be dumped into the designated **“Red Clay Recycle”** and **“White Clay Recycle”** buckets. These buckets have large screens to catch tools accidentally left in throwing water buckets. Please ensure that all clay clumps are pushed through the screen.
- Wash your wheel pan, tools, and sponges in the **“Rinse Water – White Clay”** or **“Rinse Water – Red Clay”** A final wheel pan rinse, if required, can be done in the sink
- Wipe down the stool and place the stool at the side of the wheel, out of the way of foot traffic to avoid tripping hazards
- Place your pedal on the wheel table
- Mop the floor surrounding your wheel area using the mop and bucket water
- Wipe around the sink and put away any communal tools and supplies

4.12.2 Hand Building

- Wipe down all shared resources (slab roller, textures, molds etc...)
- Wipe down the worktable including ware boards
- Clean any tools in the **“Rinse Water – White Clay”** or **“Rinse Water – Red Clay”** in the Clay/Throwing Area
- Mop the floor, if required, using the mop and bucket
- Wipe down the Hand Building sink area (sink, counter tops)

4.12.3 Glazing

- Rinse all supplies used in the designated **“Rinse Water – Dark Glaze”** or **“Rinse Water – Light Glaze”** buckets before doing a final rinse in the Glaze sink.
- Please do not leave tools or containers in the rinse buckets or drying near the sink.
- Return small and large glaze buckets to their designated locations and ensure all glaze tags are facing out.
- Paint brushes and sponges used for waxing should be soaked in warm, soapy water and rinsed thoroughly.
- Ensure that all brushes, sponges, and other communal items used in your glazing process have been rinsed and returned to their original location
- Any glaze spillage on the floors must be mopped and cleaned
- Wipe down the glazing sink and counter tops

5.0 Financial Policies

The first monthly payment must be received prior to working in the studio. Hourly memberships must be purchased in a group of 10 hours, paid in full, prior to access to the studio. The 10 hours can be used in multiple segments or the full 10 hours at once, but all 10 hours must be used within 6 months of purchase.

Yearly memberships can be paid in full or by monthly payments. Members wishing to use monthly payments are required to set up automatic e-Transfer payments upon becoming a member. Monthly membership payments are due on the 1st of every month. Memberships that remain unpaid by the 5th of the month will receive a reminder and after 10 days, the membership will expire and will be offered to new members. Failure to pay on time or communicate with the CSC, will result in loss of studio access and privileges, as well as disposal of property.

Members are responsible to keep their payment information up-to-date and notify CSC of any changes that would affect payment processing. Members are responsible to pay any bank charges that may occur from insufficient funds or other problems in trying to process automatic payments.

6.0 Code of Conduct

Membership is a privilege. Members are expected to understand and respect all rules, policies, and procedures to ensure the smooth operation of the collective. The activities outlined below are strictly prohibited. Any member who violates the Code of Conduct may have their membership revoked and be removed from the collective. All items left behind at CSC will become the property of CSC.

CSC will cancel membership if:

- There is evidence of theft from the CSC or fellow CSC members or damage to studio and equipment
- Members allow entry to the studio to anyone who does not have their own entry code or whose entry code does not appear to be working.
- Members use abusive language towards any other members or their guests. (Abusive statements and language are strictly prohibited.)
- Members use alcohol or drugs while on the property (exceptions may be made if CSC is holding an event that involves alcohol however the board will provide clear notice in advance of such a situation)
- Come to the studio while under the influence of alcohol or drugs.
- Bring dangerous materials on the property of CSC such as firearms, weapons, or other similar items.

- Verbal, physical and / or virtual abuse and harassment towards any member of the CSC including volunteers and staff.
 - Any actual or threatened violence towards others and / or towards the facility.
 - Bullying, disrespect, taking unfair advantage of another member.
 - Any conduct that endangers the life, safety and / or well-being of others.
 - Failure to follow the rules, procedures and processes described in the CSC Membership Guide and repeatedly break the rules established by the CSC.
 - Do not pay their account balance in a timely manner.

6.1 Conflicts / Complaints

The CSC is committed to providing a positive environment for members to work together. Members who are experiencing a conflict or have a complaint are encouraged to resolve it through discussion directly with the individual they have the complaint with. Members are encouraged to resolve problems cooperatively and informally before presenting them in writing as a formal complaint.

Should an informal resolution be unsuccessful, the complainant has the option to express their complaint in writing and submit to the Board of Directors via email at claystudiocollective@gmail.com. The CSC board will review the situation at the next scheduled board meeting and provide a response in writing within two weeks of the meeting. Decisions made by the board of directors are final.

Should the complaint involve a board member, that member will remove themselves from the board discussion and decision-making process. Members that refuse to adhere to the board's decision will have their membership revoked.

6.2 Health and Safety

Members to refrain from working at the studio when feeling symptoms of COVID, common cold, influenza etc. Members who become aware of any health-related issues should notify the board immediately. This includes physical safety of the CSC studio as well as individual health safety such as the exposure to a communicable disease.

Do not use any equipment without following expected safety procedures. Only designated persons shall load, unload, or operate the pottery kilns. Follow all posted instructions in the studio regarding water processing, etc. Keep hair tied back. Do not wear articles of clothing or jewelry that hang off the body.

6.3 Valuing Diversity

All sectors of the community will receive respectful, timely and confidential services without discrimination because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, same-sex partnership, financial status, family status or disability.

All CSC members are required and expected to respect and support each other regardless of differences, socio-economic status, language, appearance, or ability and to contribute to an organizational culture that respects the diverse, individual contributions of others.

Under the Ontario Human Rights Code, every person has the right to be free from harassment and discrimination. Harassment and discrimination will not be tolerated, condoned, or ignored. If a claim of harassment or discrimination is proven, disciplinary measures will be applied which may include termination of membership.

7.0 Studio Schedule

The following schedule will be effective for the months of September thru to May each year. There will be additional Open Studio time during the months of June, July, and August. A revised schedule will be forwarded to all members at that time.

When classes are in session, CSC members are not allowed in the studio and must ensure they have enough time for cleanup to vacate the studio at the appropriate time.

As indicated in the schedule, there is Open Studio all day Sunday however, there will be **QUIET** time enforced between the hours of 9:30 am – 10:30 am since there will be a church service upstairs.

Open Studio Schedule

	Mon.	Tues.	Wed.	Thurs.	Fri.	Sat.	Sun.
6:00 am – 9 :00 am	Open Studio	Open Studio	Open Studio	Open Studio	Open Studio	Open Studio	Open Studio
9:00 am – 12:30 pm			Classes				
12:30 pm – 1 :00 pm			Transition Timeslot				
1:00 pm – 9:30 pm			Classes	Classes	Classes		
9:30 pm – 6:00 am			Open Studio	Open Studio	Open Studio		