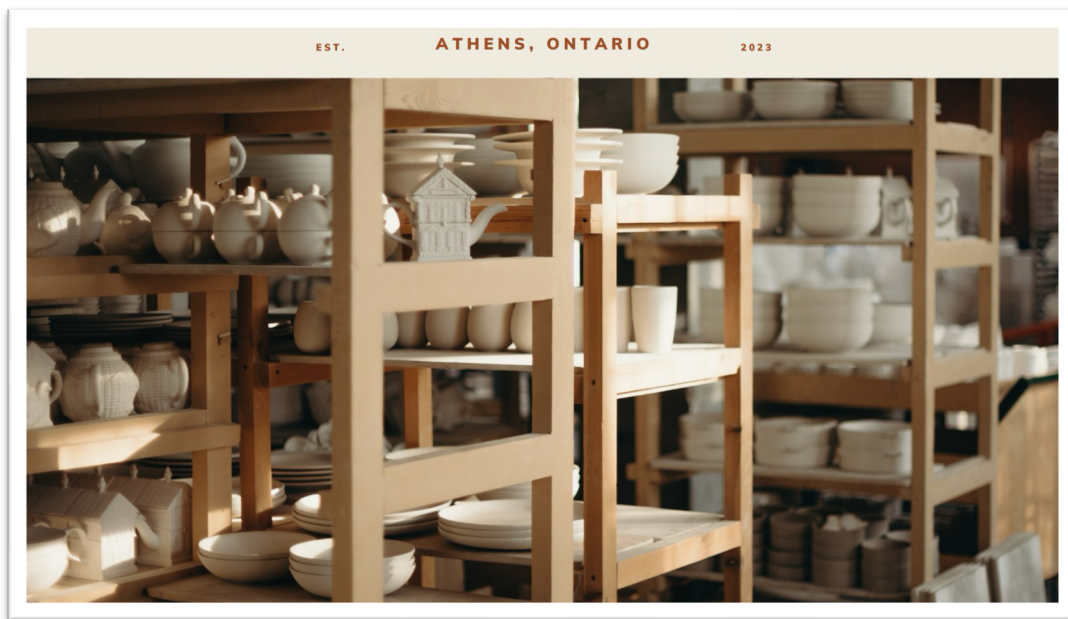




Membership Guide

v. 10-25

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.



Get In Touch

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1.0 Introduction

The Clay Studio Collective (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. The CSC pottery studio is centrally located in Athens, Ontario, in the lower level of the Athens United Church. The CSC Studio is shared with Krista Cameron Pottery (KCP) who provides on-site pottery classes.

Mission:

The Clay Studio Collective (CSC) is a not-for-profit, community-driven studio run by potters. We offer an inclusive, fully equipped space for clay artists of all levels to learn, create, and grow. With a focus on creativity, collaboration, and support, we foster a positive, welcoming environment where members build skills, connections, and a sense of belonging.

Values:

- **INTEGRITY** - We uphold honesty, fairness, and ethical practices in all our interactions and decisions.
- **CREATIVITY** - We encourage innovative thinking and artistic exploration, fostering an environment where new ideas can flourish.
- **COLLABORATION** - We believe in the power of working together, sharing knowledge, and supporting each other to achieve collective success.
- **INCLUSIVITY** - We embrace diversity and ensure that all individuals, regardless of skill level or background, feel welcomed and valued.
- **SUPPORT** - We are committed to providing a nurturing and supportive environment where everyone can thrive, learn, and grow together.

Vision:

The Clay Studio Collective (CSC) envisions a financially sustainable and thriving community studio that continuously evolves through investment in tools, equipment, knowledge sharing and expanding ideas. Through outreach programs and partnerships with local and surrounding communities, we aim to reduce barriers. We provide a supportive space for potters of every skill level to grow, learn, and create, fostering long-term professional development in a collaborative, inclusive environment.

2.0 Management Team

The CSC management and studio operations are carried out through the efforts of volunteers. The Board of Directors work closely as a team to implement CSC objectives and initiatives, promote CSC programs and services and are responsible for the operation of the CSC studio. Several member committees assist the Board to achieve specific goals and responsibilities (Promotions, Facility, Membership, Communication & Finance). All members are encouraged to join a committee. For additional information and to indicate your interest in a particular committee, send an email to claystudiocollective@gmail.com.

3.0 Membership

There are two membership options to choose from; monthly & hourly.

Monthly memberships are \$150 per month with a six-month or one-year commitment.

Hourly memberships are available and must be purchased in blocks of 10 hours for \$150. Hours purchased must be used within 6 months from date of purchase. Can be used as one or multiple hours at a time.

Cubby space for personal storage of clay and supplies is available for \$15 per month.

which membership do I choose?

MONTHLY	HOURLY
Great for ongoing, self-direct learning, especially on the wheel; to create sculpture or build a body of work; making works to sell; or as a retreat with no time constraints. Recommended if you come into the studio once a week, as an average visit is 3-4 hours.	Great for new members who want to test out the studio. It's also better for tackling a single project you have in mind, especially hand building as clean-up is quicker. Recommended for members with unpredictable schedules.

Whichever you decide, members have equal access to the studio outside of class, with unlimited use of glaze and kiln firings. We host special events and a private support group for all members to share and learn together!

3.1 Becoming A Member

Step 1 - Fill out an *Application*

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>)

Step 2 – Approval from CSC management.

Step 3 - Fill in *Agreement* & read our *Membership Guide*

Following approval of a Membership Application, all monthly and hourly members will be notified and 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.

Step 4 - Attend *Orientation & Studio Tour*

Once the agreement is received, an Orientation Session will be scheduled, and membership will be effective from the date of the orientation. Membership payments (hourly & monthly) must be e-transferred to claystudiocollective@gmail.com prior to orientation. The first month payment (monthly members) will be prorated depending on the date of orientation.

During orientation, new members will sign a Membership Contract, be provided with the studio access code, online studio booking access, Facebook Member Group access and clay purchasing instructions.

Step 5 - *Book Studio Time!*

The CSC website has an online booking system. Members are encouraged to book their time using the online booking system and must respect the times that are not available.

Note: CSC members must have a good working knowledge of the pottery process and be able to work independently in the studio. Individuals interested in becoming a member but have little or no experience will need to complete the Immersive Pottery (8-Week) Class with Krista Cameron Pottery (KCP), or equivalent. Pottery Classes with KCP are separate from the CSC and any inquiries should be directed to kcameronpottery@gmail.com. Taking classes with KCP does not automatically mean you are a CSC member.

3.2 Member Resources

3.2.1 Library

The CSC Library has many pottery reference books and magazines. Topics include types of pottery, technical references, hand building, pottery techniques, glazing, firing alternatives, and Asian influences. Pottery books can be signed out for a one-week period and then must be returned. The library is managed by the CSC Executive Director.

3.2.2 FUSION Membership

The CSC is a Guild Member of FUSION, The Ontario Clay and Glass Association. FUSION is a non-profit organization that supports clay and glass artists in Ontario. Every year, FUSION plans exhibitions, organizes hands-on workshops, mentorships, offers awards and scholarships and creates amazing opportunities to engage with, connect and support the community. Members of the CSC can join individually as an Affiliate Member for a reduced fee of \$80. There are many benefits to becoming a member! Additional information can be found at <https://www.clayandglass.on.ca/>

3.2.3 Member Mentorship

The CSC recently announced two Mentorship Programs: 'Buddy Program' and 'Buddy Blocks'. The 'Buddy Program' is for new members to have support in the studio on their first few visits. Upon request, one of our Membership Committee members will join a new member in the studio two or three times to start their CSC pottery journey. 'Buddy Blocks' are scheduled times in the studio for all CSC members where there will be a Buddy (or 2) present to work along with, get advice and just enjoy the pottery experience.

3.2.4 Bring A Guest

Know someone who wants to try pottery? "Bring a Guest" is a new program designed to introduce new people to the art of pottery and try out our studio! Members can invite a friend or family member to join them for a one-on-one hand-building sessions at an hourly rate.

Program Rules & Regulations:

- Access is limited to hand-building only (Studio Time)
- Guests must be accompanied by a current CSC Member
- Guests must be registered and sessions paid in advance
- Rate is \$20/hour per guest
- Minimum age requirement for guests is 12 years of age
- Guests under 18 years of age will require parental consent

Sessions:

- The minimum session is 2 hours; maximum session is 4 hours
- Guests are limited to 3 sessions per year
- Number of guests per member per session is limited to 2 guests, to ensure studio capacity is not exceeded

Member Responsibilities:

- Members are responsible for the health & safety of their guest in the studio
- Members are responsible for ensuring their guests follow all studio rules, guidelines and etiquette
- Members are responsible for storing and the glazing of guests' work
- Members will NEVER give the CSC access code to the studio to a guest
- Member must sign an online liability waiver each time a session is booked

Guest Responsibilities:

- Guests must sign-in the member logbook "Bring A Guest" section prior to each session
- Guests must use studio member clay
- Guests are welcome to become hourly or monthly members at any time or take an introductory course with Krista Cameron Pottery, which will include instructions on using a pottery wheel, glazing, etc.

4.0 Facilities & Equipment

CSC members will have 24-hour access to the studio except during scheduled pottery classes per the schedule in section 9.0. The studio is **NOT** available to members during KCP scheduled classes. Everyone must adhere to the schedule unless otherwise notified by the CSC Board. During the summer months, there may be additional time provided to members.

Access to the building will be given via a key code. 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.



Photography by Sarah Hamelin



Guests may visit the studio with a studio member however; they must sign in the logbook and are not allowed to work in the space or use it as an informal learning facility, unless they have been registered with the “Bring A Guest” program. Guests should not stay for the duration of someone’s scheduled time and limit a guest visit to one hour. 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 work areas:

1. Clay/Throwing Area

5 Sitting Wheels
5 Standing Wheels
Cleaning Station
Shelving



2. Hand Building Area

Worktables
Slab Roller
Molds
Cleaning Station



3. Glaze Room

Studio glazes
Worktables
Shelving
Cleaning Station
Member Cubbies



4. Kiln Room

3 Kilns
Shelving

5. Clay Recycle Area

Clay Drying Shelves
Extruder
Wedging Table



Equipment is available on a first come first served basis unless equipment has been booked on 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 this communal creative space. Members are expected to keep their workspace clean and to use an appropriate amount of workspace to ensure there is sufficient room for others.

Members may be responsible for broken or damaged equipment, dependant on misuse of equipment vs. general wear and tear. Member must ask for assistance if they are unsure how to operate a particular piece of equipment. If something is damaged, please leave a note with the problem, member name and date.

All members will have use of the pottery storage shelves (greenware, bisqueware) however space may be limited. All pottery pieces need to be labelled. It is recommended that potters bring and use their own tools and bats, since there are limited supplies in the studio. Tools should be labelled. Items borrowed in the studio must be cleaned and returned to the designated area.

4.1 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.

4.2 Kilns

The CSC bisque-fires to Cone 06 and glaze fires to Cone 6 oxidation. Only staff members and executives are allowed to load or unload a kiln. The kiln room is accessible for members to place their pieces on the respective shelving **“To Be Bisque Fired”** or **“To Be Glaze Fired”**. During 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 need to be thoroughly cleaned before firing. If your piece is not cleaned properly, it may not get fired. Waxing the bottom of pieces is allowed however it is not meant to replace the need to clean the bottom of pieces thoroughly. A quick alternative is to use a wet low-nap carpet. Rotating the glazed piece in a circular motion will remove all glaze on the bottom of the piece. There are two trays in the glaze room with carpets, one for light glazes and one for dark glazes.

A kiln cookie must be placed under each glazed pottery piece. A kiln cookie is a flat, reusable clay piece used to protect kiln shelves from glaze runs and drips, acting as a buffer between the pottery and the shelf. Using kiln wash on cookies is also required as added protection to ensure your piece doesn't stick to the cookie. Kiln wash and the CSC Cookie Share library are in the kiln room.

Oversized or undersized cookies can be replaced at the discretion of the kiln technician. Ceramic cookies have a lifespan and can become damaged. Any cookie deemed to be a hazard (sharp glaze bits) that can cause injuries, will be disposed of by and at the discretion of the technician. Bubbled cookies will also be discarded. Putting kiln wash on each cookie will extend their life. Kiln wash is provided by the CSC and is available in the kiln room.

Cookies Rule(s):

- Every pottery piece, no matter the shape, needs a cookie to be glaze fired
- Cookie must be no more than ½ inch larger than your piece on all sides.
- Make (label) your own cookies or borrow from the CSC Cookie Share Library
- Take your cookie when you collect your pottery pieces
- Homeless cookies will be placed into the Cookie Share Library
- Kiln techs reserve the right to change a cookie to maximize space in the kiln.

4.3 Shelving

Shelving at the studio is labelled for either CSC members or for KCP students. CSC members will only use the shelving labelled for the CSC.

Members will be provided with a wareboard to store work in progress items (just thrown, to be trimmed, etc.) These wareboards will be individually labelled and slide into the CSC **"In Progress"** shelving unit near the pottery wheels. Only work in progress can be put on these shelves, no tools or clay.

Once complete, potters will place their greenware items that require time to dry completely before bisque firing, on the **"Greenware"** shelves located in the glaze area. All items must have the potter's initials, signature or labelling of some form.

When pieces are completely dry, items are placed on the **"To be Bisque Fired"** shelves located at the far end of the kiln room. Once items have been bisque fired, the studio technician will place items on **"Bisque Complete, to be Glazed"** shelving, located in the glaze area. These items are ready to be glazed by potters.

When items have been glazed and bottoms cleaned, member will place items on the **"To be Glaze Fired"** shelves located at the front of the kiln room. Remember, all items need to be placed on a cookie, slightly larger than the item. When items are removed from the glaze kiln, the technician will place them on the **"Completed Work"** shelves located outside the kiln room near the wedging table. Please refer to APPENDIX 1 "One Studio Step at a Time".

Any pieces that remain on the "Bisque Complete, to be Glazed" shelves for 30 days will be placed on the individual member ware board or to the "Pottery Pound" located in the clay recycle area, to ensure there is sufficient room for other pieces. Similarly, any completed items that are not picked up within 30 days from the date they are finished, will be placed in the "Pottery Pound". Items left in the "Pottery Pound" will unfortunately be discarded or become the property of the CSC and sold in a fundraising event.

All items placed on the "To be Bisqued" and "To be Glazed" shelves must be signed, stamped or labeled with member name.

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

5.0 Studio Policies & Procedures

Upon arrival at the studio, all members are required to sign in (and then out) the logbook, regardless if time was booked online. Hourly members will have individual sign in sheets to track hours used. All members are expected to reserve a minimum of 15 minutes at the end of booked time to clean their workspace and tools.



5.1 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

5.2 Studio Supplies

There are limited amounts of supplies such as brushes, bats, and pottery tools, in the studio and it is recommended, as previously stated, that members obtain and use their own tools. The CSC does offer a beginner’s pottery tool kit and sells 1 oz. jars of underglaze in varying colours. There is a display and stock available in the glaze room.

5.3 Clay

Only clay purchased from CSC is permitted for use in the studio at this time. Various types of clay are available. It is possible to request that a particular clay is purchased and made available to members by sending an email to claystudiocollective@gmail.com. Individual members may recycle their own clay if they wish. Any clay recycled by CSC will be used for fundraising activities or sold as recycled clay pugs at a reduced rate.

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. Members must notify the CSC if alternative clay is brought into the studio.

Clay is obtained from the designated CSC clay cabinet. Members must follow the documented instructions. The member’s name, email address, type of clay, bag # and date is to be documented on the Clay Clipboard inside the 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 by a CSC designate, once the transfer is received. One bag of clay (8 kg) is \$50 which includes the cost of glazing and studio firings. Recycled bags of clay (5 kg) are available for \$19 per pug.

5.4 Recycle your Own Clay

Members are encouraged to recycle their own clay. Detailed instructions to recycle clay is posted at the studio and attached as [APPENDIX 2. How to Recycle Your Own Clay](#). Personal recycled clay must be stored in the members cubby or taken home.

5.5 Glazes

There are several studio glazes (cone 6) available for members. Glazes are included in the cost of the purchase of clay. 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 possible testing of the glaze.



After using the studio glazes, wipe the bucket and put them back with the label facing out so the next person can easily see the glaze colour. There are glaze testers and samples in the glaze room representing each glaze provided.

To avoid getting any glaze particles in the water system, hands and tools must be rinsed in the '**Rinse Glaze**' buckets (light glaze or dark glaze). 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 etc., please leave a note on the bucket indicating the glaze problem, member name, and the date.

5.6 Firings

A firing schedule for CSC members helps bring consistency and predictability to firings. Every Thursday there will be either a bisque or glaze firing if the kiln can be filled to 75% capacity. Each firing takes between 48 to 72 hours. Pieces need to be ready and placed on the "To be Bisque Fired" or "To be Glaze Fired" shelving Wednesday evening at the latest. Pickup of items will always be on Saturday. If there is a change in this schedule, members will be notified.

There may be times during the year, such as the holiday season, that there will be a higher volume of pieces to fire. Please start early or try to limit the number of pieces to be fired to make it fair to all.

There is a cost to the CSC to refire pottery pieces, including glaze, electricity, and studio technician expenses. The CSC charges a small fee per item to cover these expenses as addressed in [APPENDIX 3 – Refiring Fees](#). Items need to be listed on the Refire Sheet located on the "To be Glaze Fired" shelving unit in the kiln room. Payments to be etransferred to claystudiocollective@gmail.com.

5.7 Garbage and Recycling (other than clay)

The studio provides a garbage bin and 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.

5.8 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.

6.0 Cleaning Policies

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.



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. Detail cleaning instructions are listed in Section 6.1 and in APPENDIX 4: Clean It Like You Mean It.

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. Trimmings on the floor should be collected using the floor squeegee and placed directly in the garbage.

Slip and trimmings on your wheel and tabletop should be put in the labeled recycle buckets provided. Unwanted greenware should go into the appropriate labelled recycle bucket as well. Labelled rinse buckets will be provided to wash clay covered hands, tools, and related items.

- Members should plan to reserve 15-20 minutes at the end of their session to clean. Detailed cleaning checklists follow. Please ensure work area(s) and any shared/borrowed tools used (i.e.: 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 on a regular basis.
- 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 do not 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. Weekly deep cleans usually take place late Tuesday afternoon.

6.1 Cleaning Checklists

6.1.1 Throwing & Trimming Area

- 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 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 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

6.1.2 Hand Building Area

- Wipe down all shared resources (slab roller, textures, molds etc...)
- Wipe down the worktable including wareboards
- 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)

6.1.3 Glazing Area

- 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.
- 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 with a wet mop and dried with a Swiffer (both reside in the glaze room)
- Wipe down the glazing sink and counter tops
- Clean glaze carpets

7.0 Financial Policies

The first monthly payment (monthly members) must be received prior to orientation and 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.

Prepayment of membership or cubby fees must be within the CSC fiscal year, Jan 1st to Dec 31st. For example, prepaying member fees for a 6-month period will require a payment on July 1st to ensure payment falls within the use year of membership to reduce complicated reporting.

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.

In the event of accidental spillage or contamination of glazes, members may be financially responsible depending on the circumstances. Similarly, if damages occur to the kiln or other member pieces, due to the use of unapproved clay, members may be financially responsible for any related expenses.

8.0 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 proof of theft from the CSC, fellow members or damage to studio and equipment
- Members allow entry to the studio to anyone who does not have their own entry code or is not a member of the CSC. This does not include an approved guest of an individual member or those guests participating in the “Bring A Guest” program.
- 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 conduct that endangers the life, safety and / or well-being of others.
- Any actual or threatened violence towards others and/or towards the facility. Bullying, disrespect, taking unfair advantage of another member.
- Failure to follow the rules, procedures and processes described in the CSC Membership Guide and/or repeatedly break the rules established by the CSC.
- Do not pay their account balance in a timely manner.

8.1 Conflicts / Complaints

The CSC is committed to providing a positive environment for members to work together; therefore, members are encouraged to resolve problems cooperatively with one another.

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 to 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 recuse themselves from the board discussion and decision-making process. Members that refuse to adhere to the board's decision will have their membership revoked.

8.2 Health and Safety

Members are to refrain from working at the studio when feeling symptoms of COVID, influenza etc. or take the necessary precautions such as wearing a mask. Members who become aware of any health-related issues should notify the board immediately.

Do not use any equipment without following expected safety procedures, which include the following: 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, to ensure articles do not get tangled in equipment including a pottery wheel or the slab roller.

There are two fire extinguishers, one in the kiln room and one in the main studio. A carbon monoxide detector has been installed in the kiln room. There are smoke detectors throughout the building. If alerted by any of these alarms, exit the building immediately. Call 911. If exit through the studio's entry or secondary door cannot safely be exited, there is an exit through the church kitchen or upstairs through the church. These procedures will be discussed during orientation. Please familiarize yourself with these exits. Your safety is our priority. Any concerns, please contact any Board Member.

8.3 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.

9.0 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 December, 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 shared Open Studio with KCP 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 * Shared with KCP
9:00 am – 12:30 pm			Classes				
12:30 pm – 1 :00 pm				Transition Timeslot			
1:00 pm – 9:30 pm				Classes	Classes		
9:30 pm – 6:00 am			Open Studio	Open Studio	Open Studio		
							Quiet Time Church Service 9:30am - 10:30am

APPENDIX 1:

One Studio Step at a Time!

From the beginning to the end, a sculpture or thrown piece of pottery moves through the studio in a specified way to streamline the process for potters and studio technicians. The following is a description of the six steps in the CSC studio, with each step requiring a different shelving unit. Each shelving unit will be labelled with the step number and name.



Step 1 – In Progress: Thrown, covered, to be trimmed items etc. are placed on labeled individual member ware boards on shelves located directly behind the pottery wheels.



Step 2 – Greenware: Potters place greenware items that require time to dry completely before bisque firing, on these shelves located in the glaze area. All items must have the potter's initials, signature or labelling of some form.



Step 3 – To be Bisque Fired: Potters will place any items that are totally dry and ready for bisque firing on these shelves located at the far end of the kiln room.



Step 4 – Bisque Complete, to be Glazed: Once items have been bisque fired, the studio technician will place items on shelving, located in the glaze area. These items are ready to be glazed by potters.



Step 5 – To be Glaze Fired: When items have been glazed and bottoms cleaned, they will be placed on the shelves located at the front of the kiln room. All items need be placed on a cookie, slightly larger than the item.



Step 6 – Completed Work: When items are removed from the glaze kiln, the technician will place them on shelves located outside the kiln room near the wedging table.

APPENDIX 2:

HOW TO RECYCLE CLAY

**STEP
1**

Choose a ware board as your recycling station. Take your wet scraps and flopped pots from throwing and spread them evenly on the board.

**STEP
2**

Let it sit for a 1-2 hours, then gently lift a corner of the clay to see if it released from the ware board. If so, flip it over to air out the other side

**STEP
3**

When most of the excess moisture is gone, it can be wedged on the wedging table and used again, or stored in a plastic bag to use later.

**STEP
4**

Lastly, clean off the ware board and wedging table with a damp sponge.

WARNING

Never use metal scrapers or any tools on the Wedging Table. This may cause plaster residue to break off and cause kiln explosions if it contaminates clay.

APPENDIX 3:

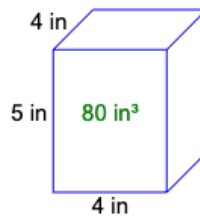
Refiring Fees



There is a cost to the CSC to re-fire pottery pieces, including glaze, electricity, and studio technician expenses. The CSC is instituting a small fee per item (see below) to cover these expenses.

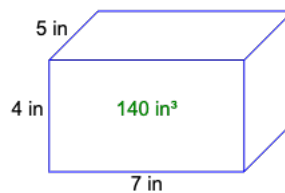
Please list any pieces requiring reglazing on the Re-fire Sheet at the "To be Glaze Fired" shelving unit. Payment can be included in your monthly member fees or sent directly to claystudiocollective@gmail.com.

Small \$3.00



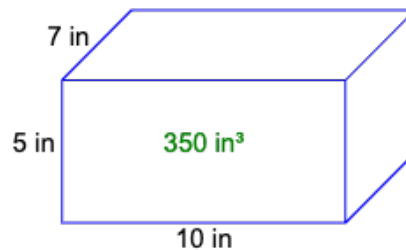
Mug

Medium \$5.00



Small Bowl

Large \$10.00



Large Bowl

APPENDIX 4:

Clean It Like You Mean It!



✚ This is YOUR studio. And mine. It is something that we are all proud of being a part of. Let's show it. Clean up all your areas each and every time before you leave the studio.

✚ The CSC board members work very hard to ensure the studio runs smoothly. We spend time every week focusing on a deep studio clean, but we need your help!

If we all work together, our studio will continue to be a source of pride!

The List:

- ✚ **Wheel:** Make sure to clean the entire wheel inside and out, including the sides.
- ✚ **Floor:** Mop the floor around your work area, and any other surfaces (tables, chairs) that may have been sprayed by clay. If the water is dirty in the mop bucket and if the water is settled, pour the clean water down the low sink in the glaze area and the remaining sediment in the square green bucket below that sink. Add clean water from the glaze sink.
- ✚ **Trimmings:** Use the floor squeegee to gather trimmings under your wheel and put them into the garbage. Trimmings on counters, surrounding tables and surfaces can be put into the dry trimmings bucket. Trimmings should be picked up off the floor before they dry, when the dust can be spread in traffic areas.
- ✚ **Work Areas:** Sponge all work areas. It is recommended to use a second wet sponge to and go over the area several more times, to fully remove the clay. A clean dry sponge for the last wipe is helpful to remove the clay film that sometimes remain.
- ✚ **Sinks:** Rinse the wash basin and wipe out the sink.
- ✚ **Dishes:** Put water in the wash basin in the low sink in the glaze area. When finished, the water can be poured down the drain in the low sink. Empty the dish rack and put away any dishes washed.
- ✚ **Tools:** Prewash hands, tools, and brushes THOROUGHLY in the rinse water pails before a final clean rinse. This is to prevent clay from going down the sink. Put away any studio tools (do not leave them in the sink rack). Wipe out the sink or wash basin when finished.

Reminders:

- ✚ No sweeping please! Exposure to clay dust can cause silicosis, a serious lung disease.
- ✚ Spills must be wiped up immediately so that they do not become dust hazards.
- ✚ Red clay leaves stains, which can ruin the work of those who are working with white clay. Take special care to clean up all tools and tables that have been exposed to red clay to prevent cross-contamination.
- ✚ Glaze chemicals can be harmful, especially when left to dry out and turn into dust. Always fully clean glaze off brushes, tables, sponges, etc.
- ✚ Keep personal belongings in your cubby or take them home. The CSC is not responsible for anything, including clay, left in common areas.
- ✚ Bring your own towels and sponges. The CSC provides limited sponges (they disappear quite often).

ADDITIONAL CLEANING: If you would like to help keep our studio in great shape, you can take on the following tasks whenever you wish:

- ✚ Vacuum and mop the entrance way stairs.
- ✚ Sponge off the front of buckets and cabinet fronts.
- ✚ Sponge off any dusty shelves you encounter, including your wareboard
- ✚ Thorough sink cleaning (we have 4 of them).
- ✚ Tidy common shelving areas such as throwing supplies and the tool shelf.
- ✚ Purchase dump tags at the Athens gas station or town office.
- ✚ And if you are really ambitious, ... take home a bag of garbage or recycle!

Thank you for caring, supporting and cleaning!



Sign Up (Member Bulletin Board) if you are interested in helping in other areas