

RULES & EXPECTATIONS

EQUIPMENT

The Studio Arts Boulder Community Membership Studio includes wheels, work tables, slab roller, clay extruder, two electric kilns, and shelves & cubbies as assigned per member.

CLAY

- Members must purchase their own clay. It is your responsibility to make certain you use clay bodies that are safe to fire at cone 6. You will be responsible for the full replacement cost of any kiln shelves that are damaged by your work.
- Studio Arts Boulder will stock a limited amount of stoneware and recycled clay, which members can purchase on site.
- Studio Arts Boulder has a monthly delivery of clay on the third Tuesday of every month. Members can call or go online to Rocky Mountain Clay to place a personal order to be delivered as part of the Studio Arts Boulder delivery to the studio on Sterling Circle (not the Pottery Lab). Studio Arts Boulder will cover the delivery fee for that monthly delivery.
- Members are responsible for putting their clay away after delivery.
- Members are responsible for recycling their own clay. If Studio Arts Boulder recycles it, the clay will go into our supply and be available for purchase.

TOOLS

- Studio Arts Boulder will provide ware boards, throwing buckets, sieving & glazing tools.
- Members are responsible for their own tools, towels, bats, aprons, etc.
- All members are required to label and keep all personal items including tools, clay, work in progress and completed pieces, etc. on your own assigned shelf or in your designated cubby.
- It is your responsibility to make sure you have enough shelf/cubby space to hold all your tools, clay, and work (both in-process and finished).

GLAZE

- Members must purchase their own glazes. It is your responsibility to make certain you use only those glazes that will not damage the kiln, kiln shelves, or other members' work.
- Studio Arts Boulder will provide a limited amount of glazes that will be available for member use at no additional cost. Do not add water to a studio glaze – if you think the consistency is wrong, please tell a work trade, or staff member and they will adjust the glaze as needed.
- Members may in the future purchase dry 2,000-gram batches of a limited selection of glazes from Studio Arts Boulder, which members will mix with water (outside or under a vented hood). Cost will be based on ingredients.
- Members can also add glaze and other tools to their personal order from Rocky Mountain Clay for the monthly delivery to Sterling Circle. Members must provide their own proper storage containers for purchased glazes and must store these glazes in your own assigned shelf or in your designated cubby.
- DO NOT contaminate glazes -- wait for a glaze layer to dry before dipping a second layer.
- Do not scrape dry glaze off pots or sand pots unless you are over a bucket of water or wet towel.
- Inform WT: Glaze Manager if a studio glaze bucket is empty or low.
- Clean up glaze area when finished:
 - Rinse all brushes, containers, stirrers, and any other tools used in the glaze rinse bucket and put each one back in its appropriate storage area.
 - Make sure glaze lids match the containers. Always cover glaze buckets when you are not using them, even if you plan to use the glaze again shortly.
 - Wipe down table tops with cloth towels, NOT sponges.

FIRING PROCESS

- Firing fees will be charged prior to firing and calculated based on square-inches. Members can purchase a studio punch card to pay

firing fees.

- You must store all work until it is bone-dry. Once it is bone-dry it may be put on the to-be-bisque rack. Any greenware that is not bone-dry will not be fired.
- All greenware must be marked with a member's unique stamp before it will be fired. If we can't tell who the work belongs to, we will not fire it.
- If you have any special concerns about the handling of your work, you need to speak with a staff member before leaving the work to be fired. Written notes are not sufficient.
- Firing frequency is based on the volume of work available to fill a kiln load. · Members can check the firing log to see when kilns were unloaded. You are responsible for picking up your bisque- and glaze-fired work within one (1) week after it is unloaded.
- Unclaimed work will be moved to a "Last Chance Rack" and held for 30 days. After 30 days, all unclaimed work will either be recycled (and members will be charged a recycle fee) or the work will become the property of Studio Arts Boulder.
- Members will be charged the full replacement cost for any damage to kiln shelves.
- Members are not allowed to load, unload, or operate the kilns.

SPECIAL FIRINGS

Because of the amount of work we are firing for members, it is unlikely that we will be able to accommodate a special firing. If you want to bisque fire to a temperature other than cone 06, or glaze fire to a temperature other than cone 6, you will need special permission. Special firings are a rare exception, given only if it will not impact our regular firing schedule.

FIRING FEES

You are responsible for all firing fees, even if you are dissatisfied with the results or if your work was damaged. \$20, \$50 and \$100 studio punch cards are available for purchase and are the only acceptable form of payment for firing fees. (Punch cards can also be used to purchase clay, glazes, or pay other incidental fees.)

Our current firing fee base rate is \$0.01 per square inch for bisque firing and \$0.02 per square inch for glaze firing. Firing Fees are calculated by taking the longest 2 dimensions of the pieces times the respective firing

fee. There is a \$0.25 minimum firing fee per piece. There is an initial maximum charge of \$10 per firing for pieces up to 13" tall. In addition, there is a surcharge fee of \$5 for any piece with a height above 13".

We will not fire anything over 24" in any dimension.

CLEANING

- We have a vacuum for use in cleaning up dry clay such as trimmings that end up around your wheel. NEVER sweep trimmings – it stirs up dust in the air, which is harmful to breathe. If the vacuum is full or loses suction, please tell a work trade, or staff member. They will take care of properly emptying the vacuum.
- We have mops for cleaning up wet clay, slips, and drips around your wheel as well as glaze spills and drips in the glaze area.

How to best clean tables & wheels:

1. Wheel heads and pans must be cleaned after each use.
2. NEVER take splash pans to the sink.
3. Use a sponge first. Make sure the sponge is rinsed clean before starting.
4. Follow with a clean cloth towel.
5. Floor around each wheel must be cleaned after each use.

How to best clean wedging tables:

1. Make sure the sponge is rinsed clean before starting.
2. Go over a small area and then rinse the sponge completely.
3. Continue rinsing out the sponge and wiping the surface until you are no longer leaving streaks.
4. After you have finished, rinse the sponge completely.
5. Follow with a clean cloth towel.

How best to clean slab roller:

1. Always use canvas on both sides of the clay between rollers.
2. Make sure canvas is scraped clean on both sides after you are done.

How best to clean extruder:

1. Keep track of all dies and return to the designated storage container after use.
2. When finished, remove and clean all the dies.
3. Wipe down the inside and outside of the extruder.

CONDUCT

- Members are expected to know and follow all rules & expectations.
- Studio Arts Boulder expects everyone to be respectful toward others, their artwork, and their privacy.
- Do not touch or move any clay projects that do not belong to you. If you need to move a piece, please ask a staff member.
- No one may use or work in the studio under the influence of alcohol or drugs.
- Membership is a privilege and Studio Arts Boulder reserves the right to terminate any membership at any time. Studio Arts Boulder is not responsible to refund or pro-rate any prepaid membership dues.
- Smoking is not allowed inside the studio, nor within 25 feet of the entrance.
- Visitors and guests are not allowed to work or remain in the studio beyond a quick tour. Visits should be less than 15 minutes. Members assume all responsibility for their guests and visitors.
- We love dogs, just NOT in the studio. Dogs and other animals are not allowed inside the Membership Studio unless they are certified service animals. Documentation must be provided to Studio Arts Boulder prior to bringing a service animal into the studio.
- Bicycles are also not allowed inside the building. Please lock bikes on the racks outside.
- Please take phone calls outside or in the Gallery area and use headphones if listening to music to keep disturbances to a minimum for other members.
- Please make sure all doors latch behind you when leaving. If you are the last person to leave the studio, please use the

closing checklist to ensure the studio is safe for the night.

- Work Trade members may lose their membership if they fail to perform assigned duties. If a Work Trade member expects to be absent, they must inform Studio Arts Boulder and coordinate with another Work Trade member to sub for them and/or cover the work.

If reasonable accommodation is needed, please contact a staff member. Studio Arts Boulder is committed to full inclusion of all qualified individuals. As part of this commitment, Studio Arts Boulder will ensure that persons with disabilities are provided reasonable accommodations while using the community studio.

CONTACT

For life-threatening or fire emergencies, dial 911.

For all other emergencies, call Colleen McCarthy at (303) 588-8893.

For all non-emergency studio issues, please contact appropriate Work Trade member(s) at membershipstaff@studioartsboulder.org

For all non-emergency administrative issues, please send an email to membership@studioartsboulder.org.