



Washington Street Studios Community Studio Membership Agreement

Washington Street Studios (WSS) is a private community studio facility. WSS offers members a community studio space in which to do their art.

To be eligible for membership at WSS, you must be 18 years old or older, have taken at least one ceramics class, must have a working knowledge of the ceramics process and must be capable of working in an unsupervised manner.

WSS is open to members 24 hours a day, seven days a week. WSS may need to close portions or all the facilities for repair or maintenance. Members must only enter the building through the approved doors.

WSS has constant video surveillance and audio surveillance capabilities active in every area of the studio for the safety of our members and to provide remote monitoring capabilities.

Members agree to a monthly membership fee and this fee entitles Member to the use of the community studio space and equipment. At signing, Member agrees to pay the current month membership fee, and last month membership fee in advance. An invoice with monthly membership and any additional fees will be sent via email on the first day of the month, with payment due within seven days. If the membership is not paid within thirty days, the last month membership payment will be forfeited, membership will be terminated, and access to the studio will be terminated. All belongings must be removed from the studio by the last day of the final month.

Any Member can terminate the membership upon giving WSS 30 days' written notice (this includes email notice) of the termination date. All amounts due and owing to WSS from any person who has terminated his or her membership shall remain a debt owed to WSS by such person, which debt shall be enforceable against such person. Upon termination of membership, Member agrees to remove all personal supplies and artwork from WSS's premises. Any unclaimed property will be discarded after three (3) days. WSS shall not be responsible for any personal supplies or personal property belonging to a Member during such time as the property is physically upon WSS's premises. If Member wants to collect supplies and personal property after the termination date, arrangements must be made within three days of termination.

Membership at WSS includes:

- Access to equipment, tools and glaze
- Bisque firing (Cone 06, Electric)
- Glaze firing (Cone 6, Electric)
- Use of studio glazes
- Two shelves, 48" x 18" space for in-progress work, clay and tool storage.
- Storage locker.
- Pit Firing (training required)
- Gas reduction firing at an additional cost
- Soda firing at an additional cost
- Raku firing at an additional cost

Not Included with your membership:

- Formal pottery instruction.
- Clay.
 - Clay must be bought from the WSS or approved by an authorized agent of WSS.
- Personal pottery tools.

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Members are responsible for:

- Knowledge of the current Studio Rules as posted throughout the Pottery Studio.
- Clearly label any work at the studio (use paper sheets with your name for works in-progress).
- Sign your work clearly to avoid confusion with other members.
- Cleaning up your work areas and tools when finished.
- Returning all tools and equipment to their proper location.
- Personal OSHA approved mask or respirator.
- Your own personal tools.
- Works in progress and Pick-up of completed work.

All abandoned work or works in-progress will be recycled or discarded without notice including:

- Unlabeled work in progress left in the community work area.
- Unlabeled bisque, or glazed pots left in a community work area.

WSS community studio membership may be revoked by WSS at any time, for any justified reason including but not limited to the list below.

- Repeatedly violating pottery studio rules and procedures.
- Misuse and/or neglect of equipment, tools, glaze, or the studio facility.
- Failure to respect others, their work, or their privacy.
- Coming to the studio under the influence of alcohol or other drugs.
- Bringing or using illegal drugs in the pottery studio or on WSS property.
- Touching the kiln without permission from an authorized agent of WSS.
- Removing equipment, tools, glaze, or property of WSS, or other members, from the studio.
- Use of another members equipment, tools, glaze, or property without permission.

WSS is not responsible for refunding or pro-rating any membership fees at termination of the studio membership.

WSS authorized agents are Dennis Stark, Gerri Berman, and Jenna Gianni. Any approvals or exceptions approved by an authorized agent of WSS must be in writing and presented on request.

General Studio Rules (additional rules will be posted throughout the studio)

- Personal work and tools should be returned to your designated shelf or locker space.
- Place purses, backpacks, jackets, and other personal belongings must be stored on hooks, on your shelf or in your locker, not on worktables or shared equipment.
- Work in a single workspace, no “holding” of a pottery wheel while you work on something else.
- Use your own tools or tools provided by WSS.
- Do not touch, move, or bump into work or tools that do not belong to you.
- No glazes, slips, tools, or equipment of any kind should be removed from the studio.
- Outside clay and glazes are allowed, but their use must first be approved by WSS authorized agents.
- No foreign objects can be fired in clay without permission from an authorized agent of WSS.
- Sanding and dry trimming should be done outside and away from others, please wear a dust mask. for your own safety.
- No spraying and/or toxic fumes (including enamel and strong-smelling glues) in the studio space, if you use spray paints or sealants, you must take them outdoors.
- Recycle or dispose of scrap clay, each artist is responsible for recycling or disposing of their own clay.
- Empty your throwing buckets and splash pan and put scrap clay and slop in the large grey scrap clay bins.
- Clean your work area (wheel, hand building surfaces, wedging tables, glazing room table, floors) often and when you have finished working, to reduce the exposure to airborne dust.
- Use wet sponges or cloths to wipe down surfaces; dry wiping can send particles airborne.
- After use, bats, tools, and other pottery equipment must be cleaned and returned to their correct place.
- After use of a wheel, clean wheel, splash pan, table, wheel legs, chair, and water bucket, and turn off

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the wheel.

- Place foot pedal on top of wheel, wipe down or mop the floor around your wheel.
- All work areas and equipment must be cleaned prior to leaving the studio.
- Use a wet mop or sponge to clean the floor in the studio areas; do not use a broom.
- Pre-rinse all clay and glaze tools and equipment in large plastic bucket in the sink before final cleaning to prevent clay from going down the drain and to help to conserve water.
- Rinse out any sponges you have used and put them away clean.
- Notify an authorized agent of WSS of any problems, breakage, or accidents.
- Turn off lights when leaving and make sure all doors are closed and locked.
- No smoking of any kind in the buildings, or inside the fence.
- No sleeping overnight.
- Memberships are not shareable or transferable.
- Members are not allowed to share access to the studio.

Kiln use and firing is only performed by staff approved in writing by an authorized agent of WSS, no exceptions. Every possible care will be taken with members' work at all stages: loading, firing, and unloading. Accidents will happen. At WSS we do our best to avoid problems. This includes not firing anything until it is truly "bone dry", not loading anything that looks like it could drip or spit/spatter glaze or still have glaze on the bottom or near the bottom of a piece.

Kiln Firings, as a membership you agree with the following:

1. I understand that there are inherent risks when having my work fired.
2. I will not hold WSS financially responsible for any damage to my work.
3. I will pay additional charges for the damage my work may cause to kiln shelves.

Outside Material Exceptions:

Due to the variable nature of raw pottery materials and for the protection of the kilns and other people's work in the kilns, WSS does not permit outside materials in the studio. Exceptions must be approved by an authorized agent of WSS. If an exception is allowed, and outside clay or glaze is allowed in the studio by an authorized agent of WSS, the member is responsible for any damage to the kiln, shelves, or other people's work. Other exceptions also requiring prior approval from by an authorized agent of WSS include outside glaze, slip, and underglaze and overglaze materials purchased by the member to use in the glaze area/firing process.

Kitchen space:

The kitchen is for use by members and everything in the kitchen is shared. These are some simple rules to help make the community use of the kitchen most convenient:

- Label anything in the kitchen with your name or initials if you do not want to share.
- Do not take anything that is labeled with a name or initials, it's not meant to be shared.
- If you use dishes, mugs, cups or silverware, wash it, dry it, and put it away before you leave.
- Wipe down surface areas to help keep the kitchen clean.
- Purge expired food items from the cabinets and refrigerator.

Everything left in the kitchen may be discarded at any time.



I have read the Washington Street Studios Community Studio Membership Agreement, and I agree to the conditions listed.

I understand the studio rules as posted throughout the Pottery Studio can change, and I agree to follow any future revisions of the rules.

I agree not to hold WSS liable for any injury that is incurred on the premises.

I understand studio pass fees are subject to change with a minimum of 30 days' notice. Any items left at the pottery studio after cancellation or termination of the membership agreement become the property of WSS and will be disposed of unless arrangement for pick-up is made within 7 business days.

In consideration of being a member of the WSS community studio and use of its facilities, equipment and machinery, in addition to the payment of any fee or charge, I do hereby waive, release and forever discharge WSS and its officers, agents, employees, representatives, executors and all others from any and all responsibilities or liability for injuries or damages resulting from my participation in any activities or my use of equipment or machinery in the above mentioned facilities or arising out of my participation in any activity at said facility. I do hereby release all of those mentioned and any others acting on their behalf from any responsibility or liability from any injury or damage to myself, including those caused by negligent act or omission of any of those mentioned or others, acting on their behalf or in any way connected with my participation in any activities of WSS or the use of any equipment at WSS.

I have read and hereby voluntarily sign this authorization and release.

Signed: _____ Date: ____/____/____

Name (Please Print): _____

Pottery Experience: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Phone: _____

Email: _____

Emergency Contact: _____

Relationship: _____ Phone: _____

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