



Ceramics Membership Studio

AGREEMENT

Worcester Center for Crafts - 25 Sagamore Road, Worcester, MA 01605

As a member you are part of a community of individuals who share the common bond of clay working. Included in this community are students, staff, faculty, studio assistants, artists in residence and associated member artists such as yourself. The following policies are intended to assist in ensuring the best experience possible for everyone in this community studio. Please be mindful of these policies and that failure to comply with these policies can be detrimental to the community and may result in termination of this membership agreement.

I SPACE

- a) Access to the membership studio is to take place no earlier than 9 am and extend no later than 9 pm. This membership is for an agreed studio space only. Attempts at access outside of this time may result in prompt cancelation of the membership.
- b) Members are assigned a defined storage space. All work, tools, materials and other belongings must be confined to that area when not in use. No storage on the floor or under fixtures unless assigned.
- c) Common areas, such as potter's wheels, slab roller, tables, sinks, etc. are shared and maintained by all users in common. No one is permitted monopolize these areas.
- d) Tools or equipment (such as spray bottles, banding wheels, bats, etc.) used from the main studio areas must be returned to their proper location once you have finished using them each time/day. Studio equipment must not be stored on individual shelves or in lockers.
- e) Members are responsible for cleaning up after using any part of the studio, including common areas and the main studio.
- f) Studio spaces are to be kept in a tidy and presentable manner. **FIRE EXITS SHALL NOT BE OBSTRUCTED FOR ANY REASON.**
- g) **The accumulation of dry materials such as clay trimmings or glazes on the floors or work surfaces of any space is not permitted. This is a health hazard to all who access the studio. Please be aware of the health concerns associated with ceramics materials.**
- h) **Each Member Artist is responsible for cleaning up after themselves in both the Membership Studio and Main Studio areas.**
- i) Each member agrees to volunteer up to two hours a month to contribute to a rotating weekly clean up schedule to be posted in the Membership Studio.

II SAFETY

- a) All appropriate safety procedures must be followed when working with materials including but not limited to the use of dust masks, rubber gloves, eye and hearing protection. The advice of the

Ceramics Department Head must be sought before handling any unfamiliar material that may present at safety hazard.

- b) Members should not touch, place anything on, open or attempt to operate the glass kiln located in the space. While this kiln will only be fired during the off hours of the Membership Studio, it still may be warm at times.
- c) Toxic materials, including RCRA 8 metals (such as chrome and silver) may not be used or stored in the studio.
- d) In the event of a fire or medical emergency Members should call 911 first and identify the address as 25 Sagamore Road, Worcester, MA (cell phones do not provide address lookup). Then report to the office, or if after hours call Worcester State University Police.
- e) Non-life-threatening emergency issues such as building access, parking, deficient plumbing (burst pipe or stuck toilet), report to the office ASAP or if after hours call Worcester State University Police.

WSU Police: 508-929-8044

- f) **Any practice that puts other users of the studio at risk of harm will not be permitted.**
- g) **The use of hot wax is not permitted.**
- h) Members must abide by all Craft Center building safety practices, including applicable alcohol, tobacco and drug policies as outlined in the Craft Center personnel manual (available from the Ceramics Department Head) and be aware of the location of all fire exits, fire extinguishers, 1st aid cabinets, AED, eye wash stations and all other applicable emergency equipment.

III ACCESS

- a) Entry to the Membership Studio Room 111 Rear is through Room 111, which at times will be used for other programs. All Members must respect these programs and enter in a quiet and non-interruptive manner, following and respecting all outlined paths of transit to Room 111 Rear. (Movable walls may present corridors to be followed, this will vary at times).
- b) If the door to Room 111 is locked, members will be assigned a code to open the key box directly below the room sign, to the right of the door. The key should be replaced immediately after opening the door and the code should not be shared. The code is subject to change and members will be notified via email.
- c) The use of the space is only permitted during established hours.
- d) Established hours may be modified, with or without notice, in support of Worcester Center for Crafts events and activities such as a November Festival of Crafts, Pasta Dinner Fundraiser, Pottery Invitational, etc. Preparations for these events may result in brief periods of no access to the studio.
- e) Membership is not transferable.
- f) Other artists' studio spaces may not be entered without permission.
- g) Access to the Main Studio is during Open Studio Hours posted on the Google Calendar, or at the Department Head's Discretion.
- h) Members must ensure that noise (including the running of equipment, etc.) is minimized when classes are meeting in the surrounding studio areas.
- i) Personal music may be played low, with all in the space in agreement, or preferable through headphones.

- j) The Member's Studio is for personal enrichment and the development of the member's work. Any use directly intended for commercial gain will not be permitted.
- k) The giving of formal lessons or classes by the member is not allowed.
- l) Members should consolidate their work area to one station at a time, and not spread out.
- m) Members shall not adjust or attempt to use studio equipment they have not been properly trained on. This includes jiffy mixers, kilns, clay mixers, etc.
- n) Kilns may only be opened by the staff.
- o) If the Members Studio space is unoccupied then the last person to leave is responsible for closing the doors and turning off lights, radios and/or any other electrical appliances both in Room 111 Rear and Room 111.
- p) Any member who does not abide by scheduled access times of the Membership Studio or Open Studio periods will forfeit their good standing and terminates this agreement effective immediately. This includes tardiness in departing Open Studio or the Membership Studio.
- q) Visitors are only allowed in the Membership and Ceramics Studio during normal business hours, 9 am to 5 pm M – F, for short visits, or tours. Extended visits are not allowed.
- r) The Worcester Center for Crafts reserves the right to adjust hours and access to the Membership Studios as it sees fit or necessary. This includes closure during events such as the Festival of Crafts, inclement weather, holidays and so on.
- s) The Worcester Center for Crafts reserves the right to access the studio at any time.

IV CELLULAR PHONES

- a) Out of courtesy and respect for others ALL cellular phone conversations must be taken out of the studio to the hallway or outdoors. Cellular phones should be set to silent mode or turned off while working in a classroom or studio area. Cellular phone users should ensure their use of the phone does not interfere with offices or classrooms at all times.

V ARTWORK, VALUABLES AND PERSONAL EQUIPMENT

- a) Artwork made by others must not be handled without the maker's permission.
- b) Personal items of value should not be left in studio spaces.
- c) The security of any personal tools, equipment, belongings or artwork is the responsibility of the renter and the Craft Center will not be responsible for the loss of any such items. All personal equipment must be clearly labeled with the owner's name.

VI FIRING, CLAY AND GLAZES

- a) Members will utilize the studio Cone 10 reduction or Cone 6 oxidation firing chain at student rates.

- b) Firings are scheduled based on class needs and may not be undertaken if classes are not in session.
- c) Members utilizing the studio cone ten firing chain may use studio glazes, washes and slips.
- d) Members must practice safe handling and use of all materials in the studio; this includes the creation of dust from dried clay or glazes.
- e) Volunteer Studio Assistants may be assigned to and participate in the Membership Studio. These Studio Assistants will provide resources to the Membership, such as clay sales, transportation of greenware to the kiln room for firing, space oversight and act as a Liaison for the Membership Community. The volunteer hours are limited and should be respected, allowing them to creatively participate in the community.

VII COMMUNITY

- a) The member agrees to volunteer in support of fundraising by helping with either the Annual Pasta Dinner Fundraiser, Holiday Festival of Crafts, or Hot Night in the City. Examples would be plate making for the Pasta Dinner or helping studio set-up for the Festival of Crafts.
- b) Members agree to support the greater Worcester Center for Crafts community by participating in gallery openings, festivals, demonstrations and by being willing to help out around the studio and center on a case-by-case basis.
- c) Members agree to volunteer up to two hours per/month in support of the upkeep and cleaning of the Membership Studio, at the direction of Volunteer Studio Assistance or staff.

VIII RENEWAL

- a) The terms of this agreement are month to month and only ongoing if both parties are deemed to be in good standing. This includes compliance with all policies and regulations, participation in the craft center community, active use of the membership and no late payment.
- b) If the party were not to renew the craft center requests the courtesy of a two-month notice. Parties are not responsible for finding a member.

IX PAYMENT AND FEES

- a) Upon acceptance by the Worcester Center for Crafts into this agreement the Member agrees to set up an automatic monthly payment via credit or debit card with the comptroller's office.
- b) Firing fees are paid in the studio upon purchase of clay, glaze and firing.
- c) Any materials fees are handled on a case-by-case basis and paid when due.

The Worcester Center for Crafts reserves the right to amend this agreement at any time and will notify members of such amendments, including termination of membership(s).

Do Not Complete Until Applicant is Accepted

I, _____, have read understand and agree to comply with the all the policies stated above, as well as all Ceramics Studio Policies.

Signature: _____ Date: _____

To be completed by WCC Staff:

Acceptance Date: _____

Staff Initials: _____

Automatic Payment Set Up with Comptroller: _____

Staff initials: _____

Rev.3.0 9/1/23