

T Pots Pottery- Studio Membership Agreement

T Pots Pottery is dedicated to providing a safe and fun place where clay, creativity and community meet in relaxing atmosphere.

Studio memberships are designed for people with pottery experience to work independently in a working studio outside of class and drop-in times. Membership includes full access to all of the communal equipment housed in the studio during member's hours (see hours below). Membership is an affordable alternative to the set up and maintenance costs of individual studio space and offers the interaction and companionship of the other artists. Membership does not include instruction, clay or personal tools.

The studio includes:

- 7 electric pottery wheels
- Slab Roller
- Extruder
- Work Tables
- Food Safe glazes
- Electric Kiln
- Raku Kiln
- Free Parking
- Ceramic Library

General rental costs \$115 per month (discounts for 3,6 and year memberships paid in full at time of sign up), which offers access to the studio and its facilities, including work areas, wheels, studio equipment and tools, glaze are and community storage racks. A refundable security deposit of \$100.00, paid at the time of joining the studio, will be returned when the renter leaves the studio, minus any unpaid fees (ie. late charges, extra firing fees, glaze runs or other outstanding fees) when the renter leaves the studio.

Partner Membership: there is also a limited number of "partner Memberships" available. For an additional \$80 per month, two people may sign up together to share locker and kiln space. Each member is responsible to complete the studio membership agreement and follow the studio rules.

A locker will be issued to all members for tool and clay storage. Shelves space is shared by members for work in progress. Members are expected to clean up after themselves and to leave the area ready for others to use.

Firing is done by the studio managers or other experienced potters. Members enjoy unlimited bisque firing and a generous 3000 cubic inches of glaze firing each month. Additional glaze firing is charged to the member at the rate of 2 cents per cubic inch. While the studio provides access to some tools, renters will need their own basic set and any specialty tools they may want. Studio glazes are also included in the price of membership. With prior approval of T Pots Pottery, some glaze, slip and underglaze purchased by the member may be fired at the studio. Glazes melt at different temperatures so it is very important that glazes be appropriate for Cone 5 firing. Lead, barium and other heavy metals are never allowed in the studio. Clay used and fired at T Pots Pottery must be purchased at the studio.

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Membership Includes:

- Access to equipment, tools and glaze during member hours.
- Free bisque firing to the studio standard. Max size of any piece is 24" in any direction.
- Glaze firing up to 3,000 cubic inches per month
- Free use of studio glazes (all lead free and food safe)
- Free parking
- Discount on all classes and workshops offered at the studio.
- Your own personal locker for clay and tool storage.
- Community shelf space for works in progress

Members are responsible for:

- Check and know the current Studio Rules.
- Clearly label any work at the studio
- Clean up their work area when finished working in that area and to clean and return all tools and equipment to their proper location.
- Supply lock for personal locker if desired.
- Personal NIOSHA approved mask or respirator, if desired
- Personal tools and paint brushes.

Members will be assessed additional charges for:

- Clay purchased from T Pots Pottery
- Glaze firing after the monthly 3000 cu in (see rules for more information)
- Raku Kiln
- Damage to kiln shelves caused by glaze drips (see rules for more information)
- Damage to equipment from misuse or neglect

Firing Risks: Every possible care will be taken with member's work at all stages: loading, firing and unloading. Damage may still occasionally occur. At T Pots Pottery, we will do our best to avoid problems that can be averted. This includes not firing anything until it is truly "bone dry", not loading anything that looks like it could drip or spatter glaze or still have glaze on the bottom or near the bottom of the piece.

1. I understand that there are inherent risks when having my work fired.
2. I will not hold T Pots Pottery or Teresa Wik financially responsible for any damages to my work.
3. I will pay the firing charges for all work that I have fired regardless of the fired results, including damaged work.

Works in progress and Pick-up of completed work

1. Any works left or not worked on for 30 days will become property of T Pots Pottery

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2. All abandoned work in progress will be recycled or discarded without notice; which includes work not labeled or illegible labeling, work left in the community work area, pieces under plastic or not which have dried out, and/or unlabeled bisque pieces which have been on the shelf longer than 30 days.

Payment:

1. Payment is due on the 1st of each month. Invoices will only be sent via e-mail in the event of additional charges. If additional charges are incurred, invoices will be e-mailed by the 7th day of the month after the charges were incurred and are due on the 1st of the following month. (i.e.- Additional fee of \$3.00 occurred in August, you will receive an invoice the first week of September and the \$3.00 is due October 1st.)
2. Payment may be by direct deposit, check, PayPal or cash.
3. A late fee of \$10.00 will be assessed for all payments made after the first day of each month. If full payment is not received by the 5th day of the month, the member will lose access to the studio until all fees are paid in full. If payment has not been received by the first day of the following month, the lock will be removed from the locker, it's contents, security deposit and any other personal items become the property of T Pots Pottery.
4. Partner Members- Both members must be current or both members will be denied studio access. A single invoice will be sent to both members and it is the partner member's responsibility to break down and decide who pays any additional fees by the due date.

Cancellation of Membership:

Membership may be cancelled for any reason with thirty day written notice. I understand that to cancel my membership, I will:

1. Give T Pots Pottery written notice 30 days prior to cancellation.
2. Clean out my locker and remove any pottery and personal items from the studio.
3. Any items left will become property of T Pots Pottery.
4. Membership fees are non-refundable and will not be prorated.

Cancellation or termination of membership by T Pots Pottery

I understand that membership is a privilege and T Pots Pottery has the right to terminate my membership at will. T Pots Pottery is not responsible to refund or pro-rate any prepaid membership fees at termination of membership.

T Pots Pottery will cancel membership:

1. For repeatedly violation of T Pots Pottery studio rules and procedures.
2. For misuse and/or neglect of equipment, tools, glaze or the studio in general.
3. For failure to respectful other members, their work or their privacy.

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4. If I come to T Pots Pottery under the influence of alcohol or other drugs.
5. If I bring or consume alcohol on the premise without the consent of T Pots Pottery.
6. If I bring or use illegal drugs at T Pots Pottery.
7. If I touch the kiln without permission from T Pots Pottery management.
8. If I do not pay my account balance according to the terms listed above.
9. If I steal from T Pots Pottery or anyone else at the studio.

Winter Member Studio Hours:

Monday:	11 pm – 9 pm
Tuesday:	10 am – 8 pm
Wednesday	10 am – 2 pm
Thursday	closed
Friday	11 am – 9 pm
Saturday	1 pm – 6 pm
Sunday	1 pm – 5 pm

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Current Membership and Studio Fees:

Term:	Mthly Fees	Security Deposit	Total Due at Sign up	*Partner Membership	
Month to Month	\$115	\$100	\$215	\$295	
Quarterly	\$103.5	\$100	\$410.50	490.5	
Semi Annual	\$92	\$100	\$652	732	
Annual	\$80.50	\$100	\$1066	1146	
*Partner membership is an additional \$80/mth added to any of the membership choices above.					

Clay: All clay used in the studio must be purchased at the studio

25 lb bag new- \$25.00 + tax

20 pounds Recycled Clay- \$10.00 + tax (when available and used at your own risk!)

Basic Tool Kit: \$15 (tax included)

Includes: sponge, wood rib, metal rib, loop tool, ribbon tool, wire cutter, needle tool, wood stick

Misc tools:

Tool	Price (includes sales tax)
Synthetic throwing sponge	\$.55
Wood Rib	\$4.15
Metal Rib	\$2.40
Loop Tool	\$3.80
Ribbon tool	\$4.15
Wire cutter	\$2.75
Needle tool (wood)	\$1.00
Wood stick	\$2.40
Fettling knife	\$5.90
Small soft rubber rib (blue)	\$2.85
Large soft rubber rib (blue)	\$2.85
Large firm rubber rib (black)	\$2.85
Needle Tool (metal)	\$2.38

Prices effective Sept 2009. All prices on this page subject to change without notice.

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I have read the Membership Agreement and I agree to the conditions listed. I understand the studio rules can change, and I agree to follow any future revisions of the rules. I agree not to hold T Pots Pottery or Teresa Wik financially liable for any injury that incur on the premises.

I understand membership fees are subject to change with a minimum of 30 day notice. Any items left at T Pots Pottery after cancellation or termination of membership become the property of T Pots Pottery.

Full Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Home Phone: _____ Mobile _____

Emergency Contact: _____ Phone: _____

Your pottery experience: _____

Membership Type: (select one)

- Month to Month Membership Semi-Annual Membership
 Quarterly Membership Annual Membership
 Partner Member: Month to month Quarterly Semi-Annual Annual

Partner Name: _____

Total Due at Sign-Up _____

Member Signature: _____ Date: _____

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