

Studio Membership – Rules and Requirements

A working artist studio committed to making ceramic arts, while creating community through working, learning and sharing ideas. The restored barn has pottery classes, shared studio rentals, workshops, lectures, gallery openings and events. The studio is equipped with six potters wheels, slab roller, extruders, molds, tile press, tables, clay and glazes. Membership includes use of electric kilns. The soda gas kiln, raku kiln, and wood kiln are available during special firing events. The solar powered studio is located on the bucolic setting of Fernwood Farm, surrounded by free range chickens and grass fed cattle.

Studio memberships are designed for ceramic artists who need access to equipment and a place to work. This is not for students with no experience. Studio members may use any of the communal equipment housed in the main studio. Pottery wheels, slab roller, extruders, tile press and hand tools in designated tool cart or drawers. Other tools and equipment may be available upon permission.

The number of available Memberships are very limited.

Membership Details - All studio memberships include the following:

- 7-day-a-week 7am-10pm access to main studio and equipment so you can come and go at your convenience. except during “timeouts” which is times during classes, camps, workshops or programs. (late night hours available with permission)
- Cone 05 Bisque firing.
- Use of our numerous Cone 6 glazes, underglazes not included
- Display space in our consignment gallery, upon acceptance of work.

Not Included in Your Membership

We want to be entirely up front about what is and what is not included in a studio membership. The following items will be charged in addition to the monthly membership fee.

Cone 6 electric glaze firing:

We charge our members for the amount (measured in square feet) of work put through the glaze firings. The maximum size for a piece is 22 inches in any dimension. See glaze firing rates. (Raku, soda and wood firings are special event, with specific requirements)

Clay:

As a convenience for our members, we keep a few types of clay available for purchase in 12.5 lb. bags or 50lb boxes.

You may buy your own clay from other sources; however, you must purchase clay capable of going to cone 6 or 10. Clays that have a maximum firing temperature of less than cone 6 may result in melting and damage to the kiln and others work. (Outside sourced clay must be approved by management)

Kiln Shelf Accidents:

If you consistently use too much glaze so that your piece sticks to our shelves, you will be charged a minimum of \$1 per offending piece. Occasional accidents are permitted; it is only continual offenses that will be fined. These accidents can affect other members work, require our staff to put in extra time cleaning the kiln shelves, and increases the wear and tear on our kiln furniture.

If the clay body you use "melts down," you are charged a minimum of \$100 for the damage to the kiln shelf. This is easily avoided: if you are unsure of a clay body's cone rating, do not use it.

Grinding equipment is available, but use is by permission ONLY. And safety gear must be worn

Tools:

Most of the common tools you will need, you should purchase yourself. (Designated: tool cart, hand tools and molds are available. Tool cart, drawers and shelves marked with Orange Dot are available for studio use, provided you clean them and return them to exactly where they were taken from)

Spray Booth:

If you want to use our glaze spray booth, we require that you wear a respirator that is rated to catch organic vapor. You may purchase these at home improvement stores (they are usually located in the paint aisle). You will also need to provide your own spray booth gun.

Studio Access Fee:

A studio access fee of \$30 per person, per day applies if you bring in a guest to the studio whether they are just watching you or helping you work. Adult visitors are welcome, the studio environment is not suitable for children. Except during special events for children, where we have additional supervision. Clay and firings are not included in day access fee.

Membership Requirements

There are a few requirements you must fulfill to become a member Khnemu Studio:

- Due to the unsupervised access our membership allows, member must be 18 or older
- You must read and sign our membership agreement. This is a very straight-forward document that outlines our expectations and responsibilities.
- You are expected to follow our studio rules and requirements.
- We require you to allow us to charge your credit card or debit card for any services you use at Khnemu Studio, including membership fees, clay purchases, and firing services. Charges are assessed the 1st of the month. 1st month membership is prorated in advance at start of membership.
- Unless you are enrolled in one of our classes, you must have taken at least one pottery class outside of high school. You need to know basic skills in order to enjoy the membership experience. Basically, you need to be able to work independently without instruction.
- If you use clay or glazes that are not provided at studio, you must guarantee that the clay and glazes you use can be safely fired to cone 6.
- You must clean up after yourself, leaving all areas you have used clean and ready for the next person.
- You must respect other members' work, time and space.
- Do not touch anyone's work, outside of your own... on any studio shelf (work shelf, bisque shelf, raw glazed shelf, post-glaze firing shelf) without their direct permission.
- We request that you pick up your work (both bisque and finished) in a timely manner. Within a week if the work does not fit on your storage shelf.

Non- Member Fees Firing

Firing without a membership is at a rate of .07 cents per cubic inch for bisque and for glaze firings. There is 1 inch added to all dimensions on glaze firings. Minimum charge for firing is \$20. Payments are made in advance of firings.

Monthly Studio Membership Fees

One-time Set-up Fee	\$50	new members
	\$25	returning members
Monthly Membership Fees	\$125	Basic Membership (1 shelf)
	\$185	Advanced Membership (2 full shelves)

Glaze Firing (Cone 6)

Base Rate: \$12 per square foot

Maximum size: 22" in any dimension

- Add \$5 per item over 9" tall but under 12" tall
- Add \$10 per item over 12" wide/tall but under 18" wide/tall
- Add \$15 per item over 18" wide/tall but under 24" wide/tall
- Stuffers (items under 3" in any dimension): 1/4 square allowed at no additional fee. Add \$1 per additional 1/4 square.

Expectations:

\$125/mo. + \$15 clay per 25 lbs. (includes bisque firing, glazes, tools & equipment use) On-going membership paid on a monthly basis. Those who discontinue and re-continue will be charged a \$25 fee (Jan-Feb are free if pre-paid for the entire year)

\$100/mo. + \$15 clay per 25 lbs. (includes bisque firing, glazes, & equipment use). Do 5 hours of assigned studio tasks monthly. On-going membership paid on a monthly basis. Those who discontinue and re-continue will be charged a \$25 fee. (Jan-Feb are free if pre-paid for the entire year)

Khnemu Studio Rules

Primary Rule: Respect for all individuals at Khnemu Studio, including members, customers, and staff.

General Rules

1. It is your responsibility to inform Khnemu Studio of any changes to your address, phone number, email, or billing information.

Drugs & Alcohol

1. Smoking is not allowed. If you smoke, please do so outside and away from the main entrance.
2. Alcohol is not allowed unless pre-authorized by management. This includes drinking at the studio and/or coming to the studio under the influence.
3. The use of illegal drugs is strictly prohibited.

General Etiquette

- 1) Do not touch other members' work or tools without direct permission from that person. a. Permission granted on one day does not confer permission at another time. This includes tools and equipment that are not outlined as generally included with membership.

Sharing Space

Members are encouraged to be aware of how much work space they are using, please try to stay within ½ of a table leaving room for additional members. You may spread out if you are the only member working in the space; however, you must make room for other members who also wish to use the space. Members must remain within their allotted storage space. Remember this is a production facility for Dawn, and the remaining space is for her and her assistants use.

Parking

Please be aware where parking is allowed especially during mowing days or snow plowing, just ask.

Doors

Entrance is allowed through different doors depending on the season. It is member responsibility to become familiar with the door procedures depending on season. It is ESSENTIAL (to protect our equipment) that you are aware how to open and latch the doors closed. If you are found to repeatedly leave door unlatched or improperly closed, your studio membership will be revoked.

Lights

If you are the last person to leave the studio, please turn off the lights and make sure doors are latched closed.

Clay

1. You are responsible for purchasing your own clay.
2. Make sure you complete a Clay Purchase Form when you are purchasing clay from Khnemu Studio
 - a. Always fill out a clay sheet when you purchase clay. DO NOT wait until later, you will forget.
 - b. These charges will be applied to your account and paid with your monthly automatic payment.
3. You are welcome to purchase your clay directly from another clay manufacturer; however:
 - a. It is your responsibility to make certain you use cone 6 clay.
 - b. You must have enough space on your shelf to store your clay.
 - c. Outside sourced clay must be approved for use, prior to firing

Books and magazines belong to Khnemu Studio and are there for everyone to enjoy in the studio. DO NOT remove them from Khnemu Studio

Visitor-Access Policy / Age Requirements

- 1) Fill out a Studio Access Sheet if you have a visitor in the Main Studio, Glaze Area, or Classroom for longer than a quick tour. Studios will charge member the "Studio Access Rate" for any persons they bring into the Main Studio, Glaze Area, or Classroom.
 - a. Studio Access is intended to allow Studio Members to bring the occasional guest with them to work in the studio on a one time basis. (No more than two guests at a time and no more than twice a month).
- 2) Members are not allowed to teach Private Lessons
- 3) Khnemu Studio is an adults only facility.
 - a. Children are not allowed to work with members in the studio.
 - b. Children are not allowed to wander the farm unattended while members work.
- 4) If you bring a guest to Khnemu Studio, you are responsible for their behavior and their adherence to the studio rules
- 5) No animals(except the animals who currently live here) are allowed.

Member Shelves

1. It is your responsibility to make sure you have enough shelf/studio space to hold all your tools, clay, and work (both in progress and finished).
 - a. Work-in-progress must be stored on your shelf until it is bone dry.
 - b. No storing things in nooks & crannies
 - c. No storing work on bisque & greenware shelves
2. You may upgrade your membership if you need more storage space.
3. We provide a variety of tools. Membership does not include every tool in the studio - Only membership approved studio tools.
4. You must provide your own cloth towels, paper towels or apron for throwing.

Main Work Areas

1. It is your responsibility to clean up after yourself.
 - a. Cleaning should be done promptly after you finish using any tables or equipment.
 - b. You should leave wheels, wedging tables, work tables, spray booth, and any other equipment in a condition where the next person using the equipment/tables can begin working immediately.
2. Always clean up when you are finished
 - a. Use wet methods to clean whenever possible.
 - b. Make sure you put the splash pan back with the wheel
 - c. We have mop located in the studio for cleaning up wet clay around your wheel and glaze spills and drips in the glaze area.
3. Helpful Hints on Cleaning
 - a. How to best clean tables & wheels:
 - i. Use a sponge first. Make sure the sponge is rinsed clean, in a bucket of fresh water before starting.
 - ii. Follow with a cloth towel.
 - b. How to best clean wedging tables:
 - i. Make sure the sponge is rinsed clean, in a bucket of fresh water before starting.
 - ii. Go over a small area and then rinse the sponge completely.
 - iii. After you have finished, rinse the sponge completely and wipe over everything a second time.
 - iv. Continue rinsing out the sponge, in a bucket of fresh water and wiping the surface until you are no longer leaving streaks.
 - c. If you drip or spill clay or slip on the floor, please use the Mop to clean up.
 - d. Do Not Pour dirty water down drain, toss outside at least 10' feet from barn or walkway.

Please remember this the production studio of resident artist Dawn Soltysiak and her staff, you may find that she may not clean her wheel on a daily basis or clean spray booth while in use over several days. This does not mean members have the same privilege, you must clean up prior to leaving on a daily basis. However, if you use the spray booth during one of these production times of uncleaned equipment by owner, you are obviously not required to clean up that space.

Greenware/Bisque Shelves

1. Place your bone dry clay on the "to bisque fire" shelf
 - a. You are not allowed to load or unload any kilns, without permission.
Permission granted on one day does not confer permission at another time.
2. The cost of bisque firing is included in Studio Memberships.
3. DO NOT bring work to the greenware shelves until it is ready to be bisqued.

- a. This is not a storage space
 - b. Work must be bone dry
 - i. Studio Members should store your work on your shelf until it is bone dry.
 - c. If your work is not bone dry
 - i. Staff will load the work when they consider it dry enough to fire safely.
 - ii. Khnemu Studio is not responsible for any damage as a result of work drying too quickly or being loaded too wet.
 - d. Work must be uncovered and removed from any supporting structures such as bats or ware boards.
 - e. We will not fire out combustibles such as newspaper or leaves. These must be removed from the piece before placing it on the greenware shelves.
4. Work should not be stacked, unless you want us to load and fire it as a single piece.
 5. If you have any special concerns about the handling of your work, you need to speak with a staff member before leaving it to be fired, and leave a note attached to the specific work.

Glaze Firing

1. Khnemu Studio glaze fires to cone 6 in an electric kiln. (The studio Soda, Raku and Wood kilns are used on special occasions, and with specific requirements)
 - a. It is your responsibility to place work on the appropriate shelf for glaze firing.
2. You will be charged based on the amount of space your work takes up in the kiln.
 - a. You are responsible for firing charges even if you are dissatisfied w/results or work was damaged.
 - b. Our current rates are:
 - i. \$12 / square foot
 - ii. Over 9" tall: \$5/piece
 - iii. Over 12" tall or wide: \$9/piece
 - iv. Over 18" tall or wide: \$12/piece
 - v. We will not fire anything over 24" in any dimension.
 - vi. Stuffers (any piece under 3" in all dimensions):
 1. ¼ square free
 2. \$1 per ¼ additional square
 3. Example: 1/2 square of stuffers would be \$5 (half square) + \$1 (¼ free + ¼ additional) = \$6
3. You must put a name card and log in book, the Cubic Inch amount of work to be glazed fired, so the staff can accurately charge you for your glaze firing. If we can't tell who the work belongs to, we will not fire it.
4. Any work that is left over after we load the kiln will be marked as priority for the next firing
 - a. Your work should be completed within two firings.
 - b. During particularly busy periods (such as the Holidays, deadline for large studio order, prior to open house or show) or if you have very large work it may take longer.
5. You are responsible for any charges assessed because of damage caused by your work.
6. You are responsible to pick up your bisqued and glaze fired work within one week of firing.
 - a. Unclaimed work or fired work that will not fit on your storage shelf will be moved to the Last Chance Rack and held for of 30 days. After 30 days, all unclaimed work becomes the property of Khnemu Studio.
7. The cost of glaze firing is not included in your membership.

Glazing

1. Consult the glaze book & test tiles
 - a. Test tiles only provide a general idea of what glazes will look like. There will be some variation depending on application. It is always a good idea to test your ideas before committing your best piece to a glaze you haven't used before.
2. Mixing glazes
 - a. Make sure glazes are mixed thoroughly prior to use, get everything stirred from bottom of bucket
 - b. Check viscosity of glazes prior to use. Do not add water to glazes. If you think the glaze consistency is wrong, please tell a staff member.
 - c. Do not scrape dry glaze from pots or sand pots unless you are over a bucket of water or wet towel.
 - d. Make certain that you completely rinse all glaze off any mixing device (drill mixer, spatula, whisk, etc.)before using it to mix another glaze.
 - e. Always cover glaze buckets when you are not using them, even if you plan to use the glaze again shortly.
 - f. If you don't remember which glaze you were using, don't guess. Throw it out.
3. You are welcome to use glazes other than what is provided at Studio; however:
 - a. It is your responsibility to make certain you use glazes that will not damage the kiln, kiln shelves, or other members work in cone 6 firings.
 - b. It is your responsibility to make certain your glaze does not contain Lead or Barium. We do not allow any form of these chemicals because of potential toxicity.

- c. You must have enough space on your shelf to store your glazes.
- 4. Helpful Hints on Cleaning:
 - a. How to best clean tables:
 - i. Use a sponge first. Make sure the sponge is rinsed clean, in a bucket of fresh water, before starting.
 - ii. Follow with a cloth towel.
 - b. How best to clean the sprayer
 - i. Bring the sprayer to the sink and rinse thoroughly.
 - ii. Fill the sprayer reservoir with clean water and bring back to the spray booth
 - iii. Spray water through the nozzle until it comes out clean.
 - iv. Dump out the container in the sink and proceed to clean the spray booth see below)
 - c. How to best clean the spray booth:
 - i. Bring a bucket of water and clean sponge to the spray booth
 - ii. Go over a small area and then rinse the sponge completely.
 - iii. Continue rinsing out the sponge and wiping the surface until you are no longer leaving streaks.
 - iv. Follow with a cloth towel.
 - d. If you drip or spill glaze on the floor, please use the Mop to clean up
 - e. Cleaned glaze from booth should be added to scrap bucket, provided it is not contaminated with clay.

Special Firings

Because of the amount of work we are firing for our 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 05, or glaze firing to a temperature other than cone 6, you will need special permission from Management. Special firings are a rare exception given only if it will not impact our regular firing schedule.

Last Chance Rack

1. These shelves are not for storage. Please pick up your work on a timely basis (approximately 1 week)
2. If you can't find your bisque or glazed work, check the last chance rack.
 - a. This rack is to make sure students and members have plenty of opportunity to pick up their work before it is removed.
 - b. Work stays on the Last Chance Racks for 1 month (approximately 30 days).
 - c. After 30 days, all unclaimed work becomes the property of Khnemu Studio
3. This is also our lost & found, so check here for missing tools, etc.

Cancellation Policy

1. Notify Khnemu Studio at least 3 days prior to your renewal date
2. Remove all work and belongings from the studio. Any work or belongings left will become the property of Khnemu Studio
3. You will be allowed 1 week to finish work that is in progress after you turn in your key and clean off your shelf, glaze firing fees apply.

Gallery Rule

- 1) You are responsible for pricing your work.
 - a. Price stickers must include a way to identify you as the artist.
 - b. If there is no price sticker on a piece of work, we will remove the work from the Gallery, and it will be put on the Last Chance Rack for you to re-sticker.
- 2) Khnemu Studio is not financially responsible for any work on display that is broken or stolen.
- 3) Khnemu Studio is responsible for taking and submitting all appropriate sales tax on any piece sold through the gallery
 - a) Work placed for sale is sold on consignment. As such you will be paid a percentage of the retail sale of your work based on current consignment rates.
 - b) Consignment will be credited to your account on or before the 10th of the month following the sale of your work.
 - c) You may opt for payment by check if you meet the following requirements:
 - 1) Your sales for the month are over \$100.
 - 2) Your account is in good standing, i.e. you have no outstanding bill.

Volunteering

You will be asked to volunteer at Studio during special events as needed. You will not be required to volunteer more than 12 hours per year.

