

SWANSPOOL CERAMICS TERMS & CONDITIONS OF STUDIO USAGE (MEMBERS)

STUDIO USAGE

1. All members enjoy full use of all the studio facilities¹.
2. All new members must complete a short studio tour and induction before using the studio for the first time.
3. The studio is open 48 weeks per year: we are closed for a week during September for cleaning/maintenance, and for 3 weeks over Christmas and New Year.
4. The studio reserves the right to close due to unexpected circumstances (e.g. studio/staff emergency, inclement weather, staff illness among others): wherever possible, alternative access arrangements will be made to make up for any closure time BUT please be aware that this cannot be guaranteed.
5. Membership fees are payable in full in advance: no refunds/access-extensions can be granted for unused studio-access time².
6. At the end of your membership period, please ensure that your shelf is cleared of anything you wish to keep by the end of the day on your membership end date; anything left on shelves after this time will be disposed of. If you plan to renew your membership and wish to retain your shelf, payment for your new membership period must be made prior to the end of the previous membership period.

HEALTH & SAFETY

1. No smoking is permitted anywhere in any studio.
2. When working or storing work, ensure that you do not block doorways or gangways.
3. When using the studio, all members are required to sign in and out in the Sign-In book located on the main desk in Studio 3.
4. Shoes must be worn in the studio at all times (no open-toed footwear), long hair must be tied back and no loose clothing (e.g. scarves, ties) is to be worn when working.

CLEANING

1. All tools and working equipment (tools, ware boards, glaze brushes and tongs) must be washed thoroughly in the clean-up bins and returned to the appropriate storage location.
2. Wheelheads and pans must also be cleaned thoroughly, working surfaces and floor areas must be wiped/mopped and all work-in-progress must be stored on your allocated shelf. Members' work must not be stored on Teachers' Shelves, unassigned shelves, windowsills or the floor: if you are short of space on your shelf, you must process some of your existing work to free up more space or else take some of your work home with you. Please do not cause embarrassment to studio staff by asking for additional storage space.
3. Clay slop is to be disposed of in the slop bin only and **NOT** down the sink or lavatory: the sieve fitted to the top of the slop bin is for catching tools; all chunks of clay are to be placed directly in the slop bin and not left sitting in the sieve.
4. Dry, unfired clay/pots/trimmings are to be disposed of in the designated blue buckets in each studio.

Keeping the studio clean and tidy is a shared responsibility of all students and members: if left to dry, clay and glaze spills will create silica dust which is EXTREMELY harmful to health.

KILNS & FIRING

1. Only designated members of studio staff are permitted to load/unload and fire the studios kilns. Do not touch any of the kilns under any circumstances.
2. Kilns are fired around the clock: a Kiln Status schedule is displayed on the notice board in Studio 3.
3. All work for firing must be placed on the appropriate firing shelves in either Studio 2 or Studio 3: if your allocated shelf is upstairs in studio 2, please place all greenware for firing on the designated shelves upstairs, and if your allocated shelf is downstairs in studio 1, please place all greenware for firing on the designated shelves in studio 3. All large pieces more than 10cm tall are to be placed on the designated shelves in studio 3. All glazeware is to be placed on the glaze-firing shelves in studio 3.
4. All work placed on shelves for bisque-firing **MUST** be marked with your name/initials: unmarked work will be recycled.

¹ A fair-use policy applies to use of the studio. Members are permitted to use the studio for up to 15 hours per week: members observed to be using the studio for longer than 15 hours per week may be asked to pay additional fees. If you wish to be able to use the studio for more than 15 hours per week, please speak to the studio manager to discuss the available options.

² However, any full weeks during which you know will be unable to use the studio facilities due to work commitments, holidays or medical treatment and which are notified to the studio manager **AT THE TIME OF PURCHASE** may be added onto the end of your membership period. No extensions can be granted for missed studio-access time for any of the above reasons AFTER a membership has commenced.

While studio staff take every precaution to handle pieces carefully when loading/unloading the kiln, please understand that dry greenware is extremely delicate and that there are always risks inherent in the kiln-firing of ceramic work. The studio cannot accept any liability for damage occurring to ceramic pieces.

CLAY

Only clay purchased from the studio may be used in the studio, unless express permission has been given by the studio manager to use clay from other sources. Clay must be stored either on your allocated shelf or on the Communal Clay Shelves. No clay is to be stored either on the Teachers' Shelves or on the floor beneath shelf racks. Clay bags should be labelled clearly with your name using a marker pen: unlabelled clay bags stored on Communal Clay Shelves will be removed and disposed of/recycled.

GLAZES

Only the studio's own premixed glazes may be used in the studio: you may not bring in your own glazes unless express permission to do so has been given by the studio manager. Glazes are to be applied according to the instructions displayed in the Glazing Area: if you require additional guidance, please speak to a member of studio staff.

WORK PRODUCED

Members are permitted to make unlimited pieces during their membership up to maximum dimensions per piece of 20cm x 20cm.³ Only pieces created at the studio may be glazed & fired during your membership: members wishing to make pieces at home but glaze and/or fire them at the studio may do so subject to separate firing fees. Please speak to a member of studio staff for details.

PROCESSING TIME

Please allow 2 weeks for your work to be fired at each stage (bisque and glaze). If you require a piece to be fired for a certain date, please alert studio staff and every effort will be made to accommodate deadlines **HOWEVER** this cannot be guaranteed. PLAN AHEAD: HELP US TO HELP YOU!

Please factor processing time into your membership timetable: the studio will make every effort to bisque-fire any greenware placed on the firing shelf up to 7 days prior to your membership end date ready for you to glaze on the final day of your membership⁴. Any pieces placed on the bisque-firing shelf after this time, and therefore not glazeable before the end of your membership may be taken away in bisque form, or, may be glazed and fired for a studio day rate of £20.

MEMBER LIABILITY-RELEASE

I, the undersigned, hereby agree as a Member, to abide by all the Terms & Conditions of Studio Usage set forth above. I further agree to indemnify and hold harmless Swanspool Ceramics, its Members, Employees, Tutors and Owner of the premises from and against any and all liability save and except for their sole negligence. I understand that membership of the studio may involve exposure to chemicals and materials known to be hazardous to health. I also further agree to the use of my image for the purposes of studio publicity.

I confirm my personal information below is accurate. I understand that violation of any of the Terms & Conditions of Studio Usage detailed above may result in immediate termination of my membership without reimbursement by Swanspool Ceramics.

Member signature and date:

Swanspool Ceramics staff-member signature and date:

Please tick here if you are happy for your email address to be added to our database: we will only use your email address to send you information about your membership, or to notify you of our future courses/workshops which may be of interest to you. Under no circumstances will it be shared with any third party.

Name:

E-mail:

Telephone:

Emergency contact name:

Telephone:

³ Members wishing to make pieces larger than the above dimensions may do so subject to separate firing fees: if you wish to make a large piece, please speak to a member of studio staff for guidance on maximum kiln dimensions and firing fees.

⁴ Please be aware that chunkier pieces will take longer to dry and as such, to ensure that such pieces - and those belonging to other students/members - are not damaged during firing, it may not be possible to fire them in time for you to glaze before the end of your membership.