



Clay Studio Contract Policies and Procedures 2024

STUDIO ACCESS

- You **MUST** have an active Artist Membership (\$85 annually, \$35 discount for Students, Seniors, and Veterans)
- Monthly Studio fee to use the space and all equipment is \$50
- There is no limit for how much you use the studio during the available hours
- Memberships are NOT transferable

BOOK YOUR STUDIO TIME:

- You **MUST** book you time to use the Studio
- Sometimes we have kids summer camps or classes that will prohibit you from coming in. Make sure to check the scheduling system for availability. You can also call the front desk if you are unsure. (518) 563-1604 ex 105
- Here is the direct link for the scheduling page. <https://thestrandcenterforthearts.as.me/>
- There's a link on our website under the "Create Here" tab
- You can also download the app. It's called "Acuity Scheduling Client"
- After downloading make sure you create an account for ease of use.
- Please check in at the Front Desk upon arrival

PAYMENT:

- Pay online on our website www.strandcenter.org/clay-studio

This page is password protected, the password is strandclay2022

- Call or come in person to the Front Desk during open hours
- You will be reminded by email after 5 days lapse in payment for monthly fee

- **Payment must be received by the 10th of each month to reserve your shelf space, regardless of studio usage.**

- Should payment not be received by the 10th your shelf contents will be boxed.

- Boxed items will become property of the Strand after one month of unpaid studio fees.

CLAY:

- Members are required to purchase all clay through the Strand
- The studio carries 7 varieties of clay for purchase ranging from \$36 - \$42 per 25lb bag. More info on clay is on the website and on the community bulletin board in the studio

GLAZING:

- If you are trying a new glaze combo that has the potential to run, please leave a note on the glaze shelf with the piece.
- Do not purchase glazes for personal use without emailing Mollie to make sure they are compatible with cone 5-6 firings.

SHELVING:

- Every member receives a shelf space.
- You may keep all tools, clay, and projects on this shelf.
- If you need more space for storing IN PROGRESS work, there are designated shelves in the Hand-building room. Please label with your name when doing so, work should not be left on this shelf for more than 1 week at a time.

STUDIO TECHS:

- The studio techs are selected volunteers who open the studio for us to use.
- Techs are NOT teachers but may assist you in equipment usage and answering any questions you may have.
- If there are ever any problems please get in contact with Mollie, Studio Manager.

EQUIPMENT:

- When using a piece of equipment for the first time please ask the on-duty Tech or Studio Manager for a demonstration on proper usage.
 - This DOES NOT include the wheel. You MUST take a wheel class to learn how to use it properly.

CLEANING:

- You will receive info on cleaning during your studio orientation.
- PLEASE respect our system which helps keep dust down and general health and safety!
- To minimize dust, you **MUST** wipe down all surfaces you worked at in your time at the studio.
- PLEASE don't forget to mop the floor where you were working.
- Whether you came in for 5 minutes or 5 hours, you must clean your space.
- Brooms are not allowed in the Studio! Brooms kick up clay and glaze dust which is harmful to breathe. Always use a wet sponge and mop to clean your area.

VISITORS:

- Do not bring guests to the studio when you come in for open studio time.
- Scheduled tours are allowed. For more info contact the Studio Manager clay@strandcenter.org.

FIRINGS:

- Studio covers 2 firing per piece (bisque and glaze). You may re-fire any pieces but know it will NOT be a priority.
- **Class projects have priority over everyone.**
- If you have special projects, you MUST put a note with your work. Please include when you need it by and why (ex. Birthday gift need by 8/5)
- This is a community studio so please be mindful of sharing the space. Take long phone calls outside and be cognizant of playing loud music or podcasts.

- Since this is a community studio the kiln schedule may not work with your personal schedule. Plan ahead if you have deadlines.
- Lastly, remember things happen! The kiln could misfire or your work could be impacted in another way. That is just how ceramics works but we will do our best to mitigate that.

#1 RULE - DO NOT TOUCH anyone's work without their permission!

If you break something or see something broken, PLEASE notify the Studio Manager. Working in a community environment is a great way to learn, share ideas and to see everyone's unique styles!

Thank you for being here and respecting our shared space.

If you have any questions, contact Mollie Ward, Clay Studio Manager. Please note email is the fastest and best way to contact me. I do not check my email as often Sat-Mon.

clay@strandcenter.org

call: 518-563-1604 ex.101

I, _____, agree to the above Policies & Procedures for The Strand Center for the Arts Clay Studio. I understand that violation of policies and procedures is not tolerated and may result in expulsion if problems persist.

Signature

Date

OPEN STUDIO HOURS

Tues, Thurs, Fri 10am-5pm

Wed 10am-9pm

Sat 10am-3pm

Sun-Mon CLOSED