

MEMBER AGREEMENT

The Vessel agrees to provide the following:

access to a clean, well-maintained working environment and basic studio glazes and kiln firings. The Vessel reserves the right to close for classes, maintenance as needed, and for private events. Basic security – The Vessel is located on a campus that is monitored 24/7/365 by security cameras.

Members agree to the following RULES:

Members will follow all studio rules and policies as outlined, provided to the member at the time of signing, and updated periodically and posted on the The Vessel website.

ORIENTATION Members must attend an orientation prior to the commencement of their membership, during which they will be trained on the studio workflow and general use of the facilities.

CLEANING Members are absolutely responsible for cleaning up after themselves – this means cleaning up their wheel, around their wheel, handbuilding table, any remnants left on the floor around the handbuilding table, and any other common areas that they have used. Failure to clean up on a continual basis may be ground for membership termination.

SKILL/EQUIPMENT Members acknowledge that all member work is self-directed and that members must have the skills required to work independently. Membership does not include educational or technical instruction. Studio managers and staff will assist in troubleshooting technical issues, but no formal instruction will be provided. Members must work within their own abilities to avoid damaging studio equipment or other member and student work.

Instruction is available at additional cost in the form of semester classes or private lessons. Members must be trained to use equipment with which they are not already familiar; if a member uses equipment without training and breaks the equipment, they will be liable for the cost of the repair or replacement.

Member at THE VESSEL (print name)

Signature

____/____/____ Date

PERSONAL PROPERTY Members will not touch, borrow, or otherwise interact with the property of other members or students. This includes picking up work on a shelf that is not your own or “borrowing” another member’s tools. The Vessel is not responsible for any personal property left on a member’s shelf or elsewhere in the studio. Everything kept at the studio is done so at the member’s risk.

ACCIDENTS While we put policies and rules in place in an attempt to keep work safe at all costs, this is a community studio, accidents are going to happen. Any accident that incurs by the doing of The Vessel staff will always be noted in writing either by written note or via email. If something comes back broken and there is no written note, the damage was not as a result from any known accident, but something out of our control (i.e. poor clay/glaze combo, etc.) Any questions or concerns regarding damaged or broken work can be sent to info@thevesselstudio.org

MEMBER SHELF & STORAGE All materials, tools, and work should be kept within the designated member shelf. This also includes any clay reclaim and finished fired work. The only exception to this is the storage of clay. Each member can store up to two 25 lb bags of clay in designated storage area.

HARASSMENT & DISCRIMINATION Members agree to follow the harassment policy of the studio provided at the time of signing, and will not sexually harass or otherwise discriminate against anyone else at the studio, including other members, staff, students, or anyone else in the space.

TERMS OF MEMBERSHIP AND PAYMENT

Memberships are a month-by-month commitment and begin on the first of each month. Payments will be automatically drafted on the first of each month via online payment processing through our website. Tier One Members can choose to pay Monthly or Weekly. Tier Two Members must pay Monthly.

Tier One Members will pay \$175 per month for each month of membership; Tier Two Members will pay \$80 per month for each month of membership and include the following benefits: (See tables to the right.)

CANCELLATION All cancellation notices must be provided in writing via email to info@thevesselstudio.org and received by the 15th of the month prior to cancellation. If notice is not given by this date, membership will be renewed for the following month. There will be NO exceptions. If membership has been canceled or terminated, all remaining work, materials, and tools must be removed from shelving and studio by the end of the month or will be discarded/absorbed by the studio.

MEMBERSHIP FREEZE Members can choose to freeze their membership for one month, one time per calendar year. A freeze will studio pause your monthly payment for one month and hold your shelf space for you but will discontinue studio use and firings for that month.

TERMINATION Should a member violate the sexual harassment or discrimination studio policies, The Vessel may terminate their membership immediately. Should members violate any other rules, there will be a three-strike warning system. The member will be notified by each violation in writing via email, after the third violation within one year, membership may be terminated. If a member is found to have taken the property of The Vessel or another member or student, The Vessel may terminate their membership immediately. If membership is terminated by The Vessel for any of these reasons, membership fees for that month and any fees already submitted are non-refundable.

ADDITIONAL FEES Clay is an additional cost. If you would like to use an outside clay it must first be approved by our studio manager or owner.

TIER ONE MEMBERSHIP
Unlimited Studio Access During Available Open Studio Hours
One Personal 42"x16" Studio Shelf (½ of the large shelves)
One Personal 24"x18" Greenware Shelf (one board in the kiln room); Additional work beyond one board can be fired at \$0.06/cubic inch
Guaranteed Monthly Firing of Greenware Board; Fired Last Week of The Month; Glaze firings will happen periodically throughout the month as they have been with a max of 2 week turnaround
Half of a Retail Shelf to Sell Work at 70% Commission
Storage of up to Two 25 lbs Bags of Clay
\$175/Month

TIER TWO MEMBERSHIP
10 Open Studio Hours; Additional Hours can be purchased in increments of 10. These Additional Hours expire one year from purchase date and are only valid with an active Tier Two Membership. Cancellation of a Tier Two Membership will result in the loss of any unused "additional hours" previously purchased.
One Personal 21"x16" Studio Shelf (¼ of large studio shelf)
Kiln Firings at \$0.06/cubic inch; will be fired as kiln availability allows with a goal of max 2 week turnaround times, but not guaranteed
Storage of up to Two 25 lbs Bags of Clay
\$80/month

RULES & POLICIES

OPEN STUDIO HOURS Open studio hours are for current members. Members must check in and out during open studio hours, and must affirm that they have cleaned their workspace before leaving the studio. Members and students are not permitted to observe classes for which they are not registered. Members must ensure that all their work, tools, materials and messes are adequately cleaned up by the end of the available open studio hours. For example, if Open Studio Hours end at 6:00 PM, everything should be completely done and cleaned up by 6:00 PM.

CLEANING Clean up your work area when done working, including wheel, wheel basin, stool, the floor surrounding your wheel, your bucket, and any studio tools used. Replace reusable plastic and newspaper in the appropriate areas, do not leave it around the studio.

Studio bats can be used during open studio hours, but must be fully cleaned and returned prior to leaving the studio. Remove work from bats and onto a ware board or personal shelf. No studio bats can be kept in use on member shelving.

When using the extruder, glaze buckets or any other common area you are responsible for fully cleaning after you have finished using it. Replace all tools, glazes, oxides, banding wheels, etc. after you are finished using them.

Collect all scraps and return it to the appropriate bucket before leaving the studio. Clean and wipe down the wedging table after use. DO NOT leave any clay on the wedging tables.

DUST & SANDING Do not do any scraping or sanding in the studio as it creates hazardous dust. We encourage wet sanding. As much as possible, avoid sweeping in the studio as it kicks up hazardous clay dust. Instead, use a wet sponge to clean up your area.

MEMBER RESPONSIBILITY Members are *solely responsible* for the making and monitoring of their work. Staff is not responsible for removing work from bats, covering member work to keep from drying out, moving work from member shelf to kiln room, cleaning off the bottoms of pots, etc. It is up to members to keep up with any task regarding their work.

FIRING SYSTEM *Bisque Firing.* Tier One Members are given one personal 24"x18" ware board in the kiln room to store greenware. This board can be filled as much as the member is comfortable with. Each Tier One Member's work will be fired during the final week of the month. All work is due on this board for the monthly firing by the last Monday of each month to ensure work will be fired in that month's bisque firing.

Tier Two Members will pay regular kiln service fees for all their work at \$0.06/cubic inch for both bisque and glaze firings. Bisque firings will occur on a first come, first serve basis with the goal of a two week turnaround time. If members have not received their bisqued work within two weeks, you may contact us with your concerns at info@thevesselstudio.org.

All work should be completely dry and ready-to-fire prior to placing work in the kiln room. It is solely the member's responsibility to ensure work is completely dry to avoid any damages to their own work and other member's work. The Vessel Kiln Technicians reserve the right to deem any work unfireable at any time due to reasonable concerns to avoid any damage.

Glaze Firing. Glaze firings will happen periodically and will move work through the kiln at a first come, first serve basis for all members with the goal of a two week turnaround time. If members have not received their glazed work within two weeks, you may contact us with your concerns at info@thevesselstudio.org.

UNFIREABLE WORK All unfireable work will be returned to the member shelf with description of changes required to be fired.

EQUIPMENT TRAINING If you have not been trained to use a piece of equipment, DO NOT USE IT. Ask staff for training on how to use the equipment. This includes the extruder, slab roller, etc. If you break equipment because you used it without prior instruction, you will be liable for any damage caused.

Please be careful when moving glaze buckets. If you recklessly spill a glaze, you may be responsible for the cost of replacing it.

PERSONAL PROPERTY DO NOT use anyone else's tools without asking them directly. Other members giving permission on their behalf is not sufficient.

DO NOT touch ANYTHING on a member's shelf or on a class shelf that does not belong to you. If work needs to be moved it must be done by a staff member.

Be careful not to leave your rings or other important personal items in your apron pockets or at the studio. We are not responsible for lost or stolen items, so please keep track of your personal property.

GUESTS Members are permitted to bring guests for a fee of \$30 per day. Members are responsible for the conduct of their guests and guests may not be in the space without the member. Member is responsible for providing materials and tools for their guest. If a guest wishes to fire work, they must do so at the regular firing rate. All guests must sign a liability waiver prior to working in the studio.

KIDS Members are permitted to bring their children to the studio while they are working. However, they should not be there for more than 2 hours at a time, and no more than once a week. There may not be more than 4 kids total at one time during open studio. It is the parent's responsibility to supervise the child, keeping in mind that this is a professional, shared studio space. If a child breaks or damages another person's work or studio equipment, the parent/guardian will be responsible for covering any expenses. Children may work with small amounts of clay, but if they would like to fire anything, it must be done in the same manner as

the parent's work at regular firing rate, the parent must assure that it's safe to fire (no clay bombs!).

NO SMOKING Our studio is in a no-smoking building, including the sidewalks outside of the building. If you need to smoke, please go to the designated smoking area located at the end of Gas Light Alley (toward Charlie Foster's).

OUTSIDE CLAY & GLAZES can be used only with the approval of studio manager or owner.

CONSIDERATION OF OTHERS Please be considerate of those around you by taking up only as much space as you need to work. Please be considerate of those around you by not talking too loudly, not talking to people wearing headphones, and generally by respecting the calming atmosphere of the studio.

Please be aware of offering unsolicited advice. If someone needs help, they will ask. If you'd like to offer help, please ask first and listen if they say, "No, thank you." Remember, people don't always want help even if you think it might be useful.

If you have a question about how to do something or how to use equipment, please ask staff, do not interrupt another member or student.

PICK-UP POLICY All member work will be kept on their designated shelf after being unloaded from the kiln. If membership has been discontinued, finished work will be placed on the designated pick up shelves in the shop. Work will be held for up to two months. After two months, work will be discarded/donated.