

POTTERY STUDIO INFORMATION & MEMBERSHIP FORM

(effective January 1, 2018)

The pottery studio is for the use of Arts Station members and Potter's Guild members. If you do not have an Arts Station membership you can purchase an annual membership for **\$35** through us or see the Arts Station admin (250-423-4842). This entitles you to discounts on Arts Station events and many other benefits (see the website for other discounts). In addition you will need to purchase an annual Pottery Studio membership (Sept. 1 to Aug. 31) for **\$100**. If you join partway through the year, your membership is still \$100 and expires the following Aug 31. The Fernie Potter's Guild annual AGM will be mid-September. Any potters with unpaid renewals after the AGM will no longer be members and people on the guild waitlist will be contacted to take their place.

A studio membership entitles you to the full use of the studio when the Arts Station is open, including use of the five electric wheels, communal tools, glazes and slips. Currently there are no extra charges for bisque or glaze firings (it is built into the cost of clay). Each member is given a small space to keep their tools, supplies and clay – see one of the monitors to find out where you can keep your clay and tools. Clay should be labelled with your name and the date of purchase. There are black markers on the studio table for this purpose. Clay purchased outside of the studio is not permitted, *no exceptions*.

Everyone must attend an orientation prior to using the studio on their own. This can either be done on member's night or you can make alternate arrangements with a monitor. This will help you become familiar with studio procedures (security, clay disposal, work storage, clean up procedures, etc.). Member's nights are Tuesdays from 7:00 – 9:00 p.m. This is subject to change during the summer. If the front door is locked, please hit the buzzer located beside the door and a member will let you in. If you want to become more proficient with pottery there are a number of classes offered. Please see pottery bulletin board, www.facebook.com/fernierpottery, or visit www.theartsstation.com for more information.

Once the monitor feels you are comfortable with studio procedures (security, clay disposal, work storage, clean up procedures, etc.) you may use the studio when The Arts Station building is open. This includes Arts Station Administrator hours (Mon – Fri from 10 – 3), Blue Toque business hours and during other events when the building is open (i.e. concerts, etc.). If you use the studio outside of Member's nights you must know when people running events or the Blue Toque are leaving or locking up (i.e. Blue Toque closes at 3 pm, concerts typically run from 8 – 10 pm, etc.). Be prepared to have your work finished and your clean up complete so that you are not holding up those who have to lock up the building.

PLEASE NOTE: You MUST sign in on the small dry erase board (to your left upon entering the Arts Station) with your name, date and location (Pottery Studio) whenever you are in the studio.

Studio Monitors

Monitors are volunteers who help run and maintain the pottery studio. They can sell clay and tools, renew memberships, answer basic questions and co-ordinate cleanup of the studio at the end of the evening on Members' nights. Monitors do not create projects for members or give on the spot lessons, however you can ask them simple questions about your clay projects or about studio procedures.

Clay, Equipment, Tools

Monitors will be available to sell clay during Member's nights. Buff, red and white clay are available for purchase. A package of clay costs **\$30.00**, which includes the cost of cone 6 firing and the use of studio cone 6 glazes. Clay originating outside the studio is not permitted under any circumstance.

There is a wide range of equipment and tools available for member's use in the storage shelves to the left of the slop sink. You are welcome to use them, but please wash and return them to their proper spot after you are finished. Due to poor care with studio tools, the Potter's Guild will not be replacing expensive tools once they go missing. It is encouraged that members purchase their own tool packs if they want ceramic specific tools (these are available for purchase through the Guild, just ask a Monitor).

Resources

There are some pottery books in the studio that can be used for project ideas and instruction. We ask that you use the books while you are in the studio and do not remove them so that everyone who visits the studio can access them. In addition, there is a large section of pottery books in the Fernie library.

Storing Work (in progress or drying)

Work should be stored in the open shelf beside the kiln room entrance or opposite the sink/slab roller. Cover your work with plastic and find an empty spot on the shelf. Use the masking tape and markers on the desk in the studio to label your work (please label the board you are using, not the plastic). In order to accommodate our large membership's pottery, please store work as close together as possible and start filling shelves at the back. Please try to avoid moving someone else's work. However, if you have to move someone else's work in order to make room for your work on the drying shelf please be very careful as unfired clay is very fragile. Never pick up unfired work by handles! Once your work is bone dry it should be moved to the racks in the kiln room (the shelf beside the large kiln). Again, start filling the shelves from the back and place work close together. This is done in order to make room for more work to dry and so that we can determine when we will be doing a bisque firing (we wait until we have a full kiln before firing). If your work has been left for more than 2 weeks, it may be moved to the kiln room and fired. Please leave a specific note if you are working on a project long term.

Firings

Firing are done by the studio technician or other experienced monitors. Members will be given updates as to when these will occur so that you can finish trimming and glazing your work in time for the firing. Please follow our facebook page to see updates (www.facebook.com/fernierpottery).

Cleaning up

Fifteen minutes (or more if needed) before you plan to leave studio you should start cleaning up. The studio technician and monitors are not responsible for cleaning the studio. This is the responsibility of every individual member using the studio. In order to continue to run the studio smoothly, everyone must clean up after themselves so that the next person using the wheel, wedging tables, slab roller and studio tools is starting from a clean area. It is also expected that members do a minimum of 1 general studio task during each visit. There is a list on the corkboard of suggestions (examples include cleaning all tools, wiping down plaster moulds, cleaning glaze room shelving, etc).

If you use a wheel, make sure that the wheel and table have been properly cleaned and that the wheel has been turned off. **Please remember to mop the area around your wheel and the rest of the main studio** (this is incredibly important as we cannot track dust throughout the Arts Station building). If you make a mess please clean it up. The space you use on the wedging table should also be cleaned thoroughly. Remove dried bits of clay with a damp sponge or metal rib and put in the garbage can. Wet a large sponge and clean the table. Clean any tools that you have used and replace them in the proper place. Water used in cleaning the wheel or cleaning tools must be disposed of in the slop sink. **NOTE:** Please check to make sure that there is a bucket under the sink before using. If the bucket is 2/3 full, take it out and dump it by the railway tracks (ask a monitor for the proper area). The plumbed sink is used ONLY for filling buckets, absolutely no water should be dumped down the regular drain.

Cleanup also includes the glaze room. There are special rules as to how to clean glaze brushes, sponges and stir sticks with water that is eventually evaporated (not dumped as slop water). The dried, remaining residue is then disposed of safely. Any tool (sponges, brushes, etc.) that are used for applying wax must be cleaned/rinsed in water, otherwise they become unusable and need to be thrown out and replaced. If water is not removing the wax residue, a small amount of soap can be used.

Quick Reminders:

- Member's nights are Tuesdays from 7 – 9 pm. Please schedule your time so that you can start your clean up at 8:45 and be prepared to leave the building at 9:00 pm. You will also be expected to complete a general cleaning task (they are pinned to the cork board).
- If you use the studio any time other than Members' nights you must sign the small whiteboard in the gallery – on the wall on your left as you enter the building. Put the date, your name and location on the board. You can only stay in the building until whoever is locking up (Administrator, Blue Toque, etc.) is ready to leave, so you must clean up your work and area prior to lock up. The building must be locked and alarmed by people with keys and security codes. If you do not sign in and the building is locked and alarmed, you will set off the alarm, the security service will call someone at home and they will have to come back to The Arts Station and check the building and turn off the alarm.
- Please sign in on the attendance sheet in the pottery room (just put a check mark beside your name). This will help us track studio usage and may be used in future for Arts Station reporting purposes or grant applications. The sheet is located on a clip board on the small desk.
- All members are required to participate in fundraising events by donating pottery for sale and/or volunteering their time.
- Clay and glazing supplies are picked up from Calgary by volunteers. If you are heading to Calgary, please consider picking up some supplies for the studio. You may also be asked to help load/unload boxes of clay from vehicles of these volunteers. If everyone contributes it makes light work.

For more information regarding the studio or classes, please contact the following people:

- Helena de Jong helena.ri.dejong@gmail.com
- Kerri Holmes kerri.holmes44@gmail.com
- Monitors: Chris, Carol, Marie-Claude (treasurer), Kerri (studio technician), Helena (president), Ami (secretary), Vanessa (vice-president) and Kaitlin.

Please indicate that you have read the conditions for using the studio and participating in the pottery guild by signing below. Please print then sign your name

Name: _____

Date: _____

MEMBERSHIP FORM

NAME: _____

EMAIL: _____

PHONE: _____

DATE: _____

PAYMENT:

\$100.00 Annual Membership (from Sept. 1 to Aug. 31) Cash: _____ Cheque: _____

\$35.00 Arts Station Membership Cash: _____ Cheque: _____

\$30.00 Clay Purchase Cash: _____ Cheque: _____

\$_____ Other Purchase Cash: _____ Cheque: _____

Total: _____