POTTERY DEPARTMENT GUIDELINES

It takes a lot of time and energy to run a healthy, thriving club. It is up to all of us to make this happen – we use the honour system. The privilege of membership comes with responsibilities.

The safest thing we can all do is **KEEP DUST IN CHECK** by wiping down the glaze area, floors, tables, etc. on a daily basis. Always clean up after yourself. Last person out should turn on the filtration fan in the potter's "kitchen;" it has an automatic shutoff.

Sanding must be done outside.

When using a glaze, always mix well with a clean stir stick, and do not contaminate the glazes.

When waxing items for glazing, always wax ¼" up from the bottom.

If glazing results in the pot sticking to the shelf, you are responsible for cleaning the shelf.

Clay and supplies are not to be sold to non-members, and no non-member pottery will be fired.

All clay purchases must be written on your charge page, and logged on the inventory sheet found on wall.

*Clay must be paid for in full immediately upon purchase.

*Charge sheets for firing fees are not to exceed more than $40 at one time. Please pay often.

Put your name and clay type on your clay bag. With no name, the item will be considered the club's property.

Any clay and items left in the drying shelves for longer than three months will also be considered the club's property.

Anyone wishing to use the pug mill and the kilns must be shown by a club member on safe and proper use. Use is limited to studio drop in days only (Tues and Thurs 10-4).

There is one kilnmaster at a time.

Books may be signed out from the library; there is a sign out book.

If you come in on a non-club time, you must pay $2. This helps pay for the heat.

Pay your account often. The charge account is for our convenience but the club needs the cash flow.

We fire Cone 5-6 only. No low fire clay is to be used or fired at the club.

Always pick up greenware and bisqued pots with two hands. Do not handle anyone else's pots but your own; sometimes they are unbelievably fragile.

We have fundraising events, such as our annual Christmas Sale and qathet Studio Tour. Members who sell at club-sponsored events pay a 15% commission to the club. It is a lot of fun and we ask that you participate in some way. Members are also encouraged to donate some of their work as "A" items to the club, as this also helps fundraise to cover our costs.

There are club responsibilities like maintenance and cleaning of the kiln, the storage shed, the pottery shed, basement and furnace room.

Fee Schedule: Clay – Price is listed on the box. Clay must be paid in full upon purchase. Recycled clay is studio property to make fundraising items. Measured Costs for bisque firing, glazing, and glaze firing are listed in the Black Binder. **Please remember to write down your charges**. If a third firing is required, it is half the amount. Please pay your charge account often; this is an honour system and keeps the club's cash flow current. Charge sheets should never exceed $40, so please pay your fees often.

Membership is due in September, and current membership fees will be listed on the membership forms.

This is an adult club only, members must be 18.

There is a pet policy – please ask. Note that pets are not allowed in the pottery studio area.

The last one out of the building must check that all building windows and doors are locked, in ALL rooms, the stove is off, the pottery wheels and tools are unplugged, and the lights are off.

Sometimes there are a lot of Pottery members and there is not a lot of room for storage. The bisqueware shelf is not for storage. Please retrieve your items and log them before you take them home. Measurements for charges are made on bisque ware – don't forget to measure and pay. Ensure all payments are double-checked by another member and initialed, and print clearly.

Key Holders: being a key holder, comes with responsibilities, please ensure all areas are left, clean upon leaving the studio, regular attendance , and attending meetings is required to maintain key holding status, be sure to sign in the drop in attendance sheet when you were at the studio

Please do a final sweep of all rooms when leaving the building if you were the last/only person at the studio, unplug wheels and unplug appliances, tools ensure the oven in Kitchen is off.

Check each room - one window in each department opens, please ensure they are closed and locked properly

Doors - back doors, one in pottery , and one in weaving, please ensure both doors are closed properly and locked, before exiting through the front door and locking securely.

Receiving a key is at the discretion of the Department Head. Keys must not be loaned. Cost is $30, $25 is refundable when you return your key.

If you don't know something – please ask.

SAFETY FIRST: Familiarize yourself with health and safety around clay, kilns and chemicals. ALWAYS AVOID CREATING DUST.

OUR THREE RULES ARE:

CLEAN UP AFTER YOURSELF

PAY YOUR BILLS

HAVE FUN