CERAMICS OPEN STUDIO POLICIES AND USER AGREEMENT

CAC Ceramic Studio Monthly Rates for Fiscal Year 2020 (effective July 1, 2019 – June 30, 2020):

Level 1 (Adult CAC Ceramics Students): no additional charge

Level 2 (hobby potter): $70.00/non-member  $60.00/member

Firing cost: .04/cubic inch, or .02/cubic inch if over 1500 cubic inches.

Full electric kiln firing: $50 (includes bisque and glazed materials)*

Gas kiln firing: $350 full kiln, $175 half kiln (includes bisque and glazed materials), with an additional $100.00 for studio manager to load and manage kiln*

* Partial to semi-full kiln loads to be discussed on an individual basis with studio manager (prices also based on temperature and type of glaze)

All students using the Ceramics Studio outside of class hours are required to sign this document and abide by the Studio Policies.

Open Studio members can provide their own temperature appropriate clay, cone 6-10 by purchasing from Clayworks Supply. Members may purchase clay at the Chesapeake Arts Center at $0.60/lb (based on availability).

Please notify Studio Manager, Camilla Ascher, 774-286-1436, before bringing any clay into the ceramics lab.

Payment procedures

Studio Manager will give you a receipt indicating the amount due for a firing or clay purchase. Bring that receipt upstairs to the CAC staff who will accept the payment, at which time you can return to the Ceramics Studio and give the Studio Manager the proof of payment. If after office hours, please bring receipt in the next day to pay or call to pay by credit card over phone.

Ceramic Studio Usage

The Ceramics Studio is available for use during normal CAC hours of operation, and only when a ceramics class is not in session. CAC hours are generally Monday through Friday 10 AM until 6 PM and most Saturdays, 10 AM until 1:00 PM. Office hours are subject to change based on CAC staffing needs and events. A studio/class schedule will be posted by the Ceramics Studio on a regular basis once classes/workshops are confirmed. On occasion, when CAC has a performance in the Studio Theatre or classes in the dance studio and therefore may be open to the public, in that instance Open Studio renters may use the Ceramics Studio, but it is required to verify available times with the Studio Manager first. Students and renters must start clean-up at least 30 minutes before closing. Students and renters are responsible for signing in and out on the sign-in sheet provided at the table near the front office.

Initials: ______
Renter Classifications and Requirements

**Level 1:** Ongoing student: Currently enrolled students, or students committed to re-registration. Students from a preceding semester that are committed to a future ceramics class in the following semester are granted Open Studio access for a grace period of no more than **six weeks** between classes, before being required to enroll as a Level 2 Studio User. **Age minimum** 18.

**Level 2:** Amateur / hobby potter / sculptor / private instruction. Former basic/intermediate level students, or those who complete an interview with the Studio Manager and are approved. Must be able to work without instruction and be familiar with studio equipment such as slab roller, potter’s wheel, and extruder. Must be pre-approved by Studio Manager. **Maximum limit:** 10-15 hours a week maximum of Open Studio time. **Age minimum** 18.

Ceramic Studio Kiln Protocols

All classroom electric kiln glaze firings will be scheduled and listed on classroom calendar. Bisque firings by necessity will be done when an adequate number of pots can be loaded.

* Six week classes will have at least one glaze firing at the end of the session.
* Eight week classes will have at least one firing.
* Twelve week classes will have at least two.

Schedule times are at the discretion of the class’s instructor, but all will be posted on calendar and the Studio Manager will be made aware of the schedule. Instructors are to inform students of these protocols and encourage students to be ready when firings are scheduled.

Any partial student and personal firings will be scheduled at the discretion of the Studio Manager. No personal firings will be allowed without the consent of the Studio Manager. Class firings take precedence over personal firings. Personal firings will be paid for at the current full or partial kiln firing rates, or at the cubic inch volume rate.

Background Check (**see attached**)

All levels of participants must allow CAC to process a criminal background check, per Anne Arundel Public School policy. This background check is processed at the expense of CAC and is for the safety of the children who occupy our building during the day. It is Anne Arundel County Public School’s policy to conduct background checks on all adults who occupy a school facility while children are present. As our building is owned by AACPS, this means that we too must follow this policy. These background checks search for information pertaining to criminal history reports, driving history records and social security verification only. They do not show any financial reports or credit information. Once the release is collected, the information from the paperwork is submitted to Intellicorp, then shredded. The only records which are kept come back from Intellicorp with the social security number xxxx out. This information is then filed in a locked file cabinet in a locked office where only two people have the key; the Executive Director and the Accounting Manager.

Initials: ______
CERAMICS OPEN STUDIO POLICIES AND USER AGREEMENT

Policies:

1. No one under the age of 18 is allowed in the Ceramics Studio unsupervised.
2. All persons wishing to use the Ceramics Studio must sign the waiver below.
3. All persons using the Ceramics Studio must leave it in at least the same condition as they found it, if not better.
4. All persons wishing to use the Ceramics Studio must allow CAC to process a background check.

Date____________

Name: ________________________________________

Address: _____________________________________________________________________________

Phone (home): ____________________  (work): ___________________  (cell): ______________________

Email: _______________________________________________

Describe your experience in ceramics, what studios you worked at or studied with, where and when:
_________________________________________________________________________________________
_________________________________________________________________________________________

Would you prefer to be contacted by phone or by email? ________________________________

How many hours per week do you plan on spending in the studio? _________________________

Is your use of the studio for commercial or non-commercial use? _________________________

User Agreement:

➢ I hereby certify and agree that by using the Chesapeake Arts Center (CAC) Ceramics Studio that I do so at my own risk. I hereby waive, release, and forever relinquish any claims against CAC for my use of the Ceramics Studio and I agree that I will indemnify and hold CAC harmless from my use of the Ceramics Studio. I will be liable to CAC for any damage caused to the equipment or suffered by the equipment as a result of my use of the Ceramics Studio.

Initials: _______
➢ I hereby agree to clean up the Ceramics Studio after every use. Clean-up means leaving the Ceramics Studio at least in the same condition as it was found, if not better.

➢ I agree to pay my monthly fee in a timely matter and understand that should my monthly payment expire, I will not be permitted use of Open Studio time.

➢ I agree that any non-compliance with these terms could result in forfeiture of future privileges of the use of the Ceramics Studio.

➢ I have read, understand, and accept these Terms, Conditions and Policies, effective July 1, 2019–June 30, 2020.

➢ I hereby certify that I am over 18 years old.

Renter’s
Signature__________________________  Education Director’s/ Studio Manager’s
Signature__________________________

Date: ____________________________  Date: ____________________________

Starting Date of Ceramic Open Studio Usage: ______________________