

Waterbrook Potters Studio Safety and Operations Agreement

Waterbrook Potters Studio
406B 9th Ave
Watervliet, NY 12189

To sustain a creative, safe, and collaborative studio environment, all Waterbrook Potters Studio (WPS) members acknowledge that they are aware of and agree to follow the guidelines outlined in this agreement.

WPS is a member-run nonprofit hobby club whose goal is to provide a space for the clay community of the capital region to interact, work collaboratively, and grow together. All members of WPS are invited to share their knowledge and enthusiasm for the ceramic arts. The WPS Board of Directors is dedicated to providing an environment that is welcoming to all members, and as such are open to hearing suggestions for improvements, and any feedback. All comments and suggestions to WPS can remain confidential as appropriate, or as requested.

Additionally, as WPS is a member-run nonprofit hobby club all members are welcomed and encouraged to hold positions on either the board, or committees. Further information on how members can get involved with the WPS organization will be communicated to members. Members can reach out to WPS Board Members to learn more.

General Expectations:

1. The member will act with respect to themselves, the studio, and others.
2. Only members or class participants are allowed to work in the studio.
3. This agreement allows members to use shared space and equipment.
4. The member may provide their own tools and supplies as long as their use in the studio are not a hazard to others. Other members will not use these tools and supplies without explicit permission of the owner. The member may be held responsible for repair or replacement of any equipment that has been abused, damaged, or broken beyond normal wear and tear, whether intentional or not. Resolution of such matters will be made by the board members of WPS on behalf of WPS.
5. WPS assumes no responsibility for damage or loss of any personal property the member brings to the studio. This includes, but is not limited to, unexpected results from firing or the pottery process.
6. There will be no use of tobacco or illegal drugs at WPS by anyone.
7. Sufficient water, heat, electricity, and sanitary facilities will be provided.
8. Members acknowledge that WPS may use their image and pictures of their work on social media and other forms in order to promote the studio. Members may opt out of this by signing a Member Social Media Form. However, the studio is not responsible for excluding members who opt out from group pictures (i.e., those who opt out of the social media agreement must self-exclude from pictures being taken).

All WPS members will take part in a studio walkthrough to become acquainted with the studio space, potential hazards, and safety guidelines.

1. Members will only use equipment they know how to use. Equipment orientation is required before operating the slab roller and extruder.
2. Members must have the ability to work independently in the studio. If a potential novice potter is interested in membership but can't work alone, they will be directed to local resources or classes at WPS.
3. Mixing dry glazes and excessive sanding must be done outside with proper respiratory protection.
4. To minimize harmful silica dust hazard, motorized grinders are not to be used indoors at WPS and must be used with proper respiratory protection.
5. Only premixed, wet clay bodies can be used at WPS.
6. All surfaces will be wet cleaned after use. Work areas should be cleaned before clay scraps have a chance to dry out. The floor of the studio will only be mopped, as sweeping poses potential hazards to self and others.
7. Clay will not be placed in the sink.
8. Members will use tables only for the clay bodies for which they are labeled.

Equipment:

Do not use any equipment you are unfamiliar with. WPS operations board will facilitate opportunities for members to learn to use all equipment in the studio.

Slab Roller:

1. Use the correct board and canvas for white vs. colored clay.
2. Always have canvas (or canvas side of a mat) touching **both** sides of the clay to prevent sticking.
3. Clean mats, canvas and slab roller after use.

Extruder:

1. Clean all dies, inside, and outside of all extruder parts.
2. Return dies to appropriate location after use.

Wheels:

1. Wheel heads and pans must be cleaned after each use
2. Floor around wheel areas must be mopped and cleaned of any splatter
3. Wheels must be turned off after each use.
4. Clean and return studio bats to their proper location. Bats are to be scraped or damp wiped, not immersed in water.

Glazes:

1. Do not contaminate glazes. Allow a glaze layer to completely dry before dipping into another. Always use tablecloths over canvas tables when glazing.
2. Ensure glaze lids are returned to the correct glaze bucket or bottle.
3. Clean tablecloths after use and return to their proper shelf.

Bisque Firings:

1. Frequency of firing is based on the amount of workers available.
2. Work will be bisque fired to cone 05.

3. All pieces will have a potter's mark or name imprinted.
4. Place dry work on the designated bisque shelf.
5. Fired items are placed on designated shelf for pickup.
6. Work left unclaimed for 4 months will be discarded.
7. WPS is not responsible for any damage to or loss of work.

Glaze Firing:

1. Firing frequency is based on the amount of work available.
2. Work will be fired to cone 5.
3. Place glazed work on the designated glaze shelf.
4. Bottoms of pieces must be cleaned and free of glaze. Dirty bottoms may not be fired.
5. If a member's glaze runs onto the kiln shelves, they may be asked to pay the cost of a replacement shelf.
6. Work left unclaimed for 4 months will be discarded.
7. WPS is not responsible for any damage to or loss of work.

Using studio Passes:

1. Each Associate member will be given 3 Studio Day Passes per Year.
2. You will be able to use these passes on scheduled open studio times, when the studio is open for firing drop off or by contacting a Full member to gain entrance.
3. Passes will be put in the check/pass box on the day of its use.

Closing studio:

1. Turn off all lights.
2. Close and lock all windows.
3. Set heat to 55°F, if needed for the season.
4. Engage security system.
5. Close and lock the door. Ensure door is locked prior to leaving the premises.

In case of emergencies:

1. **For all serious, or life threatening situations call 911 immediately.**
2. For all non-emergencies, members may call the designated WPS representative. These names, numbers, and example responsibilities are posted by the door at WPS.
3. Upon signing this safety agreement, the member agrees that they have been made aware of the locations of exits, fire extinguishers, emergency contact information, and security system.