



## Community Studio Rental – Policies & Helpful Information

### Rental Categories

*Studio Artist* – A studio artist pays a monthly fee in exchange for studio space. **Studio Artists must maintain an up-to-date Clay Studio membership.** All studio artists (with the exception of Day Renters and Family add-ons) receive discount off of their studio rental fee if they are enrolled in a class (\$30 for two months for a 10-week class, \$30 for one month for a 5-week class). The Studio artist has several fee options for consideration:

- **Monthly Basic (\$105/Mo)** – Use of public workspace areas for creation and three shelves for storage of work and personal items. The individual may work quietly during class time in the studio artist common area.
- **Monthly Basic w/ additional shelving (\$115 or \$125/Mo)** – Use of public workspace areas for creation and *up to 2 additional* shelves for storage of work and personal items (additional shelves run \$10 per shelf per month). The individual may work quietly during class time in the studio artist common area.
- **Semi Private spaces (limited availability):** For the primary renter the monthly rental rate is \$ 260 per month on a month-to-month basis. A six-month lease reduces the rate to \$235/mo, and a one-year lease reduces the monthly rate to \$210 per month. This primary rental rate is not eligible for reduction due to existing or future trades, barter, or services provided. One additional person, the secondary renter may share the individual work space for an additional fee of \$ 105 per month (basic monthly access).
- **Daily Rentals (\$15/day)** – Use of public workspace areas for creation. This day use category may only use the classroom. Daily access must start during office hours. Short term project storage available for projects completed within a week. We ask that you do not store any supplies at the studio.
- **Family/Guest (Add \$25/additional family member per month or one day pass for \$5)** – Family members/special guests can work alongside a renting studio artist. The family member/guest must *always* be in the company of the primary member when working at the studio. All firing and material fees apply. We ask that these types of add-on members be limited to producing 10 small items or less per month. Guests are limited to one adult or two children maximum under these terms, unless a special arrangement is made with the office.

### Rental Payments

If your rental term begins after the first of the month, your first month's rent will be prorated. If you know you will be renting for a fixed term for a short period of time (greater than one month),



## theCLAYSTUDIOofMISSOULA

a fixed rate based on your start and end date can be determined. **Following the first month, rent is due on a monthly basis for all rentals, and is due on the first of the month.**

### **LATE FEES & TERMS – Effective March 1, 2016**

Rent payments are due on the first of the month. They are considered late as of the 10<sup>th</sup> of the month. We will grant a five-day grace period before fees are charged.

**For payments later than 15 days after the 1<sup>st</sup> of the month– a \$10 late fee will be assessed  
Over one month late – an additional \$5 will be added**

*Example- March rent and April rent is paid on April 20. Late fees assessed will be \$15 for the late March payment and \$10 for the late April payment.*

**Please note:** We are more than happy to work with individuals who may have special circumstances to pay on an agreed schedule or alternate date (if not paid by agreed schedule date, the late fee policy will apply for payments received 15 days after that agreed date, etc). It is your responsibility to take the initiative and communicate with the office in order to make alternate payment arrangements.

If rent is unpaid for two months or more with no communication with or alternate payment arrangements made with the office, your space may be cleared out and rented to someone else. **You are still liable for these unpaid rents.** We will keep stored items for up to one month, and any items stored will be disposed of thereafter.

### **DISCONTINUING YOUR RENTAL**

If you plan to discontinue your community rental, you must notify staff that you will not be renting for the following month by the last day of your paid rental term (However, if you can let us know earlier, it is very appreciated, in the case someone is on a waitlist waiting for access!). This notification can be made via email, or verbally in person or by business phone to office staff.

If you do not give notice prior to the first of the month, you are responsible for a full month's rent.

Your shelves must be cleared off by the last day of your rental term, or you will be subject to a full month's rental fees for the occupied space. For semi-private rentals, the same procedure applies except it must happen on your original rental terms (annual, semi-annual or monthly)

## **Memberships**

Individuals must have an active membership in order to be a Studio Artist, fire the kilns, have work fired, or use the clay mixer. In addition to these workspace privileges, members receive a discount on classes and workshops and gallery sales. Individuals seeking to take a class do not need to have an active membership to enroll in a class and use the studio space. Individuals have



three different annual membership levels to choose from, however the privileges are the same for each level. The levels are as follows:

- Family - \$65
- Individual - \$40
- Student/Senior - \$35

## General Studio Rules

### Access

- Open studio time for students is available anytime unless a class, workshop or special event is being held. Studio access is always open for monthly renting studio artists, unless there is a special event that requires the use of the entire studio. We are closed for access most First Fridays, or other Fridays when receptions occur in the gallery, and will notify individuals about other special events that require closure of the Studio Artist Community Space.
- Any active student, Artist in Residence, or monthly renting Studio Artist will access the studio during non-business hours through the classroom entrance. If the door is locked, you can use your assigned access code to enter. The door will lock behind you, as staff, residents and instructors only have the codes needed to keep the door unlocked. Access codes must be obtained through the office Your code will remain active for the duration of your rental. **You must not share the code with anyone.**
- The last person leaving the building is required to turn off the lights. Please do not prop the door open during non-business hours or while alone inside the studio. Please do not enter the gallery or use the gallery door during non-business hours..

Visitors – We encourage students and members to introduce their friends and family to the CSoM. Please keep visits limited in time. No guests are allowed working access (handbuilding, wheel, firing, etc) to the studio unless they are a current student, Studio Artist, Resident, or a paid guest/family addition. Please do not provide guests with your access code.

Children – While the CSoM is committed to the educational and artistic advancement of children, we are also mindful of the needs of other students, studio artists, and residents. Due to the vocally inquisitive nature of children, we ask that they are not left unattended while the parent/guardian is working. We also ask parents to ensure that the studio and gallery space is not disturbed by the commotion of their accompanying children. The old adage that “children should be seen not heard” should apply whenever you are sharing studio space with your comrades.

Pets – Due to the fragile state of ceramics we ask that everyone refrain from bringing pets into the studio whenever possible. Pets are only allowed with preapproval from the office staff or studio manager AND without objection from others working in the studio. Please be aware and



considerate of other studio users. If there is an issue with your pet due to misbehavior or disruption, or if someone is allergic, you will be asked to remove your pet.

### **Glazing Procedures & Safety**

**\*Any individual unsure about the glazing process/techniques must consult their instructor and/or the studio manager prior to mixing glazes.**

A mask and protective gloves **must** be worn whenever mixing dry ingredients.

The CSoM does not allow the use of raw lead in any form within the studio.

For your safety and the safety of others, avoid mixing any glazes containing Barium, Strontium, or any substance known to be toxic in raw or fired form.

Please refrain from sanding works in the studio! It only puts further levels of dust into the air.

Residents, instructors, interns, etc. as assigned by the Studio Manager will mix larger quantities of glazes for general studio use. These general use glazes will be stored in the glaze area. All other glazes mixed for personal use should be stored on your shelf or semi-private space – they must not be stored in the general glaze area.

As is the case with any area of the studio, individuals are expected to clean the glaze area and material room area when finished working.



## Firing/Kilns

### FIRING FEES BY THE PIECE:

Used for most students and studio members. Price includes bisque and glaze fees.

Per-piece firing fees will be charged at the following rates (to be paid before glaze firing):

<b>Firing Type</b>	<b>Cost per CU/IN (L x W x H)</b>
Low Fire Electric (cone 04)	\$ 0.024
Mid Fire Electric (cone 6)	\$ 0.029
High Fire Gas (cone 10)	\$ 0.029

*Note: Participants are responsible for measuring, ticketing and payment prior to placing work on the appropriate “glaze fire” shelves.*

### FULL KILN RATES:

*Participants must be pre-approved by the office or studio manager to fire any kiln (training available with the studio manager). Participants are responsible for loading, firing, unloading, and clean up. **PLEASE NOTE: If you did not rent a kiln to fire your own bisque and instead processed bisqueware with general studio firings, please add the bisque surcharge to your full kiln fee***

Full kiln rates are available to qualified members as follows:

<b>Firing Type</b>	<b>Cost PER FIRING</b>	<b>Bisque surcharge (if applicable)</b>
Skutt 1227 (Leda, Ganymede)	\$34 lowfire; \$48 cone 1-6	\$34
Skutt 1027 (Io)	\$29 lowfire; \$41 cone 1-6; \$56 cone 7-10	\$29
Skutt 1018 (Magdalena)	\$22 lowfire; \$29 cone 1-6; \$35 cone 7-10	\$22
small kiln (Eudora)	\$16 lowfire; \$21 cone 1-6; \$32 cone 7-10	\$16
larger test kiln (Viola)	\$10 lowfire; \$13 cone 1-6	n/a
small test kiln (Bianca)	\$7 up to cone 6 / above c.6 - \$14	n/a
Gas Kiln (Jim)	\$63 lowfire; \$95 above cone 1	\$58
Raku	\$6 per 15 min	n/a
Soda (Juana)	\$170	\$58
Car Kiln (Big Sister)	see office for approval + rates	see office for approval + rates
Wood Kilns	see office for approval + rates	see office for approval + rates

*Note: Participants must be pre-approved by the office or studio manager to fire any kiln (training available) and are responsible for loading, firing, unloading, and clean up.*

Please adhere to following safety and procedural guidelines when firing kilns:



## theCLAYSTUDIOofMISSOULA

- PREVENT FIRES! Please keep all combustible materials away from the kilns.
- Turn on kiln fans for any electric kiln that is firing and turn off when firing process is completed.
- Do not take indoor kiln furniture or shelving out to outside kilns and visa-versa.
- Sign up for a firing using the schedule located in the kiln area.
- Please follow operating procedure for gas kilns. Procedural guidelines are available from the Studio Manager
- Never rely on the kiln setter to shut off kilns. Individuals will be responsible for any damage caused by over firing or misuse of kilns and/or furniture.
- Individuals are expected to thoroughly clean up after a kiln firing. A thorough cleaning should include vacuuming out the kilns, cleaning the shelves, sweeping the immediate area, and returning materials to their assigned spaces. As a general rule, we ask that individuals always leave communal spaces/equipment cleaner than they found them

### Studio Space

Please note that the CSoM is set up for both public and semi-private spaces. Unless an individual has been assigned a semi-private space, they are expected to only use the community or class space for making their work. Unauthorized individuals should refrain from entering the semi-private spaces without permission from the artists. Furthermore, do not borrow anything from a private space or renter's shelf without prior permission. Above all else, please show respect for our working artists and refrain from disrupting their workflow. **Please do not store personal items/work in the community use area, on the tables, or on the floors around the shelves.**

### Clean up

We have a user-based cleaning arrangement. This means that individuals are expected to clean any area, tools and equipment that they have used for work. This includes spills and clay materials on floors and all surfaces, including work and wedging tables. This applies to ALL areas of the studio, including the classroom, studio artist area, glazing area, material room, kiln room, sink area, and kiln yard. We have mops, sponges and buckets available for all to use. If you happen to notice that an individual has overlooked an area, please consider cleaning up the area or report the issue to the studio manager or office staff.

**Please refrain from excessive sweeping in the studio!** Sweeping dry floors kicks up dust particulates into the air, which creates an unhealthy atmosphere for staff and students alike. If you wish to clean up a large mess on the floor use a wet mop. If you do sweep a small mess, we ask that you use the sweeping compound provided by the studio.

Use the dumpster when disposing of bisqueware, unwanted fired work, or any heavy items. The dumpster is to only be used for studio-related refuse, please do not use it to dispose of personal items unrelated to your work at the Clay Studio.



## **Clay**

### *Standard Bodies:*

The CSoM regularly uses two primary clay bodies consisting of a red earthenware (low fire) and white stoneware (high fire). We also provide a limited supply of a sculpture body.

**Members should be cognizant that utilizing high fire clay or firing processes may result in longer periods between firing cycles.**

### *Non-Standard Bodies:*

Any clay bodies that vary from the standard bodies are considered non-standard bodies. Non-standard clay may be used in the studio. However, if non-standard clay is utilized, care should be taken so that the contamination of recycled clay is minimized. Some primary concerns are as follows:

- Low fire white earthenware does not end up in a high fire kiln (disaster)
- Low fire white earthenware contaminates the high fire recycled clay
- Dark stoneware contaminates the purity of the white stoneware
- Heavily grogged clay contaminates finer toothed clay

## **Clay Mixing/Recycling:**

Any individuals wishing to mix their own clay recipes must get preapproval from the Studio Manager and provide their own raw materials or make special arrangements well ahead of time to purchase their own raw materials from the CSoM.

Please clean the clay mixer to the extent that it is cleaner than you found it.

### *Clay Recycling:*

There are two containers for clay recycling located by the sinks. The red clay container is reserved for low fire clay, while the white clay container is reserved for high fire clay. Please make every effort to recycle as much clay as possible. Under no circumstance should raw clay scraps be sent down the sink. Lastly, please make every effort possible to ensure that no tools are inadvertently placed in the recycle containers. If you are unsure of the type of clay you are using or if it has been contaminated with plaster, it must be disposed of in the garbage. Any amount greater than small scraps should please be disposed of in our dumpster outside.



## **Materials**

Studio users are required to keep track of and pay for raw materials used from the studio. The CSoM uses the current price sheet from distributors for determining current cost. This price sheet and payment forms are available in the material area. Please pay all material fees either at the time of use or when you pay your monthly rental bill.

## **Use of Studio Tools/Equipment**

Use of studio tools, including wheels, wedging tables, slab roller, spray booth, etc. are available for use by students and studio artists provided the user has received instruction. It is the responsibility of the user to be current on the specifics of use and procedures.

In order to use any kiln, the clay mixer, or pugmill, you must be trained and/or pre-approved by studio staff. Proper cleanup of all studio tools and equipment is required.





# Code of Conduct

## The Clay Studio of Missoula

### Core Values

Inclusivity, egalitarianism, compassion, creativity, safety, and accessibility

### Mission

The Clay Studio of Missoula is a nonprofit community center for the ceramic arts. Our organization's goal is to provide the general public with affordable access to high-quality ceramic art instruction.

### Code of Conduct

The following Code of Conduct is designed to preserve our mission and core values to create an environment in which all people, whether they are members, students, or visitors, feel safe, welcomed and valued.

- Treat all people with equality and dignity without regard to gender, race, color, creed, ancestry, place of origin, political beliefs, religion, marital status, ability, age, gender identity, or sexual orientation
- Act with fairness, honesty, kindness, and understanding in interactions with and around other members, students and guests in order to nurture a safe working environment
- Promote and protect the Clay Studio of Missoula's *zero tolerance policy* regarding physical, verbal, emotional, and sexual abuse or harassment
- Understand that an unsafe environment can be caused by inappropriate behaviors that are physical, emotional and/or verbal.

Failure to abide by this Code of Conduct may be grounds for termination of membership, rental, and/or class registration. We also reserve the right to refuse access if past examples of misconduct at the Clay Studio of Missoula cause concern to current membership.

This code has been put in place to ensure the safety and comfort of all members, students and guests, as well as to ensure our mission and core values are understood and practiced by all.