

Allied Arts Council of Pincher Creek Ceramics Studio User Agreement

AAC Studio Intentions

The Ceramics studio is an inclusive, collaborative, creative, respectful, community space to work with and learn about clay and the pottery/ceramics process. Classes are offered to members of the public at large, with studio access on a drop-in basis, as a way to support the community as a whole. By signing this user agreement you agree to support the organization's mission and objectives, including the values stated above, and adhere to the expectations outlined below. AAC is a not-for-profit organization and will support the ceramics studio operation to the fullest extent of its current capacity.

**note: current capacity refers to the current capacity of the Allied Arts Council of Pincher Creek including its funding, budget, staff, instructors and volunteers which are all subject to change.*

1. Studio Management

1.1. The Allied Arts Council of Pincher Creek (referred to as AAC hereafter) leases the Lebel Mansion from the Town of Pincher Creek. The AAC is ultimately responsible for the use and maintenance of the space and is governed by their lease agreement and the organization's bylaws.

1.1. **Town of Pincher Creek** owns the building and leases it to the AAC. While in the Lebel Mansion, you are using a public, municipality owned and maintained space.

1.2. Access to the Lebel Mansion Ceramics Studio will be granted on a drop in basis during scheduled hours to users approved by the Allied Arts Council staff. Studio users check in with staff to gain access to the studio.

1.3. Access of additional people to the studio is NOT permitted without approval by AAC staff.

1.4. Staff are to be contacted immediately for issues related to the building and studio for practical issues that fall under the AAC Capacity. ie: issues with the door / heaters /windows or other building related issues.

1.5. Alterations to the space Studio heaters, furniture, tools, lighting and utilities are currently the responsibility of the AAC. Physical alterations to the building are not allowed

unless approved by the AAC and Town Council. Alterations to the AAC Assets are not permitted unless Approved by the AAC.

In Case of Emergency

In the event there is an emergency, whether it be injury, fire, flood or intrusion, **call 911 immediately**. Your safety is our primary concern. After which inform the AAC staff on site.

The closest muster point is the gravel parking lot to the southwest of the Lebel Mansion.

AAC office number: 403-627-5272 Executive Director Cell: 1-403-315-5725

2. Studio Participants

2.1. Who can use the ceramics studio

Individuals over the age of 18 who have ceramics studio experience and can demonstrate they know how to use a ceramics studio sufficiently (according to the AAC Staff) and agree and adhere to all of the AAC's rules and regulations regarding the studio space and the organization may access the ceramics studio.

Studio users are required to pay a drop in studio use fee, and may access the studio during scheduled drop-in hours which will be shared publicly by the AAC.

Individuals between the ages of 12 to 18 who have taken at least one workshop with the AAC and can work independently may use the studio on a drop in basis with AAC approval when supervision is available. The AAC will share supervised access times with the community.

The Allied Arts Council of Pincher Creek reserves the right to refuse and revoke access to the studio on the grounds of current or past misconduct according to this agreement and/or the organization's code of conduct in accordance with the organization's bylaws. The mistreatment of others, including Staff, Instructors, the Board of Directors and any others associated with the organization or of others in

the building will not be tolerated, and will be decided at the discretion of the Board of Directors.

3. Studio Orientation

3.1. Each studio participant is to attend a studio orientation with a designated AAC staff member before using the studio for the first time. This meeting is to ensure the participant understands the expectations related to studio access.

4. Studio Access

4.1. Drop in Hours: The studio will be open for scheduled, drop in hours which will coincide with AAC business hours. Hours are subject to change due to staff availability, scheduled closures and holidays.

4.2. Late fee: The Board of Directors discourage AAC staff to remain late to accommodate studio users. Individuals are expected to begin preparing to exit the studio **30 minutes prior to the studio closing time**. This includes storing your work, cleaning your workspace and mopping the area you used. Users will not be left in the building unattended and will be charged \$15 for every 15 minutes after closing time staff are required.

5. Studio Use and Firing Fees

5.1. Studio Use Fees are charged on a drop in basis. For 2024 this fee will be **\$10 per day**. This fee is subject to change by the AAC. The Studio use fee is non-refundable.

5.2. Payment of Studio Use fee Studio fees are due prior to accessing the studio and can be paid in the gift shop.

5.3. Studio Use Fees are used to supplement the cost of electricity, heating, insurance, janitorial, administration, studio supplies, kiln repair, general repairs and maintenance.

5.4. Firing fees are paid in addition to the drop in fee. These fees are charged to recover the cost of work fired in the kiln, and will be calculated on a regular basis. Firing fees are due on receipt when billed by the AAC and payable to the Allied Arts Council of Pincher Creek via e-transfer to lebelpc@gmail.com or by payment in person in the Gift Shop

during business hours. Individuals with outstanding firing fees may be denied studio access until their firing fees are paid.

5.5. Fees Calculation: AAC staff members unloading the kiln records the name and number of pieces the person had in the kiln. Pieces measuring about 8x8x8" are considered 1 piece or 1 'tick' in the kiln log. Pieces larger than this are given subsequent 'ticks' or counted as more than 1 piece to account for the space it takes up in the kiln.

For example, pieces measuring 16x16x16" would be considered to be 8 'ticks' and counted as 8 pieces. Or a piece measuring just over 8x8x8" would count as 2 pieces (ticks). The cost to fire the kiln load is divided by the number of pieces in the kiln and charged to users accordingly.

**As of January 1st, 2024 The cost to fire the kiln is as follows:
Bisque Kiln \$50.00 Glaze Kiln \$60.00**

6. Security

6.1. Cameras are installed throughout the building and video is monitored by the AAC. The studio exterior door will remain locked at all times, outside of a class or an AAC scheduled event.

7. Storage of Tools, work and personal belongings

7.1. The entire Lebel Mansion is a public space to which many people have access. The AAC cannot be held responsible for any lost or stolen items from the ceramics studio or any storage space used by a participant and cannot be held accountable for missing items. Anyone using the studio is responsible for their own belongings including tools, supplies and pottery.

7.2. Studio participants get a designated shelf in a cupboard. Personal items and tools are to be stored here and not in the shared studio space. Any items in the studio not in designated personal cupboards are assumed to be studio property and are to remain in the studio. Personal materials, tools and items found stored in the AAC studio outside of personal storage spaces may be disposed of by the AAC if not removed by the user upon request.

7.3. Junior Ceramics Program Storage. The yellow brick road room is being utilized for Junior Ceramics Program storage and is for their work and tools only. Tools and materials stored here have been purchased using grant funds and are not for use outside

of these programs. Use of tools, materials and items donated to the AAC that are stored in this area is not permitted.

8. What is each studio user responsible for

8.1. Controlling Heaters: heaters are to be kept at 14°C when not in use. They can be turned up upon arrival but must be turned back down when exiting the studio.

8.2. Lights need to be turned off upon exiting the studio.

8.3. Each studio user is responsible for their own tools, clay, cleaning up after themselves.

8.3.1. Long hair, ties and loose clothing need to be tied back when using the wheels. Fingers need to stay away from the slab roller rollers when rolling out clay. The safe use of each tool and material is the responsibility of each studio participant.

8.4. All studio participants are responsible for helping to maintain an inclusive, peaceful and respectful environment. This includes all conversations and actions in the studio including verbal or written communication of any form.

9. Donations Supplies given to the studio

9.1. Any tool or object placed in the studio by a studio user or member of the public at large that is meant for the use of all studio participants is to be recorded as a donation in the donation log binder. Objects for personal use are to be kept in the users assigned cupboard. Objects on loan by any individual are not permitted to remain in the shared studio space.

9.2. Donation Procedure

9.2.1. Email the AAC Staff that you would like to donate an item to the studio. They will either accept or not accept the item(s). If the item(s) is allowed to be donated, please bring it in and fill out the donation form in the donation binder in the studio. This will be located on the shelving by the glaze table. There is a spot that specifies a donation receipt be provided. If you would like a donation receipt, the AAC requires the original receipt be provided for the item(s) in order to properly value the item.

Donations of glazes or glaze materials must be lead and cadmium free and must be food safe.

10. AAC Assets/Studio Equipment, (including how to use, share and clean)

All tools and equipment are to be kept clean using a wet sponge or cloth to ensure dry particles aren't being swept into the air. Clean means it can be grabbed by the next user and is ready for use. All surfaces are to be cleaned when wet. **Sweeping is prohibited in the studio as it allows silica to rise off of a surface and be inhaled which can cause long term harm.**

10.1.Common Tools Any tool accessible is assumed to be donated to the AAC. General tools in the studio are for everyone to use and are to remain in the studio.

10.2.Wheels The ceramics studio currently has 8 throwing wheels. They are all available for use by studio participants and classes.

If moving a wheel, please lift it with the handles instead of sliding it across the floor. This will prevent loose connections inside. Wheels, including any surfaces and the floor need to be kept clean and ready for the next person to use when you are done.

If a wheel is not working properly, please email the Executive Director (lebelpc@gmail.com)

10.3.Slab Roller The slab roller is available for use by studio participants and classes. There are many good instructional videos on Youtube explaining how to use the NorthStar Slab Roller and best use practices.

Please ensure you put clay in between two pieces of canvas and not on the roller itself or clay will stick to it and will need to be cleaned.

10.4.Furniture Any furniture in the space is the property of the AAC and is to be cared for by everyone using the studio.

10.5.Canvas topped tables are for use by all studio participants and students. The tables where the canvas is stained red should be used for red and white clay and the tables labeled 'white clay' should be used for white clay. Red clay tends to stain the tables and can discolor white clay.

10.6.Plaster slab clay on the plaster slab does take some time to dry. It cannot always be removed the day of and sometimes requires a few days to dry on the slab. Please leave a note on the slab explaining the plan to care for it. Clay remaining on the slab for extended periods past the noted time or without a note or arrangements with staff may be considered AAC property.

10.7.Griffin Grips (trimming tools) are used to trim pots, they can be attached to a wheel head and tightened onto your piece for trimming.

10.8.The Sink is to be kept clean and ready for the next use.

10.8.1. No clay, glaze materials and wax should be poured down the sink

10.9.Clay Trap There is a clay trap under the studio sink that is intended to settle and capture any particles that are put down the drain.

10.10. Glazes (This studio fires to Cone 6)

All Glazes and materials in the studio are property of the AAC.

NOTE: when glazing, it is suggested to wear gloves to protect your skin.

All glazes made with AAC materials are to be available to all studio participants and classes. AAC glazes are to remain in the studio at all times.

Glazes are stored under the tables in the glazing area. Each studio glaze is labeled by name. AAC staff will make decisions regarding which glazes are provided using available materials and within the current budget.

Glaze materials are an AAC asset and are kept in a locked storage room accessible to the AAC staff. AAC staff alone are responsible for making glazes.

Using your own glazes is allowed, if they are food safe and are a Cone 6 Glaze.

Glazes with Cadmium or Lead are not allowed to be brought into the studio.

Glaze Safety information Each Glaze and glaze ingredient has its own safety information. If you aren't sure about a material's safety, always research it before you use it in the studio. The binder in the studio has MSDS sheets for the materials that are in the known glazes. Moving forward glazes will not be made without a copy of the glaze recipe being accessible in the studio.

10.11. Banding Wheels Banding wheels are a shared resource provided by the AAC and are available for use. They are kept in the blue cupboard and should be put back there when participants are finished working in the studio.

10.12. Drywall boards Drywall boards are to be visibly accessible in the studio and are for use by all. These are a shared resource. They should have green painters tape secured to the outside. If pieces of drywall make their way into your kiln, they have the potential to explode when firing.

Drywall boards are provided by the AAC and/or can be donated (see donation procedure in *article 5* of this agreement)

1.1. Wood Bats Wood throwing bats are provided by the AAC and/or can be donated (see donation procedure in *article 5* of this agreement)

1.2. Sanding- Dry sanding clay at any stage, (dry, bisque, glazed) is strictly prohibited at AAC. If you must sand, use a wet sanding procedure only. Wet your sandpaper and the piece to prevent breathing in clay dust that will contain silica.

1.3. **Wax** Wax resist is currently provided by the AAC and is to remain visually accessible for all studio users and class participants.

1.3.1. To clean, fill a cup with hot water, wash the brush and dump in a bucket that can evaporate the water off. Do not dump this water down the sink.

2. **Artwork and Intellectual Property**

2.1. No studio user should make negative reference to another studio users artwork

2.2. No user can dictate what is created by another individual in the studio

2.3. No artwork is allowed to be in the studio that is discriminatory, racist, hate crime or gang related or violates the AAC's code of conduct.

2.4. Individual intellectual creative property is to be respected and be treated in accordance with Canadian Intellectual Property and Copyright Laws. **Intellectual property refers but is not limited to creations of the mind, including artistic works, images, designs and tangible inventions.**

3. **How to clean your studio space**

3.1. At the end of every use, individuals who have used space and equipment are expected to return tools to their proper place, clean the space and equipment they used and their work area; **keeping all surfaces wet to clean**, and to mop, leaving the area clean before exiting the studio.

3.2. Clay and dry glaze materials create dust that contains silica. Always use wet mopping and damp cleaning methods. **No sweeping is allowed in the studio.**

4. **Reclaiming clay**

4.1. **Studio Participant Clay** Reclaiming your own clay can save not only the amount of wasted clay sent to the landfill, but the money you spend on purchasing clay. There are many ways to reclaim clay and many videos online to explain how. We encourage participants to reuse wherever possible. If you have scrap clay you don't intend to reclaim, please mark it in the studio and the AAC will mark it for reclamation in another program. **Individual reclaim clay buckets may be stored in an individual's personal storage space or in designated spaces only. Buckets left in the studio space may be disposed of.**

4.2. **Clay From Programs** Clay left over from any class, program or workshop in the studio, (unless brought in by the instructor and belonging to them) is property of the AAC. Certain amounts of clay are allotted for each class and if there is clay left over, this is to be used for future classes or fundraisers in order to save on material cost. Use of this clay is at the discretion of the AAC. At no time is an instructor to take this clay and use it for their own production.

5. Classes

5.1. **Class Time** The ceramics studio is regularly used to offer programming. **The studio is not available for users during scheduled class time.** Individuals who arrive during class time will be asked to return at a later date. The Studio schedule will be shared online and posted in the studio. It will include studio availability as well as class times.

5.2. **Children's Programming** - There is a **zero tolerance policy** for interruption or accessing the studio while children's programming is underway. **Any studio user who is found to have accessed the studio while Children's programming is in progress will immediately lose all future access to the studio.**

6. **Instructor Expectations and Class Interactions** Each instructor has their own personalized instructor agreements with the AAC. Interference in a class will not be tolerated.

7. **Kiln Firings** AAC staff and instructors only will be responsible for firing the kiln. Firings will be coordinated to ensure that classwork is fired on the required schedule. Staff and instructors will not be responsible for any damages or issues resulting from kiln firings.

If you have work that you would like to be included in upcoming firings please ensure that it is ready on the shelves. Work that is not on the shelves, or does not have a maker's mark will not be fired. Staff and instructors may make the decision not to load and fire work if it is considered risky in any way. Fired work will be unloaded onto the table near the kiln or designated shelves.

7.1. **Information about Kiln Firings** The kiln will be loaded and fired by AAC staff within their scheduled hours and availability, when the shelves contain enough work for a full kiln

firing, and in consideration of programs and classes. Correspondence with users regarding firings is not required of staff.

7.2. **Private Kiln Firings** are allowed if scheduled and approved by AAC staff, depending on our current capacity and availability. Kiln fees must be paid at the time of work drop off at the current specified rate. A processing fee which would cover the time to load and unload the kiln will also be charged. For more information and to schedule a private firing please contact AAC staff.

8. **Studio Closures** The AAC and the Town of Pincher Creek have the ability to change or restrict access at all times, without warning.

9. **Health and Safety**

9.1. Canadian regulations on the health and safety of a ceramics studio can be found here. If at any time you have concern with what is in the studio or know of a process not being followed that could have health and safety concerns for you and others, please contact the Board and Staff.

<https://www.canada.ca/en/health-canada/services/consumer-product-safety/reports-publications/industry-professionals/guide-glazed-ceramics-glassware-regulations/document.html>

10. **Making work outside of the studio**

Each of the studio participants uses the studio in varying capacities. The AAC supports everyone in their creative process and use of the studio. Some people create at home and prefer to use the studio for glazing and firing, while others use each and every item the studio has to offer. Each is to be treated as equals.

11. **Prolific makers** Each individual makes pottery at a different rate. Users making more work than others are not to be discouraged from making work; however, in order to ensure everyone is getting work through the kiln, not all of one person's work may get fired at one time. Should you be in a position to have a large amount of work needing to be fired you may wish to consider a private kiln firing. (see 7.2)

12. Environmental Impacts of the Studio

12.1 Cleaning clay waste - Even with a clay trap, as little clay as possible should go down the drains. A drain can fill with clay quickly and can have major impacts to the entire building's waste water drainage. Therefore, clay water should be drained and rinsed into the large garbage bin marked 'Reclamation Bucket'. Periodically water can be skimmed off the top when the clay has settled and can be disposed of down the drain if it is very clear. If not, please dump it in a bin to evaporate or when the sediment has settled, water can be skimmed off the top and dumped outside.

12.2 Cleaning glaze waste An evaporation bin has been provided for glaze waste to avoid running glaze wastewater down the sink. Users are asked to use the provided bin. If a studio user has experience with another method, we encourage them to mention it to AAC staff.

Note: Gloves are suggested to be worn while handling glaze. Gloves will be provided for workshops only.

13. **Images from the studio** Images of the studio are often taken by excited users, instructors, staff and classes. The AAC cannot control if images circulate in the public sphere that were taken in the studio and may contain images of your work.

14. Signing of work

14. 1. Name or maker mark needs to be on all pots fired in the studio. Pieces unmarked will not be fired through the kiln.

14.2. All Maker mark(s) must be registered on the *maker mark registration* page beside the kiln.

15. **Communications** The studio is an inclusive, respectful, creative, collaborative community space. Please know that we take your comfort, safety and privacy very seriously. Participants are encouraged to report any harassment (sexual, verbal, physical) bullying and/or inappropriate behavior to the AAC staff or Board of Directors.

Individuals found to have acted inappropriately towards another studio participant, board member, staff, or any other person using the space may have their access to the studio terminated. This applies to how you treat the membership, volunteers and staff at large not only in person, but in phone calls, texts, notes in the studio and online, including private messages and emails regarding the studio in any way. Should a concern arise, studio access will ultimately be decided by the Board of Directors.

16. **Online Studio Information-** Information including the studio schedule, events and classes will be posted on the AAC website. Communication regarding important matters such as studio access, policy changes or firing fees will be emailed directly to all users.

17. **Misuse of the Ceramics Studio-** misuse of the ceramics studio will not be tolerated. This includes but is not limited to the following:

17.1. **Studio users teaching classes or workshops that are not sanctioned and in agreement with the organization.** The AAC offers a variety of workshops, events and classes to the community. If an individual is found to be using the studio to teach a workshop without entering into agreement with the AAC they will immediately lose access to the studio moving forward.

17.2. **Removal or purposeful damage and misuse of materials, equipment and tools.** All items, tools and materials in the studio are considered property of the AAC. Removal or purposeful misuse of the studio and its contents may be considered theft or vandalism. If an individual is found to have removed studio property they may be denied access moving forward, and the organization may report the incident to the authorities.

17.3. **Harassment or Mistreatment of Staff, Board Members** Harassment, mistreatment, bullying and disrespect of staff and board members will not be tolerated in any form. Harassment can be thought of as any behaviour that demeans, embarrasses, humiliates, annoys, alarms or verbally abuses a person and that is known or would be expected to be unwelcome. These behaviors include words, gestures, intimidation, bullying, or other inappropriate activities.

In an instance when harassment is occurring staff will immediately inform the user that this behaviour will not be tolerated, and end the interaction, in whatever form it takes place. Management will decide on the next course of action which **may lead to immediate loss of all future access to the studio.**

Public Health Responsibility

The AAC will continue to abide by current health and safety guidelines as provided by the Alberta Health Services. Additionally, the AAC reserves the ability to implement further health and safety measures where needed. As a non-profit, charitable organization the AAC takes its capacity of care for the community very seriously.

Thank you for your participation in the community ceramics studio, we appreciate each one of you.

Sincerely,

The Allied Arts Council of Pincher Creek