



Terms and Conditions September 2024

To assist our dedicated volunteers in the smooth running of our studio, upkeep of equipment and ensuring everyone gets the best possible experience in this community space, all members are required to agree to the following before commencing any of our members participation options.

- Membership must remain active for the duration of any members participation option.
- It is members responsibility to wear suitable clothing and footwear.
- Only use a scraper and/or wet sponge to clean work surfaces and a wet mop on floor.
- Any activity creating excessive dust must be taken outside the studio.
- Keep all sharp tools away from the edges of work surfaces.
- Studio equipment can only be used with prior instruction and it is a members responsibility to ask for assistance when using any items for the first time.

ALL SHELVES

- Be considerate of space on all shelves and put work to the back and either side of available shelf space leaving no more than 1cm space between the closest pieces.
- Work in progress shelves are for unfired work only.
- Only handle other people's work if it is necessary to access your own.
- Collect any fired items from the fired work shelves each session, and take home any bisque fired work if not glazing it within the same session.

CLEANING

- Clean all studio items used, immediately after use and return neatly to their home.
- Glaze containers should be cleaned thoroughly including inside the lids.
- It is a members responsibility to make sure their work area is clear and clean by the designated end time for each session and to assist the group coordinator with any other cleaning tasks required.

COMMUNICATION

- It is the responsibility of each member to keep in touch with their group coordinator or studio coordinator if they are not able to attend a weekly session, or able to collect work in a timely manner.
- If a member has not attended the studio for more than 4 weeks, without any communication, any work left in the studio will be discarded.

WORK FROM HOME

- If registered for a Social Group, a member can bring in from home, 2 additional pieces per week (non cumulative)
- If registered for a Home Bodies Option, a member can bring in from home, 8 pieces per fortnight (non cumulative)
- Any work from home must be logged in with my group coordinator prior to it being placed on the firing shelves.

FIRING SHELVES

- It is each members responsibility to leave their work on the correct firing shelf.
- Work will not get fired if the following requirements are not met;
 - No work should be left on fibro boards on the firing shelves.
 - Work must be completely dry before placed on any firing shelf.
 - Discuss with the Studio Coordinator, if wanting to fire multiple pieces smaller than 10x10x10cm , or any piece larger than 30cm in any direction - BEFORE firing.
 - Work must be labelled with your artist signature. (Your name signature must be added to our signature sheet at the beginning of each term.)
 - Tiles made from fine/smooth stoneware clay, must be included under work made from gritty stoneware clay for SW glaze firing.
 - If using a tile for the above rule, or under glazed work - to ensure most economical use of kiln space and general studio OHS
 - tile must be no more than 1cm wider than the widest part of a piece
 - tile must not contain any cracks, broken or sharp edges
 - only one tile per piece of work & only one piece of work per tile

DAMAGES

- If any members work damages the kiln in any way, they will be required to pay between \$25 - \$75 towards the repair / replacement costs, and firing privileges will be suspended until this payment has been received.
- Any member whose work damages the kiln more than once within a term may be required to pay a bond, prior to any future firing.

LABELLING WORK & PERSONAL ITEMS

- It is each members decision whether to label tools and other personal items used in the studio. FoRAC and its volunteers are not responsible for any theft, loss or damage caused.

It is each members responsibility to learn and remember these Terms & Conditions, as they are mandatory for the continued use of the Rockingham Ceramics Studio services.