

*Fired Up Studios*TM

New Member Orientation & Studio Rules

Goal: The goal of Fired Up Studios is for our members and customers to leave Fired Up Studios in a better mood than when they arrived. To do this, we need to have rules that maximize our members' freedom to create while insuring that this flexibility does not intrude on other members' positive experience at Fired Up Studios.

Note: *Items that ONLY apply to Firing Members are printed in italics.*

Primary Rule: Respect for all individuals at Fired Up Studios, including members, customers, and Fired Up Studios staff.

General Rules

1. It is your responsibility to inform Fired Up Studios of any changes to your address, phone number, email, or billing information.
2. It is your responsibility to adhere to any future changes to the Studio Rules.

General Etiquette

1. Do not disturb members while they are working.
 - a. Use the Chat Area for conversations.
 - b. Take phone calls in the Chat Area or outside the Studio
 - c. Headphones should be used in the Main Studio and Glaze Area if you wish to listen to music.
2. Do not touch other members' work or tools without direct permission from that person.
3. Do not offer unsolicited criticism of other members' work. Positive comments are acceptable.

Drugs & Alcohol

1. Smoking is not allowed. If you smoke, please do so outside and away from the main entrance.
2. Alcohol is not allowed unless authorized by a corporate officer. This includes drinking at Fired Up Studios and/or coming to Fired Up Studios under the influence.
3. The use of illegal drugs is strictly prohibited. This includes using at Fired Up Studios and/or coming to Fired Up Studios under the influence.

Gallery & Clearance

_____ Tell them to review the rules at the end of this document and speak with Beth or Patty if they are interested in having work for sale

Glaze Firing

1. Fired Up Studios glaze fires to cone 10 in reduction.
2. Glaze firing charges are not included in your membership
 - a. You will be charged based on the amount of space your work takes up in the kiln.
 - b. You are responsible for firing charges even if you are dissatisfied with the results or the work was damaged.
 - c. Our current rates are:
 - i. \$12 / square foot
 - ii. Over 9" tall: \$4/piece
 - iii. Over 12" tall or wide: \$8/piece
 - iv. Over 18" tall or wide: \$10/piece
 - v. We will not fire anything over 24" in any dimension.
3. You must put a name card by every square of work to be glazed fired so the Fired Up Studios staff can accurately charge you for your glaze firing.

_____ Show them where to find their name cards (Mail Folder)

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1. Any work that is left over after we load the kiln will be marked as priority for the next firing
 - a. Your work should be completed within two firings.
 - b. During particularly busy periods (such as the Holidays) or if you have very large work it may take longer.
 - c. Please allow enough time for your work to be fired. Check the Firing Schedule and plan accordingly
 - i. Bulletin Board by Clay Purchase Area
 - ii. Website: Twitter feed on "For Members" page

_____ Explain the priority firing charges (\$18/square foot)

_____ Explain about goobie pots & where to find them

1. You are responsible for any charges assessed because of damage caused by your work.
2. You are responsible to pick up your bisqued and glaze fired work with in one week of firing.
 - a. Unclaimed work will be moved to the Last Chance Rack and held for a minimum of 60 days. After 60 days, all unclaimed work becomes the property of Fired Up Studios.

Bathrooms & Elevator

_____ Show them the bathrooms and elevator: down the hall between the Office & Main Studio

Parking & Doors

_____ Explain where they can park

1. Fired Up, Inc. has two numbered spots (1&2).
2. All the other numbered spots are reserved for other businesses in the building.
3. Additional parking is available in the back.
4. Please Note: There are big semi trucks that go to the loading docks, so be careful not to park in their path.

_____ Show them which doors their key works in & have them test their key in the door

_____ Show them the 1621 Hennepin Door & how to use the combination (45123)

_____ Show them how to get upstairs from the 1621 door through the first floor dock area to the central stairwell.

Lights

_____ Show them where the light switches are

Age Requirements/Visitor Policy/Chat Area

_____ Show them the chat area

_____ Explain the Studio Access Sheets; how to fill it out & where to put it.

1. Fill out a Studio Access Sheet if you have a visitor in the Main Studio, Glaze Area, or Classroom for longer than a quick tour.
2. Fired Up Studios is an adults only facility. All members must be at least 21 years of age.
 - a. Children are not allowed to work with members in the studio.
3. If you bring a guest to Fired Up Studios, you are responsible for their behavior and their adherence to the Studio Rules.
 - a. Fired Up Studios discourages bringing in any person under the age of 15 years.
 - b. Visiting children should be supervised by an adult at all times.
 - c. Visits should be less than 15 minutes.
4. Fired Up Studios will charge members at the current Studio Access Rate for any persons they bring into the Main Studio, Glaze Area, or Classroom.
 - a. Visitors are welcome to take a quick tour of the studio or sit in the Chat Area at no cost.
5. No animals are allowed, except for the studio mascot.

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Clay

_____ Show how to fill out clay sheet & where to put it

1. You are responsible for purchasing your own clay.
2. Make sure you complete a Clay Purchase Form when you are purchasing clay from Fired Up Studios.
 - a. Always fill out a clay sheet when you purchase clay. DO NOT wait until later, you will forget.
 - b. These charges will be applied to your account and paid with your monthly automatic payment
3. You are welcome to purchase your clay directly from Continental Clay or another clay manufacturer; however
 - a. It is your responsibility to make certain you use cone 10 clay
 - b. If you purchase clay that fires to something other than cone 10, you must accurately convey to the Fired Up Studios Staff the cone (temperature) to which your clay and/or glazes can be safely fired without causing damage.
 - c. You must have enough space on your shelf to store your clay.

Shelves (Studio Members ONLY)

_____ Point out that they get 1/3 of the top & bottom shelves

1. It is your responsibility to make sure you have enough shelf/studio space to hold all your tools, clay, and work (both in progress and finished).
 - a. Work-in-progress must be stored on your shelf until it is bone dry.
 - b. No storing things in nooks & crannies
 - c. No storing work on bisque & greenware shelves
2. You may upgrade your membership if you need more storage space.

Main Studio (Firing Members ONLY)

1. *Firing Members may use the slab roller & extruder to create slabs and extrusions, but they do not have access to the Main Studio for creating the work.*
2. *Storage space is not included in Firing Memberships.*
3. *Additional storage space can be purchased on a monthly basis*

Main Studio (Studio Members ONLY)

_____ Show porcelain & stoneware wedging tables

_____ If they want to use bat pins, they can purchase a pair from us

_____ Show where to find wareboards, bats, & plastic for wrapping work.

_____ Show them the scrap buckets for their clay

_____ Show them the plaster boards for drying clay

_____ Stress the importance of cleaning up BEFORE they walk away from it.

1. It is your responsibility to clean up after yourself.
 - a. Cleaning should be done promptly after you finish using any tables or equipment.
 - b. You should leave wheels, wedging tables, work tables, spray booths, and any other equipment in a condition where the next person using the equipments/tables can begin working immediately.
2. Always clean up when you are finished
 - a. Use wet methods to clean whenever possible.
 - b. Make sure you put the splash pan back with the wheel

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3. Helpful Hints on Cleaning
 - a. How to best clean tables & wheels:
 - i. Use a sponge first. Make sure the sponge is rinsed clean before starting.
 - ii. Follow with a wet paper towel
 - iii. Finish with a dry paper towel
 - b. When sweeping up clay trimmings:
 - i. Sweep gently to keep airborne dust to a minimum.
 - ii. Dispose of your sweepings, by dumping the dust bin gently in the bottom of the nearest waste bin.
 - c. How to best clean wedging tables:
 - i. Make sure the sponge is rinsed clean before starting.
 - ii. Go over a small area and then rinse the sponge completely.
 - iii. After you have finished, rinse the sponge completely and wipe over everything a second time.
 - iv. Continue rinsing out the sponge and wiping the surface until you are no longer leaving streaks.

Point Out Other Equipment

- _____ Lockers
- _____ Extruder
- _____ Slab Roller
- _____ Fans

Greenware/Bisque Shelves

1. The cost of bisque firing is included in both Studio and Firing Memberships.
2. DO NOT bring work to the bisque shelves until it is ready to be bisqued.
 - a. This is not a storage space
 - b. Work must be bone dry
 - i. Studio Members must store your work on your shelf until it is bone dry.
 - ii. *Firing Members should not bring work in to be bisqued until it is bone dry.*
 - c. Work must be removed from any supporting structures such as bats or wareboards.
3. Work should not be stacked, unless you want us to load and fire it as a single piece.
4. Use "Special Electric Kiln Use" Form for ALL electric kiln firings other than cone 06 bisque firings.

- _____ Explain the "Call Request Form"
- _____ Explain the "Wet Greenware" Rack

NOTE: Work can dry very quickly on this rack.

1. You are responsible for how fast your work dries.
2. You may not put work on this rack if it is wrapped on plastic.

_____ Show them where to find their finished bisqueware.

1. You are not allowed behind the shelves around the electric kilns.
 - a. This is a Staff ONLY area. You will be in BIG trouble if we find you back there.
 - b. You are not allowed to load or unload any kilns without permission from the Fired Up Studios staff. Permission granted on one day does not confer permission at another time.
2. The bisque shelves are not for storage. Please pick up your bisque on a timely basis (approximately 1 week)

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Last Chance Rack

1. If you can't find your bisque or glazed work, check the last chance rack.
 - a. Glazed work is moved to the last Chance Rack on a weekly basis (usually Tues)
 - b. Bisque work is moved to the last Chance Rack on a monthly basis
2. This is also our lost & found, so check here for missing tools, etc.
3. Unclaimed work will be held for a minimum of 60 days.
4. After 60 days, all unclaimed work becomes the property of Fired Up Studios.

Glazing

- _____ Explain Labels on the Buckets
- _____ Glaze Book-- go over what kinds of information can be found in the glaze book
- _____ Test Tiles - explain how they are arranged

1. Consult the glaze book & test tiles
 - a. Bad glaze combinations are listed in the glaze book
 - b. Test tiles only provide a general idea of what glazes will look like. There will be some variation depending on application. It is always a good idea to test your ideas before committing your best piece to a glaze you haven't used before.

- _____ Point out the Wax Resist, Slips & Stains
- _____ Show where to find the tongs, pitchers, and other glazing tools

_____ Mixing glazes

1. DO NOT scrape the sides or bottom of the glaze bucket with the drill. It will leave plastic bits in the glaze.
2. Do not add water to glazes. If you think the glaze consistency is wrong, please tell a staff member.
3. Do not scrape dry glaze from pots or sand pots unless you are over a bucket of water or wet towel.
4. Make certain that you completely rinse all glaze off any mixing device (drill mixer, spatula, whisk, etc.) before using it to mix another glaze.
5. Always cover glaze buckets when you are not using them, even if you plan to use the glaze again shortly.

- _____ Go over the spray booths
- _____ Re-Emphasize Cleaning Up

1. How to best clean tables:
 - a. Use a sponge first. Make sure the sponge is rinsed clean before starting.
 - b. Follow with a wet paper towel
 - c. Finish with a dry paper towel
2. How to best clean the spray booths:
 - a. Make sure the sponge is rinsed clean before starting.
 - b. Go over a small area and then rinse the sponge completely.
 - c. After you have finished, rinse the sponge completely and wipe over everything a second time.
 - d. Continue rinsing out the sponge and wiping the surface until you are no longer leaving streaks.

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- _____ Explain after hours glazing
- _____ Explain the 24 hour hold shelf

Work may be left on the grey carts after office hours, and the Fired Up Studios staff will move it to the glaze shelves on your behalf. A Glazed Work Form must be completed and left with your work or the staff will leave your work on the 24 Hour Hold shelf.

Sharing Space

Members are encouraged to be aware of how much work space they are using. You may spread out if you are the only member working in the space; however, you must make room for other members who also wish to use the space.

Cancellation Policy

1. Notify Fired Up Studios at least 1 day prior to your renewal date
2. Return your studio key
3. Remove all work and belonging from the studio and gallery. Any work or belonging left will become the property of Fired Up Studios
4. You will be allowed 1 week to finish work that is in progress as long as you can turn in your key and clean off your shelf.

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Gallery Rules

1. You are responsible for pricing your work.
 - a. Work must be priced in even dollar amounts.
 - b. Price stickers must be easily removed from the work.
 - c. Price stickers must include a way to identify you as the artist.
 - d. You are responsible for supplying Fired Up Studios with a sample of your price stickers.
 - e. It is your responsibility to check your work on display for missing price stickers and replace stickers as needed.
 - f. If there is no price sticker on a piece of work, Fired Up Studios will remove the work from the Gallery or Clearance Area. It will be put on the Last Chance Rack for you to re-sticker.
2. It is your responsibility to maintain your inventory for sale at Fired Up Studios.
 - a. You are responsible for adding or changing your work on a regular basis.
 - i. Work in the Gallery should be rotated a minimum of every six months.
 - ii. Work in the Clearance Area should be removed after twelve months.
 - b. The maximum space available for work in the Gallery is approximately six square feet.
 - c. You are limited to 10 pieces of work on display in the Clearance Area.
 - d. Fired Up Studios is not financially responsible for any work on display that is broken or stolen.
3. It is your responsibility to provide Fired Up Studios with business cards and a business card holder to be displayed with your work.
4. It is your responsibility to make certain your work functions as a reasonable person would expect.
 - a. All work must be clearly labeled if it is not food safe.
 - b. Any piece which does not function in an expected fashion must be clearly labeled.
 - c. Broken work is not allowed in the Gallery or Clearance Area.
5. Fired Up Studios is responsible for taking and submitting all appropriate sales tax on any piece sold at Fired Up Studios.
6. Work placed for sale at Fired Up Studios is sold on consignment. As such you will be paid a percentage of the retail sale of your work based on Fired Up Studios current consignment rates.
7. Consignment will be credited to your account on or before the 15th of the month following the sale of your work.
8. You may opt for payment by check if you meet the following requirements:
 - a. Your sales for the month are over \$150.
 - b. Your account is in good standing, i.e. you have no outstanding bill.
9. You will be asked to volunteer at Fired Up Studios during the holiday season and at other special events as needed. You will not be required to volunteer more than 12 hours per year.

The following is Fired Up Studios' official return policy:

Fired Up Studios has a NO CASH REFUND, NO STORE CREDIT policy on purchases of pottery. We will allow exchanges of pottery ONLY if accompanied by a receipt. Pieces may be exchanged for another piece of equal value; if the customer purchases a more expensive piece, they are responsible for paying the difference.

The returned piece becomes the property of Fired Up Studios to resell, since the artist has already been paid. If the piece is exchanged because it is defective, the artist will be asked to donate a piece of equal value to Fired Up Studios for us to sell.