

*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. We usually announce changes in our Member Newsletter which is sent out via email.

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.

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 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.
 - a. Permission granted on one day does not confer permission at another time.
3. Do not offer unsolicited advice or criticism of other members' work. Positive comments are acceptable.

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.

Restrooms & Drinking Fountains: There are two unisex restrooms and drinking fountains located on the east side of the studio. Doors should remain and lights off when not in use.

Parking

1. There is plenty of parking available in front of Fired Up Studios
2. Additional parking is available in the back, where we also have a loading dock.

Doors

1. Your studio key will open the 3 doors to the studio;
 - a. The main door – the eastern door on the south side with our name and hours
 - b. The member door – the western door on the south side next to the work area
 - c. The back door – on the north side next to the loading dock.
2. When Fired Up Studios Office is open, only the main door will be unlocked. You do not need your key to enter this door if we are open.
3. The member door and the back door should remain locked at all times, and you will need your key to enter these doors.
4. Please make sure all doors latch behind you when leaving.

Lights

The light switch is located on the wall next to the member door. If you are the last person to leave the studio, please turn off the lights.

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Clay

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 6 or cone 10 clay.
 - b. It is your responsibility to make certain your clay body does not contain Manganese. We do not allow manganese in our clay bodies because of the fuming it causes when fired.
 - c. You must have enough space on your shelf to store your clay.

Chat Area

1. Fired Up Studios provides a chat area, with a refrigerator, microwave, and coffee maker so our members can bring their lunch, etc. This is a privilege so please use it with respect.
 - a. Label any food you put in the refrigerator. We do clean out the refrigerator and toss anything that looks like it has gone bad. We will not keep your containers.
 - b. If you make a mess in the microwave, please clean it up. Nobody wants to heat their food in a microwave that has caked on crud from the last person to use it.
 - c. If you make coffee, please make sure to turn off the coffee pot before you leave.
2. Books and magazines in the chat area belong to Fired Up Studios and are there for everyone to enjoy. DO NOT remove them from the chat area.

Visitor Policy / Age Requirements

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. (See the **Studio Access** section below)
2. Fired Up Studios is an adults only facility. All members must be at least 18 years of age unless Fired Up Management has given special consent.
 - a. Children are not allowed to work with members in the studio.
 - b. Children are not allowed to sit in the chat area unattended while members work.
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 13 years.
 - b. Visiting children should be supervised by an adult at all times.
 - c. Visits should be less than 15 minutes.
 - d. Adult visitors are welcome to take a quick tour of the studio or sit in the Chat Area at no cost.
4. No animals are allowed.

Studio Access

1. 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.
2. Studio Members:
 - a. Studio Access is intended to allow Studio Members to bring the occasional guest with them to work in the studio on a one time basis. (No more than two guests at a time and no more than twice a month).
3. *Firing Members:*
 - a. *Studio Access is intended to allow Firing Members the occasional access to studio wheels. (No more than twice a month). This access does not include storage space for any work created. We do not allow firing members to bring guests to use our wheels.*
 - b. *Firing members may also use Studio Access to bring the occasional guest with them to help with their glazing. (No more than 1 person at a time; no more than twice a month).*

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Private Lessons – No More than 2 Students allowed without Management Approval

1. Studio Members can give other Studio Members a private lesson.
2. Studio Members can give Firing Members or non-members a private lesson.
 - a. Studio members must fill out a Studio Access sheet for each Firing Member or non-member student.
 - b. Studio members are responsible for storage of any student work on their studio shelf. Additional storage is not available without management approval.
3. *Firing Members are not allowed to give private lessons at Fired Up Studios without management approval.*
4. If you wish to provide lessons for a group of 3 or more students, you must speak with management to make arrangements.

Shelves (Studio Members ONLY)

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.
3. We do not provide tools. Tool kits can be purchased from Continental Clay.
4. You need to provide your own towel or apron for throwing. Towels provided at Fired Up Studios are strictly for clean-up and class use.
5. We do not provide laundry services. The washing machine is strictly for Fired Up Staff doing our laundry. You need to bring your towels and aprons home to be laundered.

Main Work Areas (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 studio for creating work.*
2. *Firing Members who wish to create work in the studio area are required to fill out a Studio Access form and will be charged according to the current Studio Access Rate for their time in the studio.*
3. *Storage space is not included in Firing Memberships.*
4. *Towels provided at Fired Up Studios are strictly for clean-up and class use. The washing machine is strictly for Fired Up Staff doing our laundry.*

Main Work Areas (Studio Members ONLY)

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 booth, and any other equipment in a condition where the next person using the equipment/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
 - c. We have a vacuum for use in cleaning up dry clay such as trimmings that end up around your wheel.
 - d. We have spin mops located throughout the studio for cleaning up wet clay around your wheel and glaze spills and drips in the glaze area.
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 cloth towel.
 - b. NEVER sweep up clay trimmings:
 - i. Use the vacuum. If the vacuum is full or loses suction, please tell a staff member. They will take care of properly emptying the vacuum.
 - 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.
 - d. If you drip or spill clay or slip on the floor, please use the Spin Mop to clean up.

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Greenware/Bisque Shelves

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 cost of bisque firing is included in both Studio and Firing Memberships.
3. DO NOT bring work to the greenware shelves until it is ready to be bisqued.
 - a. This is not a storage space
 - b. Work must be bone dry
 - i. Studio Members should 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. If your work is not bone dry
 - i. Fired Up Studios staff will load the work when they consider it dry enough to fire safely.
 - ii. Fired Up Studios is not responsible for any damage as a result of work drying too quickly or being loaded to wet.
 - d. Work must be uncovered and removed from any supporting structures such as bats or ware boards.
 - e. We will not fire out combustibles such as newspaper or leaves. These must be removed from the piece before placing it on the greenware shelves.
4. Work should not be stacked, unless you want us to load and fire it as a single piece.
5. If you have any special concerns about the handling of your work, you need to speak with a Fired Up Studios staff member before leaving it to be fired.
6. If you would like us to call you when your work is unloaded from the bisque kiln, you can fill out a "Call Request Form" and leave it with your work. We will not call you until all work left with the form is completed.

Glaze Firing

1. Fired Up Studios glaze fires to cone 6 or 10 in an electric kiln.
 - a. Glaze shelves are clearly marked for cone 6 or cone 10. It is your responsibility to place work on the appropriate shelf for the clay and glaze you are using.
2. You will be charged based on the amount of space your work takes up in the kiln.
 - a. You are responsible for firing charges even if you are dissatisfied with the results or the work was damaged.
 - b. Our current rates are:
 - i. \$12 / square foot
 - ii. Over 9" tall: \$5/piece
 - iii. Over 12" tall or wide: \$9/piece
 - iv. Over 18" tall or wide: \$12/piece
 - v. We will not fire anything over 24" in any dimension.
 - vi. Stuffers (any piece under 3" in all dimensions):
 1. ¼ square free
 2. \$1 per ¼ additional square
 3. Example: 1/2 square of stuffers would be \$5 (half square) + \$1 (¼ free + ¼ additional) = \$6
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. If we can't tell who the work belongs to, we will not fire it.
4. 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. Website Event Calendar
 - ii. We post when we load and unload glaze kilns and schedule exceptions (extra firings or canceled firings) on Twitter and Instagram.
5. You are responsible for any charges assessed because of damage caused by your work.
6. You are responsible to pick up your bisqued and glaze fired work within one week of firing.
 - a. Unclaimed work will be moved to the Last Chance Rack and held for a minimum of 30 days. After 30 days, all unclaimed work becomes the property of Fired Up Studios.
7. The cost of glaze firing is not included in your membership.

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Glazing

1. Consult the glaze book & test tiles
 - a. Bad glaze combinations are listed in the glaze book – this is a continual work in progress.
 - 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.
2. Mixing glazes
 - a. DO NOT scrape the sides or bottom of the glaze bucket with the drill. It will leave plastic bits in the glaze.
 - b. Do not add water to glazes. If you think the glaze consistency is wrong, please tell a staff member.
 - c. Do not scrape dry glaze from pots or sand pots unless you are over a bucket of water or wet towel.
 - d. Make certain that you completely rinse all glaze off any mixing device (drill mixer, spatula, whisk, etc.) before using it to mix another glaze.
 - e. Always cover glaze buckets when you are not using them, even if you plan to use the glaze again shortly.
 - f. If you don't remember which glaze you were using, don't guess. Throw it out.
3. You are welcome to use glazes other than what is provided at Fired Up Studios; however:
 - a. It is your responsibility to make certain you use glazes that will not damage the kiln, kiln shelves, or other members work in cone 6 or cone 10 firings.
 - b. It is your responsibility to make certain your glaze does not contain Lead or Barium. We do not allow any form of these chemicals because of potential toxicity.
 - c. You must have enough space on your shelf to store your glazes.
4. Helpful Hints on Cleaning:
 - a. How to best clean tables:
 - i. Use a sponge first. Make sure the sponge is rinsed clean before starting.
 - ii. Follow with a cloth towel.
 - b. How best to clean the sprayer
 - i. Bring the sprayer to the sink and rinse thoroughly.
 - ii. Fill the sprayer reservoir with clean water and bring back to the spray booth
 - iii. Spray water through the nozzle until it comes out clean.
 - iv. Dump out the contain in the sink and proceed to clean the spray booth see below).
 - c. How to best clean the spray booth:
 - i. Bring a bucket of water and clean sponge to the spray booth.
 - ii. Go over a small area and then rinse the sponge completely.
 - iii. Continue rinsing out the sponge and wiping the surface until you are no longer leaving streaks.
 - iv. Follow with a cloth towel.
 - d. If you drip or spill glaze on the floor, please use the Spin Mop to clean up.

Special Firings

Because of the amount of work we are firing for our members, it is unlikely that we will be able to accommodate a special firing. If you want to bisque fire to a temperature other than cone 06, or glaze firing to a temperature other than cone 6 or cone 10, you will need special permission from Fired Up Studios Management. Special firings are a rare exception given only if it will not impact our regular firing schedule.

Last Chance Rack

1. These shelves are not for storage. Please pick up your work on a timely basis (approximately 1 week)
2. If you can't find your bisque or glazed work, check the last chance rack.
 - a. This rack is to make sure students and members have plenty of opportunity to pick up their work before it is removed.
 - b. Work stays on the Last Chance Racks for 1 month (approximately 30 days).
 - c. After 30 days, all unclaimed work becomes the property of Fired Up Studios.
3. This is also our lost & found, so check here for missing tools, etc.

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 belongings from the studio and gallery. Any work or belongings left will become the property of Fired Up Studios
4. You will be allowed 1 week to finish work that is in progress after you 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, and 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.
 - b. 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. For example, a raku vase that cannot hold water should be labeled accordingly.
 - c. Broken work is not allowed in the Gallery.
5. Fired Up Studios is responsible for taking and submitting all appropriate sales tax on any piece sold through 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 10th 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 \$100.
 - 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 for Fired Up Studios to sell.