

Chestnut Creek School of the Arts Pottery Studio

Policies and Procedures

Purpose: Chestnut Creek School of the Arts Pottery Studio (CCSAPS) located at 110 East Oldtown Street, Galax, Virginia, operates as a function of Chestnut Creek School of the Arts (CCSA) governed by an elected Board of Directors, and as a function of the City of Galax. CCSA is a non-profit 501(c)3 required to follow all IRS rules and regulations, and is dedicated to providing a space for creativity with clay.

Goals: CCSAPS is devoted to supporting, promoting, and developing the highest level of the ceramic arts. This is accomplished by creating awareness, education and involvement through its members and the community. CCSAP strives to build and maintain a facility for exploration and refinement of craft, offering participants the opportunity to create new work and hone skills.

Mission: CCSA's mission is to preserve the cultural heritage of the region by offering classes and events year-round for all ages and skill levels in traditional music, heritage crafts, and contemporary arts. CCSA creates an environment conducive to learning. CCSA also fosters entrepreneurship with the goal of increased local revenue stream by generating varieties in income through the arts (i.e. teaching, vending, etc.).

Memberships: Memberships are open to anyone willing to follow all policies and procedures. CCSA offers three (3) tiers of membership as described in Membership section.

Finance: The pottery is mainly funded by membership fees, percentage of revenue generated from classes and sales, raw clay sales, and CCSA/City of Galax. Monies collected will be used for but not limited to rent, utilities, maintenance, and advertising.

Donations: All donations must be approved by the Pottery Studio Manager. Equipment, tools and books may be accepted according to their condition and need. No glazes, molds, chemicals, paint or any organic compounds can be accepted.

In all instances herein should there be no Studio Manager, the Executive Director will act as the Studio Manager or shall appoint an interim Studio Manager until a new Studio Manager is hired and in place at the Pottery Studio.

Section I Memberships

A. Membership: CCSAPS is open to anyone interested in ceramic arts and who subscribe to the purpose, goals, and mission of CCSAPS/CCSA. All members are expected to abide by all guidelines outlined in this document. A \$35.00 non-refundable administration fee, along with the first month's dues, is required at the onset of membership. This \$35.00 fee will be waived for returning members that have left CCSAPS in good standing who return within 1 year from date of leaving membership. There are three tiers of membership.

1. **Non-working Individual Membership:** Non-working members pay monthly dues of \$165 per month. Non-working members may elect not to participate in studio related functions but are

required to clean up any areas and/or tools after working in clay along with leaving the studio in good condition after each use.

2. **Semi-working Individual Membership:** Semi-working members pay monthly dues of \$115.

a) Semi-working members are paying a fee to allow someone to cover their **two** 2.5 hour open studio shifts per month at ten dollars (\$10.00) per hour.

b) While a semi-working member is not required to work open studio hours, participation in 4.5 hours of committee work monthly and 6 hours during a special event annually is required. As described below the designated committees are important both to the success of CCSAPS and to the growth of each individual potter.

c) All Open Studio hours offered monthly by a paying semi-working member or non-working member will first be available to the Studio Manager. If the Studio Manager declines the extra paid hours, the hours will then be offered to CCSAP members and any qualified, trained CCSA employee. Any hours will be awarded on a first come basis.

3. **Working Individual Membership:** Working members pay monthly dues of \$65.00. In lieu of paying non-working membership dues of \$165.00, members agree to: (1) work **two** 2.5 hour Open Studio shifts each month, (2) participate as an active member of one of the designated committees for 4.5 hours monthly, (3) work a total of 6 hours during a special event(s) to promote CCSA/CCSAPS annually. The event time may be divided into shorter time periods between more than one event. Members will be responsible for finding coverage for their Open Studio shift if they are unable to work as scheduled. The member may swap shifts with a person or pay another member \$25.00 to work their 2.5 hour shift. If your designated committee work is completed in less than the require time, help on another committee will be appreciated.

B. Membership Dues:

1. Dues and requirements for each tier of membership are listed above. All individual memberships owe a one-time non-refundable administration fee of \$35.00 due upon signing the contract along with one month's dues in advance. The administration fee will be waived for returning members if previous membership was terminated within 1 year of resigning.

2. Dues are payable to CCSA c/o City of Galax by the 7th day of each month. Failure to pay fees in a timely manner and failure to live up to membership commitments can be grounds for membership termination.

a) If dues are not received within designated month and no contact has been made with either the Studio Manager or the CCSA Executive Director, the membership will become inactive. Members are expected to remove their items from the studio and return their keys at that time.

b) If two weeks pass and items remain, Studio Manager is authorized to remove items and make space available for another member. The member will be responsible for returning

the key or paying for re-keying/new locks.

c) Members that travel or have a need to be absent from studio/duties due to medical/family needs, but wish to remain members may do so for a period up to 3 months. Keys will need to be turned in to Studio Manager for duration of absence and will be returned to member upon

C. Membership Cessation:

1. One month notice is required from a member planning on terminating membership to the pottery studio.

Failure to give a one month notice will result in eliminating the ability to rejoin membership.

D. Keys: Upon payment of initial membership dues, members will be issued a non-duplicable key for access to the studio. CCSA will charge a key replacement fee minimum of \$50.00 up to and including the cost of rekeying all locks and replacing all necessary keys for each key lost or not returned to CCSA.:

G. Guests: CCSAPS members are encouraged to bring friends to the studio.

1. By bringing friends to CCSAPS members agree to the following:
 - a. ensure each guest has signed in and signed out using the Open Studio/ Guest Sign In sheet
 - b. ensure each guest has a CCSA Release of Liability form on file for the current calendar year
 - c. ensure all children are accompanied and supervised by CCSAPS member/adult at ALL TIMES.
3. The cost will be \$7.50 per open Studio session and guests will pay public prices for any clay purchased from CCSA at \$2.50 for fresh clay and \$2.00 for reclaim clay.
4. Guests are required to follow the same rules as Open Studio participants including cleaning up after themselves.
4. Non-clay working guests (spouses and children) may accompany CCSAPS members at no cost.

H. Code of Conduct: All members are expected to sign and adhere to the policies as outlined in the attached Code of Conduct. Members are to be positive stewards of both CCSA and CCASPS at all times and especially in the course of duties at the CCSAPS. Failure to do so will result in revocation of membership. This is signed annually.

I. Grievance Procedure: Should a member have a grievance with another member the following steps should be taken:

1. Effort should be made to first address the matter with the concerned party either in person, by

phone call, or
e-mail.

2. Issues should be addressed in a timely, positive, and professional manner.
3. If the matter is unresolved after due diligence of communication with the concerned party, the member should then contact the Studio Manager.
4. Should the issue remain unresolved contact the Executive Director..

5. A suggestion box is located on the front "sign in" cabinet. Any questions or concerns should be directed

Chris Pollins, Executive Director at 276-236-3500 / cpollins@chestnutcreekarts.org during CCSA business hours. In case of emergency call 911 first if situation warrants.

K. Tools and Equipment:

1. All tools and equipment owned by Chestnut Creek School of the Arts shall not be removed from the studio unless specifically authorized by CCSA. (example: festivals, demonstrations, etc.)
Small items, i.e.: bats, small tools, books, etc. may be borrowed by members with the approval of the Studio Manager or Executive Director. The Equipment loan form must be filled out and signed by the person borrowing the item(s). The notebook is located on the wall by the sign in sheet. All CCSA items must be marked CCSA for identification. Items must be returned within 2 weeks. Failure to return item in same condition as when signed out or failure to return item will result in the member being responsible for the cost of repair and replacement.
2. Members are responsible for providing their own tools.

Section II **Benefits**

A. Individual Memberships will have the following benefits:

1. Access to the fully equipped and outfitted studio space. Access to the studio by members during a scheduled class will be at the discretion of the class instructor. The Studio Manager

will notify members with ample notice in these cases.

2. Each member shall have the use of the wheels, slab roller, studio tools, studio glazes (if clay purchased through studio) and will be provided a cabinet for personal storage that also has shelf space for drying items.
3. The use of other member's personal pottery equipment or supplies is not allowed without consent of that member.
4. Display space in the CCSAPS is an option for all members. Retail space at **CCSA** is available, through successful jurying, to members for the purpose of showcasing members' work and promoting CCSAPS. All commissioned sales through CCSA are on a consignment basis wherein CCSA receives 35% of all sales.
5. The opportunity to become a volunteer at CCSA/CCSAPS which affords the volunteer a 25% discount on classes for each 16 hours of volunteer work, given beyond your contractual duties, in the previous month.
6. Clay is to be purchased from CCSA for \$1.50 per pound of clay which includes studio glazes and firing. Reclaimed clay may be purchased for one dollar (\$1.00) per pound which includes the cost of glazes and firing. Rates subject to change at any given time as deemed necessary by CCSA. Pottery Studio members will be given 30 days notification prior to any changes made. A minimum purchase of 25 pounds is required.

Section III Studio and Security

All Members will be expected to adhere to the following rules and regulations. CCSA has the right to terminate a membership due to noncompliance of rules and regulations.

A. Security and Building Safety:

1. Members are responsible for the security of the studio and agree not to loan their key to anyone or to duplicate the key for any reason. All doors must be locked upon leaving the studio. The last person leaving is responsible turning off the lights, turning machines off, and securing doors. CCSAPS members, staff and Board Members of CCSA shall be held harmless to any injury, damage, theft or any other type of loss. Should a member duplicate a key and/or allow its use by a non-member, the member shall have their membership permanently revoked. If re-keying/new locks are required due to duplication or loss of key, or key use by a non-member the cost will be the responsibility of the member whose key was involved. DO NOT loan or give your key to anyone.
2. Parking is permitted in the spaces on the studio side of the street, in the back of the studio in the designated

area and in the 2 car parking area on the corner directly across the street from the pottery.

3. Do not leave any valuables in your car. Please be careful when going to and from your car and be aware of your surroundings. Use the buddy system at night if possible. CCSA is not responsible for any theft or injury that occurs on its premises.

4. Make sure to lock the doors behind you when entering or exiting the studio.

5. **Fire Extinguishers** are located on the back wall by the back door in the kiln room and on the horizontal beam between the wheels. Familiarize yourself with these locations.

6. Please notify the Studio Manager/ Executive Director immediately if you see or suspect a problem with the building i.e.: equipment, plumbing, electrical , etc. If any equipment seems to be broken do not use, REPORT.

B. Studio Maintenance: All members will allow enough time to clean up after working in the studio. All surfaces and tools should be cleaned and put back in their proper places. CCSAPS members agree to contribute to maintaining specific cleaning requirements including step by step procedures to ensure proper and complete cleaning. Members are responsible for guest's conduct and cleaning as well as the cleanliness of their personal storage area.

C. Students: All students are guests of CCSA/CCSAPS and will be provided access to use of the studio during designated Open Studios while the class is underway, for the duration of the class, along with one Open Studio following cessation of class if glazing was not included in the actual class time. Clay and glazes are included in the class material fee and will be made available to students at public prices. Instructors will be given a pass for each student to present at Open Studio(s) with name and expiration date of pass.

Section IV **Volunteers**

A. Volunteers: Mirroring the volunteer policy at CCSA volunteers for CCSAPS Studio must first meet with CCSA Volunteer Coordinator and complete a volunteer welcome, orientation, and complete paperwork necessary to become a CCSA volunteer.

1. "Active" Volunteers (defined as a volunteer working the equivalent of 16 hours in the month prior) qualify for a 25% reduction in tuition in the month following those worked or may receive 1 Open Studio

pass for every 2
Open Studio worked.

2. Volunteers must track their hours worked in the Volunteer Log available at both the CCSAPS as well as the main building at the front desk. These will be turned in each month to Dixie Leonard.
3. Open Studio members should be encouraged to volunteer to help the Studio manager to do tasks both during open studio and other times outside of required OS shifts.
4. Members may also become volunteers as noted in Section II, Benefits.
5. Volunteers can help with the Open Studio duties and assist visitors in getting started with their clay creations.
6. Volunteers cannot have access to locked cabinets, drawers and doors, perform any committee work, or handle money or receipts.
7. Volunteers will not have access to a studio key and will not be in studio without another member present.

Section V Studio Upkeep and Duties

A. Studio Upkeep & Duties: CCSAPS Working Members are expected to commit to working 5 hours (#2-2.5 hour Open Studios) monthly during scheduled Open Studio (OS) hours.

1. During Open Studio hours members agree to dedicate their entire Open Studio time on greeting customers, housekeeping, completing tasks left by Studio Manager or fellow members, helping with studio improvement projects, working on specific committee work, wedging clay, working on reclaim clay and/or emptying slop bucket – see attached **Open Studio Procedures**.
2. Members agree to refrain from performing any personal pottery work during this time.
3. Members are required to fully clean up after themselves and all their work areas after each visit to the studio, including floor, tables, equipment and tools. By doing so it helps to keep studio clean up easier.

B. Committees:

1. CCSPAS will operate with three working committees- **see attached descriptions**
 - a) kiln committee
 - b) glaze committee
 - c) cleaning committee

2. One member will rotate from each committee every three months thereby always leaving

an experienced

"lead" team member that has been part of the designated committee for the last 3 months.

3. Should any member fail to fulfill their committee requirements, the Studio Manager and/or CCSA Executive

Director can place a temporary hold on/ or revoke their membership.

C. Open Studio: Open Studio Hours are Monday 9am-11:30am, Tuesday 2:00pm-4:30pm, and Friday 5:30-8pm. Open Studio times subject to change as needed. Open Studio is closed on City designated holidays.

1. Should a member's Open Studio hours fall on a day when the City of Galax/CCSA is closed due to inclement

weather, that member will need to make up those hours to meet their monthly required hours. In such cases the

Studio Manager may assign studio upkeep tasks to make up the hours.

2. Working members will be responsible for finding coverage for their shift if they are unable to work as

scheduled. The member may swap shifts with another working member or pay another member \$25.00 to

work their 2.5 hour Open Studio shift.

4. Teaching a class for remuneration does not qualify for Open Studio work hours.

Section VIII Clay and Glazes

A. Clay:

1. Cone 6 clay (Little Loafers and Speckled Brown) can be purchased CCSAPS as follows:

a) Members: Price is \$1.50 for fresh clay, \$1.00 for reclaimed clay

b) Public: Fresh clay \$2.50, Reclaimed \$2.00

c) Cost of clay purchased at CCSPAS includes the cost of studio glazes, bisque and glaze firing.

2. Clay: all non-studio clay must be pre-approved by Studio Manager

a) Members are allowed to use clay other than that sold at CCSAPS.

b) Test tiles are to be fired at desired temperature prior to using clay purchased off site.

c) Red clay must be used only on designated "red clay" canvas and used in such a manner as to avoid

contamination of other clays normally used.

e) If clay is not purchased through CCSAPS, a fee for glaze and firing will be required prior to each firing.

f) Members' clay purchased off site will cost \$0.50 per pound for each bisque and glaze fire.

g) Public's clay purchased off site will cost \$1.00 per pound for each bisque and glaze fire.

B. Glaze: all non-studio glaze must be pre-approved by Studio Manager

a) Members are allowed to use their own glazes. They must be compatible with Cone 6 firings.

b) Members must supply the MSDS Sheets for all glazes, wax resist, lubricant and any other chemical that they bring into the studio. This must be given to the Studio Manager for placement in the MSDS notebook.

c) Clay test tiles fired to the appropriate temperature are required prior to using clay purchased off site.

d) Members pay \$0.50 per pound of clay when using studio glaze on clay purchased outside of CCSAPS.

e) The public pays \$1.00 per pound of clay when using studio glaze on clay purchased outside of CCSAPS.

Section IX Kiln Work

A. Kiln

1. Two 10 cubic electric downdraft kilns are available at CCSAPS.

2. All firings will be limited to Cone 6 or lower. This is the limit of our electrical capability for kilns.

3. The Kiln Committee is responsible for loading and unloading the kiln. The lid is not to be cracked or peeked into until the kiln has cooled completely. The Kiln Committee is responsible for care and monitoring of the kiln esp. while the kiln is firing.

a) All members are responsible for reporting any problems with the kiln and can monitor the kiln while they are present in the studio.

4. The kiln, shelves, and furniture should be handled with care as they are made of delicate

materials.

5. Damage to the kiln, kiln shelves or kiln furniture is the responsibility of the member and the cost of repair

and/or replacement will be the responsibility of the member.

6. The schedule of firing varies as it depends on the amount of ware accumulated on the bisque/glaze shelves.

The kiln must not be over filled, but filled in order to fire.

B. Kiln Firing Priorities: Kiln firing will be handled with the following priority schedule:

1. Class work
2. Member work
3. Open Studio (non-member) work
4. Pottery for Profit work as scheduled with the kiln committee

D. Magic Water: Magic Water will be the prerogative of each member to have their own. Members must purchase all necessary materials and make it themselves. It shall be properly labeled, listing all ingredients, and in a tightly sealed bottle in the member's personal storage space at CCSAPS. Magic Water is not appropriate for public use.

E. Unclaimed Work: Signs will be posted that all work left unclaimed after 90 days will become property of CCSA/CCSAPS. The Studio Manager will decide on whether to discard items, take to CCSA for sale, or use for Empty Bowls.

Chestnut Creek School of the Arts Pottery Studio **Membership Contract**

By joining the Pottery Studio, members agree to the rules and regulations.

_____ **New Contract** _____ **Contract Change**

By signing below, the undersigned has agreed to the Chestnut Creek School of the Arts Pottery Studio Guidelines and Policies in the attached document. If you change your membership type at any time you need to complete a new membership contract agreement

Printed Name: _____

Mailing Address: _____

City _____ State: _____ Zip: _____

Phone: _____

Email: _____

Membership Type I wish to have with CCSA Pottery Studio

_____ Non-working: \$165.00 per month

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_____ Semi-working: \$115.00 per month and 4.5 hours committee work/month, 6 hours "Event" participation annually

_____ Working : \$65.00 per month and #2 2.5 hour open studio shifts/ month, 4.5 hours of committee work per month,

and 6 hours of "Event" participation annually

Initial Payment due when signing up

Annual Contract renewal_____

\$ 35.00 Non-refundable Administration Fee (This initial fee will be waived for returning members, if returning within 1 year.

\$_____ Current Month Membership Dues

\$_____ Total Due

Paid by

Check # _____

Cash _____

Charge Card _____

I have been given a copy of the CCSAPS Policies and Procedures along with a review of the document. I have been given the opportunity to ask questions and receive answers.

Signature: _____ Date: _____

This page goes to Bookkeeper at CCSA Main Building. Policies and Procedures are reviewed and revised annually, and as needed.