



# Expressions Pottery Workshop

*Where Creative Spirit Yields The Perfect Gift*

## Application for Renter

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Name: \_\_\_\_\_ Date of Application: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### PLEASE ATTACH A RECENT PHOTO

Status:

\_\_\_\_ Student

\_\_\_\_ Former Member

\_\_\_\_ Non-Member

Date of Last Class: \_\_\_\_\_

Date of Resignation: \_\_\_\_\_

Past Experience: \_\_\_\_\_

Professional Potter Recommending:  
(Attach Letter of Recommendation)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Professional Potter Recommending:  
(Attach Letter of Recommendation)

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

**Why is it important to you to be a renter at Expressions Pottery Workshop, Inc.? Use the reverse side of the application if you need more room.**

**IMPORTANT:** It is the applicant's responsibility to submit one complete application via email. A complete application consists of

- a recent photo
- two letters of recommendation from professional potters (**if you are a current or former student of Expressions one recommendation must be from your teacher.**)
- the completed cover page for each recommendation
- Completed application page.

**The complete application must be submitted electronically to the Vice President for consideration.** If an applicant refuses an available renter slot their application is moved to the bottom of the wait list.

**Photo Release:** I hereby assign and grant to Expressions Pottery the right and permission to use and publish the photographs/ film/videotapes/electronic representations and/or sound recordings made of me at any activities, and I hereby release Expressions Pottery and all members from any and all liability from such use and publication. I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of Expressions Pottery, and I specifically waive any right to any compensation I may have for any of the foregoing.

**By signing below, I agree to the Guidelines and Studio Rules and the Photo Release.**

Signature:

Date:

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## Letter of Recommendation Cover Page

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Applicant's Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Expressions Member Recommending: \_\_\_\_\_  
(Attach letter of recommendation)

Professional Potter Recommending: \_\_\_\_\_  
(Attach letter of recommendation)

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Experience: \_\_\_\_\_

Please answer the following in your recommendation:

- your relationship to the individual;
- your assessment of their skill level;
- the individual's level of commitment to pottery



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## Guidelines and Studio Rules for Renters

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**Eligibility:** To be eligible for consideration, potters interested in becoming a monthly renter at Expression Pottery Workshop must submit an application, recent photo and two letters of recommendation, to the Renter Liaison. If you have taken a class with us, one letter **must** be from a current or past Expressions teacher. Your application and letters of recommendation should be submitted via email. If the Renter Liaison determines the applicant has filled out their application completely AND has enough experience to work independently in the studio, the application will be sent to the Expression Pottery Workshop Board for further consideration. Familiarity with the daily operations of Expressions Pottery Workshop and/or a high level of independent ceramics experience are essential.

The monthly rental fee is \$125. A security deposit of \$125 is required prior to the first rental month. The deposit will be returned within 30 days of written resignation from the studio. Monthly dues must be paid by the 1st of each month. If payment is not received, the renter will be terminated within 10 days.

An initial trial rental space is available for 3 months, after which the rental period may be extended by the renter and board. At least one full month's written notice is required if you plan to leave the studio. If one month is not given your deposit will not be returned.

The rental fee allows 24-hour access to the studio including the use of wheels, kiln, glazes and all other equipment typically available to the cooperative membership. Studio availability exceptions include: special events, members meetings, scheduled classes and Member Mondays. The Renter Liaison will notify you via email of upcoming exceptions.

Dues include a bisque weight of 12 pounds per month. An additional fee of \$7.50 per pound will be charged for overages. **Only clay purchased from Expressions may be used.** Member prices are renter prices. Only work made at Expressions may be fired at Expressions.

### **Studio Etiquette and Safety:**

Renters at Expressions Pottery Workshop are given the privilege of generous access to our shared studio. Working in a shared studio requires that we trust each other to maintain good practices, especially when it comes to keeping the studio safe and clean, and keeping it a pleasant work and learning environment for all. All studio users deserve your respect and support, so treat everyone as you would like to be treated.

Help keep our studio safe and clean. Expressions members work hard to maintain a safe and clean studio environment. You can help us by leaving your studio space cleaner than you found it.

Help keep our studio a pleasant place to work. Expressions has a motto – Where Friends Learn from Friends. We want everyone to feel relaxed and welcome to let their creative juices flow. Our members are happy to answer questions and help others. When working in the studio area, be mindful that some people like to work in a quieter environment than others. If you find yourself and a friend getting into a more involved conversation, take your socializing upstairs or outside so as to not be a distraction to other people working in the same room. Respect the time that you are devoting to your work with clay, and the time that others are devoting to their work.

A little consideration goes a long way toward keeping Expressions a warm, inviting, and healthy place to create with clay.

### **Rules to follow:**

1. Label all of your tools, clay and belongings in the studio with your name.
2. You may store up to 50 pounds of clay in the studio in your designated area.
3. Smoking, recreational drugs and alcohol are strictly prohibited at the studio.
4. No children under 18 or pets are allowed in the studio.
5. Friends may come to visit but may not work with Expressions equipment, tools, clay, etc.
6. Sign each work before putting on shelves for bisque firing.
7. Leave the studio at least as clean as you found it. Clean your wheel, mop the floor and put materials and tools in proper places.
8. DO NOT SWEEP. Use the vacuum or a wet mop or sponge only. Sweeping causes dry clay particles to become airborne, which is dangerous to our lungs.
9. You are responsible for recycling your own trimmings and slurry. Do not discard trimmings, leather hard pieces or bisque or glazed pieces in trash. The trash is taken out once a week and these materials can make the can very heavy.
10. Re-wedge all clay used and return it to your bag.
11. Be mindful of the separate wedging areas for brown and white clays, and the separate canvases for using the slab roller.
12. Leave plasterboards clean. Never use anything sharper than a plastic spatula on the plasterboards.
13. Turn off your wheel
14. Clean all flat surfaces: glaze table, counters and slab table.
15. Put away any forms or tools you have used before you leave the studio.
16. Make sure the whisks and spatulas you have used have been washed and put away.
17. If you are the last to leave the studio, turn off all lights, close and lock all windows, be certain that all three doors are locked and the door between gallery and wheel room is closed. Set the thermostat to the night setting (noted on the wall).
18. Glaze all pots by the end of the month if departing the active rolls.
19. Silence your phone while in-studio. This is a distraction to others. Please take calls in the gallery or outside. The studio landline is for emergencies only.
20. Lock the door on your way out.

The Board has the authority to expel a renter if payment is not received by the first of the rental month and/or if studio rules are not followed. Renters facing expulsion shall be notified in writing by the President or Vice President.

### **Clay Policies:**

- Clay costs: (see current prices in money box by window) Checks only.
- All production will be done in the studio from clay purchased from Expressions. No piece's hand built or thrown outside of the studio will be fired at Expressions. Do not take Expressions clay home except for "storage."
- Production is defined as: throwing pieces, hand building, under glazing and glazing.
- Renters are allowed 12 pounds of bisque weight each month (no carry overs). There is a \$7.50 charge for each pound over the allotted amount. RENTERS are responsible for monitoring their bisque weight online.
- All clay work must be signed with renter's name using a pencil (not a needle tool) for a bold legible signature before placement on shelves for bisque firing. Green ware without a name will not be fired. For reference, a sheet with signatures is kept posted on kiln room door.
- Bat usage will be limited to 8 bats at any given time
- NO glazing of the foot or underside of work is permitted!

### **Clay Policies (continued):**

- NEVER touch another potter's work.
- Renters recycle their own clay including trimmings and slurry.

### **Procedures for Auditing Classes:**

1. The Renter must inform Renter Liaison of their desire to audit a class.
2. They must get permission from the teacher whose class they'd like to audit.
3. Members who also want to audit the same class have priority
4. Renters pay \$25 per class or \$150.00 for the full term
5. A person who audits a class cannot be guaranteed the use of a wheel, during the class. If the class is full with students, the students have priority for use of the wheels.
6. Persons auditing a class do not get additional bisque weight.

### **Participating in Raku Firings:**

RAKU firings take place once a month at the studio and are run by the Raku Committee. Members take priority but if there is space, Renters will be allowed to participate. You will be notified via email by the Renter Liaison when the firing will take place. Renters are allowed to fire up to 3 small/medium sized pieces at a cost of \$20. Payment is due the day of the firing. No additional bisque weight will be given. There are rules and procedures that must be followed during a Raku Firing. Please make sure you get a copy and read them prior to attending.

### **Workshops Opportunities:**

The Teaching Committee runs in house workshops occasionally for members to learn new skills. If we have space available we will open them up to Renters as well. You will be contacted by the Renter Liaison should that opportunity rise. No additional bisque weight will be given.