

Quail Creek Pottery and Sculpture Club

Studio Code of Conduct and Responsibilities

The Quail Creek Pottery & Sculpture Club is a well equipped facility for members who are interested in working in clay as hobbyist potters. The club's mission is to foster a sense of community and collaboration among members, and to encourage the development of skills and techniques through shared experiences in the studio.

POTS members are expected to abide by the following guidelines and rules as we are a shared studio facility and have an obligation to the Quail Creek POA to maintain a clean and orderly work space.

Cleaning

- Follow any posted notices regarding specific tools or equipment.
- All members working in the studio will participate in the "Daily Task Stick" program.
- Wash and dry all studio equipment you have used. Return it to the place you got it from.
- Do not leave items in the drying rack by the sink.
- Clean your work area including table top, chair, countertops and floor. Use the large orange sponges first followed by a clean microfiber cloth. Floors should be damp mopped, not swept, to reduce clay dust.
- For safety reasons avoid creating any additional clay dust by sanding over a wet rag.
- Keep your storage area in Kiln Alley tidy and contained. Unless accompanied /approved by a kiln worker or monitor, do not enter kiln alley except to get your supplies.

Work in Progress

- Members are responsible for managing their work when using any of the studio shelving. Worksheets are to accompany the pieces throughout the various stages. All work needs to be marked with your name, initials or chop symbol.
- When placing work on any shelf be considerate by using an appropriate sized ware board, using a shelf suitable to the height of your work, and placing work at the back of shelf first.
- Members are not to touch or move anyone else's work. Ask a Monitor to assist if space is needed.
- Work left on shelving beyond a reasonable amount of time may be relocated to another area and re-purposed, donated or discarded.

Glazing

- Follow the POTS Glazing Instructions and when using any glazes, underglazes or slips clean the rims before replacing the caps and wipe the container before returning it to where you got it. Clean any surfaces, including the floor from drips or spills.
- Return glaze tiles to their proper locations.

Other

- Members are expected to be knowledgeable of the POTS Bylaws and to abide by the Quail Creek Property Owners Association Rules. Violations will result in a verbal warning by one of the POTS officers. A second violation will result in a written notice of violation. Upon a third violation or any violation of QC POA rules, the membership may be revoked at the POTS Board's discretion and the Studio will no longer be available for use by that person.
- Because we all learn from each other, members are required to make the majority of their work within the studio. Some pieces can be finished at home but POTS tools and equipment are not to be removed from the studio.
- Members are encouraged to volunteer on our Committees, share their pottery experiences with all members and participate in our fund-raising and charity campaigns.
- Members' work is produced using POTS equipment, supplies and through the efforts of kiln and glaze committee members and other volunteers. Therefore, the club will receive a 20% commission on all sales of members' work sold through club display window and QC and POTS sponsored events. These monies go towards equipment and supplies for the club. The use of private sales tables at QC sponsored events such as Fall and Spring Festivals, CATC Open Houses and other club sponsored events is a conflict of interest with our club and is prohibited. If a member sells work at outside sales events, reimbursement to the club of a 20% commission on sales is expected.
- The facilities and club volunteers are not to be used to support individual pottery businesses.
- The Pottery and Sculpture Club is a shared studio space with the Ceramics Club. Any Ceramics Club tools or equipment are not to be used by POTS members unless specifically agreed upon. Members shall not enter or use the Studio during Ceramics Club time.
- As a courtesy cell phone calls should be taken out of the studio.
- Music that is audible is not allowed unless it is part of an approved class or activity. Please use personal headphones.
- Notify the Monitor if anything needs attention.

As a member of the Quail Creek Pottery and Sculpture Club, (POTS) I hereby agree to and will abide by the POTS Studio Code of Conduct and Responsibilities and Quail Creek POA Waiver and Release.

Member's signature _____ Date _____