

# **Belltower Studio Membership Rules and Operations**

## **Studio Work Space**

The community studio is a shared work space in which you have access to 15 wheels, 5 hand-building tables, 4 glazing tables, 1 wedging table, a slab roller, and a variety of other equipment. You are expected to clean up after yourself thoroughly and respect other members' work and space. Signs are posted everywhere in the studio to show members where everything belongs and also to remind members of various processes like kiln tickets and sink clean up.

At your orientation, you will get a key fob that unlocks the front and back door of the studio; these key fobs allow for 24/7 access with no holiday or inclement weather limits.

We teach a variety of classes in the studio every week that use either the hand-building tables or class wheels. You can find all the classes on the website, and you will hear from Micah every week with a class schedule so you are always aware of what is going on in the studio. Even when we have sold out classes, there are always at least 4 wheels and several tables exclusively available to studio members!

When cleaning up, labeled buckets surround the sinks for clay reclaim. Off-white slurry goes into the main buckets on the floor, and there are several other buckets for dry clay and colored clays. Please do not put clay down the sink or leave any clay sitting in the sink.

## **Shelf Space / Shared Tools**

On your shelf in the studio, you are expected to keep your personal tools, clay, work in progress, and finished pieces when they are unloaded from the kilns.

On the community tool shelf, you will have bats, water buckets, plastic bags, needle tools, clay knives, and sponges for clay work as well as tongs, pourers, and wax resist for glazing. After using these items, you are expected to thoroughly clean and return them to their labeled spot on the tool shelf.

In the utility closet, you will have various hand-building forms and tools as well as glaze pints and underglazes that are no longer being restocked. After using these items, you are expected to thoroughly clean and return them to their spot in the utility closet.

## **Clay and Glaze**

The full use of all 18-20 Belltower glazes comes with your membership. Each glaze drum has individual dunk times and specific gravities listed on the lid.

A variety of clay bodies are able to be purchased on site at any time through our supply website ([www.belltowersupply.com](http://www.belltowersupply.com)) After it is purchased, clay will be delivered to your shelf in the studio between 8-10am the next business day. All clay and glaze used in the studio must be mid-fire products (Cone 5/6).

## **Kiln Firings**

Belltower staff will load and unload all kilns in the studio. When you have a piece that is ready to fire, you will place it on the appropriate shelf in the kiln room with a kiln firing ticket. These tickets will have your name and cubic inches of the piece, and Belltower staff will collect these tickets when pieces are loaded into the kiln.

When pieces are unloaded from the kiln, Belltower staff will place them back on your shelf in the studio. The name tag above your shelf will show the initials, maker's mark, etc. on the bottom of all your pieces so all work can be returned to your shelf. There is a lost and found in the kiln room for unsigned items, and pieces will sit on that shelf for 2 weeks before being thrown away if unclaimed.

Each membership tier comes with the following firing allotments of combined bisque and glaze firings per month. Basic: 1,500 cubic inches. Hobbyist: 3,000 cubic inches. Pro: 6,000 cubic inches. You are able to continue firing pieces past your allotment each month, and you will be charged the rate published in the kiln room at the end of that month for any extra firing. The overage price is currently \$0.021 per cubic inch and is subject to change by the month through the sign posted in the kiln room. We also offer full kiln rentals. *Note: we recommend tracking your own cubic inches if you are worried about being charged for over-firing.*

You are responsible for making sure pieces are ready to fire, and you are responsible for any potential glaze running off of your work. Kiln cookies are available to purchase on the supply site, or you are welcome to make your own cookies to help prevent glaze runs.

If one of your pieces ever runs or drips glaze directly onto the kiln shelf, there is a \$10 charge to the membership month. If your shelf is ever so full that Belltower staff has no room to unload work from the kilns back onto your shelf, they will move to the lost and found and there is a \$10 charge to the membership month. With the use of kiln cookies and good organization, these are rare occurrences and simply allow us to provide the best possible studio experience.

## **Billing**

Upon orientation, the membership will be pro-rated for the remainder of the month and begin running regularly on the first day of every following month. This charge will be automatic through the card you have on file for the membership.

Studio membership is month to month and does not require any kind of time-based commitment. We require a 2 week heads up when cancelling a membership, and it is your responsibility to have your shelf in the studio cleared off by the end of the month.

**Contact: Micah Dempsey ([micah@belltowercoffeeandstudio.com](mailto:micah@belltowercoffeeandstudio.com))**

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