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Arts and Crafts Studio Policies, 2013

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STUDIO POLICIES

The ASUNM Arts & Crafts Studio is dedicated to providing safe, affordable and accessible ceramics and jewelry services and education for the UNM and Albuquerque communities. As such, the studio maintains strict policies to protect the safety and property of its members and itself. Members' adherence to the below stated policies is required as a condition of membership benefits:

Membership Benefits

Purchase of a Studio Membership entitles membership holder to the following benefits and privileges.

- + Access to all materials and equipment in the studio, with or without supervision and adequate instruction, as determined by the Studio staff. Members may be asked to sign up for tutorials and private instruction, as well as to work under staff supervision, if any member of the staff feels that the member may be misusing materials or equipment.
- + At least one kiln firing per week (or as determined by the current firing schedule) that shall not exceed 7 individual pieces for each bisque and glaze kilns.
- + Access to and priority in scheduling individual instruction with Technicians, as well as Member's Only group tutorials and other Member's Only events.
- + Members may purchase their finished ceramic pieces at a flat rate of \$0.50/lb.

Membership Fees

- UNM Students - \$12.00/semester
- Community Members - \$40.00/semester
- UNM Staff/Alumni - 20.00
- Children * - \$8.00

**Children under 15 must be accompanied by a fee-paying parent or guardian.*

The Studio may at times run discount promotions for memberships, or offer discounts to individuals at the discretion of the staff. In the case of promotional discounts, information about how to get a discount will be made available.

Memberships and workshop fees are nonrefundable.

- + Special craft workshops are open to members and non-members for a small materials fee to be determined when the workshop is scheduled.
- + Private lessons with technicians are \$5/hr for members and are available at the discretion of the staff.
- + Whole-kiln firings may be purchased by members for \$20 for each firing (bisque or glaze) and \$30 each for non-members (glaze or bisque)

Studio Rules

Safety

- + Working in the Studio poses certain risks, including but not limited to cuts, burns, eye damage, and respiratory damage.
- + The Studio provides safety information (including Material Safety Data Sheets) and some safety equipment including gloves, eye protection, dust masks and a first aid kit.
- + Members working in the studio do so on a voluntary basis and assume all liability for any injury sustained therein.
- + Please report any injury to studio staff immediately so that an incident report may be filed.

Equipment

- + Members must be trained to use any studio equipment, or demonstrate previous knowledge of any equipment they wish to use. Proficiency in the use of studio equipment will be determined on a case-by-case basis by the Studio staff.
- + Equipment may not be removed from the Studio without the express permission of a staff member, and person checking out and equipment location must be documented.
- + Kilns are loaded, fired and unloaded by Technicians. Under no circumstances are members to load or unload kilns, or handle or operate kilns in any way.

- + Members are not to handle or operate any clay-recycling equipment or place anything except clean unfired clay into the clay recycling bins.
- + The supply closet and office are off-limits to members.
- + Display case space may be rented from the studio for a small monthly fee (\$10/month per shelf for the ceramics case, \$10/month per ¼ case for jewelry or \$35/month for the whole case) Case rental should be paid in full by the first day of the month or the items will be removed by the staff. A separate rental agreement for case space must be filled out by the renter and kept on file in the studio office.

Materials

- + Staff members may impose limits on the amount of materials placed into production in the Studio at any time according to fluctuations in studio use and material management.
- + Members are encouraged to be conservative and efficient in their use of all studio materials.
- + Under no circumstances are Members allowed to handle or move any work that is not their own.
- + Greenware shelves will be emptied on the first day of each month. Undated or out-of-date work will be recycled. No Exceptions.
- + Members are welcome to bring clay bodies not offered by the Studio for their own personal projects, but must be approved by the director and records must be kept indicating the type and cone of clay being used in the studio. Clay that cannot be fired with studio production (wrong cone, specialty clays) will require the purchase of an individual kiln firing (rates are listed above)
- + Finished work may be purchased for a flat fee of \$0.50/lb. All finished work must be paid for in full before it may be removed from the studio.

Cleanup

- + Members are required to clean up their works spaces and any tools and equipment utilized during their work session.
- + Members who are unsure of cleaning procedures should refer to a Staff member.

Disciplinary Procedure

- + The ASUNM Arts & Crafts Studio does not tolerate discrimination, harassment, theft, vandalism or illegal activities. Engagement in any of these types of activities will result in the immediate and permanent expulsion from the Studio without further warning.
- + Failure to clean one's work space, handling another's work, willfully ignoring the instructions of the Staff, behaving in a disruptive or disrespectful manner in the Studio, misuse of supplies or equipment or willfully ignoring the verbal or written instructions of the Staff will result in a warning letter.
- + The Staff reserves the right to draft and distribute warning letters to members engaging in unacceptable behavior. Members are required to acknowledge and sign the letter, which will be kept on file in the studio.
- + Upon receipt of a third warning letter, member may be asked to leave the studio permanently. Membership fees will not be refunded and uncollected items will become Studio property after 5 days.

Adherence to the above stated policies, as well as the written or verbal instructions of Studio staff, are required as a condition of membership with the ASUNM Arts & Crafts Studio. Failure to abide by the stated policies and staff instruction may result in disciplinary action.