



# OHP Studio Agreement

Ogres-Holm Pottery  
1215 S. Carson St  
Carson City, NV 89701  
775-461-3616

**General Studio Policies:** This is a place to Slow Down, Imagine, and Create.  
Please exercise patience, courtesy and respect in the studio.

## In the Studio

- **If it is not yours, DON'T TOUCH IT! EVER! Ask if you are not sure!**
- Your workspace must be cleaned and all your supplies put away before you leave the studio.
  - **Make sure you have properly stored your clay and personal tools.**
  - **Wash and dry all studio work surfaces, the sink, wheels, tools, and any equipment.**
  - **Do not leave clay debris, puddles of water, or other liquids on the floor.**
- **Studio artists and staff are not responsible for cleaning up after you.**
  - **A charge of up to \$30 may be assessed if you do not clean up after yourself.**
- Music is a personal choice, plan on using headphones. If the studio is playing music, you may request that it is turned off while you are there.
- Phones: Clay will ruin your phone. We suggest putting your phone in a plastic bag.
- Jewelry: Clay may loosen or damage set stones. We suggest removing your jewelry in the studio.

**We are an alcohol and drug free studio. We reserve the right to ask you to leave the studio if you are disrespectful, disruptive or appear to be under the influence of alcohol or recreational drugs.**

## Tools and Equipment

- **Studio tools must be washed, dried, and PUT AWAY.**
- **Never leave tools or paint brushes sitting in water!!!**
- If you notice broken tools or equipment, PLEASE tell us so that we can repair or replace them.
- New members and students must complete a guided Studio Tour before using studio resources.

## Studio Membership:

- Studio membership is \$85 per month for adults and youth over 14.  
Members must complete a membership form, participate in a Studio Tour, and sign the studio agreement. Membership monthly rate may change at any time.
- All memberships renew on the 1<sup>st</sup> of each month.

Monthly Membership	3 Months Membership	6 Months Membership	Annual Membership
<b>\$85</b>	<b>\$240</b> (\$255 - \$15 discount)	<b>\$480</b> (\$510 - \$30 discount)	<b>\$960</b> (\$1020 - \$60 discount)

*Membership initiated before the 15<sup>th</sup> of any month is full price for that month, membership initiated after the 15<sup>th</sup> is \$42.50 for the remainder that month.*

## Includes:

- Unlimited open studio use during business hours with the following limitations;
  - Scheduled classes & private events have precedence over Open Studio.
  - We do not guarantee studio space.
- Members are assigned one shelf on a rack to store work-in-process, tools, etc.
  - (Additional shelf space may be rented on a monthly basis).
- Members may place a maximum of 5 pieces into the In-Store Gallery for sale, subject to OHP Consignment Policies. OHP reserves the right to refuse any piece for studio sale.

## Cancellation of Membership

- You may cancel your membership at any time. Prepaid membership will be reimbursed for any full month not used.

### Temporary Suspension of Membership

- If you are unable to use the studio for an extended period of time there are two options;
  - No cost: You may cancel your membership and resume when you return. You must remove all your materials, tools, work in progress, and consignment ware.
  - Suspended membership: \$15 per month, paid in advance. Member area is retained, consignment is unaffected.

### Class and Workshop Registration:

- Classes and workshop fees must be paid in full prior to the start date. Registration will remain open until the class or workshop is full. You can request to be put on a standby list if the session is full.
- If you withdraw up to one week before the start date you will receive a full refund. If you cancel within three days of the start date, there is a \$35 cancellation fee. **There is no refund if you cancel after the start of a class or workshop.** We reserve the right to evaluate refund request on a case-by-case basis and make one-time exceptions to the above policy.
- Refunds after the start of a class or workshop are evaluated on a case-by-case basis, as determined by the instructor, and may be prorated to include time and materials used. OHP reserves the right to retain or refund any portion class fee if you withdraw after the class or workshop has started.
- OHP reserves the right to cancel any class or workshop due to insufficient enrollment. If we cancel your entire class or workshop, we will issue you a full refund.
  - Studio fees for class and workshop registrations include; use of studio tools and equipment; all clay, glaze, and firings appropriate for the specific class or workshop. OHP limits the quantity and/or size of class and workshop pieces.

### Cancellations or Delay of individual sessions:

- We may occasionally need to close the studio early, open late, or cancel all activities for an entire day. Please make sure we have your contact information.
- In the event that an individual session must be cancelled for any reason the instructor will schedule an alternative instructor, date or extended hours to complete the class or workshop.

### Scholarships, Internship, and In-Kind exchange:

- OHP may occasionally offer scholarships and/or in-kind exchanges available for membership, classes, or workshops. These are evaluated on a case-by-case basis, are not guaranteed, and are offered entirely at the discretion of the owners.

### Studio Access

- OHP reserves the right to bar, temporarily or permanently, any individual from use or access to the studio if that individual violates studio policies.
- OHP reserves the right to terminate membership for cause. In the event that OHP terminates a membership, the current months fee is forfeit, any prepaid future months will be refunded.
- Community Involvement:
  - OHP may occasionally open its studio for special events in support of local non-profit organizations. Look for notices of upcoming events in the studio and online.

### Studio Access for Children of all ages.

- We love having kids in our studio! There are a few safety and courtesy rules to ensure that everyone in the studio has a safe and enjoyable experience. Note: we are not babysitters, you are responsible for your children at all times.
  - Running, shouting, fighting, horseplay, or refusal to follow the direction of studio staff can create an unpleasant or even dangerous situation. Anyone, adult or child, who is disruptive or causing studio safety concerns will be asked to leave the studio.
  - **You are welcome to return when things have calmed down.**

Under the age of 12: must have an adult with them at all times	Age 12-14: may access the studio independently	14 and older: May be studio members
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**Studio WAIVER:** I understand and acknowledge that participation in Ogres-Holm Pottery LLC (OHP) studio activities constitutes acceptance of the conditions set forth in this waiver. In connection with my (or participating individuals under my guardianship) involvement in OHP, I hereby release OHP, its agents, representatives, successors, or assignees, including owners and employees, from all liabilities, actions, claims, damages, demands, costs, and expenses which I am now or in the future have against them, arising out of or in any way connected with my participation in any OHP sponsored workshop, class, open studio, or studio activity. I understand that the waiver includes, but is not limited to, all injuries to me and or loss or injuries to any personal property. I also understand that this waiver includes, but is not limited to, any claims that are based on my alleged negligence or any other action or inaction of any of the above parties.

***I have read and agree to abide by OHP Studio Policies.***

Printed Name	
Signature	Date

**Photo Release**

I, \_\_\_\_\_ hereby grant and authorize **Ogres-Holm Pottery LLC** (OHP) the right to take, edit, alter, copy, exhibit, publish, distribute and make use of any and all pictures or video taken of me (and/or the minor child or other individual named below of whom I am the legal guardian) to be used in and/or for any lawful promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, press kits and submissions to journalists, websites, social networking sites and other print and digital communications, without payment or any other consideration. This authorization extends to all languages, media, formats and markets now known or later discovered.

I agree that I have been compensated for this use of my likeness, or that I have otherwise agreed to this release without being compensated. I waive any right to royalties or other compensation arising or related to the use of the photograph. I understand and agree that these materials shall become the property of **Ogres-Holm Pottery LLC** and will not be returned.

I hereby hold harmless and release property **Ogres-Holm Pottery LLC** from all liability, petitions, and causes of action which I, my heirs, representatives, executors, administrators, or any other persons may make while acting on my behalf or on behalf of my estate.

This authorization shall continue indefinitely, unless I otherwise revoke this authorization in writing.

I waive the right to inspect or approve any finished product in which my likeness appears, including written or electronic copy.

Printed Name	Dependent's name included in this waiver
Signature	Date