



OHP Membership Checklist

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

Member Name(s):		Shelf Assignment:
Contact Phone: <input type="checkbox"/> Ok to send text messages?	Email Address:	

For member review, form will be completed by studio staff.

OHP Complete	Description
	Membership Form: Member contact information and studio waver. <i>Requires signature.</i>
	Studio Use Agreement: General studio policies and information. (subject to change without notice) <i>Requires signature.</i>
	Studio Safety Standard: Safety information regarding dust management, mold, wet floors, kiln area, and common sense reminders.
	Studio Tour Checklist: Member introduction to our studio space, equipment, supplies, tools, & processes. <i>Requires signature.</i>
	Member Management. OHP has entered the member into the member management system
	Shelf Assigned. OHP has completed shelf assigned and label.



OHP Studio Agreement

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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 1st of each month.

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

Membership initiated before the 15th of any month is full price for that month, membership initiated after the 15th 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



Ogres-Holm Pottery

General Studio Safety Standards

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General Safety

- **Studio Dust:** Fine silica dust from clays and glazes is be the most hazardous thing the studio.
 - **Do not leave clay scraps on the floor.** There is a small broom/dustpan available to pick up clay scraps and trimmings from the floor.
 - Use wet sponges or towels to clean work surfaces.
 - We use hepa filter bags in the studio vacuum. Wear a mask when changing the bags.
 - We do not allow dry sanding or grinding of green ware, bisque or fired ware inside the studio.
 - If you are carving or cleaning your ware, use a container to keep trimmings off the floor.
 - Use walk-off mats in and out of the studio, please do not track dust into the mall.
- **Moldy Clay:** Ceramic clay is a wet product and may contain organic material that will mold.
 - Clay mold does not present an air born hazard while the clay is moist. Clay mold is destroyed in the initial bisque firing.
 - We have studio members who are extremely allergic to mold. The use of wet towels or sponges sealed in clay bags is prohibited due to mold hazards.
- **Cleaning Supplies**
 - OHP uses only environmentally safe cleaning supplies such as Simply Green brands.
- **Wet Floors are slippery!**
 - Pottery is messy, we make mud and spills often happen. Clean up spills as soon as possible and use caution in the area around wheels, work tables, glazing tables, and the wash sink.
- **Material Safety Data Sheets**
 - SDS are stored in PDF format and can be printed or emailed to you upon request.

Common Sense Stuff

- **Food and drink** in the studio (**No alcoholic beverages allowed during regular business hours**)
 - There are no rules preventing you from keeping a beverage nearby while you're working.
 - Unless there is a special event that involves food, we discourage eating while you work.
- **Clothing, jewelry, etc.**
 - Wear comfortable clothing that can get dirty in the studio. We do have aprons available.
 - We suggest you remove rings, bracelets, watches, etc. before you play in the mud to avoid damage.
 - OHP recommends short natural nails for working with clay.
 - Working in clay will mangle your manicure. It's not impossible but it can be frustrating.
 - Artificial Nails: There is the potential for artificial nails to get ripped off on the wheels.
 - Artificial nails are also prone to trapping waste, make sure you clean them well.
- **Cleanup (it is always the maids day off!)**
 - Members and visitors are required to clean up all areas, tools, and equipment they use. We will assess a cleaning fee for repeat offenders.

Restricted Areas

- The Kiln Room, Vault, & Pug Mill are restricted areas. Only instructors staff are permitted to enter.



OHP

Glaze Kiln Guidelines and Procedures

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Every piece going into the glaze kiln must have a kiln cookie glued to the bottom before they measured for firing.

- **The dimension of the kiln cookie must be included in the measurements of your pieces**
- **You may be charged \$5 for each piece placed on the glaze shelf with cookies that have not been glued.**
- **We will not load pieces placed on the glaze shelf without a cookie*.**
- **The studio provides clay for the kiln cookies & does not charge to bisque fire them.**
- **Everyone is responsible for making their own kiln cookies. A limited number will be available for purchase if you do not make your own.**
- **The studio provides the glue to attach cookies to ware. The glue burns off early in the firing process.**
- **Members and outside firings will be charged a \$20.00 grinding fee for any glaze overflow that damages a kiln shelf.**

What is a “kiln cookie” and why are they required?

In pottery, a kiln cookie is a thin piece of fired clay placed under ware to protect the kiln shelf from glaze drips, spatters, and runs. They are required due to frequent glaze accidents that leave our kiln shelves unusable until they are ground down and kiln washed again.

Kiln Cookie Guidelines

- Cookies should be at least ¼ inch thick and have the same or larger footprint as the ware they are attached to.
- Using the waffle roller on your slab before cutting the cookies will make it easier to grind the cookie off if your glaze runs.
- Cookies must be glued to your piece before it is measured for firing. The dimensions of the cookie are included in the firing charges, so you may want to resist gluing a small piece to a large cookie.

How to make Hexagonal kiln cookies

1. Ask studio staff for recycled clay.
2. Use the slab roller with the “dark clay” canvas to roll a slab at least 5/8”
3. Place the clay on a table with a piece of sheeting underneath. Using the studios ¼” wooden dowels as spacers, roll the slab one more time with the waffle rolling pin.
4. Use the hexagon cutters or patterns to cut out a few different sizes, write your name on them.
5. Place the cookies between drying boards to keep them from warping and let them dry completely before placing them on the bisque shelf for firing.

How to use kiln cookies

1. Finish glazing your ware and clean the bottom as you normally would.
2. Apply Elmers Glue All to the bottom or foot of your piece and attached an appropriately sized cookie. The cookie should be at least the same circumference or slightly larger than your ware.
3. Measure your ware. Firing measurement includes the height and diameter of the kiln cookie.
4. Pay for your firing then place your ware with its glued-on cookie on the Glaze shelf.

The glue burns off in the firing leaving the cookie free to use again. If you have a glaze run, the cookie will be glazed to your ware giving you the option of discarding or grinding your piece to save it.

Do not reuse cookies with glaze on them.



Sizing Your Kiln Cookies

1

Size	Bisque	Glaze
5" x 5" x 4"	\$1.65	\$2.75

2

Size	Bisque	Glaze
4" x 4" x 4"	\$1.06	\$1.76

3

Size	Bisque	Glaze
5" x 5" x 4"	\$1.65	\$2.75

4

Size	Bisque	Glaze
4" x 5" x 4"	\$1.32	\$2.20

5

Firing dimensions are the space a piece will occupy in the kiln. All dimensions are rounded up to the nearest whole inch. The dimensions of the cookie are included in the measurements for firing. In this example, the cup with the cookie attached is 3" tall so the piece must be placed under a 4" post, that makes its height dimension 4". The length and width are determined by the size of the cookie used.

The size of your kiln cookie affects cost and kiln loading. This example uses a cup that is 3"L x 4"W x 2 3/4"H. When measuring for firing, you are measuring the space your piece takes up in the kiln. All measurements are rounded up to the nearest whole inch. The minimum measurement is 3" x 3" x 3". Whole inches are rounded up one full inch because kiln posts are constructed in whole inches.

- Figure #5 shows our model cup sitting on a 1/4" kiln cookie. The cookie makes the cup 3" tall. The firing measurement will be 4"H because the cup must be under a 4" kiln post to keep it from touching the upper shelf.
- Figures 1-4 show cost comparisons on different shapes and sizes of cookies.

Using oversized cookies will cost you more because you must include the cookie size in your firing measurements. Oversized cookies also make it more difficult to load the kiln. Hexagonal cookies are preferred over round cookies to help kiln loading and to reduce the cookie footprint. Hexagonal cookies are measured from their flat sides not the point allowing a smaller cookie to be used.

Please ask! We are happy to answer your questions.



OHP Studio Tour Checklist

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Tour Complete	Description	Member Initials
	Sales Gallery. Studio members may place up to 5 items in the sales gallery after completing the studio consignment agreement and providing a completed W9. Members set their own sales price. Ogres-Holm Pottery reserves the right to reject any pieces offered for sale.	
	Retail Pottery Supplies. All items in the retail area are for sale. These items are not to be taken for members or studio use. That includes clay.	
	Work tables: You are required to clean up your workspace. That includes clay or glaze on tables or floor, and cleaning, drying and putting all equipment and tools away. We may charge you a clean-up fee if you leave a mess behind. There is a wash basin and there are plenty of spray bottles, sponges and towels in the studio.	
	<p>Wheels: You are required to clean your wheel area when you are done throwing.</p> <ul style="list-style-type: none"> • Wheel; Power off your wheel before cleaning up. <ul style="list-style-type: none"> ○ Wash and dry all wheel components, the wheel deck, and stool.; • Tools; wash, dry, and put away all studio tools; • Floor; clean up any trimmings and spills from the floor. Mop the floor • Equipment; Bats must be washed front and back, dried, and put away. • Dark Clay; Please be extra diligent when cleaning up dark clays. <p>We reserve the right to charge you a clean-up fee if you leave a mess.</p>	
	Slab Roller. This tour does not include instruction on using the slab roller. You must get a demo and instructions from studio staff before using this equipment.	
	Wedging Table. Wash the table when you finish wedging. Do not clay debris, bags of clay or ware on the wedging table. Make sure the scale and fan/heater are turned off when you are done with them.	
	Extruder. This tour does not include instructions on using the Extruder. You must get a demo and instructions from studio staff before using this equipment.	
	<p>Studio Equipment. You are welcome to use studio equipment.</p> <ul style="list-style-type: none"> • Owner/Staff work areas & carts are off limits. • You may not take equipment from members shelves. • You may not store studio equipment on your shelf or in your personal space. • You may not take studio equipment home with you. • You must wash, dry, and put away any studio equipment you use. 	
	<p>Studio Hand Tools. You are welcome to use any of the tools in the common area.</p> <ul style="list-style-type: none"> • Owner/Staff work areas & carts are off limits. • Many potters have their own person tools, studio tools are in designated areas. Never take or borrow tools from member shelves • DO NOT store studio tools on your shelf or in your personal tool kit. • You may not take studio tools home with you. • You must wash, dry, and put away any studio tools you use. 	
	Studio Towels. This studio provides towels for your use. They are located in one red, and one blue hamper. Place dirty towels in striped hampers. ONLY STUDIO TOWELS SHOUD BE PUT IN THE STRIPPED HAMPERS.	

	Studio cloths and fabric textures. The studio provides fabric for work surfaces and lace for textures. These should be rinsed out in the sink and left to dry.	
	Glazing area. ONLY ONE GLAZE BUCKET MAY BE OPENED AT A TIME. <ul style="list-style-type: none"> • All of the studio glazes are fast dips (in & out or 1 second). Excess glaze may run in the kiln. You will be charged a damage fee if glaze runs onto a shelf. • All glaze must be dry BEFORE you dip in a second color on the same piece. • You must wash all of the equipment you used. Whisks, tongs, scoops, and measuring cups must all be cleaned, dried and put away. • Wipe up any spills on the counter and mop the floor, if necessary. • DO NOT add water to ANY glaze. Ask studio staff to check. 	
	Wash up area. PLEASE LIMIT YOUR WATER USAGE <ul style="list-style-type: none"> • Scrape heavy UNFIRED clay into the recycle bins • Wash the major gunk off in the right hand sink using the sponges provided. Do NOT run water in the right side of the sink. • Place cleaned pieces in the LEFT sink to rinse. • Rinse everything using the faucet or sprayer, then dry and put away. 	
	Pug Mill. NO ONE uses the pug mill without special training by OHP staff	
	Recycle. Only UNFIRED clay can go in the recycle bins. Please break your recycle into small pieces before placing in the recycle buckets.	
	Kilns, The Kiln Room is a restricted area. Only staff are allowed.	
	Firing charges. You MAY NOT place your ware on the firing shelves until you have written down its measurements and paid the firing fee. <ul style="list-style-type: none"> • Always list the height last when writing down your measurements. L x W x H • All glaze pieces require a cookie, the dimensions of the cookie, including the added height are required. Cookies should be glued on before measuring • Greenware for bisque fire can be stacked to measure and fire. • If there are special situations, like underglaze on greenware, single firing of greenware, second glaze firings, canisters without lids on, or anything out of the ordinary, speak with staff and leave a written note with your ware. 	
	Member Area. Each member gets a shelf with their name on it. Please respect other members space, do not touch, remove, or borrow anything.	
	Kitchen Area. You are welcome to use the microwave and refrigerator in the kitchen area. If you spill something or make a mess, please clean it up. Fridge and Freezer contents are thrown away each Saturday. No long term storage in the refrigerator.	
	Bathroom. Don't leave a mess. If the toilet paper or towels are low or empty, please tell us. Please leave the light on and the door ajar when you are done. If you walk into a mess, please tell us immediately.	
	Vault. The vault is off limits, unless you are invited in by OHP personnel.	

I understand and accept the guidelines and limitations presented during the studio tour.

Printed Name

Signature

Date