



# OHP Studio Agreement

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

## General Studio Policies

First, 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 and it's not the studios, 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, wheels, tools, and other equipment.
  - Do not leave clay debris, puddles of water, or other liquids on the floor.
- Music is a personal choice, plan on using headphones. If the studio is playing music, you have may request that it is turned off while you are there.
- Phones: Clay will ruin your phone. If you must use your phone in-studio, we suggest a plastic bag.
- Jewelry: Clay may loosen or damage set stones. We suggest removing your jewelry in the studio.
- Access to the kiln room is limited to staff only.

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

### Tool and Equipment

- **Our studio artists are not responsible for cleaning up after you.**
- If you notice broken tools or equipment, PLEASE tell us so that we can repair or replace them.
- Studio tools must be washed, dried, and put away. Do not leave tools in the sink or drainer.
- NEVER LEAVE TOOLS OR PAINT BRUSHES SITTING IN WATER!!!
- Glazes and paintbrushes require special care. All new members and students will be instructed on our studio policies regarding glazing activities.

## Membership:

Studio membership is \$75 per month for adults and youth over 14. Members must complete a membership form and agree to comply with all studio policies. Membership monthly rate may change at any time.

*-OHP cannot accommodate drop-in or day-use studio access other than OHP classes or workshops.*

*-OHP does not allow work created outside the studio by Non-Members to be glazed with studio glazes.*

### Membership includes.

- Unlimited open studio use during business hours with the following limitations;
  - Scheduled classes have precedence over Open Studio.
    - Wheels or Hand Building Space may not always be available.
    - Open Studio is not available during scheduled Private events.
  - We do not guarantee studio space. You may call to check on availability and also request that a station is reserved for you. Workstations may only be held in reserve for one hour.
- One shelf and one small tool bin to store your work-in-process and tools (additional space may be rented).
- 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.
- Membership fees are due on the 1st of each month, a 10% discount is applied to prepaid membership.

Monthly Membership	3 Months Membership	6 Months Membership	Annual Membership
\$75	\$200	\$410	\$825

*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 \$37.50 for that month.*

### Cancellation of Membership

You may cancel your membership at any time. Prepaid membership will be reimbursed in full (\$37.50 for half month). OHP reserves the right to cancel membership if the member violates studio policies. In the event that OHP cancels a membership, fees will be refunded that month plus any additional prepaid membership fees.

## 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 before the start date you will receive a full refund.
- Refunds after the start of a class or workshop are evaluated on a case by case basis, are 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 included in 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. There is a charge for excess work created within the workshop or class structure for firing and the use of studio glazes.

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 date or extended hours to complete the class or workshop. OHP may also substitute an instructor to allow the class or workshop to continue as scheduled.

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

- OHP may occasionally have 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 cancel membership if the member violates studio policies. In the event that OHP cancels a membership, OHP will refund that month’s membership fee plus any prepaid membership fees.

**Community Involvement:**

OHP may occasionally open its studio for special events in support of local non-profit organizations. We encourage our members and students to volunteer and assist if they are able. Look for notices of upcoming events.

**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 (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.*

Signature	Date