

BRATTLEBORO CLAYWORKS RENTAL AGREEMENT

1. **Good Standing Policy**

Renters in good standing may continue the use of the studio for the duration of their studio rental term. Good standing is defined as timely rental and clay fee payments and compliance with all studio use policies. Renters not in good standing may have their studio use rights revoked upon written notice.

2. **Rent and Clay Fees Payment**

Renters are responsible for paying their fees to the studio by the first of each month. Renters who do not pay their fees by the first of the month of their rental month may lose their right to rent. Renters are also responsible for paying for clay as they get it from the Clayworks.

3. **Studio Use**

Renters must be capable of working independently with clay, understanding the nature of clay, glazes and firing enough to use the materials and equipment responsibly without supervision. Renters should not expect other renters or members to assist or instruct them, except when freely offered. Renters may use the studio any time of the day or night, except for times that classes are held. During student practice time for the classes, wheels will be available to students and renters on a first come, first serve basis. For the cost of the monthly rent, the renter has full use of the studio from the first day of the rental month through the last. Renters may use the wheels, wedging table, reclaim bats, sink, glaze area, common tools, plaster and wooden bats in the renter area. The slab roller and pug mill may be used if renter has had a lesson from Alan in how to use it, particularly around safety concerns, and has communicated with Alan about scheduling its use.

4. **Safety and Cleaning**

It is our overarching goal to limit the amount of dust in the studio which requires participation in good cleaning practices by all studio users. The best way to do so is to avoid sweeping dust into the air and allowing it to build up. Renters are required to help maintain a clean and safe space by mopping with clean water around their production area (wheels, glaze table, etc.) each time they are in the studio. This includes after a renter has done some trimming. Likewise, renters are responsible for keeping their rental spaces mopped and free of clay. Renters who do not clean up adequately may lose their good standing status.

5. **Contributing to the Running of the Studio**

Renters are expected to help out to the extent that they can with the work of the studio: loading and unloading kilns, cleaning, firing, etc.

6. **Firing**

Renters must buy their clay through Clayworks. Clay prices include firing and glaze supplies expenses. There are no additional fees for glazing and firing. Renters are responsible for placing fully-dried greenware in the bisque room to be fired. Properly glazed pieces are to be placed on the glaze shelves. Glaze firings take place approximately once per month and we fire most glazed pieces within two monthly firing sessions, however Clayworks does not guarantee any specific firing schedule. Please discuss any specific timeline needs with the firing coordinator as needed. At the end of each class section, the students work takes priority in the firings. Fired work may be found in the renters' area or back on the glaze area shelves.

7. **Stopping Renting**

Renters must give at least three weeks notice that they are leaving or they may forfeit the opportunity to finish up any work in progress after the end of their rental month. In addition, lack of notice may impact consideration for future studio rental. Once renters end the month of their

rental period, it is not acceptable to continue producing pottery, in the studio or at home, even if you end up with leftover clay. For renters who have given three week's notice, they have until the end of the next month to finish glazing any unfinished work, or up until the next scheduled firing (whichever comes first). Work that is not finished within that time may be discarded. Renters are responsible for picking up their pieces after they are fired. Clayworks assumes no responsibility for any pieces not picked up after they are fired. Renters should thoroughly clean their area by the last day of the month they are leaving; failure to do so will negatively impact consideration for future studio rental. Additionally, anything left in the space after the termination of a rental period becomes the property of Clayworks unless other arrangements are made with the rental coordinator prior to the end of the rental period. Renters should return their key the last day of the month of their rental or before.

8. Amount of Production

There is no defined limit to the amount of production a renter may do at Brattleboro Clayworks, but it is possible that a high renter production level could exceed the studio's capacity to complete timely firings and/or exceeds the common greenware/ bisqueware storage capacity of the facility. If a renter's production exceeds the capacity of the studio, s/he may be required to modify their production level. Renters should check with a member before starting on a very large piece or high volume project to make sure it will fit in the bisque, etc.

9. Guests and Noise in the Studio

All studio users are required to help support creating a positive working environment in the studio by being sensitive to others' workspace and working conditions. Noise can be distracting to some so please be considerate with use of radio, tapes or the noise level of conversations when others are working near you. If you do have a guest in the studio you are responsible for supervising them. Any guests visiting you in the studio need to be very sensitive to the work environment for the potters. When the studio is busy, please strictly limit guests' (including your children) visiting time to very brief periods and refrain from using the work-space areas for their visit. In general, the studio cannot support the cost of producing (glazing/firing) pieces by non-renters, visitors, children of renters, etc. If you have a special request to fire something that is not yours, please get permission from a member first.

10. Rental Period

Once a person is renting, she/he has the right to at least six months of renting. Because facility space is limited, Clayworks has a policy of rotating studio rentals when demand exceeds the capacity in order to broaden accessibility of the facility to more people. After six months, if there is someone on the waiting list, the longest renting person may be rotated out and if desired, placed on the waiting list until a space rotates open again. If there is no competition for space, renters in good standing may rent indefinitely.

Brattleboro Clayworks, Inc.
532 Putney Rd.
Brattleboro, VT 05301
802-254-9174
www.brattleboroclayworks.com

RENTER REGISTRATION

NAME _____

ADDRESS
(MAILING) _____

E-MAIL ADDRESS _____

Would you like to get e-mail updates from the studio? _____

PHONE _____

DATE OF KEY ISSUE _____

DATE OF KEY RETURN _____

WAS RENTAL AGREEMENT GIVEN? Yes No

INITIALS OF ASSISTING MEMBER _____

"I have read the rental agreement and agree to its terms."

SIGNATURE OF
RENTER _____

DATE _____