

Muddy Waters Clay Center (MWCC) Policies and Procedures

Policy Revised May 31, 2009

This Corporation is organized exclusively for nonprofit charitable and educational purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code. Within this general limitation, the specific purposes of the Corporation shall include the following:

To promote and provide for the creation, education, and enjoyment of the ceramic arts in the greater Grand Forks and East Grand Forks area by providing affordable ceramic studio, classroom, gallery, meeting, research, glazing, and firing space and equipment, and by providing a supportive and collaborative learning environment for the use of members of the Corporation and members of the community interested in the ceramic arts.

SUPPORTING MEMBERS

Support Memberships: As a non-profit community resource the Muddy Waters Clay Center is thankful for all donations from founding and supporting members. Please contact the Center or stop in to obtain information on how to become a supporting member.

Founding Members and supporters: Founding members and supporters will be recognized by the MWCC for their support.

Muddy Waters Clay Center Shop and Gallery:

PO Box 12317
2014 13th Avenue North
Grand Forks, ND 58203
701-775-1168
Website: www.muddywatersclay.org

Hours: Open on Saturday 10 a.m. to 4 p.m. and by arrangement

Tours: Available on Request call 701-775-1168

Parking: Available in front of building

Muddy Waters Clay Center Studio:

(Open to Potters/Clay Artists and Students Only, except for Tours and Special Events)
PO Box 12317
2014 13th Avenue North
Grand Forks, ND 58203
701-775-1168
Website: www.muddywatersclay.org

We have two different options for people wishing to use our studio facility: All Potters/Clay Artists and Students must comply with MWCC Policies, procedures and studio use agreements.

1. COMMUNAL STUDIO USE for Potter/Clay Artist:

Potters/Clay Artists: Contact Clay Center or stop in to obtain an application. Potters/Clay Artists will have basic access to the studio and gallery in which to make, display and/or sell ceramic art projects and will be expected to donate time to work in the gallery/shop during gallery hours and special events along with working in the studio as a monitor and teacher (Depending on experience).

Cost: \$50/month plus a yearly membership fee of \$100. This is subject to change by a vote of the Board of Directors. Communal studio rental includes access to all equipment, glazes and firing facilities with additional fees for the use of glazes, kilns and other clay materials as needed. This is a month-to-month rental, one-month minimum, previous clay experience and orientation required. Approval of new communal studio potter/clay artists will be made by the Board of Directors pending review of an application submitted by an interested person.

Leave of Absence: Potters/Clay Artists may take a leave of absence for up to 6 months for reasons such as but not limited to military deployments, sabbaticals, illness and other issues to be evaluated by the board of directors on a case-by-case basis. In order to maintain their membership, they will be required to pay their \$100 yearly membership but the monthly membership will be waived. The leave of absence can be renewed if deemed appropriate by the board of directors.

Hours: Potters/Clay Artists will have access 24 hours a day, seven days a Week except during class hours or special events held in the studio. Access is per an individual numeric coded keyed entrance at the rear of the building.

Guests: Children, friends of potters/clay artists are allowed in the Clay Center only under supervision by a member, except during tours or special events. Guests may be required to leave if requested by the studio monitor for safety or behavioral issues.

2. TAKE A CLASS for Students:

Students: Contact the Clay Center or stop in for Class Offerings

- Cost:** Depending on individual classes.
- Hours:** Students will have access during class hours and Open Studio Hours as arranged by the teacher. A teacher will be on staff during times when classes are offered and a studio monitor will be on staff during Open Studio Hours.
- Guests:** Children and friends of students are not allowed in the studio during class except during tours or special events.

STUDIO RULES

Cleanliness: You are responsible for leaving the studio in a clean condition. Clean all tools and return them to where you found them. Wipe down all tables, workspaces, or equipment you use. Only the sinks in the studio shall be used for cleaning of clay from equipment, tools or persons. The restroom or break area sinks are not equipped to handle clay material and must not be used to clean any clay materials.

Wet Work: Wet work shall be stored in the proper wet room or areas designated for drying. Work must be removed promptly from the wet room when dry or it may be removed by the studio monitor.

Green ware and Bisque ware: Clay materials, tools, green ware and bisque ware shall be stored in the proper area.

Glazing: Glazes shall only be mixed by potters/clay artists with the proper training, experience and supervision. Personal glazes may be utilized with approval from the studio monitor.

Clay Bodies: Clay bodies shall be approved for use by the studio monitor.

Pug Mill: The pug mill may only be used by members trained to use the pug mill by Al Boucher and with the approval of the studio monitor.

Firing: Only potters/clay artists with the proper training, experience and supervision will be allowed to fire the electric and gas kilns.

Consideration: Please be considerate of other people's work. Don't touch any clay project that doesn't belong to you. If you need to move a piece please contact the studio monitor.

GENERAL PROVISIONS

Potter/Clay Artist and Student Parking: Located at rear of building and on street on south side of building during gallery hours.

Orientation: New potters/clay artists, supporting members and students will receive an orientation on facilities and benefits before they may use the studio.

Studio: Potters/Clay Artists have access to the studio on first come first serve basis or based on an equipment sign up sheet. Potters/Clay Artists who have donated or loaned the use of personal equipment such as a pottery wheel will have first priority for the use of their own equipment.

Negligence: Potters/Clay Artists or Students who negligently cause harm to the Muddy Waters Clay Center including any equipment, gallery pieces or any part of the building may be held liable for damages.

Special Events: Special events such as lectures, workshops, and visiting artists will be announced during the year and will be open to potters/clay artists, students and the general public. Some special events may be by invitation only depending on space available.

Illegal Activities: Clay Center Potters/Clay Artists, Students and guests may not participate in any illegal activities in or on the Clay Center property.

Smoking: Smoking is not allowed anywhere within the Clay Center.

Pets: Pets are not allowed in the gallery. An active member may bring one pet dog into the studio portion of the MWCC facility but not during open studio hours, during classes or special events. The owner is required to provide MWCC with a copy of the current shot record and license or registration. Only one dog is allowed in the studio at a time. The member will remove the dog if requested by another member. The board of directors reserves the right to ban a member's dog. By signing this document, the owner of the dog shall agree to indemnify the MWCC for any harm caused to a person or property while the dog is in the studio or on the MWCC premises.

Removal of Student or Potter/Clay Artist Benefits: Students and Potters/Clay Artists may have their membership or participation cancelled or revoked for participating in illegal activities on the Clay Center property or for other reasons such as non-payment of dues, inappropriate behavior, failure to follow MWCC policies, procedures or studio use agreements or other issues as determined by the MWCC Board of Directors Executive Committee.

Liability: All potters/artists and students must read and sign a waiver of liability agreeing not to hold the MWCC, teacher or the studio monitor responsible for any injury or health complications sustained while working in the studio. The MWCC, teacher or the studio monitor can neither be held responsible for injuries nor lost or damaged property or projects.

Statement of non-discrimination:

Muddy Waters Clay Center prohibits discrimination in all its programs and activities on the basis of race, color, creed, national origin, religion, sex, age, disability, marital status, familial status, receipt of public assistance and sexual orientation. Persons with disabilities who require accommodations for participation in programs or alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact the Center at least two weeks prior to the need for the requested accommodation.

Acknowledgement:

I have received a copy of these policies and procedures. I agree to abide by them and agree to abide by any amendments to them.

Signature

Date

Printed Name