



Ceramic Souls Student Agreement

This Student Agreement ("Agreement") is entered into by and between Ceramic Souls LLC ("Studio") and the individual participant ("Student") who registers for a workshop and/or class ("workshop") offered by the Studio. This Agreement governs the terms and conditions of participation in the Studio's workshops, which consist of in-studio instructional programs. By enrolling in a class series, workshop or event, the Student agrees to be bound by the terms of this Agreement as well as the Studio's Rules and Responsibilities, which are incorporated herein by reference.

Payment and Refund Policy. The full class series, workshop or event fee is due at the time of registration. Enrollment is not guaranteed until payment is received in full. If you cancel:

- 2 weeks prior to the 1st class in a series, you will be refunded for the series fee minus a \$50 administration fee.
- Cancellations within 2 weeks of the start date will only be allowed to reschedule – must be rescheduled within 6 months of initial class start date, 1 reschedule allowed.
- No refunds will be given after the first class in a series or workshop. you will only be allowed to reschedule
- If you don't show up for class, you forfeit the class fee
- For a series or workshops with multiple classes, 1 make-up class will be allowed to be completed within the course time period.

Fee Includes: Your class series, workshop, event fee includes:

- Use of basic community tools (to be returned to the community at the end of each class).
- 25 lbs of clay for 8-week class series, and appropriate amount for other workshops and events if applicable. Additional clay may be purchased if needed and will be charged to the credit card on file from your class registration.
- All glazing & firing.
- 1 shelf for work-in progress, if applicable.
- Opportunity to take advantage of 12 hours of Potters Hours each week of class, if applicable.

Attendance and Punctuality. Student success is our top priority, it is suggested that when booking a class series, workshop or event, you ensure you can be present for all scheduled classes. One make-up class will be accommodated per series period, this can be done during Potters Hours. We ask that Students arrive at least fifteen (15) minutes prior to the scheduled start time of each class. Late arrivals disrupt the learning environment and may result in the Student being denied entry to the session at the instructor's discretion.

Health and Safety. Students must adhere to all health and safety protocols established by the Studio, including the proper use of personal protective equipment ("PPE") and compliance with any emergency procedures. In the event of an emergency, Students must follow the instructions provided by the instructor or Studio staff and evacuate the premises if required.

Liability Waiver. The Student agrees to waive, release, and hold harmless Ceramic Souls LLC, its owners, instructors, independent contractors, and staff from any and all claims, liabilities, damages, or losses arising from or related to participation in the workshop, including but not limited to personal injury or property damage.

Intellectual Property. The Student retains ownership of any artwork or projects created during the workshop. All tools, instructional content, and materials provided by the Studio or the instructor remain the exclusive property of the Studio or the instructor and may not be reproduced, distributed, or used outside of the workshop without prior written consent.

Code of Conduct. Students are expected to:

- Demonstrate respect for instructors, Studio staff, and fellow participants.
- Use Studio equipment and materials responsibly and in accordance with instructions.
- Refrain from any disruptive, unsafe, or inappropriate behavior.

The Studio reserves the right to dismiss any Student for violations of this Agreement or the Rules and Responsibilities, or for conduct deemed detrimental to the workshop environment.

Dismissal Policy. Students may be removed from the workshop for:

Violating any term of this Agreement or the Studio's Rules and Responsibilities.

Engaging in behavior that is disruptive, unsafe, or harmful to others.

- No refunds will be issued in the event of dismissal.

Communication. The Studio will provide important updates and notifications via email or through posted notices within the Studio. It is the Student's responsibility to review these communications promptly.

Acknowledgment. By signing up for a workshop or class, the Student acknowledges having read, understood, and agreed to the terms of this Agreement and the Studio's Rules and Responsibilities.

THE CERAMIC SOULS ENVIRONMENT

Respect for Others

- Disrespect, harm, or harassment to Ceramic Souls volunteers, instructors, employees, interns, members, students, etc. is not accepted and will not be tolerated. Ceramic Souls has the right to refuse access to any person(s) at any time, for any reason allowable by law.
- Members will respect all artists of the studio by not disrupting them while they are working, use their tools, or touch their work/possessions without their permission.
- Members will be respectful of instructors and studio staff that may be working on personal projects during their free time but may ask questions of anyone hosting Potters Hours.
- Members with questions or who need assistance during non-Potters Hours can approach any on-duty Ceramic Souls staff member or volunteer.
- Members will be mindful and accommodating of any classes taking place in the studio. If a staff member asks you to clean up your work area to prepare for a class, please do so quickly, thoroughly, and efficiently.
- Please respect everyone, be mindful of the needs of others and help maintain our beautiful, safe, playful, inclusive and inspirational space.
- Ceramic Souls adheres to all applicable federal, state, and local anti-discrimination and harassment laws and regulations. Ceramic Souls staff, volunteers, members, vendors, visitors, students, and the like are entitled to work or visit an environment free from sexual harassment and a hostile or offensive environment. We recognize sexual harassment as unlawful discrimination, just as conduct that belittles or demeans any individual on the basis of race, religion, national origin, gender identity/sexual orientation, age, disability, or other similar characteristics or circumstances.
- Ceramic Souls is committed fully to complying with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local laws. Ceramic Souls is committed to making reasonable accommodations to any clayroom student, member, and/or resident artist with a disability when the disability affects the ability to participate in a class or to create work or practice art at Ceramic Souls. If you are currently disabled or become disabled, please contact Ceramic Souls staff to assist you with evaluating reasonable accommodations that may enable you to participate fully in the clayroom. Staff

may require a physician's note covering any restrictions to ensure that proposed reasonable accommodations meet your needs.

No Photographs Without Permission

- Ceramic Souls promotes the sharing of best practices and an overall community appreciation of ceramic work. Please be respectful of other artists' work, and don't photograph or otherwise appropriate any work or methods of other Ceramic Souls community members and students.

No Smoking in the Studio or Building

- Smoking of any kind is not permitted in the studio or the Highland Yards building. Smoking shall only be allowed in areas designated as a smoking area by the Landlord of Highland Yards. Members shall not smoke within the studio or building or throw cigar or cigarette butts or other substances or litter of any kind in or about Ceramic Souls or Highland Yards, except in receptacles for that purpose.

Noise Levels

- Please practice audio courtesy when in the clayroom by using earphones, keeping any phone calls brief, and taking liberal advantage of our outdoor and indoor break areas plus the various common spaces inside and outside of our building.

Damage to Artist Personal Property

- If staff, members, and/or students break or damage any personal property, including ceramic work, they must leave a note for the owner.

No Food or Drink

- Do not eat or drink in any of the maker areas. Food and beverages are allowed in the indoor break area or the building common areas.

STUDENT RULES AND RESPONSIBILITIES

Things You Need To Do Before and During Class

- Consider your goals for class, be realistic, most (like 99.9% of first time students) can't make a set of dishes without a lot of practice.
- Clean your wheel and work area after each class. Wheel, splash pan, surrounding floor.
- Clean all community tools and are boards and return them to their appropriate locations.
- Clean as you go for areas like the wedging table, glaze tables, sinks, other work surfaces as used.
- You must remove all work and personal items from your shelf on the last day of class.
- Wear comfortable clothing you don't mind getting dirty and close toe shoes.

Things You Cannot Do During Class or Workshop Series

- Use more than one shelf.
- Touch other people's work or use their tools without their prior approval.
- Bring guests, including children, to class or studio to use the space or equipment.
- Be under the influence of drugs or alcohol while in the studio.

Glazing Notes

- Always check with your instructor before putting work out for glaze firing.
- The bottom of your pieces must be clear of any glaze. Please use wax resist and be careful with it on community surfaces as it transfers easily and anything it touches will resist glaze.
- Students should consult the test tiles when picking out glazes to use. Please ask your instructor if you have any questions about the glazes.

Handling of Clay and Glaze Materials

- Glaze tools such as whisks, spatulas, and tongs, must be thoroughly cleaned between usage of each glaze and after use so as not to contaminate other glazes.
- Glaze can be an eye irritant. If using the spray booth, please wear goggles/protective glasses. If you get glaze in your eyes, find a staff member or the first aid kit for a saline rinse.
- Only wet sanding is permitted indoors. Please take all dry sanding outside away from the doors/windows and other individuals.
- All outside clay, underglazes, and glazes must be approved by Ceramic Souls for proper use and storage.
- The use of plaster is prohibited in the clayroom.
- When authorized and working with dry materials a respirator with a P100 filter is required.
- When working with wet glazes and stains, rubber gloves are recommended if you are pregnant or have sensitive skin. Please be sure to clean your hands thoroughly in the pottery sinks after glazing.

Kilns & Firing Risks

- Because Ceramic Souls is a community studio and work will be fired along with the work of other individuals, damage can occur to your work. This can include nicks, scratches, fusion to other pieces, breakage, or destruction.
- Ceramic Souls has customer and studio members on site, and there is always a possibility of damage due to customer negligence. Ceramic Souls will take every reasonable precaution to ensure your pieces are safe.
- Ceramic Souls will not be held financially responsible for any damages that occur to your pieces during the firing process or while at Ceramic Souls.
- Your work may not stay together. We load by size to best fill the kiln. If some work does not get in, it will be a priority for the next firing.
- Members and/or students are not permitted to open, touch, load or unload any kilns at Ceramic Souls.
- Firing schedules are subject to change according to the quantity of ready work.
- If we notice an issue with your greenware, bisqueware, and/or glazed pieces we will return them to you with an explanation.

Materials & Use of Equipment

- In the case of human error or a kiln error, please be considerate to staff and fellow artists. Ceramic Souls staff work very hard to provide the most comfortable and professional studio atmosphere possible. Staff are willing to discuss these situations respectfully to learn and prevent future errors.

General Cleaning Guidelines

- This is a wet cleaning studio, and all members and students are responsible for cleaning up after themselves in accordance with the following guidelines.
- Spills must be cleaned up immediately and staff must be informed of any accidents that could be unsafe.
- Wash any clay/glaze from your hands before using the break area sink or public bathroom.
- Please dispose of trash and recycling in the appropriate areas.
- Follow all posted signage. If you are unsure of any clean-up procedures, please ask a member of the Ceramic Souls staff.

Be Mindful of the Dust

- Silica dust is extremely dangerous. All measures possible should be taken to minimize the creation of excess clay dust throughout the studio. For example,
 - Use water to limit dust when sanding pieces
 - Wipe down any surfaces where clay has dried

- Beware and limit any clayroom actions that create dust, as liberation of airborne particles is hazardous to all our health (e.g. sanding or trimming bone dry pieces).

How to Clean Your Space at the End of Your Session

- Common areas such as the glaze tables, wedging tables, sink area, etc. must be wiped down and cleaned with fresh water immediately after use.
- When finished using a wheel, please do a preliminary cleaning of your tools and drip tray in the water bucket you used while throwing. While there are clay traps on the sinks, we ask that you get most of the clay from your water and work area into the slake bucket.
- Please do not use the break area (or bathroom) sink for disposing of any clay water or washing hands while working. Check your water bucket for any tools before dumping it into the slake bucket/sink.
- Use clean water to finish cleaning your tools and work area. We want to limit the amount of clay dust in the air so please make sure to leave all areas free of any trace of clay.
- Please return all properly cleaned community tools, buckets, bats, ware boards, etc. to their designated space in the tools area before leaving.
- Any and all cleaning issues and messes left prior to your usage of Ceramic Souls spaces/equipment should be documented with a photograph and sent to Ceramic Souls at info@ceramicsouls.com.

Use of Common Areas

- Please be mindful that Ceramic Souls shares the public restrooms with other tenants and customers of Highland Yards. Try not to track clay on shoes when using the public restrooms or community areas. Please use floor mats to clean the bottom of your shoes before leaving the Ceramic Souls studio.
- If using the break area, or shared building spaces, please be considerate of others' use and label all food/beverage items with your name. Unlabeled items will be disposed of on a weekly basis.
- Please clean up after yourself when using the break area. Ceramic Souls reserves the right to charge members for leaving a mess.

Tools, Shelves & Storage

- Members and students are responsible for providing their own tools if they require something we don't have at Ceramic Souls.
- All provided equipment and community tools are shared among the clayroom community members and students and must be looked after, cleaned, and returned after each use.
- Ceramic Souls will have personal cubbies available for the members on a first-come, first-served basis for most memberships (Master Potter members receive a cubby with their membership) to store clay, tools and any personal items. Ceramic Souls is not responsible for the loss of any personal property left at the studio or that is unsupervised while in the studio. Cubby rental can be terminated at any time, with a 30-day written notice to Ceramic Souls.
- Once a piece is completed you will move the completed piece to the *Greenware* shelves for its bisque firing. Once fired, work will be placed on the *Bisque* shelves and ready to be picked up by the member for glazing. After glazing you will place them on the *To Be Glaze Fired* shelves. Each piece must be logged and documented into the Ceramic Souls app prior to glaze firing.

Last Chance Rack

- This rack is to make sure students and members have plenty of opportunity to pick up their work.
- Do not take work from the Last Chance Rack unless it belongs to you. Work stays on the Last Chance Rack for approximately 30 days. After that unclaimed work will be moved to the VERY Last Chance Rack for anyone to take. If not taken after a one-week period, it will either be donated, thrown away or given away in the East Nashville Little Free Art Gallery outside of Ceramic Souls.