



**Kawartha Potters Guild**  
993 Talwood Dr.,  
Peterborough, ON, K9J 7R8  
705-742-4979 | kawarthapottersguild.com

## **KPG Open Studio Membership Contract**

*Open Studio Membership is for those who wish to further explore and develop their skills independently. Some degree of experience is expected.*

This contract is BETWEEN \_\_\_\_\_ (member name – print please)  
(here in after called the Studio Member) AND the Kawartha Potters Guild (here in after called the Guild)  
as of \_\_\_\_\_ (Date).

1. Open Studio membership is a partnership between the Studio Member and the Guild for use of open studio space at 993 Talwood Drive, Peterborough Ontario K9J 7R8. Open Studio space is defined as use of any of the 12 communal wheels, tables, slab roller or glazing area.
2. The use of the studio is valid for one year from the date of application (*above*).
3. Membership is \$175.00, payable in full at the time of signing. If applicable, a charge of \$35.00 shall apply for any cheques returned NSF. To qualify for this membership, the Studio Member must already be a general member of the Guild in good standing.
3. The Studio Member must be a member in good standing of the Guild.
4. New Studio Members must book an orientation tour before they begin to make use of the facility.
5. Studio Members are required to sign in and out of the studio in the sign in book (*beside front door*). A key is available after a three (3) month probation period. The key deposit is \$25.00. The deposit will be refunded upon return of the key. Any lost key must be reported immediately to the Gallery Administrator.
6. Studio Members shall be responsible for keeping the studio space clean and garbage free in accordance with the attached studio guidelines posted in the studio.
7. Priority of shared areas (open studio) is given to students in Guild activities and are only available to the Studio Members when not in use by participants in these activities. (*Guild activities are posted on the website calendar*). Booking of wheels must be done in advance via Google calendar. Instructions can be obtained from the Gallery Administrator.
8. Clay should be purchased from the Guild. This includes firing and glazing fees. Absolutely **no** Porcelain or non-cone 6 clay is allowed in the building **at any time**.
9. Every effort will be made to fire Studio Members' work in a timely fashion. However, priority of kiln space will be given to Guild activities. Please ensure all work is marked clearly by name. Fired pieces

must be picked up within 30 days of firing.

10. The Guild is not responsible for any damages to the Studio Artist's wares, equipment or personal belongings stored in the Open Studio space, shelves, in the kiln, the glaze area or on the firing prep shelves. All insurance for equipment, wares and personal items must be covered by the Studio Member's own contents insurance policy.

11. The Studio Member agrees to help maintain the shared space, kitchen, bathroom and open areas used. This includes the cleaning of all tools and dishes used, sweeping, mopping, and washing of sink or toilet, etc. as required.

12. The Studio Member is responsible for all damages to the premises beyond reasonable wear and tear.

13. No animals are allowed on the premises, with the exception of authorized assistance or guide dogs.

14. No alcohol or food is allowed in the studio area. All food is to be consumed in the kitchen area.

15. The kiln room is strictly off-limits to all Studio Members unless in the presence of one of the members of the Teacher's Committee.

16. Evidence or complaints of inappropriate behaviour will be investigated. This may result in early termination of the Studio Member's membership without compensation.

17. By signing below the Studio Member agrees to abide by these guidelines. Failure to do so may result in the Guild revoking the membership without compensation.

**Studio Member** \_\_\_\_\_ **Date** \_\_\_\_\_

**KPG Representative** \_\_\_\_\_ **Date** \_\_\_\_\_

**Office Use Only**

**Amount Paid:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Orientation Tour Given/Booked: (Date)** \_\_\_\_\_ **by:** \_\_\_\_\_

**Key given Date:** \_\_\_\_\_ **Paid:** \_\_\_\_\_

**Membership Terminated Date:** \_\_\_\_\_

**Key Returned: Yes / No**