



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 _____ until August 31st.

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 communal wheels, tables, slab roller, glazing area and storage spaces.
2. Membership is **\$325.00 annually from September 1 – August 31**, payable in full at the time of signing. To qualify for this membership, the Studio Member must already be a general member of the Guild in good standing and must retain their membership for the full term of this contract. The Guild will not compensate Studio Members for unused studio time.
3. If Studio membership begins anytime after October 1st, the fee will be pro-rated up to August 31st.
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, indicating wheel or equipment used (*beside front door*). A key is available after a three (3) month probation period. The refundable key deposit is \$25.00. Any lost key must be reported immediately to the Administrator.
6. Studio Members shall be responsible for keeping the studio space clean and garbage free in accordance with the attached studio guidelines (*also posted in the studio*).
7. Priority of shared areas 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 constitute classes, workshops, private classes and Clay & Play Kids Camp, and are posted on the website calendar*).
8. Studio members are encouraged to purchase clay from the Guild with firing and glazing fees included. Absolutely **no** Porcelain or non-cone 6 clay is allowed in the building **at any time**.
9. Studio members will be held responsible for damage to Guild kilns due to improper use of Guild glazes, untested glazes from outside companies (or mixing of both), especially if glaze cards were not properly filled out listing all glazes used in order of use.
10. 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, initials, or maker's mark (there is a register book for marks) along with SM for studio member. Glazed work will not be fired without a properly filled out glaze card. Fired pieces must be picked up within 30 days of firing.

11. The Guild is not responsible for any damages to the Studio Member'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.
12. All work or property of the Studio Member left at the Guild will revert to KPG property after 3 months after expiry of this contract, unless renewed.
13. 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.
14. The Studio Member is responsible for all damages to the premises beyond reasonable wear and tear.
15. No animals are allowed on the premises, with the exception of authorized assistance or guide dogs.
16. No alcohol or food is allowed in the studio area. All food is to be consumed in the kitchen area.
17. 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 or the Guild Technician.
18. Evidence or complaints of inappropriate behaviour will be investigated. This may result in early termination of the Studio Member's membership without compensation.
19. The Guild reserves the right to change these conditions at any time. Studio members will be informed by email of these changes.
20. 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** _____
(signature)

Email address: _____ **Phone:** ____ - ____ - ____

KPG Representative _____ **Date** _____
(signature)

Office Use Only

Amount Paid: _____ **(if renewing – effective date of contract):** ____ / ____ / ____
year month day

Orientation Tour Given/Booked: (Date) _____ **by:** _____

Key given Date: _____ **Paid:** _____

Membership Terminated Date: _____ **Key Returned: Yes / No**