



# CUP Ceramics Community

## Studio Members' Handbook

Welcome to the studio! We're delighted that you have become part of the community. We hope that you will be happy here. Please feel free to ask plenty of questions of our team as you become familiar with your new environment. And do ask questions of your studio colleagues too. Make new friends and be inspired!

Please read through this handbook thoroughly *at least once* before you start using the studio. It contains a lot of important information that we need you to know in order to make everyone's experience at the studio a safe and successful one.

Please note that you are liable for any damage you cause while working at the studio, or for any damage your work causes, such as glaze damage to the kiln shelves. Please make sure you've read this in detail and are properly informed about the risks.

### Staffed opening times

Monday: Closed

Tuesday: 9am - 5pm

Wednesday: 9am - 5pm

Thursday: 9am - 5pm

Friday: 9am - 5pm

Saturday: 10am - 3pm

Sunday: 10am-3pm

(Members have 24hr access using the studio booking system online. Not all hours are staffed so please *be comfortable with studio practices* before booking outside of these hours) If you are unsure of anything or an incident occurs whilst using the studio out of staffed hours please don't hesitate to contact staff.

**For general enquiries** - Studio Phone Number: 07548629525 (checked daily)

Alternatively a post on the studio WhatsApp can be very useful.

**For Emergencies** - Col (07855868771) or Amy (07864943540)

# About CUP

CUP is a Community Interest Company limited by guarantee. This means that we do not answer to shareholders, our profits are dedicated to improving our community and our assets must remain within the community interest sector. Our primary aim is to provide access to making ceramics for all. In doing this we strive to keep our membership fees to the absolute minimum compared with other similar services. We can achieve this through grant funding support and *by using the profits from the variety of courses that we run to subsidise membership*. In order to widen our accessibility we are committed to reinvesting any profits to developing our partnerships with various local organisations who support hard to reach groups and individuals. *By joining and supporting CUP Ceramics Community, you are contributing to positive social change in Herefordshire.*

## Getting here

We encourage our members to travel as sustainably as possible so please walk, cycle or liftshare where possible.

### By bike

If you are travelling by bike there is a bike storage facility at the front of the building by Hereford Yoga entrance.

### By car

There are spaces available which are dedicated to both Hereford yoga members and CUP members. However, during yoga class times, yoga students must take priority. This is the only way that there can be sustainable and continued use of this building for the purposes of making ceramics so please respect it. **Please do not park in front of the entrance doors.**

### YOGA CLASS TIMES BELOW:

*Correct as of 07/2022*

DAY	TIME
Tuesday	10-11:30am, 6-7:30, 7:45-9
Wednesday	10-11:15am, 2:30-3:45, 6:30-7:45
Thursday	9:30-11am, 4:30-5:20, 6:30-8:30
Friday	Private groups and individual lessons
Saturday	9.30-11am
Sunday	Private groups and individual lessons

# Health and safety

## Studio cleanliness and silicosis

CUP takes studio cleanliness extremely seriously. By far the biggest health and safety risk to potters comes from breathing clay dust, which arises as soon as clay dries out. Long term exposure to low amounts of clay dust causes a horrible condition called silicosis, which includes lung damage, coughing, fatigue and chronic pain. For this reason, it is vital that everyone in the studio ALWAYS follows the cleaning instructions below:

- **Leave it cleaner than you found it.** You MUST clean up for at least 20 minutes every time you use the studio. ***The CUP team are not cleaners***, this is your studio too – CUP works on the principle of a community space where every member contributes to its care.  
  
If you wish to further contribute to your space, a clean around the sinks, traps, or shelves is always greatly appreciated.
- **Wet wash all areas using the mops and sponges provided.** Never brush or scrape clay dust in the studio.
- **Do dusty jobs outside and always wear a respirator.** All sanding and scraping of ANY dry material, clay, glaze, bisque etc., must be done outside wearing a respirator. Even so, it is always best to keep materials wet while sanding and use wet sanding paper.
- **Wear clean aprons, preferably made of synthetic materials.** It is safest to provide and wash your own apron, so that you aren't breathing in the micro-particles of silica dust that will be shaken up constantly from a dry, clay-encrusted cotton apron.
- **Keep your shelf clean.** Dust quickly builds up on the shelves and you are responsible for keeping your shelf clean. *Please clean your shelf at least once a month.*
- **Please do not leave items in the studio overnight**, except on your shelf. We cannot keep areas clean if items are left around the studio, particularly clothes, shoes and bags. Items left overnight will be moved to lost property by Athena and disposed of after one month if not reclaimed.

## **Fire safety**

If the fire alarm sounds you should leave the building immediately by the front doors and assemble at our evacuation point, **located at the front of the building next to Pink Mountain by fire assembly point sign**. You must always leave the premises immediately in the event of a fire, as the fire duty officer (Most senior member of staff at the time) on our team is not able to leave and lock up until the building is clear.

If you are disabled make your way to the exit and the fire officer on duty will assist you if needed.

If you discover a fire, please raise the alarm vocally by shouting 'fire' and leave the building. Do not attempt to put out the fire. If there are no staff present at the time please call the fire brigade and Col. If you can't get hold of Col then please call the owner of the building Jenny-May While on 07773281883. Failing that, please contact Amy.

We do not take a register of people at the meeting point, and you are free to leave if you wish. We simply ask that you please tell someone that you have gone, or our fire duty officer/the fire brigade may unnecessarily return to a burning studio to look for you. We will give you notice that a fire evacuation drill is happening beforehand.

## **Fire extinguishers**

Fire extinguishers are located by each exit and throughout the building. Members should not touch these - unless in the unlikely instance you are trapped in a burning building and need to make a route to the door. Unless your life is at risk, they should only be operated by a nominated CUP fire duty officer.

## **Electrical items**

We have all our electrical appliances PAT tested on a yearly basis. Please do not bring in any appliances from outside as we will not be able to guarantee that it is safe. Instead, ask us to provide the equipment and we will do our best to accommodate your request.

## **Sharp things, hot things, and trip hazards**

Please respect the fact that there is a lot of hazardous equipment in the studio. Tools such as knives should be handled with great care. Similarly, if using a tool which requires an electric wire, be mindful that you don't create a trip hazard and that you keep it well away from water. You should leave your coat and bag in the designated areas and be careful not to run in the studio. When the floor is wet, please take extra care and when using a mop please put out one of the yellow signs to indicate that the floor may be slippery. Yellow signs will be kept with the other cleaning equipment in the corner to the left of the clay trap sinks.

## **Food and drink in the studio**

Please do not eat or drink in the studio work areas – please use the cafe area unless full.

## Drink and drugs policy

Please don't come into the studio when you have been drinking or taking other intoxicating substances. You could harm yourself, another person or someone's work. Smoking is forbidden in the studio.

## Hazardous substances

Please be aware that some glaze ingredients are toxic. These become stable after firing but, just like clay dust, it's really important that you don't inhale or ingest glaze dust, and that you clean all tools and wash down work areas, including the floor, with plenty of water. Do not fettle dry glazes. Wipe back work with a damp sponge only.

**Any glazes that are not food safe after firing are clearly labelled on the glaze bucket, so please check. If a "food safe" glaze is applied poorly or incorrectly this can render it unsafe. If you use a glaze that is not guaranteed food safe you must not use this for functional ware that can be used for food, and you MUST include a warning to the user if you sell or give it away. Please note that you are liable for the health impact of anything you make at CUP, and that you are responsible for the glazes you use.**

Please note, lustre firings are extremely toxic and are only done with prior booking of a kiln on set days and times to prevent harm to others.

## Policy on children in the studio

We do not have the appropriate health and safety precautions in place for hazards that concern children and for this reason we request that you do not bring your children to the studio on an informal basis. Children under 16 who are part of a class must either be accompanied by a parent or carer or by a DBS checked member of staff. Please see our children and vulnerable people policy for further details.

## Pets

We will welcome well behaved dogs at the studio provided all members in the space are comfortable with them. You will be liable for any accidents or damage caused by your pet.

## Disabled studio users

If you have a disability which may affect your ability to evacuate in the case of fire, please discuss this with the studio manager when you join and we will ensure that you know who will be responsible for assisting you in an emergency. This will usually be the fire duty officer, which is usually the most senior staff member in the studio at any given time. If you have additional requirements for assistance in using the studio please also discuss this with us. We will assist you in making adjustments wherever we can.

If you are in a wheelchair or have a disability that means you need to use a disabled loo there is one located in the Yoga studio foyer on the right side and this can be accessed through the cafe.

# Housekeeping

## Access quotas(4hr/12hr)

CUP is designed for part-time ceramicists and to ensure that we have enough space for everyone there is a limit of 4 hours a week on our 'part time clay lover' contract and 12 hours a week on our 'clay lover' contract. *These hours can't be carried over from week to week* and if you do go over your hours you will be charged at a rate of £10 per hour. Kiln space is at a premium so it is paramount that you measure the volume of your glazed work and stick within your monthly quota for the studio to function effectively.

### Contract Kiln space Quotas:

**4hr p/w - up to 10 litres per month**

**12hr p/w- up to 25 litres per month**

**If you exceed your limit you may purchase excess ware at £3.50 per litre. Quotas cannot be carried over until the next month.**

## STUDIO BOOKING SLOTS

Please remember to book your session before your arrival; as people in the studio may book an extra session while here, potentially taking your unbooked space. If you arrive to work in the studio while the session is fully booked you may be turned away, or asked to wait in the cafe until space becomes available for you.

Booking is essential due to space restrictions and tracking quotas.

## Other people's work

There are lots of advantages to working in a community studio, in terms of sharing ideas. Please keep to the following etiquette to make sure that all runs smoothly:

- Please don't handle other people's work without asking.
- If you accidentally break someone else's work, please inform a staff member, and leave the studio member a note to explain what happened (there is a form to complete).
- If you want to copy someone's work – it's only natural to be inspired in a shared environment – please check with the other artist first, *especially if they are selling commercially*. In some situations copying and selling a design might be a legal violation, so it's important to make sure you have permission.

# Areas of the studio

The three main work spaces at CUP are the Main Room (for CUP members), the Kiln and storage space (where you store your work and kilns are loaded) and the glaze room. Please note that the rear of the glaze room is designated to the onsite technician. Please be mindful of this when using the studio.

## Main Room

### Coat and bag area

There is an area with coat hooks by the front door where you can leave your coat. Whilst we hope that it will never be an issue, CUP cannot be responsible for any personal items left unattended in this area, or anywhere else in the studio and we recommend you do not keep anything valuable unattended. We would also ask that you do not leave anything in this area overnight, otherwise it becomes full of lost property and impossible to keep clean. We will remove anything left overnight in this area and keep it in lost property – this is kept for one month and then disposed of if not reclaimed.

### Wheel area

The studio currently has six wheels available to members, all located in the main room. We aim to increase the number of wheels in the future.

### Sink area (Main room)

The sink area in the main room is where all members' cleaning of tools and hands should happen, please don't use the sinks in the glaze room for this. Only clay and water should go down this sink, absolutely nothing else.

You will also find a selection of tools which you should feel free to use. Please clean and return when finished with. Whilst we try to provide a range of tools, we may not always have what you need. Please feel free to bring in your own tools or other items you require to produce your work. We have tools and kits available to purchase, stored on the batt and ware board shelving unit by the main entrance.

### Slab roller

We have a floor standing slab roller for rolling slabs of clay. There are some cloths available as shared equipment. We strongly suggest that you have your own cloths if you regularly use this equipment. Please be aware when using the slab roller that you don't get your fingers or clothes caught in it. **This piece of equipment requires an induction.**

### Ware Shelves

By the main entrance we store finished ware belonging to members and course participants. Please try not to handle others' ware to prevent accidents. The public are not permitted to handle ware from these shelves unless instructed by a member of staff when searching for their own pieces.

# Glaze room

The glaze room is located in a separate room adjoining to the main room. This is where you will find our range of house glazes available for use within your quota of glaze firing along with a test tile display board for examples of what is possible with our materials.

It is very important that you apply the glaze correctly and take care when combining glazes. Use sacrifice dishes when experimenting and please leave at least 0.5cm clearance on each pot to prevent damage. This is potentially expensive as each kiln shelf costs £30 to replace. Members will be charged for damage to kiln shelves and furniture accordingly depending on the extent of the damage.

**Every member should have a glazing induction when starting their plan.** *Please note that there are limits to what we can provide given the membership fees that we take. **If you want to use your own glazes/material then just check compatibility with a staff member first.*** Don't forget to measure your glaze allowance and record on your tracking sheet. Please leave finished unfired glazed ware on the respective trolley in the kiln and storage area ready for firing.

**DO NOT TAMPER WITH GLAZES IN ANY WAY WITHOUT SPEAKING TO A MEMBER OF STAFF**

## Spray booth

We have a new spray booth installed at the back of the glaze room! **Please ask for an induction before use.** This is best suited to batch and sculptural work.

## Reclaim

The reclaim area is situated to the left of the glaze room entrance. The reclaim area consists of:

- Two large black bins (staffordshire stoneware and white).
- White bins for terracotta, paper clay, porcelain, and crank, black and stained clays.
- There are small bins under the studio sinks for specialist clays soon to be stocked. They are labelled accordingly.

This is where you will put any slops or trimmings from throwing or any excess clay that you do not want to keep from hand building. We aim to reclaim as much clay as we can and once reclaimed and wedged up again by our staff it is available for purchasing at £5 per 10kg bag.

## Volume tracking area

The volume tracking area is situated to the left of the glaze room entrance on top of the worktop. Here there is a grid where you will measure the volume of your pots before a glaze firing session. It is important that you measure before glaze firing so that you know that you have not exceeded your monthly quota and this prevents a bottleneck in the firing queue. You will have a volume tracking sheet assigned to you that you will be responsible for filling in. **Please see a member of staff for an induction before using this area.**

## Extruder

There is also an extruder here that is fixed to the wall for members' use. Please see a member of staff for an induction before use. It must be cleaned appropriately after use.

## Members' shelving area

You will be given your own shelf in the kiln and storage area which measures approximately w90cm x d45cm x h45cm. This is in the kiln and storage area, and glaze room. **If you cannot fit what you need to on this shelf then we suggest that you take it home.** A studio with multiple users cannot function with too much clutter. If you would like to rent more space for storage in the studio then please ask a member of staff. We would recommend you do not leave any valuables or items of personal significance unattended on your shelf. CUP cannot be responsible for your personal items. Please clean your shelf monthly to prevent a build up of dust.

## Kiln and storage area

**Please do not touch the kilns** unless instructed to do so by a member of staff who is present at the time. Non-members and visitors are not allowed to touch the kilns or members' shelves under any circumstances.

There are four specific shelving trolleys in the kiln and storage area. These are for 1. bone dry greenware – **please do not put wet/drying greenware on these shelves**; 2. bisque ware; 3. unfired glazed ware; 4. Work produced on courses. Please take care to use the correct shelves to avoid kiln damage. There is a fifth fixed shelving unit for fired glazed ware (finished work) to the right of the main studio doors. This is where your finished items will be put when fired ready for you to collect. Please don't leave work on the bisque and fired glazed ware shelves for longer than two weeks – unfortunately we will have to clear this abandoned work to an unclaimed work table and will eventually be part of our mosaic door frame if it is not claimed within a month! *If you are expecting to be away from the studio for a prolonged period please let us know so your work is not removed.*

## Coffeehouse and Gallery

The coffeehouse and gallery is for studio members and the general public. Here you can buy toasties, cake, coffees, teas at a discount of 10% or with a loyalty card. Please consume food and drink in the break area or the coffeehouse. Feel free to eat your own food and drink as long as there are no paying customers waiting. As members you can also provide finished work for us to sell through the gallery at a 20% rate of commission. Just ask. Please clean hands thoroughly and remove aprons before entering this area.

**Please, no clay covered boots, clothes or hands in this area. No clay paraphernalia to pass through the cafe. Use studio doors for transporting studio goods to your car.**

## Toilets

The toilets are located in the Yoga studio foyer. This can be accessed through the coffeehouse and gallery. Please make sure that you clean up and remove your apron before entering the toilets. There are hooks for dirty aprons located left of the wood store.

# Studio staff, processes and equipment

**MD/Founder - Col Hamilton:** Col will be in the building 9-5pm Tuesday, Wednesday, Thursday and you can catch him here and there the rest of the week. He is contactable by phone during office hours or email any time. He is the person to talk to about your plan or if you have an issue in the studio. Col will be happy to hear ideas of improving the studio/cafe/gallery or the services that we provide.

**Studio - Amy Hamill:** Amy is our technician and runs the studio processes from packing the kilns to emptying the clay traps. She is also available to answer your technical questions regarding clay, glaze and equipment inductions. Please check the board to see Amy's current shift pattern. Amy also sits on the board of directors for the CIC.

**Cafe - Rose Eacock:** Rose runs and promotes the Coffeehouse and will be happy to serve you delicious food and drink and listen to any requests or feedback on this. She has a serious cake game, contributes to admin tasks and sits on the board of directors.

**Gallery - Shirley Smith:** Shirley handles all things Gallery. She has extensive experience with displaying and pricing items and will be happy to advise on any of this. If you are interested in displaying your work in the gallery then talk to Shirley.

## Mentors

We have 'mentors', experienced ceramicists who are there to support you and carry out tasks in the studio in exchange for their studio use and work on time-exchange contracts. ***Please check to see who is on shift because they may well be settling down to their own time to make whilst in the studio.***

We ask that members check the rota to see which mentors are on duty when they arrive at the studio, and ***refrain from directing questions at off-duty staff.*** This is how we make sure everybody gets time to focus on their work without being distracted. We understand that off duty mentors and technicians may not mind being asked for help and advice and we wouldn't want to stop the sharing of knowledge and skills, we just ask you to be mindful of this.

**Becky Redway:** Becky teaches our 4 week throwing course as well as working on a Tuesday evening in return for use of the studio. She is a former professional production thrower and can make REALLY BIG pots.

**Liz Andrews:** Liz works supporting the studio processes on Tuesday afternoons. She is a talented thrower and hand builder and has good knowledge of glazes. She will be happy to help if you need any advice.

**Yana Childs:** Yana is the Chair of the board for our CIC. She also helps out in the studio on Wednesday mornings in return for use of the studio. Yana will be happy to hear any feedback or ideas about the studio.

**Tim Thornton:** Tim supports studio processes and practices on Friday day times. He has extensive experience in the technical side of ceramics including health and safety, kiln firing and glazes. He

also runs occasional courses in these aspects of ceramics at the studio. Speak to him if you're interested.

**Ruth Busbridge:** Ruth supports studio processes on Thursday afternoons. She is a talented potter and has plenty of practical knowledge to share. She is happy to help if you need advice. She can also make food and drink within the cafe.

**Helen Cooper:** Helen supports studio processes on Sunday morning/afternoons. She also assists in many of our community outreach programs on Mondays. She is a talented potter and has plenty of practical knowledge to share. She is happy to help if you need advice or a coffee.

**Lucy Blackley:** Lucy is a third year student at HCA and assists studio processes on a Saturday morning and afternoon. She has knowledge of all areas of potting from glazing to slip casting. She is happy to help if you need advice or a coffee.

**Ruby Byrne:** Ruby is a Cardiff Ceramics Graduate who is developing her handbuilding practice and throwing skills (peep those Greco-Roman Pots!). She exchanges time on a Monday assisting in technical processes for studio time. She is always happy to help and make a coffee!

**India:** India is a work experience student from HCA who is learning about technical processes on a Monday in exchange for studio time. She is familiar with the studio processes and is happy to help, and make a coffee!

## **Respect for Staff**

If you see a member of staff taking a coffee or lunch break, direct questions to other staff, if there is another member of staff on site. *Please allow staff to break uninterrupted.*

If staff are enjoying their own studio time, do not ask them work related questions. Direct questions to staff on duty. *Staff should be wearing CUP branded shirts while on duty.*

Please be aware of staff work/life balance. Keep general enquiries to 9-6, in case of emergency contact Col (07855868771) or Amy (07864943540).

## **Clay**

We only fire stoneware and porcelain in the communal firings and only clay bought from us can be fired at the studio. This is in order to prevent the wrong clay getting into the kilns and causing damage.

(If you fire a clay body in the studio that doesn't fire to our temperatures and it causes damage, you will be liable for the cost of replacing the damaged part. This is potentially expensive as each kiln shelf costs £30 to replace, so please test fire all clay you use)

# Studio

## Three bucket cleaning system

We operate a three bucket cleaning system. This prevents toxic emissions from the studio, clogging of the drainage system and wastage of water:

- Bucket 1 : Use this first to get off most of the clay/glaze from your equipment
- Bucket 2: Use this next to clean even more thoroughly
- Bucket 3: Final rinse.

The buckets are organised so the dirtiest water is furthest away from the draining board and there will be labels above each bucket on the wall.

## Clay traps

The sinks in the making areas have clay traps. Please only use the buckets and not the sinks as the only activity that should occur here is washing clay off hands and tools. Don't put anything else down these clay trapped sinks because it causes them to smell and makes changing them a terrible job for our staff. If you wish to dispose of anything else down a sink, please do so at the right of the glaze room. Organic waste can be disposed of in cafe bins or sinks, refer to staff.

## Recycling clay

Please recycle all clay in the relevant labelled buckets.. Please make sure that you do this with great care and attention in the name of contamination and recycling. When using the wheels please be mindful that chammies and other tools can easily be left in your wheel slops or jug. Always check before recycling.

## General studio rubbish

We have a black rubbish bin for non-recyclable waste only. We have a silver mixed recycling bin for paper, cardboard, plastic, tin and glass. Both can be found in the main room. Please use them except for any work you do not want – *we ask that you dispose of this at home* as it can generate a lot of very heavy rubbish for us to deal with.

**Please try not to fire things you are not sure about - vitrified clay can't be recycled or reclaimed - firing is an irreversible process and it's not environmentally responsible to do it unless you want what comes out at the end!**

## Tools

Some basic handbuilding and throwing tools are available to use in the studio, but we encourage you to bring or buy your own rather than rely on these. We sell a small range of starter tools in house, located by the main entrance, please pay in the cafe.

Other suppliers include Bath Potters, Potclays, Scarva, Hotclay, or Blue matchbox.

## Ware boards, plaster bats and concrete slabs

The studio provides some ware boards, plaster bats, concrete slabs and tiles for use by members. **Please make sure you clean them** after use. Any scraping of dried clay should happen outside wearing a respirator. Please return bats to the shelves as soon as possible after use as these are a shared resource.

*We don't want plaster to get mixed in with clay or get flaked off the bats.* Members should use the plaster bats carefully, and not bang down large quantities of clay on them as they can crack.

## Wheels

Please be aware that pottery wheels have very powerful motors that can centre 50kg of clay, and in the event that your hair got caught in the wheel head, you could have a serious accident.

**\*Please tie long hair back when using the wheel, make sure your apron straps are tied back and you are not wearing any long, loose clothing such as a scarf. Also, if you are throwing with a bat please make sure you know how to secure it to the wheel safely and securely. If you are not sure about this, please check with a technician.\***

It is important that, as the wheels can generate a lot of splashed clay, all throwing areas and tools are thoroughly cleaned after use, including the sides of the wheels, the stools, the work shelves, and the floor all around the wheel. This is to prevent clay splashes from drying and causing dust.

When finished with a wheel: Stool up, Pedal up, Power off. The wheels can cause a serious accident if someone doesn't realise they are on and they continue to draw power, even when not in use.

Please note, the pedal wires on the wheels are vulnerable. Please be careful when moving the wheels that you don't catch and pull them. If this does happen, **please tell us** rather than leaving them. It is far easier for us to fix them than to replace the motherboard, which costs hundreds of pounds.

During busy periods we would ask that you are sensitive to other users and limit your wheel use to three hours.

Please be aware that using the wheel if you have a pacemaker can have serious health implications.

## Wheel bats

Some CUP wheel heads are drilled to the US standard size (10 inch) with pins for bats and others left to directly throw onto the wheel head. Some wheel bats and systems are provided but they are limited. If you regularly throw with bats and inserts we recommend that you buy your own and keep them on your shelf to save yours and others disappointment when they are not available.

## Wedging tables

Sturdy, low tables, made bespoke for you to wedge your clay. Please do not leave work on these and *clean thoroughly after use* out of respect for your fellow potters. You may also wedge on the main tables if others are not handbuilding, so you don't rock their work.

# Firing

## Firing process

We operate a two stage firing process and both the bisque (950°C / Δ07) and glaze (1,240°C / Δ6) firings are included in your membership, as are the studio glazes kept in the glaze area. **This means that glaze can only be applied to bisqueware at CUP.**

## Bisque firing

All greenware ready for firing should be *clearly marked with your initials* so you and the technicians can easily identify it after it has been fired. Unmarked ware will not be fired.

## Glazes and glaze firing

Glaze must be applied correctly (**to bisqueware only**) and there should be *at least* half a centimetre clearance around the bottom of each item to avoid molten glaze running onto the kiln shelves. If you are using a runny glaze, please check with a technician first and use a sacrifice tray. If you are not sure of something, ask a technician to help you.

Please be careful not to mix or contaminate the glazes and if layering glazes, *please dip from light to dark glaze in order to avoid contaminating the lighter glaze.*

To protect the kilns and other people's work, if you would like to buy glazes, stains etc. from another supplier it is extremely important that you check this with us first. Some substances, such as chrome and tin, can cause work to discolour.

## Sacrifice trays and liability for shelf and furniture damage

Any shelf damage caused by use of the wrong clay or incorrect application of glaze is your responsibility. Work that causes damage will be labelled by staff, and the fee must be paid in the cafe.

Small Kiln Damage	Big Kiln Damage	Stilt Damage
£10	£25	£5

Please note that *the damage fee is due whether you choose to keep the work or not.*

## Firing allowance

**Part time (Up to 4hr a week) contract - 15 litres of high fire per month**

**Main tier (Up to 12hr a week) contract - 25 litres of high fire per month**

This allowance restarts at the beginning of each month and does not roll forward – if you use all your free space additional work can be fired at £3 a litre. If you are regularly doing this, it is much more cost effective to increase your contract. There is the possibility of hiring a kiln if there is an occasion where you may exceed your designated allowance. The cost varies per kiln and must only be for work created in the studio.

*Measure your glazeware prior to firing* so we can monitor usage levels. This involves a recording system where you record the date and volume of your work. Please have an induction with a technician the first time you do this.

Flatware is limited - Anything wider than 10 cm in diameter and below 3 cm in height must be counted as double volume.

You are not allowed to bring work in to be fired that has been made elsewhere. We only fire ware that has been made in the studio.

**If you wish to refire a glazed item, please consult a technician first.**

## **Delicate and large pieces of work**

Large pieces of work, anything over 40cm x 40cm are hard to store and load into the kilns, and must be fired separately with a prearranged hire of a kiln, even if within your monthly firing limit. Also, if you are planning to make large items which are too big to be kept on your shelf please check with a technician before you do this so that we can plan some space for you.

*Please note that delicate pieces ready for firing may need to be kept on your own shelf and loaded into the kiln by you at a pre-arranged time.*

## **Timescales**

We try to process work as quickly as possible. However, if you are making for a deadline or a commission, due to the limitations imposed by the various processes involved, you should account for a making time of about *eight weeks*.

## **Collecting finished work**

It's really important that you keep track of your finished work. If you will not be around to collect it, ask someone else to move it for you. Due to limits on space, old work gets removed from both the bisque and the glaze shelves every two weeks and placed on the overflow shelves. It will remain there for a further two weeks and then it will be disposed of. Even if you don't like your finished pieces we ask that you take them away and dispose of them yourself as far as possible, as processing this otherwise takes up a lot of staff time. Anything left at the studio for longer than one month will either be taken to a charity shop or become part of our studio wall mosaic.

We ask you not to fire work that you don't want to keep - firing is an irreversible process and vitrified clay cannot be reclaimed or reused - **please be environmentally responsible.**

## **If your piece gets broken**

It's rare but these things happen. If you find your piece broken, it should have a note explaining what happened or Amy will inform you directly. Please note that you should expect *at least* a 20% failure rate when making in ceramics and factor this into any commissions you accept. There are many variables that can impact the success of a piece.

# Misc

## Membership Renewals

CUP will be in contact with you regarding membership renewal through our website's automated system.. Any queries, speak to Col Hamilton.

## Terminating your plan with the studio

When you wish to leave the studio, you need to do the following:

- **Give one month's written notice** (via email or letter) if you are on a pay monthly plan and have completed your minimum term.
- Remove all your belongings, including clay and unfired work from your shelf.
- Abandoned belongings/ tools will be set in lost property for two months, you will be contacted in regards to their collection. If unclaimed they will be rotated into general studio use/ taken to charity/ landfill.
- Clean your shelf so it is not dusty and the next person has a nice clean space to work with.
- **If you suspend your contract (possible in increments of two months) you also need to clear your shelf to make room for another member.**

## CUP shop

We sell a small range of things at CUP currently but will look to expand what we offer in the future. These are the prices now, but please note they may be subject to change:

- Craft crank (high grog good for handbuilding): £15 per 12.5Kg bag
- Staffordshire stoneware (good for throwing): £16 per 12.5Kg bag
- White Stoneware (good for throwing and handbuilding): £14 per 12.5Kg bag
- Sibelco Black: £21 per 10kg bag
- Audrey Blackman Porcelain £20 per 12.5kg bag
- Stoneware Paper clay: £18 per 12.5kg bag
- Porcelain Paper Clay: £17
- Reclaimed studio clay: £5 per 10Kg bag
- Various tools

## Studio Markets

Studio markets at CUP will happen throughout the calendar. We aim to become a hub for ceramics in our region and we want to show you and your work off! You are welcome to join in whenever you would like to. *You will be expected to get involved in marketing and preparing for the sale if you sign up.* It's a good way to take your making career to the next level, and get to know other people in the studio. **Please note that it may not be possible to make work in the studio during sale days.** Ware sold through CUP events is done so with 20% commission.

## Courses

At CUP we will run regular short and long courses to the general public and for the skill development of our members. ***This allows us to attract people to the studio and create essential revenue to subsidise the affordable studio access.*** Please work with us on this and allow us to prioritise the participants of these events over members on these occasions. We will inform members well in advance of any such events. **Please regularly check the studio calendar regularly to save the disappointment of turning up during a course/event. You can find this at the foot of the courses page on the website [www.cupceramics.com/courses](http://www.cupceramics.com/courses)** Key dates are listed in the members area and will be updated regularly.

## Newsletters

We communicate about important studio matters and events through email (and the WhatsApp group). *Please try to read it and stay up to date with what's happening in the studio.*

## The Environment

CUP is a values led organisation, and one of the things that's most important to us is being genuinely environmentally responsible. Creating a sustainable world we all want to live in is the reason CUP came into being in the first place. In keeping with this ethos, don't fire things you don't want to keep, use clay and materials carefully to avoid waste, preserve water, and avoid using toxic substances as well as disposing of materials in an environmentally friendly way.

**Thanks for reading and welcome to the studio!**