



Expressions Pottery Workshop

Where Creative Spirit Yields The Perfect Gift

For Expressions use only:

Date Completed App
Received: _____

Application for Renter

Name: _____ Date of Application: _____
Address: _____ Phone: _____
E-mail: _____ Cell Phone: _____

Status:
 Student Date of Last Class: _____
 Former Member Date of Resignation: _____
 Non-Member Past Experience: _____

Professional Potter Recommending: _____
(Attach Letter of Recommendation)

Address: _____ City: _____ State: _____ ZIP: _____

Professional Potter Recommending: _____
(Attach Letter of Recommendation)

Address: _____ City: _____ State: _____ ZIP: _____

Why is it important to you to be a renter at Expressions Pottery Workshop, Inc.? Use the reverse side of the application if you need more room.

***Please note:** It is the applicant's responsibility to submit one complete application. A complete application consists of two letters of recommendation from professional potters, the completed cover page for each professional potter as well as this completed application page. The complete application may be submitted to the VP mailbox (2nd floor) or electronically for consideration. If applicant refuses available renter slot their application is moved to the bottom of the wait list.*

Photo Release: I hereby assign and grant to Expressions Pottery the right and permission to use and publish the photographs/film/videotapes/electronic representations and/or sound recordings made of me at any activities, and I hereby release Expressions Pottery and all members from any and all liability from such use and publication. I hereby authorize the reproduction, sale, copyright, exhibit, broadcast, electronic storage, and/or distribution of said photographs/film/videotapes/electronic representations and/or sound recordings without limitation at the discretion of Expressions Pottery, and I specifically waive any right to any compensation I may have for any of the foregoing.

By signing below, I agree to the Guidelines and Studio Rules and the Photo Release.

Date: _____

Signature: _____



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Letter of Recommendation Cover Page

Applicant's Name: _____

Date: _____

Address: _____

Phone: _____

E-mail _____

Cell Phone: _____

Expressions Member Recommending:
(Attach letter of recommendation) _____

Professional Potter Recommending:
(Attach letter of recommendation) _____

Address: _____

Phone: _____

E-mail: _____

Cell Phone: _____

Experience: _____

Please answer the following in your recommendation:

- your relationship to the individual;
- your assessment of their skill level;
- the individual's level of commitment to pottery



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Guidelines and Studio Rules for Renters

Potters may rent time at Expressions Pottery for a cost of \$125 per calendar month. A security deposit of \$50 is required prior to the first rental month. Deposit will be returned within 30 days of termination. Monthly dues must be paid by the 1st of each month. If payment is not received, the renter will be terminated within 10 days.

The rental fee allows 24-hour access to the studio (except during special events and scheduled classes), including the use of wheels, kiln, glazes and all other equipment typically available to the cooperative membership.

Renters must submit an application to the board for consideration, along with two letters of recommendation. Number of current renters and familiarity with Expressions studio are key considerations for rental.

Dues include a bisque weight of 12 pounds per month. An additional fee of \$7.50 per pound will be charged for overages. Only clay purchased from Expressions may be used. Member prices are renter prices. Only work **made** at Expressions may be fired at Expressions.

Initially rental space is available for a minimum of 3 months after which the rental period can be extended for a mutually agreed upon period. (Generally "Month to Month") At least one month notice is required if departing Expression's renter program.

Rules to follow:

1. Label all tools, clay and belongings in the studio with your name.
2. You may store up to 50 pounds of clay in the studio in designated area.
3. No smoking in the studio.
4. No children or pets are allowed in the studio.
5. Friends may come to visit but may not work with Expressions equipment, tools, clay, etc.
6. Sign each work before putting on shelves for bisque firing.
7. Leave the studio at least as clean as you found it. Please clean your wheel, mop the floor, and put materials and tools in proper places. Do not sweep. Use the vacuum or a wet mop or sponge only.
8. You are responsible for recycling your own trimmings and slurry. Do not discard trimmings, leather hard pieces or bisque or glazed pieces in trash.
9. Leave plasterboards clean. Never use anything sharper than a plastic spatula on the plasterboards.
10. Turn off your wheel
11. If you are the last to leave the studio: Turn off all lights, close and lock all windows, be certain that all three doors are locked and door between gallery and wheel room is closed. Set thermostat to night setting.
12. Glaze all pots by the end of the month if departing the active rolls.
13. Avoid using your cell phone in-studio. This is a distraction to others. Please take calls in the gallery or outside.

The Board has the Authority to expel a renter if payment is not received by the first of the rental month and/or if studio rules are not followed. Renters facing expulsion shall be notified in writing by the President or Vice President.



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Guidelines for Auditing Classes

Approved by a vote of the Board of Directors in 2015

1. The Renter must inform Renter Liaison of their intention
2. They must get permission from the teacher
3. Members who also want to audit the same class have 1st priority
4. Renters would pay \$25 per class or \$150.00 for the full term
5. A person who audits a class cannot be guaranteed the use of a wheel, during the class. If the class is full with students, the students have priority for use of the wheels.
6. Persons auditing a class do not get additional bisque weight.