



# CERAMICS - TIMESHARE STUDIO

## RENTAL AGREEMENT

Worcester Center for Crafts - 25 Sagamore Road, Worcester, MA 01605

As a renter you are part of a community of individuals who share the common bond of clay working. Included in this community are students, staff, faculty, studio assistants, artists in residence and associated studio artists such as yourself. The following policies are intended to assist in ensuring the best experience possible for everyone in this community studio. Please be mindful of these policies and that failure to comply with these policies can be detrimental to the community and may result in termination of this rental agreement.

### **I** **SPACE**

- a) Access to the time share is based upon agreed upon set hours, typically: Morning Share 9 am to 1 pm, Afternoon Share 1 to 5 pm and Evening Share 5 to 9 pm. This rental is for an agreed upon share only.
- b) Timeshare Renters are assigned a defined storage space. All work, tools, materials and other belongings must be confined to that area when not in use.
- c) Common areas, such as potter's wheels, tables, sinks, etc. are shared and maintained by all users in common. No one is permitted monopolize these areas.
- d) Tools or equipment (such as spray bottles, banding wheels, bats, etc.) used from the main studio areas must be returned to their proper location once you have finished using them each time/day. Studio equipment must not be stored in individual spaces.
- e) Timeshare renters are responsible for cleaning up after using any part of the studio, including common areas and the main studio.
- f) Studio spaces are to be kept in a tidy and presentable manner. **FIRE EXITS SHALL NOT BE OBSTRUCTED FOR ANY REASON.**
- g) **The accumulation of dry materials such as clay trimmings or glazes on the floors or work surfaces of any space is not permitted. This is a health hazard to all who access the studio. Please be aware of the health concerns associated with ceramics materials.**
- h) **Each Timeshare Artist is responsible for cleaning up after themselves in both the Timeshare Studio and Main Studio areas.**

### **II** **SAFETY**

- a) All appropriate safety procedures must be followed when working with materials including but not limited to the use of dust masks, rubber gloves, eye and hearing protection. The advice of the Ceramics Department Head must be sought before handling any unfamiliar material that may present at safety hazard.
- b) Toxic materials, including RCRA 8 metals (such as chrome and silver) may not be used or stored in the studio.

- c) **Any practice that puts other users of the studio at risk of harm will not be permitted.**
- d) **The use of hot wax is not permitted.**
- e) Timeshare renters must abide by all Craft Center building safety practices, including applicable alcohol, tobacco and drug policies as outlined in the Craft Center personnel manual (available from the Ceramics Department Head) and be aware of the location of all fire exits, fire extinguishers, 1<sup>st</sup> aid cabinets, AED, eye wash stations and all other applicable emergency equipment.

### **III ACCESS**

- a) The use of the space is only permitted during the renter's timeshare period, they may work in the main studio during scheduled Open Studio times outside of this period.
- b) Timeshares may not be exchanged.
- c) The access and use of the timeshare rental space is limited to the renter and may not be transferred to another individual, nor sublet.
- d) Other artists' studio spaces may not be entered without permission.
- e) Sunday all day, and Saturday night, access is restricted to the Timeshare Studio space; the main studio is closed during these times.
- f) Renters must ensure that noise (including the running of equipment, etc.) is minimized when classes are meeting in the surrounding studio areas. Access to the main studio areas during class is allowed with the instructor's permission.
- g) Personal music may be played low, with all in the space in agreement, or preferable through headphones.
- h) Rental spaces are for personal enrichment and the development of the renter's work. Any use directly intended for commercial gain will not be permitted.
- i) The giving of formal lessons or classes is not allowed in the Time Share Studios.
- j) Renters shall not adjust or attempt to use studio equipment they have not been properly trained on. This includes jiffy mixers, kilns, clay mixers, etc.
- k) Kilns may only be opened by the staff.
- l) If the time shared studio space is unoccupied then the last person to leave is responsible for locking the doors and turning off lights, radios and/or any other electrical appliances.
- m) Any timeshare renter who does not abide by scheduled access times of the Timeshare or Open Studio periods will forfeit their good standing and terminates this agreement effective immediately. This includes tardiness in departing Open Studio or ones scheduled time share.
- n) Visitors are only allowed in the Timeshare and Ceramics Studio outside of normal business hours, 9 am to 5 pm M – F.

- o) The Worcester Center for Crafts reserves the right to adjust hours and access to the Timeshare Studios as it sees fit or necessary. This includes closure during events such as the Festival of Crafts, inclement weather, holidays and so on.
- p) The Worcester Center for Crafts reserves the right to access the studio at any time.

#### **IV CELLULAR PHONES**

- a) Out of courtesy and respect for others ALL cellular phone conversations must be taken out of the studio in the hallway or outdoors. Cellular phones should be set to silent mode or turned off while working in a classroom or studio area. Cellular phone users should ensure their use of the phone does not interfere with offices or classrooms at all times.

#### **V ARTWORK, VALUABLES AND PERSONAL EQUIPMENT**

- a) Artwork made by others must not be handled without the maker's permission.
- b) Personal items of value should not be left in studio spaces.
- c) The security of any personal tools, equipment, belongings or artwork is the responsibility of the renter and the Craft Center will not be responsible for the loss of any such items. All personal equipment must be clearly labeled with the owner's name.

#### **VI FIRING, CLAY AND GLAZES**

- a) Renters will utilize the studio Cone 10 reduction or Cone 6 oxidation firing chain at student rates.
- b) Firings are scheduled based on class needs and may not be undertaken if classes are not in session.
- c) Renters utilizing the studio firing chain may use studio glazes, washes and slips.
- d) Renters who wish to mix their own glazes, washes or slips may purchase materials from the Worcester Center for Crafts at prevailing prices with the permission of the Ceramics Department Head.
- e) Any glazes, washes or slips mixed by renters must be in clearly labeled containers, including the recipe and may not be left behind upon the termination of studio rental.
- f) Renters must practice safe handling and use of all materials in the studio; this includes the creation of dust from dried clay or glazes.

#### **VII COMMUNITY**

- a) The Timeshare renter agrees to volunteer in support of fundraising by helping with either the Annual Pasta Dinner Fundraiser, Holiday Festival of Crafts, or Hot Night in the City. Examples would be plate making for the Pasta Dinner or helping studio set-up for the Festival of Crafts.
- b) Timeshare renters agree to support the greater Worcester Center for Crafts community by participating in gallery openings, festivals, demonstrations and by being willing to help out around the studio and center on a case by case basis.

**VIII RENEWAL**

- a) The terms of this agreement are month to month and only ongoing if both parties are deemed to be in good standing. This includes compliance with all policies and regulations, participation in the craft center community, active use of the timeshare and no late payment.
- b) If the party were not to renew the craft center requests the courtesy of a two-month notice. Parties are not responsible for finding a new tenant.

**IX PAYMENT AND FEES**

- a) Upon acceptance by the Worcester Center for Crafts into this agreement the tenant agrees to set up an automatic monthly payment via credit or debit card with the comptroller's office.
- b) Firing fees are payed in the studio upon purchase of clay, glaze and firing.
- c) Any materials fees are handled on a case by case basis and paid when due.

The Worcester Center for Crafts reserves the right to amend this agreement at any time and will notify renters of such amendments.

**Do Not Complete Until Applicant is Accepted**

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I, \_\_\_\_\_, have read understand and agree to comply with the all the policies stated above, as well as all Ceramics Studio Policies.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**To be completed by WCC Staff:**

Acceptance Date: \_\_\_\_\_

Share Assigned: \_\_\_\_\_

Automatic Payment Set Up with Comptroller: \_\_\_\_\_

Staff initials: \_\_\_\_\_