

# Club Mud Members Manual

Revised Jan. 2017

**Club Mud** is a ceramic cooperative providing studio space for its members. Membership entails not only the use of our facilities, but also responsibilities to the co-op. As a member you are expected to clean up after yourself, pay monthly rental and firing fees, and encouraged to perform regular cleaning chores, participate in group projects and come to monthly meetings.

**To find out more about us, call (541) 345-1712.**

## Meetings

The monthly meeting is held at 12:30 pm on the last Wednesday of each month, in the main studio. Agenda items may be posted on the message board. Please initial your agenda items and be prepared to present them at the meeting.

## New Members

Applicants for membership are expected to have had some previous experience in ceramics. If you are interested but inexperienced in ceramics, we suggest you take a class to familiarize yourself with the tools and equipment. Remember, if you break it you pay for it, so it pays to know what you are doing.

We maintain a waiting list of applicants from which to fill vacancies. Space will be assigned as it becomes available by priority on the waiting list. Returning members who left in good standing have priority over those on the waiting list for one year following their departure date. Afterwards they will be treated as new applicants, added to the end of the list.

All Club Mud members must become members of Maude Kerns Art Center. Your annual membership will be renewed automatically each December, and billed to you by Club Mud.

## Fees

<b>Quarter spaces</b> .....	\$45.00
<b>Half spaces</b> .....	\$65.00
<b>Full spaces</b> .....	\$75.00
<b>Back room spaces</b> .....	\$115.00

An initial deposit of \$100 or two times your monthly rent (whichever is larger) is required. Any changes in space (size/rent) may require an adjustment in deposit. Your deposit will be refunded upon leaving the co-op, providing that you have given the co-op president 30 days notice of your intention to leave, your space is vacated and clean, your bills are paid and your key is returned.

# Finances and Indebtedness

## Billing

Club Mud bills each member on a monthly basis. Statements are available on the last Wednesday of each month at the studio. Statements are *not* mailed. Your monthly statement consists of 1) rent for the upcoming month and 2) expenses already incurred in the previous month(s). These incurred expenses can include:

- Past Due from previous month(s)
- Kiln firing costs\*
- Material costs\*
- Phone or other miscellaneous expenses

\*Firing and material logs are collected on the Sunday before the last Wednesday of the month.

The co-op requests that members pay their bill in its entirety each month. To be considered "paid" your payment must be received by the start of the monthly meeting on the last Wednesday of the billing month.

To encourage early payment, a discount of \$5 is given off the monthly rental fee if you pay the entire balance due on your statement by the fifth day of the billing month.

## Indebtedness

Club Mud defines indebtedness as money already owed to the co-op: any previous balance plus completed firings, materials used and miscellaneous expenses.

When a member's monthly billing reaches a level of indebtedness equal to 2 months rent, they must, by the last Wednesday of the following month, either:

- 1) Pay down their bill to below the indebtedness level,
- 2) Make written arrangements to pay off their debt, **or**
- 3) Give up their space and return their studio key.

## Firing Fees

*(Firing fees are adjusted periodically to reflect the cost of electricity and gas. Electric cost estimates as of 4/2014.)*

<b>18" Electric Kiln:</b>	Cone 010-01.....	\$ 2.10 + 30 kwh (≈ \$ 6.04)
	Cone 1-6.....	\$ 3.40 + 40 kwh (≈ \$ 8.65)
<b>23" Electric Kilns:</b>	Cone 010-01.....	\$ 4.43 + 84 kwh (≈ \$ 15.46)
	Cone 1-6.....	\$ 7.20 + 100 kwh (≈ \$ 20.41)
<b>27" Electric Kiln:</b>	Cone 010-01.....	\$ 5.38 + 91 kwh (≈ \$ 17.33)
	Cone 1-6.....	\$ 8.86 + 127 kwh (≈ \$ 25.54)
	<b>Overnight pre-heating</b> for electric kilns is \$4.50 extra.	
<b>Small Gas Kiln:*</b>	.....	\$ 24.00 plus cost of gas.
<b>Large Gas Kiln:*</b>	.....	\$ 36.00 plus cost of gas.
<b>Soda Kiln*</b>	.....	\$12.00 plus cost of gas.

\* Members firing with gas must take and record actual gas readings for start and end of firing on the firing log. Make sure you know how to read the gas meter.

Firings are allotted on a first-come, first-served basis. There are firing calendars on the wall on which you may sign up for your desired day and kiln. Reservations for a new month become available at 6:30 pm on the last day two months previous, e.g. November sign-ups open Sept. 30. This timing also applies to sign-up for glazing in the back room. You may not sign up for more

than one gas firing per month, or more than three firings (including electric kilns) at one time. If you want to do more than three, you need to have completed firings to continue.

Electric kiln use is scheduled from noon to noon on the calendar. Sign up for the day you intend to load your kiln and begin firing. Make every effort to be out by noon on the following day. If your firing takes more than one day, sign up for the days you expect to be using the kiln. If you decide not to use a kiln on the day you have signed up, please erase your name from the calendar 24 hours beforehand.

Members may fire pieces for non-members and charge for this service. Remember that members have priority for kiln use and that at times the kilns are in high demand, so try to schedule firings for others at slower times. Remember that if you break it, you pay, so it is wise to charge a non-member a firing deposit, especially if they are uncertain of the working temperature of their clay or glazes.

Please return all kiln furniture and other equipment to the appropriate location after use. Kiln lids must be reattached if removed, and left closed.

## **Damages**

Our kiln firing prices include a maintenance fee to cover normal wear and tear on kilns, as well as shelf and post replacement. Members are responsible for damage to shelves that occurred during their firing. This ranges from chipping and grinding minor glaze drips to paying for or replacing shelves rendered unusable.

If a shelf is substantially damaged or broken, the member responsible will ask for review by a Club Mud officer to assess the previous condition of the shelf, the amount of damage done, and the amount owed. Cost will be a percentage of the replacement price of the shelf and will appear on your next bill.

## **Materials**

Members are responsible for the purchase, storage, and recycling of their own clay. Glaze materials are available from Club Mud for your purchase. Record the materials you have used, to the nearest gram, on the sheet provided in the glaze room and you will be charged at the end of the month with your other fees.

You are also responsible for reading the gas meter before and after glaze firings and recording the start and end reading on the log.

## **Cleaning**

The basic rule of cleaning is to leave the space cleaner than you found it. We also schedule group cleanings periodically, where we tackle some more major chores. As a co-op member, you are expected to participate.

## Cleaning "how-to's:"

- Tables are to be cleaned after each use. Use a scraper and sponge rather than a brush, to reduce dust. Don't scrape onto the floor; either collect and recycle your clay scraps or throw them in the trash.
- Do not use the tables as your storage area for work in progress. There are tables specified for red or white clay; please respect these distinctions.
- Always wipe the clay from the faucet and handles. Do not leave objects in the sink
- Be aware of clay and glaze you have dropped onto the floor and clean it up before you leave. This goes for around the wheels as well as the tables.
- The garbage cans get emptied into our dumpster every Wednesday. If they need emptying before that, or if you have heavy trash to dispose of, the dumpster key hangs on the bulletin board next to the materials room.
- In the glaze room, wipe down the counter and table areas you have used. Wipe the scale and other tools you may have used to mix glaze. Again, do not leave clutter in the sink.
- **Make sure to clean the glazing area when preparing for and firing a glaze kiln. Failure to do so may result in a \$20 fine.**
- The racks in the kiln room are not for long-term storage. Nothing should be left on them over two weeks.
- Keep a bucket for your own clay scraps in your own space. Wet scrap can be reclaimed using plaster bats in the studio. Please make sure to remove clay from bats in a timely fashion; completely dry clay will be thrown out.
- Dismantle and clean the slop trays on the wheels when you are done throwing. Sponge off the wheel and clean the surrounding floor.
- Any community tool or equipment not specifically mentioned should be cleaned after use and returned.
- There are canvases under the slab roller marked for white or colored clays. Always use protective canvases with the roller. Wipe off any clay that gets on the handles or rollers.
- When you leave, be sure that the heater is turned off, the lights are off and the water is not dripping. **Lock the door and check that the other doors are locked as well.**

Remember, we each are custodians for the studio.

## Club Mud Members--House Rules

**Clean Up After Yourself.**

**Pay Monthly Rental and Firing Fees.**

**Participate in Group Projects.**

**Come to Monthly Meetings.**

**Have Fun.**