Canberra Potters Member Workshop Agreement

Purpose
This agreement outlines the terms and conditions for member potters using the Canberra Potters member workshop.

By signing this agreement, members acknowledge their responsibility to follow safety protocols, maintain cleanliness, and conduct themselves appropriately within the shared workspace. Members also agree to the consequences of breaching these conditions.

Unfortunately, there have been instances of members breaching the conditions of use of the members' workshop. This agreement is to remind members of their rights and responsibilities and the consequences of breaching these conditions.

1. Workshop Access & Hours

1.1 The member workshop is available for use during designated hours as advised by Canberra Potters. These hours may be subject to change.

1.2 Members must book online to access the member workshop.

1.3 Members can book for a wheel, hand build or glaze session.

1.4 Workshop One and Two cannot be accessed during your session. Members should not enter or disturb classes or teachers.

1.5 Resources in Workshops One and Two are for teaching only and not available for members to use with the exception of Members Access sessions specifically schedule in these workshops. During these sessions, Workshop One, Workshop Two and the Glaze Room are available for member use.

1.6 Workshop access is renewed annually. It is restricted to current financial members who have a current workshop orientation and a signed and returned the Member Workshop Agreement.

1.7 The three-hour booking includes **15 minutes** clean-up time. Members must complete their work and clean up before their allocated time period ends. Members must not delay staff or teachers from locking up and leaving on time.

1.8 Members must close and lock Member Workshop doors at the end of sessions ending at 4pm and 9.30pm.

1.9 Members must not use the workshops for private lessons.

2. Safety & Responsible Use

2.1 Members must comply with all safety guidelines, including the proper use of equipment, tools, and materials.

2.2 All electrical and mechanical equipment must be used correctly and safely. If a member is unsure, they must seek assistance before use.

2.3 All sanding must be done outside, away from food areas in a bucket of water so everything is wet.

2.4 Any damage to equipment or safety hazards must be reported immediately to workshop staff during business hours or via email after hours workshop@canberrapotters.com.au

2.5 No unauthorised guests, children under 6 years, non-member children under 12 years or non-members may use the workshop or equipment.

2.6 Members must wear appropriate attire, including closed-toe shoes, and avoid loose clothing and jewellery and tie back long hair.

2.7 The use of dry materials or chemicals (such as glaze materials) is not permitted in the workshop.

3. Clean-Up & Studio/Equipment Care

3.1 Members must clean their workspace after use, including

- tools
- tables
- wheels
- sink
- wedging table
- floor
- any communal areas used

3.2 Members must provide their own bucket for recycling their clay.

3.3 Clay trimmings and waste must be taken with you—do not rinse clay down sinks.

3.4 All areas must be wet wiped with a clean sponge/microfibre cloth and dried with a clean towel.

3.5 Equipment and tools must be returned to their designated places after use.

3.6 Glazing areas must be cleaned immediately after use to prevent contamination.

3.7 All personal items must be taken home or stored appropriately; Canberra Potters is not responsible for lost or stolen items, including clay and tools.

3.8 All work left on designated storage shelves must be collected within two weeks. Shelves must be cleaned and free of dust after use. Items left beyond this period may be removed at the discretion of Canberra Potters staff.

3.9 If you are working on a piece that requires additional time please speak to the Workshop Tech to arrange an extension.

3.10 If you wish to use your own glazes or commercial glazes at Canberra Potters you must first contact the Technical Assistant – technical@canberrapotters.com.au

4. Responsible Behaviour

4.1 Members are expected to always treat others with respect and consideration.

4.2 Loud, disruptive, or inappropriate behaviour will not be tolerated.

4.3 Behaviour that harasses or discriminates will not be tolerated.

4.4 Any disputes or issues must be reported to workshop staff for resolution.

4.5 Members must follow instructions given by Canberra Potters staff regarding workshop use and safety.

4.6 Members must follow all safety, and evacuation directions of Canberra Potters staff.

5. Breach of Agreement

Failure to adhere to this agreement may result in suspension or loss of workshop access. Please note the following:

First action	A written warning will be issued to member
Second action	Member will be required to redo their H&S orientation before accessing the member workshop again
Third action	Access privileges will be withdrawn for a period of two months
Fourth action	Member will lose access privileges to member workshop

Please Note - Canberra Potters may withdraw workshop access at anytime if it considers member action or behaviour/s have or would endanger Canberra Potters property or other people.

Canberra Potters reserves the right to amend these terms as needed and will communicate changes to members.

Acknowledgement & Agreement

When completing an online orientation or booking an orientation you will be prompted to agree to this Member Agreement. You will not be able to complete the online orientation or book an orientation session if you do not agree to the terms in this Agreement.

Your acceptance of these terms will be automatically saved against your account profile.