



[www.craftedartclub.com](http://www.craftedartclub.com)

# Create Ceramics Studio Handbook

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A Guide to Membership & Studio Practice at Crafted Art Club





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# Welcome to Create Ceramic Studio



We're so glad you're here. This Member Handbook exists to keep our studio safe, welcoming, and grounded in the values that make Crafted Art Club special: creativity, community, accessibility, and sustainability).

Because members have 24/7 access and share the space with others, clear policies make sure everyone feels comfortable, supported, and empowered to create freely.

These rules protect the studio, the equipment, and most importantly, you.

Studio policies may occasionally be updated to reflect safety needs, operational changes, or best practices. When policies change, updates will be posted on our website. By continuing your membership, you acknowledge and accept any posted modifications.

**Emily & Kimberly**  
CO-OWNERS OF CRAFTED

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**Our vision is to build a thriving, collaborative ceramics community where artists at every level grow, experiment, and reconnect with their creativity. Thank you for being part of it.**

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# Membership Overview

## Eligibility

Members must be 18+ years old. Minors are not typically permitted. Members must demonstrate safe and respectful studio behavior. Basic clay experience is required before being granted independent access.

## Enrollment

Purchase a membership online or in-studio to register. Your payment acts as your electronic agreement to all membership terms and studio policies.

After payment, you'll complete a short tour and interview. If approved, you'll receive access instructions and can begin using the studio. If not approved, you'll be notified in writing and refunded in full.

## Membership Types

Membership options may vary depending on availability, capacity, and season. General membership grants:

- 24/7 studio access
- Use of the wheels and handbuilding areas
- Glazes and tools
- Firing (within policy guidelines)
- Communal storage for works-in-progress

## Payment, Fees & Billing

Membership fees are monthly and billed at time of purchase.

- Auto-renewal may apply, depending on your membership type. Members may also pause auto-renewal.
- Memberships are non-transferable, non-refundable, and may not be shared.
- Outstanding fees, firing charges (if applicable), or penalties must be paid before continuing studio access.





# Studio Etiquette & Culture

Crafted Art Club is a community-centered creative environment. To keep the space supportive and comfortable for all, members agree to:

## 1. Maintain a Safe, Therapeutic, Drama-Free Studio

- Treat others with kindness and respect.
- Keep conversations positive and avoid disruptive behavior. Honor shared space and shared emotional energy.

## 2. Respect Others' Work

- Never touch, move, trim, glaze, or load someone else's pieces.
- Use only the materials designated for you or for communal use.

## 3. Clean Up After Yourself

- Leave your area cleaner than you found it. Mop your area and dispose trash in designated areas.
- Wipe tables, tools, wheels, splash pans, stools, and surfaces. Put all tools back where they belong.

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## BYOB Policy

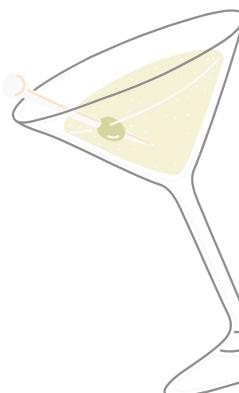
Members ages 21+ may bring your own beverage (BYOB) responsibly, following all rules in the studio waiver. Never glaze, fire, or use equipment under the influence. You are responsible for your own safety and conduct.



## Conscientious Use of Resources

Because we prioritize accessibility and sustainability:

- Use water conservatively, especially at the sink.
- Keep lights, fans, and AC use reasonable when working alone.
- Use communal glazes respectfully. Close jars tightly.
- Reuse towels when possible and place used towels in designated bins.
- Avoid wasteful use of aprons, rags, sponges, and specialty tools.





# Membership Perks

Being a Create Ceramics Studio member isn't just about 24/7 pottery access, it's about joining a creative home. Membership comes with perks that help you grow, connect, and feel supported every step of the way.

## 1. Weekly Community Nights & Parties

Crafted Community Night is your time to unwind, create freely, and connect with other members in a relaxed, collaborative, drama-free environment. Same goes for or brunches & holiday parties!

## 2. Educational Seminars

These rotating deep-dives teach a variety of ceramics topics you've been interested in learning. Topics cover things like: Glazing, Firing, Specialty Glazes, Raku, Screenprinting, and more

## 3. Rotating Monthly Events

When we aren't in seminar mode, Thursday nights will rotate between member-favorite activities:

- Movie Nights: cozy, low-pressure hangout where we craft and watch something fun.
- Show & Tell: Bring your latest work and share your process. Learn from others, get feedback, and celebrate wins together.
- End-of-Month Smash Pots: Bring your "learning pieces" and release some creative energy. Break it, recycle it, reclaim it.

## 4. Member Discounts

Members enjoy:

- 10% off all workshops, events, and retail items.
- Loyalty Points: Earn points on purchases; every 100 points = \$1 to spend at the studio

Code	Applications	Exceptions/Limitations
CRAFTED4LIFE	Eventbrite events (checkout)	1 ticket per member
CRAFTED4LIFE	Website Services* only	Applied once per order (to the lowest priced item)
CRAFTY4MERCH	Website Shop Merch	
CRAFTYLOCAL	Website Shop Local Art	Does NOT apply to Clay, Experience Add-ons, Gift Cards, or Sale items in shop.
CRAFTYKIT5	Website Shop Craft Kits	



# Equipment Use & Care



## 1 General Tools & Supplies

- Clean tools thoroughly and return them to the correct place.
- Close glaze jars tightly and wipe rim drips.
- Do not remove any glaze or tool from the studio.
- Notify staff of missing or damaged tools.

## 2 Wheel & Handbuilding Areas

- Clean wheels, buckets, stools, and splash pans after each use.
- Keep the wheel room dry and mop any spilled water or slip.
- Sort clay waste correctly (light and dark clays must never mix).

## 3 Reporting Damage or Incidents

Report equipment issues immediately. Do not attempt repairs on your own. Failure to report damage may result in membership suspension.



# Health & Safety

Creating in a ceramics studio means working with tools, equipment, and materials that require care. These guidelines protect you, other members, and the longevity of our shared space. Following them keeps the studio safe, clean, and enjoyable for everyone.

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## **Personal Responsibility & Preparedness**

Please do not come to the studio if you are sick. Wear appropriate clothing, including closed-toe shoes, and secure long hair. Avoid loose jewelry or accessories that may catch on equipment. When sanding or handling dry clay, use a mask to protect your lungs.

## **Clean Workspace Practices**

Members must keep their work areas clean. Wipe down tables, wheels, tools, and any shared surfaces after use. Mop any wet or slippery areas you create to prevent accidents and maintain a safe environment for others.

## **Safe Studio Conduct**

Follow all posted safety notices, firing guidelines, and staff instructions. Use equipment only as intended and remain mindful of others working around you. Your attention to these rules helps maintain a safe, supportive, and well-functioning community studio.

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## **Emergency Information**

Address: 4833 Coconut Creek Parkway, Coconut Creek FL 33063

Cross streets: Coconut Creek Parkway and Lyons Road

Description	Phone	Purpose
Coconut Creek Police Dept. (Non-Emergency)	954-346-4400	Disturbance, suspicious behavior, theft reports
Water & Sewage	954-973-6786	Water main breaks, sewer backups, flooding, etc.
Poison Control	1-800-222-1222	Exposure to chemicals, cleaning products, etc.



# Before You Leave, Did You...?

Helping care for the studio keeps it safe, sustainable, and enjoyable for everyone. Before heading out, please take a moment to check the following:

## ✓ Power & Equipment Safety

- Unplug your pottery wheel at the wall (do not leave cords connected)
- Turn off and unplug any electrical tools used (heat guns, hair dryers, tools, etc.)
- Make sure no equipment is left running or warm

## ✓ Cleaning Your Workspace

- Wipe down your wheel completely using a sponge and rag
- Clean the rinse sink after use (remove clay residue and splashes)
- Discard clay water into the designated reclaim bucket (never down the sink)
- Mop the floor around your work area if you splashed water or clay
- Leave the space ready for the next member to use

## ✓ Tools & Supplies

- Return all tools, bats, buckets, and supplies to their designated storage areas
- Do not leave personal or communal tools at your station
- Clearly label any personal work placed on shelves or racks

## ✓ Studio Close-Out

- Turn off lights in: Member storage area, Pottery floor, Bathroom (if last to use)
- Ensure the back door is fully closed and secured
- Confirm all faucets and hoses are turned completely off

## ✓ Sustainability & Studio Care

- Use only the amount of water and materials needed
- Never pour clay, glaze, or slip into sinks or drains
- Report any spills, damage, or safety concerns to staff
- Dispose of trash, towels, and waste properly

## ✓ Final Walk-Through

- Take a last look around your area before leaving
- If it looks like you were never there, you did it right

**Thank you for being a respectful, responsible member  
of our ceramics community.**



# Kiln & Firing Policies

Ceramic firing involves high heat, shared equipment, and carefully timed processes. These rules protect the kilns, ensure fairness for all members, and keep the studio running safely.

Our studio is mid-fire meaning we fire bisque pieces at Orton Cone temperature 06 and glaze pieces at Orton Cone temperature 6.



## Firing Eligibility & Proper Preparation

Only Crafted staff may load or operate the kilns. All work must be clearly labeled with your full name and must be fully dry before bisque firing. Pieces with cracks, air pockets, structural issues, improper application, or are wet may be refused to prevent damage to other work or the kiln.

## Firing Turnaround & Risk of Loss

Typical turnaround time is 8-12 days, but schedules may vary. Firing outcomes can never be guaranteed. Breakage, cracking, or kiln-related flaws are a normal part of ceramics and not grounds for refunds, replacements, or credits. By participating, you acknowledge the inherent risks and accept that results are not always predictable.

## Glazing Requirements & Kiln Safety

Glaze must remain at least  $\frac{1}{2}$  inch from the base unless using stilts or designated methods. Members are responsible for cleaning glaze drips, properly preparing their pieces, and following all posted instructions.

Any glaze misuse or improper application that results in kiln damage may lead to membership suspension, refusal of firing privileges, or reimbursement for repairs.



# Termination & Breach of Agreement

Every member plays a critical role in keeping the studio safe, functional, and welcoming. These rules protect you, other members, and the studio itself. Serious violations can put people, equipment, and the business at risk, so we enforce these policies strictly.

Membership may be terminated immediately for:

- Intentional misuse or damage of equipment
- Bringing guests into the studio
- Theft of materials, tools, or work
- Harassment or unsafe behavior
- Repeated failure to follow cleanup or firing policies
- Tampering with kilns or electrical equipment
- Failure to pay outstanding fees
- Violating access rules or sharing door codes
- Illegal activity on or near premises
- Any conduct that jeopardizes safety, security, or studio integrity

## Methods

Crafted reserves the right to take any of the following actions at its sole discretion if a breach occurs:

- Written warning
- Suspension of membership
- Permanent termination of membership
- Charging fees for damages or guest violations
- Denial of future enrollment
- Removal from premises, based on Staff discretion

No refunds will be issued in connection with termination for cause.

## Guest Policy Enforcement

Guests are not permitted at any time.

Any unauthorized guest results in a \$45 day-pass fee per person per instance. Continued violation leads to immediate membership termination. No refunds will be provided for terminated memberships.



# Member Acknowledgment

By purchasing or renewing a membership, members acknowledge and agree to:

- The studio is a working ceramics environment with inherent risks.
- Members assume all risks associated with pottery, tools, equipment, and materials.
- Crafted Art Club is not liable for injuries, damages, lost property, or unpredictable ceramic outcomes.
- Members waive all claims against Khaos Creates Inc dba Crafted Art Club, its owners, contractors, volunteers, and affiliates.
- Members permit the use of their image in photos or video taken on-site for marketing or educational purposes without compensation.
- Members agree to follow all policies, safety rules, firing procedures, and posted updates.
- Members accept full responsibility for any damage caused by misuse or negligence.

## Final Acknowledgment

By accessing the studio, using studio equipment, or submitting membership payment, you confirm that you have read, understood, and agree to comply with all policies in this Handbook and the Terms & Conditions listed on our website.

**Welcome to the Create Ceramic Studio.  
We're excited to craft with you!**