



Cranbrook Arts Kiln Policies and Procedures:

Cranbrook and District Arts Council (Cranbrook Arts) is a not-profit organization with a mandate for education and engagement. The Pottery Studio's purpose is to support our students and members learning and development. Considering this, our mission is not to provide a kiln for production potters or members producing a large amount of work for sale. We expect that if a member is selling their work for a profit that they will understand this goes outside of our intent for the space and equipment, and they recognize that they have access to thousands of dollars of equipment and supplies that they would otherwise need to purchase to produce and sell their work.

Therefore, our kiln access policy is as follows:

- Firing of work will be done for members of the Pottery Membership Program who hold a current 3-month or 12-month membership and are in good standing.
- Clay must be purchased through Cranbrook Arts. The purchase price of clay includes glaze, firing and technician costs for that bag of clay.
- If a member fires clay purchased outside of Cranbrook Arts, a \$25.00 per bag firing fee will be charged.
- Members whose membership has lapsed will have 60 days from the end of their membership to bring in work for firing from a purchased bag of clay.
- Members wishing to sell their work may fire up to one kiln shelf of work for sale per month. If a member is producing work for sale that exceeds this amount the following firing fees will apply:
 - \$25.00 per shelf – technician loads
 - \$50.00 for half kiln – technician loads
 - \$100.00 per kiln load – technician loads
 - \$85.00 per kiln load for a bisque firing, and \$85.00 per kiln load for a glaze firing – Experienced member only – member loads, subject to approval
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It is the responsibility of the member or instructor of a class to:

- ensure their (or their students') pieces are wiped clean where contact will exist between the piece and the kiln shelf; and/or:
- ensure their pieces are labelled with a note if they need cookies or stiling due to glaze application, glaze testing or speckled clay (stiling is not encouraged as it can be problematic and time consuming for the technician. Stiling may not always be accommodated)
- arranged on the bisque/glaze shelves by height as follows:
 - o tallest pieces go on the top shelf along the wall
 - o pieces over 5" tall also go on the top shelf
 - o group similar-height items near each other and with similar sized pieces that are already on the shelves. However NEVER handle other peoples' work on the bisque/glazes shelves

Failure to do any of the above may result in your (or your students') work being rejected for firing.



Cranbrook Arts will not be held responsible for damages or results incurred during the loading or firing process, due to but not limited to:

- Pieces being dropped, chipped or otherwise damaged
- Other potter's pots or glazes causing damage in the firing
- Kiln errors
- Glaze inconsistencies/unexpected results

Damage to the kiln due to work that was not labelled properly will result in charges as follows:

- Shelf damage resulting in technician work: Scraping, grinding etc: \$50.00 per hour, or do it yourself with instruction.
- Shelf damage resulting in shelf replacement: \$150.00 per shelf, \$90.00 per half shelf