



Clay Center Studio Rental Policy

Arts Center of Saint Peter

315 S. Minnesota Ave. / St. Peter, MN 56082 / (507) 931-3630 / claycenter@artscentersp.org

The Clay Center Studio rental space is available to advanced students who wish to work independently:

- Individuals must have taken at least two clay classes
- Have a working knowledge of the Clay Center's equipment (excluding kiln operation)
- Understand studio etiquette

Included in the rental fee:

- Use of pottery wheels, slab roller, wedging tables, glazes, glazing equipment
- 2,200 cubic inches of bisque **and** glaze firing per month (approx. 13"x13"x13" of the small electric kiln)
Due to costs of glazes, electricity, and kiln wear and tear, additional space must be purchased
- Two storage shelves
- Option to rent a kiln for an additional fee

Rental requirements:

- Your kiln-ready pieces must remain on your shelves until firing
Contact Clay Center Coordinator, Liza Domeier to schedule your firing
- All personal storage must be contained on your shelves—finished work must be removed within one week of glaze firing
- Clay may be purchased through the Clay Center; other clay must be approved by Clay Center Coordinator to prevent firing and glaze problems
- Glazes other than Clay Center studio glazes must be test fired and approved by Clay Center Coordinator
- Repeated glazing problems, which result in shelf damage, will require the renter to replace damaged shelf(ves)
- Clean-up must be performed per posted Clay Center cleaning procedures.
NOTE: After one verbal warning for inadequate cleanup procedure a \$15 charge will be invoiced
- Use of Clay Center must not be during regularly scheduled and posted classes
- A \$40 refundable key deposit is required to cover possibility of lost or stolen keys and rekeying doors
Optional instruction by Clay Center Coordinator on most Wednesdays from 1 to 5 p.m.
- Rental payments due the first of the month. Payments received after 5th of month will incur a \$5 late fee.

	Members	Non-members	
Clay Center Monthly Rental Fee	\$55	\$65 per month (six-month min.)	\$ _____
Clay		\$13 per bag (includes tax)	\$ _____
Additional firings:			
Small Round		\$15 per firing (bisque or glaze)	\$ _____
Large Round		\$20 per firing (bisque or glaze)	\$ _____
Key Deposit		\$40 (refundable at end of rental)	\$ _____
		TOTAL	\$ _____

Renter (please print): _____

Duration of this rental: _____ Key Number: **SB** _____

Address: _____

Phone: (_____) _____ E-mail: _____

Total of Rental Fees, Clay Purchase and Key Deposit from above: \$ _____

Payment method: Check Charge my credit card: VISA MasterCard

Acct. Number: _____ Expiration Date: _____

Authorized Signature: _____

Phone Number of Cardholder: _____

Signature of Renter

Date

Signature of the Clay Center Coordinator

Date

April 2009