



A MODERN CONTEXT FOR AN ANCIENT ART FORM

Student Agreement

BKLYN CLAY agrees to provide the following:

Instruction at the scheduled class time;

Uninterrupted use of the classroom for the purpose of the class during the class time;

Open studio hours:

Weekdays 10am-10pm

Weekends 10am-7pm

Use of the studio facilities in classrooms and common areas during open studio hours;

Studio clays and glazes;

Firing services at an additional cost of 3 cents per cubic inch per firing.

Students agree to the following:

Cancellation Policy: To request a cancellation and refund, you must email info@bklynclay.com. Refunds requested more than one week prior to the first class are fully refundable. Refunds requested within one week of the first class are 50% refundable. There will be no refunds once the class begins. Should a class not fill sufficiently, we may cancel it one week prior to the first class session.

Make-Up Policy: If you miss a class, you may make up the missed session by attending a comparable class within the same semester. Each student may make up no more than three classes per semester. Make-ups are available subject to the space in the class you wish to attend. If the class is fully attended, you may not make up the class at that time. To make up a class, you must arrive on time and ask the teacher for permission to join. Make-ups are not guaranteed, but are offered according to availability as a courtesy to our students.

Students will leave class and studio hours on time and not push teachers or management to stay late.

Students will leave their workspace clean and not stay after the end of class to clean up.

Students will follow all studio rules attached here and continuously updated and available at BKLYNCLAY.com

Students agree to never discriminate against anyone else at the studio.

Students agree to treat all classmates, teachers, and anyone else they encounter at the studio with dignity and respect.

Students will abide by the sexual harassment policy attached here.

BKLYN CLAYRULZ

CLEANING Clean up your work area when done working, including wheel, wheel basin, stool, the floor surrounding your wheel, your bucket, tools. Replace re-usable plastic and newspaper in the appropriate areas, do not leave it around the studio.

When using the extruder, glaze buckets, glaze table, handbuilding table, or any other common area after you have finished using it. Replace all tools, glazes, oxides, banding wheels, etc. after you are finished using them.

Wedge all clay and return it to the appropriate bucket before leaving the studio. Clean and wipe down the wedging table after use. DO NOT Leave any clay on the wedging tables.

As much as possible, remove your work from the bat and transfer it to a ware board before leaving it to dry.

DUST & SANDING Do not do any scraping or sanding in the studio as it creates a hazardous dust. We encourage wet sanding. Any dry sanding must be approved and overseen by studio managers (Anders and Gustav) on a case by case basis using a mask and the fume hood. As much as possible, avoid sweeping in the studio as it kicks up hazardous clay dust. Instead, use a wet sponge to clean up your area.

Students must clean their space BEFORE the end of the class time, not after the end of the class. Students must be prepared to leave the studio by the end of the class.

Do not stay past the end of the open studio hours.

MEMBERS MAY NOT give their door code to anyone else, nor let anyone into the space outside of open studio hours. This is to ensure everyone's safety – we know it seems simple and considerate to just let someone in, but please DO NOT open the door for anyone outside of open studio hours.

When members leave the studio empty behind them, they must clean up after themselves, turn off all lights, and make sure that the door closes firmly behind them.

EQUIPMENT TRAINING If you have not been trained to use a piece of equipment, DO NOT USE IT. Ask staff for training on how to use the equipment. This includes the extruder, slab roller, spray booth, 3D printer, etc. If you break equipment because you used it without prior instruction, you will be liable for any damage caused.

Please be careful when moving glaze buckets. If you recklessly spill a glaze, you may be responsible for the cost of replacing it.

PERSONAL PROPERTY DO NOT use anyone else's tools without asking them directly.

DO NOT touch ANYTHING on a member's shelf or on a class shelf that does not belong to you.

STUDIO SPACES If you are a student, use the student classrooms first. If they are full, you may use the member space but ONLY if it not already full with members. Members always have priority for use of wheels and tables in the member space.

Members may use classrooms, but please be considerate of students who have priority in these spaces during open studio hours.

GUESTS Members (but not students) are permitted to bring guests for a fee of \$50 per day. Members are responsible for the conduct of their guests and guests may not be in the space without the member. If a guest wishes to fire work, they must do so at the outside firing rate.

KIDS Members (not students) are permitted to bring their children to the studio while they are working. However, they should not be there for more than 2 hours at a time, and no more than once a week. It is the parent's responsibility to supervise the child, keeping in mind that this is a professional, shared studio space. Children may work with small amounts of clay, but if they would like to fire anything, it must be done in the same manner as the parent's work, the parent must assure that it's safe to fire (no clay bombs!), and using the parent's firing fees account.

CONSIDERATION OF OTHERS Please be considerate of those around you by taking up only as much space as you need to work. Please be considerate of those around you by not talking too loudly, not talking to people wearing headphones, and generally by respecting the library-esque atmosphere of the studio.

Please be aware of offering unsolicited advice. If someone needs help, they will ask. If you'd like to offer help, please ask first and listen if they say, "No, thank you." Remember, people don't always want help even if you think it might be useful.

If you have a question about how to do something or how to use equipment, please ask staff, do not interrupt another member or student.

TREAT EVERYONE WITH RESPECT Do not discriminate. Follow the sexual harassment policy (do not sexually harass anyone at the studio).

NO SMOKING Our studio is in a no-smoking building, including the sidewalks outside of the building. If you need to smoke, please go across the street on Dean St. to the area in front of the post office facility.

OUTSIDE CLAY & GLAZES can be used only with the approval of studio managers (Anders and Gustav). To be certain that the materials are safe for use in our space and kilns.

YOUR JEWELS! Be careful not leave your rings or other important personal items in your apron pockets or at the studio. We are not responsible for lost or stolen items, so please keep track of your personal property. We don't want you to lose them either!

FIRING SYSTEM You must register for the firing fee system at fire.bklynclay.com in order to fire work at the studio. Please keep your credit card up to date, you can change the stored card at any time by logging into the system at home or from the studio.

PICK-UP POLICY All glaze work will be kept on the pick-up shelf after being unloaded for two months. Work remaining on the pick-up shelf two months after being placed there will be donated or tossed. Work left in the hospital for more than two months will also be donated or tossed. Student bisque or glaze work left at the studio two weeks into the next semester will also be donated or tossed.



A MODERN CONTEXT FOR AN ANCIENT ART FORM

Sexual Harassment Policy

BKLYN CLAY is committed to maintaining an environment free from sexual harassment. Sexual harassment is a form of discrimination and it will not be accepted at BKLYN CLAY. Everyone at BKLYN CLAY is required to work in a manner that prevents sexual harassment in the studio. This Policy is one component of BKLYN CLAY's commitment to a discrimination-free environment. Anyone who experiences inappropriately sexual behavior, sexual harassment, or sexual assault is encouraged to report it to BKLYN CLAY management. Your report will be taken seriously and handled responsibly.

BKLYN CLAY's policy applies to everyone in the space - management, employees, teachers, students, members, one-time clients, contractors, interns, etc.

When sexual harassment is reported to management, BKLYN CLAY will conduct a prompt and thorough investigation that ensures due process for all parties, whenever management receives a complaint about sexual harassment, or otherwise knows of possible sexual harassment occurring. BKLYN CLAY reserves the right to define the scope of the investigation. BKLYN CLAY will keep the investigation confidential to the extent possible. Effective corrective action will be taken whenever sexual harassment is found to have occurred. Everyone at the studio is required to cooperate with any internal investigation of sexual harassment. This will include the review of security camera footage, door code entries, etc.

Sexual harassment will not be tolerated. Anyone at BKLYN CLAY who engages in sexual harassment or retaliation for reporting sexual harassment will be subject to disciplinary action. This may include a warning, but may rise to the level of removal from classes or termination of membership. If you are found to be in violation of this policy and are expelled from the studio, your class tuition or monthly membership payment will be non-refundable.

Attached is a longer description of sexual harassment from the State of New York. Please read this in its entirety, but for the purpose of the studio, please keep in mind that sexual harassment includes:

- Paying someone too much attention because you find them attractive;
- Hovering over people while they work;
- Asking intrusive personal questions of a sexual nature;
- Touching people inappropriately and/or without permission;
- Making repeated unwanted sexual advances;
- And anything else that makes another person uncomfortable or feel threatened. Please pay attention to the response of the people around you. This is a common workspace, we want to make everyone feel comfortable, safe, respected, and welcome.

Once you have read the above policy and the attached description of "What is Sexual Harassment" provided by the State of New York, please sign below to acknowledge your understanding and acceptance of this policy.

What is Sexual Harassment?

Sexual harassment is a form of sex discrimination and is unlawful under federal, state, and (where applicable) local law. Sexual harassment includes harassment on the basis of sex, sexual orientation, self-identified or perceived sex, gender expression, gender identity and the status of being transgender.

Sexual harassment includes unwelcome conduct which is either of a sexual nature, or which is directed at an individual because of that individual's sex when:

- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment, even if the reporting individual is not the intended target of the sexual harassment;
- Such conduct is made either explicitly or implicitly a term or condition of employment; or
- Submission to or rejection of such conduct is used as the basis for employment decisions affecting an individual's employment.

A sexually harassing hostile work environment includes, but is not limited to, words, signs, jokes, pranks, intimidation or physical violence which are of a sexual nature, or which are directed at an individual because of that individual's sex. Sexual harassment also consists of any unwanted verbal or physical advances, sexually explicit derogatory statements or sexually discriminatory remarks made by someone which are offensive or objectionable to the recipient, which cause the recipient discomfort or humiliation, which interfere with the recipient's job performance.

Sexual harassment also occurs when a person in authority tries to trade job benefits for sexual favors. This can include hiring, promotion, continued employment or any other terms, conditions or privileges of employment. This is also called "quid pro quo" harassment.

Any employee who feels harassed should report so that any violation of this policy can be corrected promptly. Any harassing conduct, even a single incident, can be addressed under this policy.

Examples of Sexual Harassment

The following describes some of the types of acts that may be unlawful sexual harassment and that are strictly prohibited:

Physical acts of a sexual nature, such as:

- Touching, pinching, patting, kissing, hugging, grabbing, brushing against another employee's body or poking another employee's body;
- Rape, sexual battery, molestation or attempts to commit these assaults.

Unwanted sexual advances or propositions, such as:

- Requests for sexual favors accompanied by implied or overt threats concerning the target's job performance evaluation, a promotion or other job benefits or detriments;
- Subtle or obvious pressure for unwelcome sexual activities.

Sexually oriented gestures, noises, remarks or jokes, or comments about a person's sexuality or sexual experience, which create a hostile work environment.

Sex stereotyping occurs when conduct or personality traits are considered inappropriate simply because they may not conform to other people's ideas or perceptions about how individuals of a particular sex should act or look.

Sexual or discriminatory displays or publications anywhere in the workplace, such as:

- Displaying pictures, posters, calendars, graffiti, objects, promotional material, reading materials or other materials that are sexually demeaning or pornographic. This includes such sexual displays on workplace computers or cell phones and sharing such displays while in the workplace.

Hostile actions taken against an individual because of that individual's sex, sexual orientation, gender identity and the status of being transgender, such as:

- Interfering with, destroying or damaging a person's workstation, tools or equipment, or otherwise interfering with the individual's ability to perform the job;
- Sabotaging an individual's work;
- Bullying, yelling, name-calling.

Who can be a target of sexual harassment?

Sexual harassment can occur between any individuals, regardless of their sex or gender. New York Law protects employees, paid or unpaid interns, and non-employees, including independent contractors, and those employed by companies contracting to provide services in the workplace. Harassers can be a superior, a subordinate, a coworker or anyone in the workplace including an independent contractor, contract worker, vendor, client, customer or visitor.

Where can sexual harassment occur?

Unlawful sexual harassment is not limited to the physical workplace itself. It can occur while employees are traveling for business or at employer sponsored events or parties. Calls, texts, emails, and social media usage by employees can constitute unlawful workplace harassment, even if they occur away from the workplace premises, on personal devices or during non-work hours.