

Hoffman Center for the Arts
CLAY STUDIO
Full Pass Agreement

Welcome to the Hoffman Clay Studio. We are a community based ceramic studio whose mission is to encourage practice of the art of ceramics.

Experienced potters over 18 years of age and in good standing with the Hoffman are eligible to apply for a Full Pass. The rates for 2023 are listed below. The guidelines and conditions listed below are required for continued participation in the Full Pass program at the studio.

Full Pass holders are entitled to use the online scheduling system to [sign up for studio work times](#) between the hours of 8 a.m. and 8 p.m. most days of the week. A few times a week there may be hours blocked for cleaning, classes or special events.

Using the studio without booking your visit online will result in forfeiture of your Full Pass privileges without refund of fees. Likewise, opening the studio to anyone other than an associate Full Pass holder, will result in forfeiture of the Pass without refund.

Clay and firing charges are not included in the quarterly fee. The use of in-stock glazes is included in the Full Pass fees.

Pass Holders are responsible for any damage to studio, equipment and/or tools and will be charged accordingly. Only trained and designated kiln masters may operate the kilns. This includes loading and unloading. No exceptions.

Pass Holders are responsible for their own materials, tools and clean up during and following their studio time. Each person is responsible for following the checklist posted at the close of their session so that the space is secure and left clean and ready for the next ceramic artist to use. All doors must be locked when Pass Holders are working in the studio and when they leave for any reason. No exceptions. For safety and security reasons, the studio is monitored remotely.

Please read them carefully and sign and date the agreement line below and then send the completed form to us at: hoffmanclaystudio@gmail.com Once the quarterly payment, using check or cash, all Full Pass holders must complete an in-person orientation to the studio. Once the orientation has been completed, a unique, individual key code for the door entrance will be issued. This process takes at least 48 hours.

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I agree to the terms associated with being a Full Pass Holder with the Hoffman Clay Studio and understand that breaking the rules cited above will result in loss of my Full Pass and benefits of that pass without refund.

_____	_____	_____
Name (please print)	Signature	Date
_____	_____	
Email address	Phone / Text	

2023 Rates

1 Quarter. \$75.00; 2 Quarters (discounted). \$135.00; 3 Quarters (discounted) \$210.00. 4 Quarters (best buy). \$280.00