

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. As such, we focus on full and part-time residents of the North Oregon Coast and are not set up to accommodate casual visitors and tourists.

The guidelines and conditions listed below are required for continued participation in the Full Pass program at the studio. Please read them carefully and sign and date the agreement line below. If you have any questions, please let us know. Best way to contact us is: [hoffmanclaystudio@gmail.com](mailto:hoffmanclaystudio@gmail.com)

Once the quarterly payment is made, Full Pass holders must complete an orientation to the studio. Once that has been completed, a unique, individual key code for the door entrance will be issued. We will need at least 24 hours for this process to be completed.

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. Clay Bucks to cover these charges may be purchased in the Clay Studio Store on the Hoffman Center Website. The use of studio glazes is included in the Full Pass fees through the end of 2022.

Pass Holders are responsible for any damage to equipment and/or tools and will be charged accordingly. Only trained and designated kiln masters may operate the kilns. This includes loading and unloading.

Pass Holders are responsible for their 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 during open hours.

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.

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Name (please print)

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Email Address

Phone

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Signature

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Date