

GCPA Conditions of Use for the Hire of Gold Coast Potters Kilns

# Gold Coast Potters Association

## horizontal line**Payments for Hiring Members Kilns**

1. Payments for the hire of kilns must be made in full, along with a refundable $200 deposit paid to the GCPA (Gold Coast Potters Association) before the kiln is used (Refer to Procedure [‘How Key Holder Members Hire The Members’ Kilns](https://docs.google.com/document/d/19TD7D8aWKdOe-aNwgTCCIiPNDJty1ivnhiZIkHaoGzo/edit?usp=sharing)’) .
2. To access the Member Kilns and Studios, members must apply to become a Key Holder Member (Refer to Procedure ‘[How to Apply to Become a Member Key Holder’](https://docs.google.com/document/d/1v5FHuLrjIU7iqCW7HQ4nZAv21AOVaSYrJY7hHh0pYVI/edit?usp=sharing)).
3. Breakages or damage to the kiln, shelves or ancillary equipment must be rectified or paid for in full should rectification not be possible. This must be completed before the kiln is rehired by the hirer concerned.

## Prior to Using the Kilns

1. Members are required to attend a kiln workshop conducted by GCPA prior to hiring a kiln and on a regular basis or when stipulated by GCPA.
2. Signing in at Benowa:
	1. Members must sign in and out of the studio every time they enter and leave the premises.
	2. Members must complete the Kiln Firing Book before they leave.
3. Signing in at Mudgeeraba:
	1. Members must sign in and out of the kiln room every time they leave the premises.
	2. Members must complete the Kiln Firing Book before they leave.

## Members Responsibilities/ Workplace Health & Safety



1. By signing the Conditions of Use Contract, the member agrees that they have read and understand everything in this document and will respect all Health and Safety regulations.
2. Members must not allow non-key holders to access the studio or kiln room with them, this includes guests, family and friends. GCPA will not be held responsible for any accidents or injuries in relation to this.
3. GCPA cannot be held responsible for any injuries caused through the misuse of the studio or equipment.
4. Members must not give the kiln key code to anyone else.
5. GCPA will not be held responsible for damage to personal belongings or any work that is damaged in kiln firing or lost or stolen.
6. The kiln must not be fired during school hours and must be booked in advance with the appropriate person appointed by GCPA (See Procedure for GCPA Kiln Hire).
7. For every firing, once a kiln is loaded a photo is to be sent to the kiln manager and a second photo before unloading. Any shelves that have damage before your firing must be photographed and sent to the kiln manager immediately. If this is not done you will be responsible for rectification of any damage.
8. The kiln and kiln room must be left in the condition it was found. This may require the grinding, sanding or removal of batt wash to be done outside for safety, not in the studio or kiln room). Where this occurs the shelves must be re-coated with batt wash in the manner demonstrated at the workshop conducted by GCPA.
9. Dry areas must be wet cleaned.
10. Any damage to the kiln or ancillary equipment must be immediately reported to the appropriate person.
11. Unauthorized maintenance of the kiln must never be attempted.
12. No Member hiring the kiln is allowed to change or adjust the firing schedules preset in the controller.
13. Best practice must be adhered to at all times when working in the kiln room and studio in consideration of others.
14. No property belonging to the GCPA must be removed from the premises at any time, even for repairs unless permission is obtained.
15. Members are required to provide their own cones and to make their own cone holders.
16. There is no limit to the number of firings a Member can do in a month. But they can only book another kiln firing after each firing is complete.
17. Committee Members after their third firing must pay full price for kiln firings.
18. Only work made by members can be fired in the members kilns.
19. There are consequences of a Member Kiln User not complying with the Workshop Guidelines and the Signed Contract they signed during the workshop. Where there are three instances of non compliance, the Member Kiln User can lose their $200 deposit and be required to complete another kiln workshop before rehiring the member’s kilns.

## Gold Coast Potters Association Reserves the Right

1. GCPA reserves the right to appoint a kiln manager to oversee any part of any firings and to inspect the kiln after firings.
2. GCPA reserves the right to cancel or suspend the “contract of use” of the kilns if any items in this document are not met.

### Updated June 2022