

membership guide: **the collaborative**



A guide on what a membership will look like and how to get the most out of your time at Ongoing Works.

Welcome!

Welcome to the studio! We're so glad you've joined our creative community. This guide covers everything you need to know to make the most of your membership, from booking sessions to plan breakdowns.

x misha

CONTENTS

Membership Plans	03
Clay & Glaze Guidelines	04
Firing Settings	05
Labeling & Storage	06
Booking & Studio Time	07
Cleanup Responsibilities & Studio Etiquette	08
Keyless Access	09
Buddy Pass	10
Large Work & Production Projects	11
Release Liability	12

Membership Plan

Feature	Monthly Membership “For consistent studio access”	Keyless Access “For members that can work independently + have logged required hours”
Price	\$200	\$200
Number of Hours	18 per month	18 per month
Clay	Not included – available for \$25 per 25 lb bag	Not included – available for \$25 per 25 lb bag
Glazes & Firings	Included	Included
Masterclass Discount	10% off all masterclasses	10% off all masterclasses
Coffee & Tea Discount	10% off (mention you’re part of the studio when ordering).	10% off (mention you’re part of the studio when ordering).
Cancellation Policy	Cancel/reschedule at least 24 hrs ahead	Cancel/reschedule at least 24 hrs ahead
Tools & Studio Access	Wheels, tools, glazes, firings	Wheels, tools, glazes, firings
Buddy Pass	N/A	One Per Billing Cycle

Any unused sessions and buddy passes will expire at the end of your paid period and cannot be carried over, extended, or refunded. We recommend booking ahead to make sure you’re able to use all of your sessions within the timeframe.

Clay & Glaze Guidelines

- We only allow cone 5–6 stoneware purchased through the studio or pre-approved brands.
- Glazes provided by the studio are included and outside glazes must be tested before used on pieces.
- Please ask a staff member about approved clays.
- No low-fire, air-dry, or polymer clays (they damage kilns).
- Members are responsible to properly wipe their pieces. Any pieces that become fused to kiln shelves will result in a **\$20 fee per piece**.
- Additional charges will be made if damage to kiln shelves, furniture or kiln structure **exceeds** \$20.
- Members are responsible to note any pieces that are prone to runny glazes in order for techs to take proper precautions.
- Member-owned glazes and tools must be taken home after each session. We cannot store personal supplies. You may store supplies if personal locker if you opt in membership with a locker.
- Any member purchasing clay, glazes, or other ceramic materials directly from ceramic suppliers must have proof that it is Cone 5-6 before beginning to work with it in the Studio.

Firing Settings

All members' work is fired by studio staff:

- Bisque Fire: Cone 04
- Glaze Fire: Cone 5

Any projects created outside of the studio are considered **outside firings**.

These will incur a fee of **\$20 per fire per square foot** (by the footprint and no stacking). Please check with staff before bringing in outside work to ensure it meets our firing requirements.

We do our best to care for everyone's work, but please understand:

- The studio is not responsible for pieces that crack, break, or get damaged during drying, firing, or handling.
- Sometimes pieces can experience glaze issues, this is a natural part of the ceramic process and we encourage students to use test tiles when trying combinations or their own glazes.
- By using the studio, members accept these risks as part of working with clay.

Labeling & Storage

- Place greenware on the **"Bisque"** rack with your name
- Glazed pieces go on the **"Glaze"** rack
- Unlabeled or abandoned items may be removed
- Pieces that are work in progress stay on **"WIP"** shelves
- "WIP" shelves are not assigned and we ask members to process their work once they have occupied a full shelf in order to maintain space for all members.
- Unclaimed items past 30 days may be discarded
- Limit of 2 bags of clay per member.

Lockers are available for purchase for a \$10 add on to your membership

- Lockers are assigned per member and are for individual use only.
- Lockers are intended for personal pottery tools + glazes.
- Food, liquids, chemicals, or hazardous materials may not be stored in lockers.
- Lockers must remain clean and organized.
- Items stored in lockers are left at the member's own risk; the studio is not responsible for lost or stolen items.
- Lockers must be cleared out upon membership cancellation or expiration.
- Any items left behind after 7 days of membership expiration may be removed or discarded.
- The studio reserves the right to access lockers if necessary for safety, maintenance, or policy compliance.

Booking & Studio Time

- Sessions must be reserved through OngoingWorks.Studio
- Your booked session includes setup + cleanup time
- Please leave 20 minutes at the end for cleanup.
- Cancel/reschedule at least **24 hours in advance. No exceptions allowed.**
- If you need to purchase clay please ask a staff member for assistance. Payment is processed in person based on inventory.
- If you arrive late, your session will still end at the scheduled time.
- **Missed sessions without 24-hour notice count as used.**

Bookings on Mondays/Tuesdays/Friday 5-8pm or Saturdays 10-12pm are considered quiet hours due to ongoing classes. Please be mindful of noise level if booking during these times. This may change based on teaching schedule and we will communicate as needed.

Thursdays are **Ongoing Hours** where staff will be available to help with projects you are working on.

Member only workshops are also available during Open Studio so keep an eye out for our workshop calendar.

If you need to **pause or cancel your membership**, please email hello@mishacarrasco.co **at least two weeks before your next billing date.** Requests received after that deadline will apply to the following billing cycle.

Cleanup Responsibilities & Studio Etiquette

Cleanup is included in your scheduled time. Always:

- Wipe down wheel and tools.
- Empty splash pans into reclaim buckets (never the sink!).
- Rinse and put away tools, sponges, and brushes.
- Please sweep up trimmings before leaving.
- Share tools, equipment, and shelves fairly.
- Take home your own glazes and tools each session (no long-term storage).
- No food or open drinks on work tables (lid-only bottles okay).
- Kilns, kiln shelves, kiln posts and any other kiln related equipment are not available for members to touch, use or otherwise interact with.
- Photos/videos are welcome — please be mindful of others' privacy.
- If you are at 2 workboards, please process your work before creating new pieces in order to allow space for all members.
- Ask staff if you're unsure about anything.

Keyless Access

Our Keyless Access Membership is designed for makers who want more flexibility, more focus time, and more freedom in the studio. Once you've clocked **36 hours** at Ongoing Works, you unlock the ability to access the space outside of regular Open Studio Hours using our secure keyless entry system. **5 Week Course hours** can go towards your logged hours if you become a **member within a month** of your most recent course.

This tier is perfect for potters who want a flexible schedule or simply want a quieter, more independent studio experience.

What's Included

- Keyless entry as long as sessions do not overlap with private events, or blocked times.
- Access to wheels, tools, glazes, and shared equipment during your reserved time.
- Ability to work in the studio even when staff is not present.
- Monthly Buddy Pass with 2lbs of clay provided for your guest.

How It Works

- Members must have completed 36 logged studio hours (2 months as an active member).
- You'll receive a keyless entry code once your membership is activated which is uniquely yours
- Always check the calendar for blackout times (classes, events, etc.).

Member Responsibilities

- Clean your station thoroughly before leaving.
- Follow all safety policies and equipment guidelines.
- Respect the space and fellow artists.
- Do not invite non-members or guests during keyless sessions.
- Report any damage or issues immediately.

Keyless access is a privilege and may be revoked if studio policies are not followed or the space is not treated with care and respect.

Buddy Pass

Your Buddy Pass allows you to bring one guest into the studio per billing cycle during Open Studio hours. It's a fun way to share the studio with someone, but please remember that you are responsible for your guest and their work during their visit. Review the following guidelines before using your Buddy Pass so you know what to expect and can help us keep the experience running smoothly.

What's Included

- Monthly Buddy Pass with 2lbs of clay provided for your guest.

How It Works

- Member will book a buddy pass on top of their Open Studio session.
- A staff member will provide 2lbs of reclaim clay for your guest to use.

Member Responsibilities

- All rules and policies apply to guest
- Member is responsible for trimming and glazing their guest's work
- Guest is welcome to continue throwing if member provides clay

Buddy Pass is a privilege and may be revoked if studio policies are not followed or the space is not treated with care and respect.

Large Work & Production Projects

Membership firing includes standard-sized work. Larger pieces require an additional firing fee due to the amount of kiln space they take up and you may experience longer processing times. Larger work is measured at the bisque stage and the pricing covers both firings:

- Pieces 10–14 inches **tall/wide**: \$10 per piece
- Pieces 15–18 inches **tall/wide**: \$15 per piece
- Pieces **taller than 18 inches are not allowed** due to the size of our kilns.

Membership is **not intended for production work**. Any project that includes **more than 10 of the same or similar piece** must be approved by Ongoing Works before starting. This allows us to confirm that we can accommodate the project without causing significant delays in processing other members' work.

Projects with more than 10 pieces **may also require an additional fee** depending on the size and scale of the project.

Payment must be completed before the work is fired. Approval does not guarantee a specific firing timeline, and Ongoing Works reserves the right to limit or decline projects that may interfere with regular studio firings.

Firing services are also available by kiln shelf. Please reach out if interested.

Release of Liability

Any member, guest or other person who in any manner makes use of or accepts the use of any apparatus, equipment, facility privilege or service of Ongoing Works, or who engages in any other activity operated, organized, arranged or sponsored by Ongoing Works, either on or off (2903 El Cajon Blvd. Unit #2 San Diego Ca 92104) the Ongoing Works premises, shall do so at their own risk. Any member, guest or other person shall not hold the owners and their directors, employees or representatives liable for any and all loss, cost, claim, injury, damage and liability, sustained and/or resulting from any action or failure to act in compliance with Open Studio Rules and Etiquette and /or studio guidelines stated by any director, employee, or representative or agent of the owner. Owner, director, employee, representative or agent of the owner shall not be responsible or liable to any member or guest for lost or stolen articles. Any property left by any person on the premises, without provision for its storage may be disposed of or sold by management without notice. Ongoing Works has the right to refuse service.

We look forward to
seeing you at
ongoing works
POTTERY STUDIO

if you have any other questions please feel
free to email us with your full name and
type of plan.

hello@mishacarrasco.co