

membership guide: **the collaborative**



A guide on what a membership will look like and how to get the most out of your time at Ho/Co Studio.

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
Release Liability	10

Membership Plan

Feature	Monthly Membership “For consistent studio access”
Price	\$200
Number of Sessions	6 sessions (3 hours each)
Clay	Not included – available for \$25 per 25 lb bag
Glazes & Firings	Included
Masterclass Discount	10% off all masterclasses
Cancellation Policy	Cancel/reschedule at least 24 hrs ahead
Tools & Studio Access	Wheels, tools, glazes, firings

Any unused sessions 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.
- Any member purchasing clay, glazes, or other ceramic materials directly from ceramic suppliers must have proof that it is Cone 5 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. 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 of 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"** rack
- Unclaimed items past 30 days may be discarded
- Limit of 2 bags of clay per member.

Lockers are available for purchase for \$10 and will be invoiced at the start of your billing cycle.

- 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 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 KilnFire.com
- Each session = 2-3 hours (includes setup + cleanup time).
- Please leave 20 minutes at the end for cleanup.
- Cancel/reschedule at least 24 hours in advance.
- If you need to purchase clay please ask a staff member for assistance.
Payment is processed through KilnFire.com
- If you arrive late, your session will still end at the scheduled time.
- Missed sessions without 24-hour notice count as used.

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.
- 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 40 hours at Ho/Co Studio, you unlock the ability to access the space outside of regular Open Studio Hours using our secure keyless entry system.

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 scheduled classes, private events, or blocked times.
- Hourly booking system to reserve your workspace.
- Access to wheels, tools, glazes, and shared equipment during your reserved time.
- Ability to work in the studio even when staff is not present.

How It Works

- Members must have completed 40 logged studio hours.
- Sessions are booked by the hour, and setup/cleanup must happen within your reserved time.
- You'll receive keyless entry code once your membership is activated.
- 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.

Release 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 Ho/Co Studio, or who engages in any other activity operated, organized, arranged or sponsored by Ho/Co, either on or off (3047 University Ave San Diego Ca 92104) the Ho/Co Studio 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. Ho/Co Studio has the right to refuse service.

We look forward to seeing you at ho/co studio

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

hello@mishacarrasco.co