



FORMOWANIE

POTTERY STUDIO MEMBERSHIP AGREEMENT

Pottery space + main workshop table • 2026

Formowanie	Operated by Mathew Owen Studio (JDG)
Address	Józefa Dietla 71, 31-050 Kraków
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Member name	_____
Email / telephone	_____
Initial membership start date	_____

MEMBERSHIP AT A GLANCE

350 zł per calendar month • 15 wheel hours for a full month • First month can be prorated
Member kiln rates • Pottery tools included • Other departments available as add-ons / Full Membership

1. Membership

The Pottery Studio Membership costs **350 zł per calendar month**. Membership periods run from the **1st day to the last day of each calendar month**.

A new member may start part-way through their first month. The first month is **prorated** according to the number of calendar days remaining in that month. From the following month, the full monthly fee is due for the complete calendar month.

Membership is individual and may not be shared or transferred. Discounted guest access is available under Section 6.

2. Included Access

- Access to the pottery studio and main workshop table during available studio hours.
- **15 hours** of pottery-wheel use for each full calendar month. The first partial month is calculated proportionally under Section 4.
- Open access to the studio for hand-building and glazing during available studio hours.
- Free use of standard shared pottery tools and equipment.
- Shared shelving for work and a personal storage box for tools and small materials.
- Member pricing for kiln firing, additional wheel time and private workshop rental.

Studio access may occasionally be limited during workshops, private events, maintenance or other scheduled activities. These closures are intended to be limited and communicated in advance where practical.

3. Other Departments & Equipment

Formowanie has several separate departments. This Pottery Studio Membership is strictly for the pottery department and does not include use of laser cutters, 3D printers, screen-printing equipment or other non-pottery departments.

Pottery members may purchase add-on memberships, upgrade to a Full Membership, or receive member discounts on eligible single projects and machine use.

Restricted machines, including the laser cutter, may only be used after formal Formowanie training and authorization. Improper use can damage equipment, so members and guests must not use restricted machinery without the required training and permission.

4. Pottery-Wheel Hours

A full calendar month includes **15 wheel hours**. For a prorated first month, the wheel allowance is calculated at **1 hour for every 2 calendar days** of membership remaining in that month, up to a maximum of 15 hours. Wheel hours must be booked in advance and are subject to availability. Unused hours expire on the last day of the calendar month and cannot be carried forward or transferred to another person.

Additional wheel time for members is **20 zł/hour**, subject to availability.

5. Kiln Firing

Firing	Kiln	Member	Non-member
Bisque - full kiln	Keramikos Economy 70L	200 zł	250 zł
Glaze - full kiln	Kittec CB60	250 zł	300 zł

Kilns may only be loaded or operated by Formowanie staff unless specific permission is given. Formowanie determines the appropriate kiln, firing schedule and whether work is safe to fire.

Only clay, glazes and other ceramic materials suitable for the intended firing temperature may be fired. Glaze must be cleaned from the base of each piece. Damage caused by unsuitable materials or excessive glaze may be charged to the responsible member.

Ceramic firing always involves risk. Formowanie cannot guarantee firing results or prevent normal cracking, warping, glaze variation or other normal ceramic failures.

Important: clay pieces must be **fully bone dry** before firing. Work that is not sufficiently dry can crack or explode and may damage other work or kiln equipment.

6. Guests

Members may invite guests using a **Member Guest Pass** for **50 zł per person/day**.

- Access to the pottery/workshop area.
- Use of standard shared tools.
- **Up to 2 hours** on a pottery wheel.

The member must normally be present and is responsible for ensuring their guest follows studio rules. Guest wheel hours are separate from the member's own monthly wheel allowance.

7. Private Workshop Rental

Members receive discounted rental of the workshop space at **120 zł/hour**, with a **minimum booking of 2 hours**.

Private rentals must be reserved in advance and are subject to availability. Reservations will be managed so regular members continue to have adequate access to the studio.

Additional equipment, materials, firing or specialist services may be charged separately.

8. Cleaning

Every member must leave their working area clean and ready for the next person.

- Clean the pottery wheel, table and tools after use.
- Return shared tools and equipment to their proper place.
- Clean spills and clay from the surrounding floor.
- Do not leave clay, glaze or other materials in sinks or drains.
- Ceramic dust should be wet-cleaned rather than dry swept.

If significant cleaning is left for Formowanie staff, a **50 zł cleaning fee** may be charged.

9. Work, Tools & Storage

Members have access to shared shelving for ceramic work and a personal storage box for tools and small materials.

Personal tools stored in another member's box are **not shared studio tools**. Do not use another member's tools or materials without permission.

Please use a reasonable and proportionate amount of shelving space. Formowanie will do its best to provide adequate storage for everyone, but the available space must be shared fairly between members.

If a member produces a particularly high volume of work, they may be asked to take finished or inactive work home so adequate space remains available for everyone.

Do not leave work on shared tables, pottery wheels, walkways or anywhere that interferes with other members. Do not touch, alter or unnecessarily move another person's work without permission.

Formowanie may carefully move work when reasonably necessary for firing, cleaning, workshops or management of the shared studio space.

When membership ends, **all personal work, tools and materials must be removed** from the studio by the final day of that calendar month, unless another arrangement has been agreed with Formowanie in advance.

Items left after membership ends may be removed or disposed of by Formowanie after reasonable notice.

10. Damage

Members must use the studio, tools and equipment responsibly. Any damage must be reported immediately. A member may be charged the reasonable repair or replacement cost for damage caused intentionally, negligently or through improper use.

- Tools or equipment.
- Pottery wheels.
- Kilns and kiln shelves.
- Furniture or the premises.
- Another person's ceramic work.

Damage caused by incorrect clay, unsafe materials, excessive glaze application or failure to follow firing instructions may also be charged to the responsible member. Normal wear and equipment failure are not the member's responsibility.

11. Respectful & Safe Use of the Studio

Formowanie is a shared creative workspace. Members must respect other members, staff, instructors, guests and their work.

Harassment, aggressive behaviour, intimidation or deliberately disruptive behaviour is not permitted. Music may be played only where it does not disturb other people using the studio.

Alcohol consumption is not permitted during normal studio use. A member or guest who is intoxicated, behaving disruptively, or unable to use the studio safely may be asked to leave immediately.

If there is a disagreement with another person, **do not escalate the situation or argue in the studio**. Contact Formowanie and allow us to help resolve the issue.

Members must follow reasonable safety and equipment instructions given by Formowanie. Serious or repeated violations of these rules may result in suspension or termination of membership.

12. Duration & Termination

This version of the Membership Agreement is valid until **31 December 2026**.

Membership runs from the first to the last day of each calendar month and renews monthly unless terminated.

A member may terminate at the end of a calendar month. Please give written notice **preferably at least 14 days before month-end**.

Formowanie limits the number of memberships to ensure adequate pottery-wheel hours and studio access. Please tell us as early as possible if you intend to leave so the place can be offered to another person.

Termination may be sent by email or another agreed written method. Continued membership after 31 December 2026 may require acceptance of an updated agreement.

13. Acceptance

By signing this agreement, the member confirms that they understand the membership benefits, studio rules and their responsibility to use Formowanie safely and respectfully.

MEMBER	FORMOWANIE / MATHEW OWEN STUDIO
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

Thank you for helping keep Formowanie a clean, safe and respectful shared studio.