

## Application to Rent Studio Artist Space

### DESCRIPTION

The London Potters Guild (LPG) is offering the opportunity for clay artists to rent dedicated studio space at London Clay Art Centre. Successful applicants will be chosen based on the considerations listed below and must become LPG studio members prior to officially occupying the space.

A minimum commitment of 12 months is required. Contracts will be made for one (1) and two (2) year periods. The LPG acknowledges extenuating life circumstances and will grant an opt-out provided the renter gives two (2) months written notice to the LPG board.

Renters must re-apply every two years. Depending upon demand, individuals may rent for a maximum of six consecutive years. Therefore, during year five, if the number of qualified and interested clay artists exceeds supply of rental spaces, individuals who have rented the previous five years must make arrangements for space elsewhere allowing opportunity for new individuals to benefit from the space after their sixth year. Individuals who have previously rented will be eligible to re-apply after a one-year hiatus.

There are a limited number of spaces available on both the first and second floors at a rate of \$2 per square foot per month. LPG reserves the right to designate space dimensions to maximize the number offered in the limited space available in the Centre.

### DIMENSIONS AND MONTHLY RATES

Rental spaces will be private and self-contained within a structure provided by LPG. They will include an electrical outlet and some standard plastic shelving. Otherwise, the space is not furnished; renters must provide additional shelving, tables, wheel, tools, etc. needed to carry out their work.

Spaces may be shared by a maximum of two (2) artists. Both are required to complete the application form and indicate that the individuals named on the application will share the space.

### RESTRICTIONS

- Studio Artists are not to regularly use wheels provided for LPG studio members, but will have access to all other pieces of studio equipment. There may be periodic or infrequent use of wheels in the studio, for short amounts of time, ie. a few hours every month if necessary. Studio Artists must provide their own wheel. LPG may have wheels for rent. Please inquire.
- Rental spaces are not to be used as storage space only. They must be used as working studio spaces for the creation of clay art pieces.

## **PRIORITY CONSIDERATIONS FOR LPG WHEN CHOOSING STUDIO ARTISTS**

Depending upon the demand expressed for a limited number of rental spaces, and given that part of the guild's mission is to foster professional potters, the LPG Board of Directors reserves the right to make selections based on the priority considerations listed below and to annually make changes in the allocation of Studio Artist spaces to meet the changing needs of the facility.

- Artists who intend to pursue pottery as a profession
- Recent art school graduates
- Long-standing LPG members who have consistently participated in and contributed to the LPG
- Artists who have shorter-term involvement with the LPG

## **HOW TO APPLY**

1. Fill out the application form at the end of this document and return it either in hard copy or via email to Cheryl Radford, LPG Administrative Assistant, at [admin@londonpottersguild.org](mailto:admin@londonpottersguild.org) or Mailing address: London Clay Art Centre, 664 Dundas Street, London ON N5W 2Y8
2. Provide a one to two paragraph statement of intent or need that outlines why you would like to rent studio space at LCAC.\*
3. Provide a minimum of 2 letters of reference from sources other than family to support your ability to commit and participate in a communal culture.
4. Minimum of 3, but up to 5, photos or arrange to show real examples of your work.

\* At their discretion, and as an integral part of the selection process, the selection committee may interview individuals who are not well-known to the organization.

## **IF SELECTED**

- You will be asked to provide information to facilitate automatic monthly withdrawals of rent or 12 or 24 post-dated cheques.

## **THE LONDON POTTERS GUILD PROVIDES (RENTAL FEE INCLUDES)**

- Demarcated space in approximate dimensions described above.
- Utilities – hydro, water.
- Access to major pieces of equipment such as slab roller, extruder, kilns (see KILN USE below for details about firing).
- Access to the glaze kitchen (see GLAZES for more information).
- Access to the kitchen space at the south end of both floors of the building.
- Annual opportunity for a juried show of Studio Artists.

## **STUDIO ARTIST PROVIDES**

- Additional shelving units to fit within the allotted space.
- Wheel (if applicable).
- All tools, batts, extra table, etc.
- 5 hour per week time commitment to studio maintenance (e.g. loading kilns, etc.).
- Wedging table if using clay other than white, cone 6 stoneware or porcelain.
- Clay, specialty underglazes, specialty glazes.
- Any materials and tools not typically offered at LCAC.

## TERMS OF CONTRACT

- Minimum 12-month commitment required.
- Renewable for one (1) and two (2) years at a time up to a maximum of six (6) consecutive years.
- If a Studio Artist wishes to break the contract he/she must give at least two (2) months notice and pay those monthly fees in order to give LPG ample time to find a replacement artist and not lose revenue.
- If the LPG wishes to evict an artist, it must give at least 2 months advance notice in order to give the Studio Artist ample time to find alternate arrangements.

## CAUSES FOR EVICTION

1. Non-payment of rent.
2. Not fulfilling volunteer commitment in studio.
3. Non-compliance with standards of studio hygiene.
4. Non-payment of firing and supplies.
5. Behaviour not in compliance with LPG Code of Conduct (to conduct oneself in accordance with the policies of the Guild, to treat all Guild members with respect and to not bring the Guild into disrepute through words or actions).

## CONDITIONS

- One (1) and two (2) year renewable contracts on anniversary date based on renter satisfaction, renter's performance *vis a vis* volunteer commitment to studio, conduct, etc.
- Contracts may be renewable up to a maximum of six (6) consecutive years
- Artist must be an LPG member in good standing and renew his/her membership annually.
- Each artist will undergo a review at the three month point of his/her initial rental period.
- Any or all contracts may be revoked at the Guild's discretion by the LPG Board of Directors with due notice.
- LPG will monitor the demand for rental spaces and determine how to proceed.
- A waiting list will be established.

## TIME COMMITMENT

Studio Artists are expected to contribute to the smooth and efficient running of the studio by **volunteering 3 hours per week**. Volunteer hours will be coordinated in conjunction with the Studio Technician.

### Clay:

Clay purchased from the LPG will be at the same cost as regular studio members and will cover the cost of firing and glazes.\*

Clay purchased privately can be fired in the LPG kilns and will be charged at the rate of \$10 per half shelf with a maximum height of 8 inches, \$15 for a full shelf with a maximum height of 8 inches or a full kiln load for \$50.\*

### Kiln Use:

Studio Artists who use LPG clay may rent, based on availability, an entire kiln to fire their pieces at the rate of \$20/kiln as a convenience fee, or load their pieces communally with the rest of the studio members. If the kiln is fired communally no more than ¼ of the load can be the work of a Studio Artist.\*

\* this will be updated

**Glazes:**

Studio Artists may use the glazes provided by the studio under the same conditions as regular LPG studio members - included in cost of clay purchased at the London Clay Art Centre.

Private glazes may be used by the Studio Artist and stored in her/his own space. Cost of glaze materials from LPG supplies are to be paid by the Studio Artist at rates determined by the LPG Board.

**Please fill out the Application to Rent Studio Artist Space below.**



**London Potters Guild**  
C/O London Clay Art Centre  
664 Dundas Street  
London, ON. N5W 2Y8  
Tel: 519-434-1664  
[www.londonpottersguild.org](http://www.londonpottersguild.org)

## Application to Rent Studio Artist Space

Applications are due to Cheryl Radford, LCAC Administrative Assistant  
at [admin@londonpottersguild.org](mailto:admin@londonpottersguild.org) or by mailing to:

London Clay Art Centre  
664 Dundas Street  
London ON  
N5W 2Y8

**Please provide all of the following information:**

Name:

**Contact Information**

Phone:

Email:

**Circle number of rental years required:**

1 year

2 years

**Size and location of studio**

Date Available	Size	Location	Price/Month
September. 1, 2018	88 sq ft (approx. 8' x 11')	Second Floor	\$ 176.00
September. 1, 2018	55 sq ft (approx. 5'9" x 10')	Second Floor	\$ 110.00
September. 1, 2018	34.5 sq ft (approx. 5' x 7'3")	First Floor	\$ 69.00

**Clay/Ceramics Education:(college/university)**

**Specialty or Style of Clay Work:**

**Website link (if any)**

**Membership in London Potters Guild:**

Circle YES or NO and specify number of years \_\_\_\_\_

**Describe any teaching experience you may have had:**

**Guild Participation (e.g. serving on committees, Board participation, coordinator on an event(s), Outreach, etc.)**

**You may use a separate sheet for the following:**

**Statement of intent or need (read description above under HOW TO APPLY)**

**Letters of Reference** (minimum of 2 letters of reference from sources other than family to support your ability to commit and participate in a communal culture)

**3-5 photos of your work (real examples can be provided to the selection committee)**