Oregon State University Craft Center Policies and Procedures

• Orientations are required to gain access to each individual studio, and are valid for one academic year, provided member has had consecutive term membership. Members may exchange past term membership cards as proof of orientation. Orientations are held at the beginning of each term, or by special arrangement.
• We are an adult facility. Youths 16+ may apply for membership, but must meet criteria. Minors interested in participating in a class or workshop must also be approved by the instructor.
• Members will respect the Center’s hours of operation by concluding work, returning all tools, and leaving a clean work area by closing time.
• All clay must be purchased from the Craft Center. This helps to ensure the safety of our equipment and other members’ work. Cost of firing and high fire glazes are rolled into the cost of the clay.
• Members must report all personal injuries, equipment malfunctions, or damage to the front desk staff or an instructor.
• Members may not operate any machinery or tools that they have not had professional training on.
• Members give permission for the Craft Center to use photos and videos taken in the studios and during events unless otherwise notified.
• Full refunds are given if a member wishes to withdraw from a class, if requested 2 full days prior to the start of the class. Otherwise all fees are nonrefundable, unless there are extenuating circumstances.
• The Craft Center may cancel classes with insufficient enrollment. If this happens with a class you are enrolled in, you will be called or emailed, and given a full refund.
• The Craft Center is not responsible for the theft and/or damage to locker contents, whether in lockers or abandoned.
• Lockers should be renewed by 5 pm on the last day of finals week. Renewal of CC membership is required to renew a locker. All items left in un-renewed lockers are considered abandoned and require a $5 retrieval fee. After one term the contents become the property of the Craft Center. ALL CLAY LEFT IN LOCKERS AFTER THE END OF TERM WILL BE RECYCLED.
• The Craft Center provides access to tools and equipment that may cause personal bodily injury. To reduce the possibility of injury, the Craft Center offers classes with instruction in tool and equipment use. In addition, studio orientations are mandatory for all Craft Center users. The Craft Center does not provide insurance to its users. Members must accept full responsibility for their actions, including reimbursing others for damages to them or their property.
• Members are responsible for replacing tools or equipment damaged by their misuse.
• Memberships may be revoked with no refund for dangerous actions or inappropriate conduct.
• The Craft Center is designed for personal use by students, community members, and OSU faculty and staff. It is not appropriate for professional production work. If you find
yourself increasingly using the facility for production work, you may have outgrown the Craft Center’s ability to meet your needs.

- **Accessibility:** It is the policy at OSU to comply with the Rehabilitation Act and the ADA that no qualified person shall, solely by reason of disability, be denied access to, participation in, or the benefits of, any program or activity operated by the University. Each qualified person shall receive the reasonable accommodations needed to ensure equal access to employment, educational opportunities, programs, and activities in the most integrated way feasible. Accommodation requests related to a disability should be made prior to a scheduled class, workshop, or event to one or both: Craft Center Director Susan Bourque, 541-737-6371, susan.bourque@oregonstate.edu; Craft Center Asst. Director Angela Purviance, 541-737-2936, angela.purviance@oregonstate.edu.