

DRAAIT General Information

Thanks for using our atelier! After a year at the Bergstraat, there are a lot of unwritten rules that we'd like to clarify. Hopefully, this will make it easier for everyone to understand. Please read the following information and let us know if you have any questions!

We will begin with general information, followed by specific information for course participants and DRAAIT members.

- At DRAAIT, sustainability is key. With this in mind, we recycle all raw materials. For this reason, it is only permitted to use clay type 254 in the atelier.
- There are separate recycling points for clay and glaze residues. Yellow cloths are used for cleaning clay related tools and equipment, pink cloths are for glazes.
- It is not permitted to discharge any raw materials (clay or glazes) down the drain.
- Recycled glaze residues are re-used for glaze testing. These can be found on the glaze board under: Glaze residue (rest glazuur – usually with a number on the back). These can be used to decorate the inside of vases. However, these glazes are not food safe and must not be used to decorate the inside of tableware.
- Please feel free to use all resources, tools and equipment in the atelier. The resources in the glazing cupboard, as well as the spray booth and kilns, are for DRAAIT members of staff only.
- You are required to use your own pottery tools. You can either bring your own or can buy them in the shop at DRAAIT. Please ensure that they are labelled. You can also use the wood engraver to label your tools.
- The kiln is fired only when it is completely full. Efficient loading is prioritised, as opposed to firing the work that was finished first. Putting your work next to the kiln does not necessarily guarantee that it will be fired and ready the before the following week. In general, your work is usually fired within two weeks. However, if your work has a unique shape then it may take longer.

- Brushes used for glazing must be cleaned and placed in the glazing brush holder. Please read the instructions next to the recycling point.
- Clay dust particles are the biggest health threat to the ceramicist: tidying up and cleaning are therefore essential. After working in the atelier, you are expected to clean your potter's wheel, mirror and any splashes of clay thoroughly. The floor must also be mopped. If it dries with a hint of white, then clay dust particles are present. Rinse your cloth again at the recycling point and continue to clean.
- Clay dust particles: working whilst wearing a dirty apron / clothes is not permitted. Doing so means you are carrying and releasing lots of clay dust particles; a health risk to yourself and others in the atelier. Rinse out your apron at home by putting it in a bucket before putting it in the washing machine. This will also ensure that your washing machine isn't affected by clay dust particles.
- Your workplace must be clean and tidy at the end of your booked time or lesson. Tidying up and cleaning is therefore part of your booked time or lesson, so that the next user can start immediately after you and use a clean workplace. Realistically, you will need 15 minutes to ensure that your workplace is thoroughly cleaned.

General Rules for Course Participants

- If you can't make it to a lesson, please let Rachel or Graham know as soon as possible, via whatsapp or email. You will then be added to a Whatsapp group (Ruilgroep app). This app includes all available lessons. You will then be able to sign up for one of the available places.
- If you are unable to swap your lesson within the current course block, your lesson will be forfeited.
- It is not possible to catch up on a lesson by booking time in our open atelier.
- If you are going on holiday and will miss 2 or more lessons in 1 block, and you have been unable to swap your lessons via the app group, then you are permitted to add these lessons to a prepaid card (strippenkaart). You

may do this once a year – the prepaid card (strippenkaart) is valid for three months.

- Moving on to an Eigen Draai Membership is only possible after 3 course blocks. Please speak to Rachel during your final block of lessons about what you need to be able to work independently.
- Are you enjoying your lessons so much that you want to use the atelier more often? The Eigen DRAAI prepaid card (strippenkaart) is available to purchase via Pay n Plan, this enables you to book extra hours. A prepaid card is valid for 6 months.
- You can register your hours with a prepaid card up to 4 weeks in advance in the Pay n Plan agenda. You can cancel your booking up to 2 hours before your scheduled use of the atelier. If you are unable to attend at the last minute, it is not possible to receive a refund.
- Enjoying yourself and lost track of time? No problem, just let Rachel or Graham know. They can add additional hours to your booking.

General rules for Eigen Draai Members

- It is possible to request an atelier introductory tour before signing up for a membership. Please send an email to Rachel@Draait.com beforehand.
- Members must have sufficient prior experience in order to work independently in the atelier. For this purpose, I only accept members who have followed lessons in another atelier for a minimum of one year. If you don't have one year's experience but still think you are able to work independently in my atelier, please contact us to plan an intake meeting.
- It is possible to register for an Eigen DRAAI Membership via the Pay n Plan app. DRAAIT retains the right to cancel your membership if it becomes apparent that you have insufficient experience to work independently. Payment will be reimbursed, excluding 30 euros for administration costs.
- Are you struggling with your technique or do you need any help? If so, it's possible to book a private lesson on the first Saturday of the month. These lessons can be booked via the Pay n Plan app. If you are unable to

attend these sessions, please send an email or app so that we can plan a session for a different time.

- Registration for a Membership is for a minimum period of 3 months.
- If you cancel your Membership, it will not be possible to register again until 3 months after cancellation.
- When cancelling your Membership, a notice period of 1 month applies.
- You can register your hours up to 4 weeks in advance in the Pay n Plan agenda. You can cancel your booking up to 2 hours before your scheduled use of the atelier. If you are unable to attend at the last minute, it is not possible to receive a refund.
- Enjoying yourself and lost track of time? No problem, just let Rachel or Graham know. They can add additional hours to your booking.
- Are you going on holiday and will you be away for more than 2 weeks? You can add the hours that you will be unable to use to a prepaid card (strippenkaart) once a year. This is then valid for 6 months. This must be requested at least one month in advance; please send an email to Rachel@Draait.com to do so.
- Membership hours are registered per calendar month. The floating button in the Pay n Plan allows you to see how many hours you have planned each month, this allows you to see how many hours you have left.
- Have you used up all your hours and would you like to use the atelier more often? Then purchase an Eigen DRAAI prepaid card (strippenkaart) in the Pay n Plan app to book additional hours. The prepaid card is valid for 6 months.