Member Handbook

A practical guide to working safely, confidently and respectfully at P4Pottery

Effective 12 September 2026

Welcome!
It's lovely to welcome you to our growing P4Pottery studio community! We want P4Pottery to feel calm, generous and inspiring: a place where makers can develop their practice while respecting the people, materials and equipment around them. This handbook explains how membership works day to day.

1. Studio overview

Our mission

To provide a welcoming, supportive and inspiring ceramic studio where people can learn, create and grow together. Through classes, workshops and independent membership, P4Pottery encourages careful making, creative confidence and a generous studio community.

Inclusion and belonging

P4Pottery is an inclusive and welcoming studio where people of all backgrounds, identities, abilities and levels of experience are treated with dignity and respect. We welcome people regardless of race, culture, nationality, religion, age, disability, sex, sexual orientation, gender identity or gender expression.

Discrimination, harassment, bullying, threatening behaviour and disrespectful conduct are not accepted. Everyone who uses the studio is expected to help maintain a safe, supportive and respectful environment where all members can feel comfortable, create freely and enjoy being part of the P4Pottery community.

The studio

P4Pottery is a bright, spacious ceramic studio and creative hub in Fyshwick, Canberra, within easy reach of central Canberra and public transport. It has been thoughtfully equipped to support wheel throwing, handbuilding, glazing and independent ceramic practice.

Studio facilities include:

- 17 pottery wheels in total: 10 in the members' area and seven in the teaching area, including one designated teacher's wheel;
- three large shared handbuilding and sculpting tables, with seating for up to 24 makers;
- two electric kilns and separate kiln room, operated by authorised staff only;
- a dedicated glazing area with a selection of approved house glazes;
- stoneware clay available for members to purchase;
- shared studio tools and equipment;
- a dedicated, well-lit social media corner for photographing finished pieces and works in progress;
- bathroom facilities;

- a kitchenette with tea and coffee; and
- allocated or limited storage space, depending on the membership plan.

Wheels are available on a first-come, first-served basis and cannot be reserved individually. Members should use the wheels in the members' area first. When no class is running and all 10 members' wheels are in use, members are welcome to use an available wheel in the teaching area. Teaching-area wheels remain reserved for classes while teaching is in progress.

The shared handbuilding area contains three large tables and can seat up to 24 makers. Table spaces are available on a first-come, first-served basis and should be shared considerately. Parts of the handbuilding area may be reserved for scheduled workshops or private events. When the members' handbuilding tables are fully occupied and no classes are running, you are welcome to use the handbuilding tables in the teaching area. Please leave the space clean and ready for the next class.

Social media corner

Our dedicated social media corner gives members a welcoming, well-lit space to photograph their finished pieces and works in progress. Members are welcome to use the backdrop and display area during their booked sessions, provided it is not already in use.

Please handle the setup carefully, keep clay and wet materials away from photography equipment, and leave the area clean and ready for the next maker. When sharing your creations online, we would love you to tag @p4pottery and use #p4potterystudio so we can celebrate and share your work too.

Membership gives experienced makers time and space for independent practice outside a structured class. Independent practice means planning and managing your own work, using equipment you already understand, and asking before attempting an unfamiliar process. Membership sessions do not include formal tuition, although we are always happy to clarify studio procedures.

Questions or problems can be directed to hello@p4pottery.au.

2. Before your first session

All new members must complete a studio orientation with the Studio Manager during their first session before working independently. The orientation introduces the layout, emergency procedures, shared equipment, approved materials, storage, cleaning systems and areas that are restricted to staff.

- Wear enclosed shoes and comfortable clothing suitable for clay work.
- Tie back long hair and secure loose clothing or jewellery before using equipment.
- Bring any personal tools you prefer to use and label them clearly.
- Ask before using equipment or materials you have not used previously.

3. Booking and attending sessions

All member visits must be booked through the member dashboard. Sessions can be booked for the current week and the following week. A new booking may be made until the session begins, provided a place is available.

Each booking provides up to three hours in the studio. Please arrive and leave within the booked time. Begin cleaning approximately 15 minutes before the session ends so the space is ready for the next person.

A booking can be cancelled or rescheduled through the dashboard until one hour before it starts. Later cancellations and no-shows count as used sessions.

Weekly allowance
The membership week runs from Monday to Saturday. Unused sessions do not roll over or accumulate, and bookings cannot be transferred to another person.

Access hours

Plan	Weekly allowance	Access window
Weekday Basic	1 × 3-hour session	Mon–Fri, 10:00 am–5:00 pm
Weekday Plus	2 × 3-hour sessions	Mon–Fri, 10:00 am–5:00 pm

Plan	Weekly allowance	Access window
Anytime Basic	1 × 3-hour session	Mon–Fri, 10:00 am–9:00 pm; Sat, 12:00–6:00 pm
Anytime Plus	2 × 3-hour sessions	Mon–Fri, 10:00 am–9:00 pm; Sat, 12:00–6:00 pm
Frequent Makers	4 × 3-hour sessions	Mon–Fri, 10:00 am–9:00 pm; Sat, 12:00–6:00 pm

P4Pottery is closed on Sundays and ACT public holidays. Occasionally, availability may change because of maintenance, holiday periods, emergencies or safety requirements. Planned changes will be communicated where reasonably possible.

4. Shared-studio etiquette

A good shared studio depends on everyone leaving it as they would like to find it.

- Respect other members' work, concentration, workspace and personal belongings.
- Do not handle, move or alter another maker's work without permission.
- Share communal tools and equipment fairly, particularly during busy sessions.
- Keep walkways, exits and access to equipment clear.
- Use headphones for personal audio and keep phone calls brief and considerate.
- Keep food away from clay, glaze and active work areas. Use only designated areas for eating.
- Do not attend the studio if you are unwell, experiencing symptoms of a potentially infectious illness or likely to place others at risk.
- Do not attend the studio while affected by alcohol, recreational drugs or anything else that makes equipment use unsafe.
- Membership is personal. Guests may not participate unless they have their own valid booking or prior approval.

5. Safety

- Follow studio signs, procedures and reasonable staff directions.
- Use equipment only for its intended purpose and only when you know how to use it safely.
- Never bypass guards, switches or other safety features.
- Report injuries, spills, breakages, hazards and faulty equipment promptly.
- Do not use equipment labelled out of service.
- Keep bags and personal items away from walkways and working areas.
- Avoid creating clay dust. Never dry-sweep or use compressed air to clean clay.
- Use suitable protective equipment for the task and wash hands before eating or leaving.

Emergency exits, fire equipment and first-aid supplies will be identified during induction. In an emergency, move to safety, call 000 where necessary and notify P4Pottery as soon as possible.

6. Using wheels and shared equipment

Before beginning, check that the equipment and surrounding area are safe and clean. If something looks damaged or unusual, stop and report it.

After using a pottery wheel

- Switch the wheel off before cleaning.
- Remove clay from the wheel head, splash pan, stool and nearby surfaces.
- Clean with a damp sponge rather than allowing clay to dry into dust.
- Wipe surrounding splashes and leave the floor clean and safe.
- Return bats, buckets and shared tools to their designated places.

Slab roller, extruder and other equipment

- Use shared equipment only after receiving an introduction to its correct operation.
- Do not force equipment or exceed its intended capacity.
- Remove clay residue and return all parts and accessories after use.

- Report faults rather than attempting repairs or adjustments yourself.

7. Clay and reclaim

Members purchase clay from P4Pottery at the applicable member price. Outside clay may be used only with prior approval because unidentified clay can damage kiln shelves, other work and firing equipment.

Members are responsible for recycling and reclaiming their own clay. Personal reclaim must be clearly labelled, stored within the member's allocated space and managed in accordance with studio procedures.

If you do not wish to reclaim your own clay, place suitable clay in the designated studio reclaim container or ask P4Pottery staff for assistance. Clay contributed to studio reclaim becomes part of P4Pottery's shared recycling system and will not be processed or returned to you separately.

Never add a different or unidentified clay body, contaminated clay, plaster-contaminated clay or other unsuitable material to studio reclaim. Please ask before disposing of anything you are unsure about.

- Label personal clay clearly and store it only in your allocated area.
- Keep different clay bodies separate.
- Keep your personal reclaim clearly labelled and within your allocated storage space.
- Place contaminated clay, plaster, rubbish and mixed materials in the appropriate waste container rather than reclaim.
- Never put clay slurry or solid clay into an ordinary sink.
- Follow the studio’s clay-water and sink-trap system when washing tools.

8. Glazes and decorating materials

Use of selected P4Pottery glazes is included. Please check that a glaze or decorating material is approved for the clay body and firing temperature before use.

- Stir glaze carefully and use clean tools to prevent contamination.
- Do not pour unused or contaminated glaze back into its original container.
- Return lids securely and wipe containers, tools and surrounding surfaces.
- Keep the base and any surface touching a kiln shelf completely free of glaze.
- Outside glazes, slips, stains, lustres or other materials require prior approval.
- Ask before combining unfamiliar materials or testing a new firing process.

9. Preparing work for firing

Firing is charged separately per kilo using the finished weight of their pieces after glaze firing. Our standard combined rate covers both one bisque firing and one glaze firing, so you pay once when your finished work is ready to collect.

Please clearly mark each piece with your name or your studio-approved maker’s mark and place it in the designated firing area. Work submitted for bisque firing must be completely dry. Before submitting glazed work, check that the base is clean and free of glaze.

Once your pieces are glaze-fired, please ask studio staff to weigh them and arrange payment before taking them home. Only staff may weigh and record work for billing.

If you are collecting bisque-only pieces, we will weigh and charge them at that stage. Please speak with us before submitting oversized pieces or requesting an additional firing, as separate charges may apply.

You can find the current member firing rates on the firing price list displayed in the studio and available online. Place work only in the designated firing area and ensure it is ready and safe to fire.

- Use an identifiable maker’s mark and any label required by the studio.
- Confirm that the clay and all applied materials are approved and correctly identified.
- Ensure work is fully dry, structurally sound and free from trapped air where possible.
- Remove glaze completely from the base and any area that may touch a kiln shelf.
- Do not place wet, damaged, unusually thick or unsuitable work on the firing shelves.
- Ask before submitting oversized, enclosed, experimental or technically unusual work.

P4Pottery may decline or postpone firing work that appears unsafe, unidentified or improperly prepared. Only authorised staff may load, unload or operate the kilns or enter restricted kiln areas.

Ceramics can crack, warp, break, discolour or produce unexpected glaze results during drying and firing. We handle work with care, but no particular firing result can be guaranteed.

10. Storage and work collection

Weekday Basic, Weekday Plus, Anytime Basic and Anytime Plus memberships each include one allocated 30-litre plastic storage tub for approved clay, personal tools and works in progress. Frequent Makers membership includes one allocated 30-litre plastic storage tub, together with the remaining space on one full storage shelf for additional clay, tools and works in progress. All items must fit safely within the allocated storage space and be clearly labelled where required.

- Label clay, tools, works in progress and firing pieces as directed.
- Keep all items within your allocated space and do not block walkways or shared equipment.
- Do not use another member's shelf or move their work.
- Take responsibility for personal tools, materials and belongings kept at the studio.
- Collect completed work promptly after notification.

P4Pottery may ask members to remove completed or abandoned work when storage is required. Reasonable notice will be given before uncollected items are disposed of.

11. Cleaning checklist

Cleaning is part of every booked session. Before leaving, please check that you have:

- cleaned your wheel, splash pan, stool, table and surrounding area;
- cleaned all tools, bats, boards, buckets and equipment used;
- returned communal items to their designated places;
- placed reclaim, clay waste and rubbish in the correct containers;
- used the designated clay-water system rather than an ordinary sink;
- wiped wet spills and removed trip or slip hazards;
- stored and labelled your work correctly;
- checked that no personal belongings have been left in shared areas; and
- left enough time to finish and depart by the end of your booking.

12. Breakages, damage and equipment problems

Accidents happen. Tell P4Pottery promptly if you break studio equipment, damage property or notice a fault. Early reporting helps us keep everyone safe and prevent further damage.

Do not attempt electrical, mechanical or kiln repairs yourself. Members may be charged for deliberate or negligent damage, but ordinary wear and promptly reported accidents will be assessed fairly.

13. Membership administration

Monthly payments

Membership fees recur automatically each month on your billing date and continue until cancelled. Keep your payment details current; studio access may be suspended while an overdue payment remains unresolved.

Cancelling your membership

Send a written cancellation request to hello@p4pottery.au before your next billing date. Membership cancellation is not available through the member dashboard.

P4Pottery will email you once the request has been accepted. If you do not receive confirmation within seven days, contact us again. It remains the member's responsibility to request cancellation and ensure confirmation is received. Non-attendance does not cancel a membership.

Payments already processed are non-refundable, except where a refund or other remedy is required under the Australian Consumer Law.

14. Quick answers

Can I book at short notice?

Yes. You may book until a session starts if a place remains available.

How far ahead can I book?

The member dashboard offers the current week and the following week.

Can I cancel or reschedule?

Yes, through the dashboard until one hour before the session starts. Later changes count as a used session.

Do unused sessions roll over?

No. Weekly sessions do not roll over, accumulate or transfer.

Can someone else use my booking?

No. Memberships and bookings are personal and non-transferable.

Can I bring my own clay or glaze?

Only with prior P4Pottery approval.

Is firing included?

No. Firing is charged separately at the applicable member rate.

Can I stay longer than three hours?

No. Please finish cleaning and leave by the end of your booked session.

Can I bring a guest?

Guests cannot participate without their own booking or prior approval.

What if I need help with a technique?

Membership is independent practice rather than tuition. Ask about a suitable class or workshop if you need structured teaching.

What happens to my clay scraps?

You are responsible for your own clay reclaim. If you do not want to reclaim it yourself, suitable clay may be contributed to the shared studio reclaim and will not be returned separately.

15. Working together

Thank you for helping us keep P4Pottery safe, welcoming and enjoyable. Good studio culture is built through small shared habits: cleaning thoroughly, handling materials carefully, respecting other makers and asking when you are unsure.

This handbook supports the P4Pottery Membership Policy. If the two documents are inconsistent, the Membership Policy takes precedence.