



RMO Studio / Centre Studio Studio Membership Agreement

Owner: Robynne Morris

Agreement Type: Studio Membership (all tiers)

This agreement sets out the terms and conditions for studio membership at RMO Studio / Centre. By purchasing a membership, the member agrees to follow these terms and the studio rules.

Studio rules form part of this agreement. A breach of the studio rules constitutes a breach of this contract.

1. Membership Access

1.1 Studio members are granted access to RMO Studio / Centre for independent ceramic work in accordance with their chosen membership tier.

1.2 Studio hours are 7 days a week, 7am to 10pm, subject to studio availability and booking.

The studio must not be used outside of permitted hours.

1.3 Members must book sessions in advance to ensure safe studio capacity and for insurance compliance. A session is defined as 30 minutes of booked studio time, with multiple able to be booked on the same day.

1.4 If you arrive late to a session, the session time cannot be extended.

1.5 Members agree to follow all studio rules, booking policies, and operational guidelines as updated by the studio from time to time. Failure to comply, including repeated (three or more) overstaying of booked sessions or failure to leave workspaces ready for the next user, may result in suspension or termination of studio access.

1.6 Pottery wheels are prioritised for course or workshop participants. Availability will be visible on the online booking system.

Members may still use the studio for hand-building, trimming, glazing, and other activities during these times.

1.7 Studio members confirm that they are competent to safely use the facilities, and comply with health and safety requirements.

1.8 Repeated failure to attend booked sessions will result in restricted booking access or review of membership. Repeated is normally three or more occasions.

1.9 Memberships are non-transferable and may only be used by the registered member.

RMO Studio / Centre Studio Membership contract

Effective from: 1st July 2026

Review date: June 2027, or earlier

1.10 Membership alone does not guarantee availability of specific equipment, space, or time slots. Booking guarantees this. The booking system is accessible by all members.

1.11 The studio is located within Wellington Yard, which is a light industrial environment. Noise from neighbouring units, including machinery, may be audible during typical working hours (generally weekdays between 08:30 and 16:30, occasionally earlier or later). By entering into this agreement, members acknowledge and accept this environment.

1.12 Members will be provided with keys and/or fobs for access to the studio. These must not be shared or duplicated. Any loss of keys and/or fobs must be reported immediately and will incur a replacement charge.

1.13 Members are responsible for securely opening and closing the studio when attending, including the smaller shutter entrance where applicable.

1.14 Members may at times be in the studio alone and must act responsibly with regard to safety and security.

2. Membership Tiers

2.1 Membership tiers include:

- Casual Maker – 8 hours studio access per month
- Studio Maker – 18 hours studio access per month
- Resident Maker – Unlimited studio access, subject to opening times

2.2 Membership benefits include access to stoneware clay (subject to fair use), studio tools, studio glazes and kiln firing for standard work.

2.3 Fair use of materials, kiln space, and studio resources is included within membership. Fair use means normal hobby or small-scale maker use. RMo Studio reserves the right to determine whether use exceeds fair use and to discuss additional charges before they are incurred.

2.4 RMo Studio reserves the right to charge for excessive use, including unusually high clay consumption, excessive firing volume, or commercial-scale production.

2.5 Membership is intended for personal use, hobbyists and small-scale independent makers. Larger-scale commercial production that places unusually high demands on studio resources may require a separate agreement.

3. Storage

3.1 All members are allocated a shelving space of approximately 40cm x 60cm for work in progress.

3.2 Studio staff may assist by wrapping work to help slow drying; however, responsibility for monitoring and maintaining suitable moisture levels remains with the member. The studio accepts no liability for work that becomes too dry or damaged through drying.

3.3 Studio Maker and Resident Maker members are also allocated a small lockable locker for personal tools and materials.

3.4 Work left inactive for more than 28 days may be moved or removed where storage space is required. Wherever reasonably possible, the member will be contacted before work is disposed of.

3.5 Lockers are provided for Studio and Resident tier memberships. Keys are provided. RMo Studio / Centre accepts no responsibility for loss or damage to items stored in lockers.

4. Kilns and Equipment

4.1 Kilns are operated by studio staff only.

4.2 Firing of standard studio work is included within membership but is limited to the studio kiln firing schedule.

4.3 Exceptionally large or unusual pieces may require a small firing contribution depending on kiln capacity.

4.4 Ceramic Work

While every reasonable care is taken when handling, drying, glazing and firing ceramic work, the nature of ceramics means that cracking, warping, glaze faults, explosions and other failures can occur. RMo Studio / Centre cannot guarantee successful outcomes and accepts no liability for damage or loss occurring as part of the normal ceramic process.

4.5 Members may be held responsible for damage to studio equipment, tools, or facilities caused by negligence or misuse.

5. Studio Conduct

5.1 Members agree to:

- Follow all studio rules and safety guidance
- Familiarise themselves with and follow the studio risk assessment
- Clean their workspace and equipment after use
- Store work appropriately
- Use equipment responsibly

5.2 Members shall not make or permit any noise that may cause nuisance or annoyance to neighbours, ensuring reasonable enjoyment of the studio at all times.

5.3 RMo Studio / Centre reserves the right to suspend access if studio rules are not followed or where behaviour impacts the safe or reasonable operation of the studio or the wider Wellington Yard site.

5.4 Members selling work are responsible for ensuring their own public liability insurance and compliance with relevant regulations.

5.5 Under no circumstances should you move or handle other peoples' work, especially fragile, unfired work.

6. Membership Payments

6.1 Memberships are paid monthly.

6.2 Membership hours reset each calendar month and unused hours do not roll over.

6.3 Memberships are subject to a minimum commitment period of three months, unless otherwise agreed in writing.

6.4 Failure to make payment may result in immediate suspension of studio access until the account is brought up to date.

6.5 A security deposit equivalent to one month's membership fee is required prior to the start of membership. This deposit will be held by RMo Studio / Centre and may be used to cover:

- damage to equipment or facilities
- loss or non-return of keys
- unpaid membership fees or other outstanding charges

The deposit (or remaining balance) will be returned within 14 calendar days of membership ending, subject to any necessary deductions.

The deposit is not to be used in place of the final membership payment.

7. Membership Cancellation, Pausing Memberships, and Change of Membership

7.1 A minimum membership term of 3 months applies.

7.2 After 3 months, members may pause or cancel their membership by providing 7 calendar days written notice to RMo Studio / Centre.

7.3 After 1 month, members may change their membership tier by providing 7 calendar days written notice to RMo Studio / Centre.

7.4 Membership fees are non-refundable once a billing period has started.

7.5 Any applicable deductions may be taken from the security deposit.

7.6 A membership can be paused for a maximum period of 2 months once during each 12-month period.

8. Termination of Membership by the Studio

8.1 RMo Studio / Centre reserves the right to terminate a membership with 7 calendar days' notice where necessary.

8.2 Where termination occurs and the member has not breached studio rules or engaged in misconduct; any unused membership fees will be refunded on a pro-rata basis.

8.3 Immediate termination may occur in cases of:

- unsafe behaviour
- inadequate experience
- damage to equipment
- failure to follow studio rules
- failure to adhere to the contract
- inappropriate conduct towards others

- failure to make monthly payments by the renewal date

In such cases refunds may not apply.

8.4 RMo Studio / Centre reserves the right to refuse future membership applications following termination.

9. Liability

9.1 Members use the studio and equipment at their own risk and agree to follow all safety guidance.

9.2 To the fullest extent permitted by law, RMo Studio /Centre shall not be liable for any loss, injury, or damage arising from use of the studio, except where caused by negligence.

9.3 RMo Studio / Centre will take reasonable steps to maintain a safe working environment in accordance with health and safety legislation.

9.4 Personal Property

Members are responsible for their own personal belongings, equipment and work at all times. Items are brought into and stored within the studio entirely at the member's own risk. RMo Studio / Centre accepts no responsibility for loss, theft or damage except where caused by its negligence.

10. Adjustments to Memberships

10.1 RMo Studio / Centre reserves the right to update membership terms, studio rules, or pricing where necessary.

10.2 Members will be notified of any significant changes in advance via email or other appropriate communication.

10.3 Membership pricing will not increase without at least 30 calendar days written notice.

10.4 Members will be given reasonable notice of significant changes before they take effect. Continued use of the membership after the effective date constitutes acceptance of the revised terms.

10.5 Temporary Closure of the Studio

RMo Studio / Centre may temporarily close the studio due to maintenance, emergency repairs, utility failures, landlord requirements, severe weather, or other circumstances beyond its reasonable control. Where reasonably practicable, members will be notified as soon as possible. Temporary closures do not automatically entitle members to a refund, although RMo Studio / Centre may, at its discretion, extend memberships or offer alternative arrangements where appropriate.

11. Health and Safety

11.1 Members must familiarise themselves with the unit-specific fire strategy, including evacuation procedures, fire exits, and the designated site muster point.

11.2 RMo Studio / Centre is responsible for ensuring that all members have received appropriate fire safety instruction and have acknowledged these procedures prior to using the studio.

11.3 Members must familiarise themselves with the unit-specific risk assessment.

11.4 No unauthorised users may enter the studio, this includes guests of members.

11.5 Members must only attend during booked sessions.

11.6 No liability is accepted by the landlord or Wellington Yard site management for any injury, loss, or damage arising from the use of the studio by members or visitors.

11.7 All activities must comply with relevant health and safety legislation and any requirements imposed by the landlord or site management from time to time.

11.8 Use of heat tools is not permitted when studio staff are not available.

11.9 Memberships are for people aged 18 or over.

12. Monitoring and Access

12.1 RMo Studio / Centre will use CCTV within the studio for the purposes of safety, security, and monitoring studio use.

12.2 CCTV will be operated in accordance with applicable data protection laws.

12.3 Members are required to use their key fob for swiping in and out of the studio, and use a booking system to monitor attendance and ensure safe capacity levels.

12.4 Future access systems may be introduced and must be used in accordance with studio guidance.

12.5 The studio must not be used outside of permitted hours, 07:00-22:00.

13. Agreement

13.1 RMo Studio / Centre reserves the right to refuse or decline membership applications at its discretion.

13.2 By purchasing or activating a membership, the member confirms that they have read and agree to the terms of this agreement and the studio rules.

Member Name: _____

Signature: _____

Date: _____

Studio Representative: Robynne Morris