

THE CLAY STUDIO- RULES AND CLAY ETIQUETTE

8-19-07

BACKGROUND: In 1999 the Southwest Sculpture Society, SSS, a longstanding affiliated member of the Art Center of Corpus Christi petitioned the Art Center Board to establish a 3-Dimensional studio and committed to raising money and providing administrative and technical assistance for this facility. In late 2001, over \$12,000 of equipment was ordered and installed when funds were donated by supporters of this facility. The Clay Studio Committee, CSC, organized the Clay Studio and wrote Rules and Procedures for the safe, efficient and equitable use of the studio. The founding members of the CSC were: Kaye Hass-President SSS, Mary Van Peursem, Mike Westergren, Adrien Shelton, Barry Brown. In January 2003 The Clay Studio Group became an affiliate member group of the Art Center of Corpus Christi. The officers of that group were: Barry Brown-President, Georgia Lawton-Vice President, Kaye Hass-Treasurer, Deborah Nolan-Secretary

Purpose: The Clay Studio, Art Center of Corpus Christi, was created to provide a dedicated studio for the use of the clay medium by clay artists and to teach students of all ages the techniques, skills and procedures required to make traditional pottery and create sculptural artwork from clay.

Studio Rules and Etiquette- The Clay Studio was created for the enjoyment of all users and may only be achieved if everyone agrees to follow these common sense rules:

1. **The Clay Studio Committee, CSC-** is elected by paid Clay Studio Group members in February of each year and administers the Clay Studio. The CSC members are **volunteers** dedicated to making this a safe, friendly and effective place for users to work with clay. The CSC updates the rules and procedures for the studio to keep it efficient and financially viable.
2. **Eligibility and Cost for Studio Use-**
 - a. To be approved to use the studio, a user must be a member of the Art Center AND approved to work in the Clay Studio by the CSC.
 - b. Annual Clay Studio Group dues of \$75, are due in January. Members joining after January will have their annual fees prorated at \$6 a month. Clay Studio Members may work in the Clay Studio anytime the Art Center is open AND there is NOT a class or workshop using the studio.
 - c. Non-Studio Members- For those who have a home studio and will NOT use the Clay Studio outside of class, the annual fee is \$30, due in January and is NOT pro-rated.
 - d. Students enrolled in a class do NOT have to be members of the Art Center or Clay Studio Group, but they may NOT use the Studio except during their class.
3. **Only Clay and Glazes Provided by the Clay Studio May be Used in the Studio!** The only clay allowed in the clay studio is sold by the clay studio at a price fixed by the CSC. The current price of clay is \$25 per 25 lb bag. The profit generated from clay sales funds the cost of rent, glazes, repairs, electricity and repair of equipment. Members may purchase recycled clay for \$6 by filling a plaster mold with slop.
4. **Members are REQUIRED to Clean Where They Work AND Common Use Areas-**All users of the clay studio MUST clean up after themselves AND assist in cleaning of the common use areas of the studio! There are no paid employees of the Clay Studio or Art Center personnel that clean the facility or maintain the equipment. Users of the Clay Studio MUST assist in cleaning common use areas when the CSC schedules a studio clean-up day.
5. **Cooperation with Other Users is Essential-** Users of the studio agree to work cooperatively to achieve a harmonious, safe, and productive working environment. Cell phone calls may be disruptive to others. If you must receive calls, please step outside the classroom to converse with a

caller. Please be considerate and respectful of the next person. Do not touch or disturb other people's work! If you break or damage another's work, please leave them a signed note explaining what happened. Never uncover another's work to look at it without their permission!

6. **Safety Procedures Must be Followed:** If you are uncertain about proper procedure or use, you must consult with a knowledgeable person of the studio or a member of the CSC. Smoking or eating in the studio is not permitted. Users must wash their hands with soap after using any glazes, oxides or other chemicals. Pets are not allowed in the studio. Small children may NOT accompany a parent working in the studio. Rotating wheels, hot kilns and chemicals pose a hazard to children. Avoid sweeping dry clay or dust on studio floors. Clay or glaze disturbed into the air from sweeping is a health hazard. Always use the wet-dry vac or a mop provided by the studio. All sanding or use of the Dremel tool must be done outdoors and requires wearing of a mask and safety glasses. It is much easier to "finish" your work when it is leather hard than to have to sand it after it has been fired. Tables, boards, batts & wheels should never be brushed off. Clean with a damp sponge. Dust must be kept to a minimum!
7. **Handling of Clay from Drying to Final Firing- You must initial ALL work!** All work shall be done on a canvas board or a batt! Do not use sharp objects on a canvas board. Do not do work directly on a table, use a ware board. Use a batt to do work on the wheel. Sheet rock squares have been provided for you to DRY slab work, but please do not use any tools or do any work on the sheet rock. Drying work cannot be stored on the canvas covered ware boards. Wood ware boards and batts may be used to dry wet work on shelves. Users **must** be responsible for moving green ware from the drying shelves to the bisque rack. Slurry clay cleaned from the wheels, pans and batts should be dumped in the bucket of water provided in the wheel room. Do not put any clay from the floor or foreign objects from the floor into the water bucket. **NO CLAY or GLAZES MAY BE DUMPED IN THE DRAIN in the glazing room! CLEANING OF BOARDS, BATTs, ETC. MAY BE DONE IN THE slop bucket in the clay or throwing room.**
8. **THERE IS VERY LIMITED SPACE IN THE CLAY STUDIO FOR STORING WET CLAY, BISQUE OR GLAZED WORK.** Users must claim bisque or glaze work within 10 days! Bisque ware left un-glazed for more than 10 days may be glazed and sold on the CSG Seconds shelf and the proceeds paid to the CSG. Glazed work not claimed within 10 days of firing will be sold on the CSG Seconds shelf and the proceeds paid to the CSG. Wet clay bags **MUST** be labeled with the name, phone # and date purchased and stored on the shelves designated. If you do not use the Clay Studio for more than 60 days you will be called and asked to remove your clay from the studio until you become active again as storage space is limited. If unclaimed wet clay is not picked up after the owner is notified, the clay may be sold to another member.
9. **Other Rules:** Users are required to sign-in each time they visit the Clay Studio. If you are the first or last person in the studio for the day you **MUST** be responsible for closing, opening or locking doors, turning fans or lights on/off. The Clay Studio, the Art Center of Corpus Christi and their agents cannot be responsible for lost or stolen items. To prevent the spread of unsightly clay dust tracks in the gallery, lobby and restrooms, **PLEASE** take care to wipe your feet on the rug at the entry to the Clay Studio.

KILN ROOM RULES

PLEASE DO NOT TOUCH ANY OF THE KEYPADS ON OUR KILNS...THEY ARE PREPROGRAMMED AND ONLY DESIGNATED USERS MAY FIRE THEM.

After ware has been trimmed and is dry, place on bisque rack in kiln room. Do not slide pots across shelves!! This damages foot rings and some are very delicate. Do not bump other pots. Green ware is very fragile....never pick up a pot by it's handle. Bisque ware (once fired) is less fragile but still not vitrified enough to safely pick up by the handle.

After bisque ware has been glazed, place on the glaze rack in the kiln room. Place pots on shelves according to height of pot. Example: Don't put a small pot on a tall shelf. Please do not handle or even touch others' work....you will feel terrible if you break something. If this does happen, leave a signed note of apology, please.

DO NOT open kiln lid until temperature is below 200 degrees F. This can ruin a whole firing. Do not remove pots from kiln until they can be handled without gloves. Keep door to kiln room shut when kilns are firing. Signs will be placed on the door when kilns are firing. If the kilns are cool to the touch, please turn off the evacuation and overhead fans to save electricity.

GLAZE ROOM RULES

Lightly sponge off your bisqued pieces to remove any dust or clay particles. Glaze will not stick to loose foreign matter. Remove rough spots before glazing. No sanding of pots inside building. If you must sand, wear a mask and stand outside and upwind. It is much easier to "finish" your work when it is leather hard than to wait until it has been bisqued.

Be especially careful not to contaminate one glaze with another. Clean glaze mixer in wash bucket before and after each mixing. Replace lids on glaze containers immediately after using. Both are labeled, so make sure you put the correct lid on the correct glaze container! After glazing your pieces, clean up drips on table and floor. Leave tongs and other glaze "aids" clean.

Use wax resist on bottoms of your pieces so they will not stick to kiln shelves. Wax at least up ¼ inch from the bottom. Clean off any glaze that sticks to the wax after dipping. Bottoms of pots must be absolutely free of glaze or the pot will not be fired.

In lieu of using wax resist, the bottoms of many pieces can easily be sponged off. Using the carpet after it has been "wetted" is fast, efficient and makes a clean neat bottom to be fired rather than spending the time and money to wax resist. Test tiles are here for reference. The whole tile has been dipped once then the upper half has been dipped a second time.

I have read and agree to follow The Clay Studio Rules and Etiquette outlined above and the Kiln and Glaze Room rules attached. These rules specifically require that only clay and glazes provided by The Clay Studio may be used in the studio. I understand that I may be held liable for any damage to equipment caused by the use of clay or glazes not provided by The Clay Studio.

X _____ DATE _____

Printed Name _____ Address _____

Initials or ID XXX for Clay Work (REQUIRED) _____ City and Zip Code _____

Phone # _____ email address _____

DATE ART CENTER MEMBERSHIP EXPIRES _____