

## **General Rules for Studio Members**

The GVR Clay Studio is a community studio. In order to create a clean and safe environment with quality tools, all members are expected to comply with Studio rules as well as the Member Code of Conduct in the Policy Manual.

### **General Rules**

1. Scan your GVR card upon entering the studio. “No card - no entry” as per GVR rules. Exceptions are for guests and people who would like a tour - refer to the policy manual for details on this.
2. Don't come into the Studio if you are ill, have a fever, or any symptoms of a cold, flu, or a communicable disease.
3. Attach a note to your work in progress with your name and the current date. Work will be moved to the patio and considered abandoned when the date on the piece is more than 30 days old.
4. Use the wedging table, sink, and slab roller canvas that is meant for your clay body.
5. Only Studio-approved glazes and clays may be used.
6. Clean glaze brushes, tools, cups, and spoons in the bucket in the sink before washing under running water outside the bucket.
7. Don't dump glaze or clay residue in the sinks.
8. Don't place bean bags directly on clay; this helps to prevent mold.
9. Use an appropriately sized drying shelf for your work.
10. Clay can be stored in your storage space or on the designated shelves.
11. Pay for purchases with cash or check. Bills larger than \$20 are not accepted. The register is open from Monday 12:00 - 3:30 and Tuesday – Sunday from 8:00 - 3:30. Scan your GVR card each time you make a purchase.
12. Don't touch other people's work without their permission.
13. Don't talk on your phone in the Studio.
14. Don't discuss politics or religion.
15. Don't wear perfume, cologne, or scented lotions.

### **Studio Safety**

1. Clean up after yourself:
  - Use wet clean-up only to reduce clay dust in the air.
  - Keep your storage area clean.

- Wipe down and then dry shelves, racks, molds, and tools that you have used. Also wipe up clay that has fallen on the floor and on the shelves under your work area. Return Studio tools and equipment to the place where you found them.
2. Sanding of pieces should be done outside on the patio. Clean up dust from your sanding when done.
  3. Do not work on newspaper or paper towel as that can create clay dust.

### **Use of Glazes**

1. Apply glaze using the small plastic containers provided; don't apply glaze directly from the glaze jar.
2. Stir glazes that have separated. Don't shake the jars.
3. Use a ladle or spoon to get glazes from the one and five gallon containers. Don't pour glaze from these containers.
4. Wipe the lids of glaze jars after use.
5. Don't return contaminated or watered-down glaze to the glaze jar or bucket.
6. Glaze may be sprayed in the spray booth only. Spraying of paint and glaze is not allowed in other areas within the Studio.
7. Use oxides on the outside patio only.
8. Don't remove glazes from the Studio.

### **Firing your work**

1. Place your completely dry piece along with the *completed* firing slip on the holding room shelf. Use the appropriately sized shelf for your work.
2. Ensure that the bottom of the piece has your name, initials, or maker's mark.
3. Pieces must be stable so they won't tip over and damage other people's work.
4. Remove tape from your piece before firing.
5. Remove glaze from waxed areas before firing.
6. Remove paper and plastic from inside the piece before firing.
7. Put paper towels underneath items that have oxide on them.
8. Oxides and glazes other than underglazes (Velvets) should be used on bisque pieces, not on greenware. Velvets may be used on greenware.

9. Do not put underglaze (Velvets) on the bottom of (underneath) the piece for bisque and high fire. They are allowed on the bottom for low fire.

10. Make a note on bisque firing slips if underglazes have been used.

**For high fire:**

- Leave ¼” unglazed at the lower outside of the piece for high fire glazes. Make a note on the firing slip if you have applied velvets to that lower ¼”.
- There should be no glaze on the bottom of the piece.

11. Let the kiln techs know if you think there is a chance that the glaze on the outside of your piece may run. Make a note on the firing slip – or you can add a separate piece of paper along with the firing slip with a detailed note. These pieces will be sharded differently for firing.

12. Sculpture pieces must be completely dry and hollow and have air holes on them so they won't blow up in the kiln. This applies to all pieces.

**Hand Building**

1. Use only wood tools on molds.
2. Remove clay from molds after 1-2 days. Clean the mold thoroughly after use.
3. Ware boards may be used for 1-2 days, then the piece should be moved to a drying rack. After the item has dried on the rack, it should be stored directly on the storage shelf (not on a ware board or rack).

**Wheel Room**

1. Turn off wheels when you are finished using them.
2. Thoroughly clean your wheel and work area when you are finished. White clay in the white sink, all others in the red clay sink.
3. Dump your slurry pail in the 5 gallon buckets on the patio.

**Sculpture Room**

1. There are dedicated shelves in the sculpture room for sculptures that are ready to be fired.
2. There is a 60 day limit for drying sculpture pieces – the increased limit is due to the longer drying time.
3. Shelves in the sculpture room should be used only for sculpture pieces. Additional shelves for sculpture storage are available in the classroom if sculpture room shelves are full.
4. See also the note regarding sculpture pieces in the firing section of this document.

## **Classroom**

1. Don't enter the classroom when a class or meeting is in session.
2. Classroom shelves can be used for your projects in-progress, but keep in mind that you won't be able to enter the room to retrieve it when a class or meeting is in session.
3. Clay may not be stored on classroom shelves.