

FVAC Clay Studio Policies + Guidelines

The FVAC Clay Studio is a community of students, hobby potters, and artists sharing a studio space. We are considerate of our fellow potters so that everyone can work creatively and safely.

We are a small studio; we do not support production style making. Each potter is limited to firing 35 pieces per session.

Studio policies and guidelines. These are non-negotiable.

- General Studio Guidelines and Etiquette
- Class Guidelines
- Open Studio Access
- Equipment Guidelines
- Materials
- Firing and Glazing
- Cleaning Guidelines

General Studio Guidelines and Etiquette

- **Studio hours are 7:00 am - 10:00 pm**
- Be a team player, be kind, no gossip, no drama.
- Clean up after yourself.
- Check your emails for studio communications
- Persons not registered for a class or co-op may not work in the studio.
- Contain your personal workspace; don't spread out on multiple tables and surfaces.
- Keep all of your belongings on your shelf or take them home.
- Do not take tools or touch things on other people's shelves.
- Do not handle other people's work without their permission.
- If you break something, leave a signed note with the piece.
- Do not create excessive dust or mess—no dry sanding.
- Promptly remove fired work.

Class Guidelines

- Check your emails for class communications.
- Arrive to class on time. Your instructor has planned their demonstration for the start of class. Be respectful of their time and effort.
- If you know you will be late or miss class, email your instructor or the Studio Manager.
- Do not interrupt or talk over the instructor while they are demonstrating. Be respectful of other people's learning.
- Do not keep an instructor late after class has ended.

Open Studio Access

Enrolled students and co-op members are allowed access to the FVAC Clay Studio during open studio time. Because open studio access hours can change at any time, always check schedule before coming.

- You must sign up using the open studio sign-up form. Do not come in without signing up.
- No open studio hours during classes or events.
- Open studio hours can change at any time.
- No sign-ups within ½ hour of a class ending to give classes time to clean and leave.
- You may reserve up to three hours at once.
- Only reserve up to three days in advance.

Equipment Guidelines

Respect the equipment. Do not misuse it.

Kilns room

- Do not touch kilns.
- Do not put things on top of them, or near them.
- Do not unload a kiln without permission.

Wheels room

- No metal tools on the wheel head.
- Always turn off the wheel when not in use.
- Tuck the pedal under or on top when finished.
- Always locate your bat pins before cleaning up.
- Only unfired clay in the slop buckets.

Pug Mill

- Do not use the pug mill without training and permission.
- No plaster or bisque in the reclaim.

Firing and Glazing

- **Potters are limited to firing 35 pieces per session.**
- Pieces over 10 inches in any direction will accrue an extra firing fee (\$3-\$10 per piece.)
- Pieces over 12 inches in any direction need permission.
- Pieces without names will not be fired.
- Cracked pieces will not be fired without permission.
- Unstable pieces will not be fired.
- Place pieces toward the back of the bisque shelf and close to other pieces. If you need help making space, ask an instructor.
- Place flat or short pieces on a shelf of corresponding height. Short pieces on short shelves, tall pieces on tall shelves.
- No ware boards, plastic, newspaper, or supports, on the ware shelves, only clay.
- No glaze on the bottom of pieces or anywhere that will touch a kiln shelf.
- Pots that are not cleaned appropriately will not be fired.
- Do not over-glaze.
- Do not layer multiple glazes over the entire piece.
- No stiling or hanging pieces without permission.
- No refires.

Materials

- **No outside clay is allowed. Clay must be purchased through FVAC Clay Studio.**
- Outside glazes are permitted with permission. Must be rated to Cone 6.
- Potters must supply their own tools, buckets, and towels.

Cleaning Guidelines

- Always clean up after yourself.
- Clean up after others if they forget. Chances are you will also forget to clean something one day.
- Wipe down all surfaces. TWICE. WITH A CLEAN SPONGE.
- Wash all community tools and put them away.

Wheels

- Clean splash pans, wheel deck, stool, and pedals thoroughly.
- Clean the floor of leakage from splash pans.
- Check buckets for sponges and tools before emptying them into the appropriate slop bucket.
- Sweep and mop up any trimmings or messes on the floors.
- Wipe down any clay splatter including on the walls.

Wedging table

- Keep dark clay and light clay on the correct side.
- Do not use the wedging table to dry clay.
- Clean clay off with a rubber (not metal) scraper and sponge down.

Sinks

- Always wipe down sinks and handles.
- Keep clay out of the drains.
- Clean dirty clay tools and buckets over the slop basin in the sink.
- Do not leave tools or buckets in or on the sinks; return them to their homes.
- Rinse out the sponges.

Glaze Area

- Wipe down all surfaces and any drips or spills on the floor.
- Cover glaze buckets and push them under the counter/ table.
- Wash mixing whisks and drill.
- Wash brushes and return them to their container.
- Rinse out turf grass.

Slab Roller

- It's not a work table
- Wipe down after rolling a slab.
- Use the correct color canvas for specific clay.
- Put the canvas away in the designated space.

Ware Boards, Bat, & Plastic:

- Stack ware boards neatly.
- Do not leave old newspaper or plastic on ware boards.
- No shredded/unusable plastic in the bin.

- No clay bags in the plastic bin.
- Clean out clay bags for recycling and put in clay bag bin.
- Bats are not ware boards, only use them for throwing.
- Do not hoard the community bats.
- Clean community bats and put them away.