

FVAC Clay Studio Policies + Guidelines 2026

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 together.

We are a small studio; we do not support production-style making. Each potter is limited to firing 30 pieces per session.

Studio policies and guidelines. These rules 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
- Check the studio bulletin board for events & updates
- 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 at 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 to access the FVAC Clay Studio during open studio hours. However, these hours can change at any time; check 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.
- Only reserve up to three days in advance.

Open studio access to FVAC Clay is a privilege earned by abiding by the studio policy and guidelines. We all pay back by helping keep the studios clean. Thank you in advance for doing your part.

If you are someone who uses the studio multiple times a week, you are expected to help with studio tasks and cleaning.

- Potters are expected to do 5-10 minutes of "studio tasks" for each day of studio use outside of class time.
- Studio tasks can be done daily or all at once.
- See the separate "Studio tasks form."

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
- No more than two trained members unloading kilns at a time.

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 30 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 tilting or hanging pieces without permission
- No refires

3 Strike Over-Glazing Rule

- If your piece *excessively* drips and fuses to a kiln shelf due to over-glazing, failure to wipe appropriately, or carelessness, you get a “strike.” After three strikes, you lose the privilege to layer multiple glazes until you have been retrained and the issue remedied.

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.
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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 nicely
- Do not leave old newspapers or plastic on the ware boards
- No shredded/unusable plastic in the bin.
- No clay bags in the plastic bin
- Clean out clay bags for recycling and put them in clay bag bin
- Bats are not ware boards; they are only used for throwing
- Do not hoard the community bats
- Clean the community bats and put them away.