

POTTERY HANDBOOK

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Welcome to the Virginia Beach Art Bailey Ceramic Studio!

GENERAL:

Virginia Beach Art Center's (VBAC's) Bailey Ceramic Studio is a part of a non-profit Art Center in Virginia Beach acting primarily as a learning center. It contains potters and clay artisans of all levels of experience and knowledge. Sharing and trying new methods is encouraged; however, above all, we need to make sure to protect the safety of all, the integrity of the equipment, and the works of other individuals.

Virginia Beach Art Center is a harassment-free environment and does not discriminate based on race, color, religion, gender, national origin, age, disability, political affiliation, or sexual orientation.

TERMS USED IN HANDBOOK:

- User: Anyone using the Bailey Ceramic Studio in any capacity, whether an instructor, volunteer, student, open studio participant or someone using the studio and equipment by some other arranged means.
- Student: A person paying to participate, in a class, open studio, workshop, demonstration or other paid participation.
- Volunteer: A person performing tasks on a voluntary basis without monetary compensation. Instructor: A person secured as an independent contractor to teach for a fee.
- Studio: The premises of the VBAC Bailey Ceramic Studio.
- VBAC Building: The premises operated by VBAC, including the Artist's Gallery portion of the building.

If there is anything you do not understand, including the guidelines, please ask an Instructor, Studio Monitor or Management.

COMMUNICATION:

- Questions or suggestions for class offerings should be directed to the Pottery Manager.
- Concerns about issues happening in classes or open studio should be first referred to the Instructor or the Studio Monitor. If more assistance is needed, please speak with the Pottery Manager.
- Concerns not resolved by the Pottery Manager can be referred to the VBAC Board of Directors Pottery Representative.

STUDIO HOURS:

- This is a teaching and hobby studio and does not support full-time production pottery.
- Studio hours are determined by scheduled classes/instruction and the availability of volunteers to staff the space.
- If you have a specific need, please speak with Management.
- The Studio may have closures for general studio maintenance, events, etc. Please consult the studio calendar on line (www.artcentervb.org/pottery) and/or notice boards for updates.
- Class schedules for the 6/8-week sessions are established around certain major U.S. holidays and/or times that VBAC may be closed.
- In the event that a class session is cancelled by VBAC (due to inclement weather, power outage, or other reason), every reasonable effort will be made to make up the class at a time that works for the majority of the students. We will attempt to give make up opportunities, but we do not guarantee make up of missed classes due to circumstances beyond our control.
- When class is missed due to students' personal reasons, class-registration fees will not be prorated or refunded. Make ups might be possible if worked out between instructors, but the making up of classes is not guaranteed.

STUDIO ENTRANCE/EXIT:

- During open-hours, users are to enter and exit the Studio through the external door located near the large windows in the Studio.
- Approved users are given a key via sign-in/out procedures determined by VBAC. These keys are not to be loaned/used by anyone but the approved user. There is a \$150 charge for a lost key (for re-keying the building).
- During regular business hours, users may enter the building through the Front Artist's Gallery entrance to view the exhibitions and interact with studio artists. If a class is being held in the flex-space, users may be asked to go around the outside to enter the pottery studio so as not to disturb the class.
- Note that there is no exit from the pottery studio back through the front part of the building.
- During off hours, no one may enter the other portions of the building without permission.
- Be sure shoes are clean if walking through carpeted areas of the building.
- The VBAC Building is a shared space, used for many purposes, and cooperation and respect are appreciated.
- None of the sinks in the front part of the building are equipped for clay clean-up. Using an incorrect sink could cause serious plumbing issues, and everyone's cooperation is appreciated!

PARKING:

- The lot next to the Bakery surrounded by wooden planters is for user parking.
- The alley behind the building (17th-1/2 Street) is a no parking zone and cars might be towed.

- Please do not park next to the front entrance to The Artist's Gallery in front of the Bakery. This parking is for Bakery customers.
- Superior Pawn (across 17th Street) has given us permission to use their lot from 6:30-11:00 pm. They begin towing at 11:00 pm.
- Some parking is available along the neighborhood streets with proper seasonal permits.
- Be mindful of the signs about permit requirements if you park on the streets. Aggressive towing happens in this area of the Oceanfront.

EMERGENCY PROCEDURES:

- In the event of a life-threatening emergency or fire – please call 911 immediately!
- The Studio Safety Data Sheets (SDS) are located in the Kiln Room in the Yellow/Red OSHA approved binders. In the event of a fire a digital version of these files will be kept by the Studio Manager as well; however, often local authorities also desire to keep a copy of these records on their files as well. – Need to work this out with VA Beach Police and Fire after all has been inventoried.
- Be prepared to meet emergency responders and notify them of chemicals and equipment that they may encounter, depending on the emergency.
- Any accident or injury that results in an emergency call or any rendering of first aid requires an Accident/Injury/Incident report to be filled out and filed with the Pottery Manager within 7 days.
- The Accident/Injury/Incident report should be used for any situation that requires first aid, even if self-administered.
- The first-aid kit is located in the restroom.

SAFETY:

- POLICY: The Accident/Injury Report must be filled out for any accidents, injuries or incidents that occur, including any time first aid is administered (even if self-administered), any time blood is present, and to report any type of conflict or situation that impacts safety, security of the building or any other matter of concern that should be brought to management's attention. The report is due within 5 days of the incident.
- All Users are expected to follow guidelines for safe clothing, shoes, jewelry and hair as listed below.
- Safety equipment such as goggles, gloves and masks are available must be used during certain tasks (such as mixing glazes) as mentioned throughout the handbook. It is also recommended that masks be worn during deep cleaning and any other activities that might cause the presence of dust in the air.
- Controlling dust is of utmost importance. Only wet methods are to be used for cleaning (i.e., wet sponge and bucket or dust pan). Brooms, fans etc. should not be used.
- Carbon monoxide and smoke detectors are present in the pottery studio. Should they engage, appropriate safe evacuation should occur. Call for emergency assistance. Do not disable batteries in smoke detectors.

CLEANING, DUST, AND SAFETY:

- **It is of paramount importance to control dust in the Studio.** The dust of clay bodies and some glaze materials can be respiratory irritants. Repeated, prolonged exposure to silica dust, due to its small size, can lead to long-term health problems. We want everyone exposed to this art form to love it for a very long time!
- It is the responsibility of all users to clean up any areas, equipment, and tools they have used. The floor around your work area must also be cleaned.
- All cleaning must be done with wet sponges or mops. No brooms! Sweeping of dried clay causes dust to become airborne for hours in particle sizes that are not visible to the eye. Collect clay trimmings from the floor while they are still moist using a wet sponge and dustpan. Use a mist-sprayer to rehydrate any chunks or trimmings if needed.
- The shop-vac must be used with the dust-mitigation attachment. This type of cleaning is generally reserved for between-session deep cleaning of the studio.
- No large fans or standard vacuum/shop-vacs may be used in the space to prevent airborne dust migration. Shop-vacs with HEPA filters do not provide sufficient particle size suction to address silica dust and actually will contribute to dust levels in the environment.
- User's shelves are to be cleaned periodically and before the end of the last class in each session. Instructors and Studio Monitors are responsible if they allow a user to exit class without cleaning. Please plan your cleaning time appropriately into your class/studio time.
- Absolutely no sanding or grinding of any works inside the Studio. This must be done outside, away from other work by other users. For your own protection it is recommended any sanding/grinding only happen wet and with proper respiratory, eye, and ear protection.
- If you need to leave early from a class or open-studio time, plan appropriate time for cleanup. Do not leave your mess to be cleaned-up by someone else.

SUPPLIES:

- The pottery studio is well stocked with tools that can be used by all students.
- Students in intermediate to advanced classes may be required to purchase tools or supplies for use on specific projects.
- **POLICY:** No outside clays are allowed. All consumable materials must be purchased from VBAC.
- Unless otherwise specified, clay, glazing and firing is included in the tuition for classes, workshops and open studio. See section below on Clay.
- Any use of outside materials must be approved, in advance, by VBAC Bailey Ceramic Studio Management and may involve a fee.
- The Studio Manager will provide as a part of this Handbook an approved list of supplies.
- All supplies are to be ordered via VBAC. This arrangement provides VBAC with a sustaining means of survival. See section below on Ordering Supplies.

CLAY:

- POLICY: All clay used in the studio must be purchased from/provided by VBAC.
- The Studio will stock 2-3 varieties of mid-range (Cone 5/6) clays that have been selected due to their workability both on the wheel and hand-building while providing a vitrified body when fired properly in the range the Studio uses.
- Other clays may be ordered via VBAC for free-delivery to VBAC, but must be on the approved list of supplies or approved in-advance.
- Each bag of clay that you are provided either via class attendance or through purchase must be labeled with the manufacturer, clay name, and user's name.
- All clay includes glazing and firing, whether purchased or provided as part of a class or open studio.
- If a user wants to upgrade the standard clay included in tuition or open studio, it should be arranged with the pottery manager and a surcharge for the difference in cost will apply. Ample time should be given for ordering and delivery.
- If a specialized clay is desired that we are unable to order, the manager has the discretion to approve it for use in the studio with a use fee imposed.
- Reclaim buckets should be used whenever possible.
- All efforts must be made to keep clay out of the sinks. Use the reclaim buckets to rinse all equipment
- Any clay to be thrown away should be collected and disposed of in the dumpster by the parking lot.

ORDERING CLAY and SUPPLIES:

- POLICY: All orders must be pre-paid.
- POLICY: Refunds will not be given once the order has left the supplier.
- Payment can be made with cash, check or credit card.
- The completed order form with receipt for payment attached should be given to the pottery manager.
- The Pottery Manager and/or instructors may assist by collecting a check (payable to The Artists Gallery)/cash and the completed order form.
- The manager will notify the customer when the materials arrive and arrange for pick up.
- Items not picked up within 60 days may become property of the Pottery Studio.

REGISTRATION:

- POLICY: All Students must be registered for scheduled classes, workshops, demonstrations and/or open-studio via the VBAC Active registration system or using the registration form.
- Students may use a paper Registration form and pay in cash or check. Paper registrations will be manually added to Active by the manager. Note: Manual

registration is slower and popular classes could fill before a paper registration is processed.

- POLICY: Users are required to sign all appropriate liability and photographic waivers as well as sign they have read and accept all policies, procedures, and safety recommendations in this handbook. Instructors, Open Studio Monitors, and General Volunteers have additional paperwork requirements prior to using the premises.
- Only registered students or open-studio renters may use the studio equipment and tools. Friends and family are welcome to visit during open-studio hours, but they may not use clay or equipment. A liability waiver is required for anyone occupying the pottery studio.
- After registration, Students will be assigned a shelf and be added to the sign-in book.
- Instructors will distribute clay at the first class session when applicable.
- 4-weeks into each 8-week session, existing 8-week registered users may advance-register via check or cash with payment in-full for the next 8-week session. At week 5, on-line registration is opened to the public.

REFUND POLICY:

- A minimum of 5 participants is required for a class to run. Low registration numbers will result in the cancellation of the class. Students may either transfer into another class.

CLASS CANCELLATION POLICY:

- All requests must be made in writing/email.
- Written cancellations, anytime prior to 5 days before the class starts, are eligible for a transfer, a credit or a full refund.
- Written cancellations within 5 days of the class start date are eligible for a transfer or credit only.
- Under extenuating circumstances a refund (less a \$25 cancellation fee) may be approved.
- Once the class starts, there are no credits or refunds.
- A student unable to finish a class might be eligible for transfer to another class, handled on a case by case basis.
- No-show students are not eligible for a refund, credit or transfer.
- Missed Class Sessions:
 - •If a student misses part of a class, there is no guarantee of made up sessions, and no portion of tuition is reimbursed or credited.
 - Attempts will be made to allow for make-up sessions (i.e., in pottery) when possible, but it is not guaranteed.
- We want to work with students as much as possible. We want you in our studios, creating! At the same time, instructors are contracted and paid, supplies are ordered, and schedules are made based on class registrations. We appreciate your follow through, and your prompt communication when hiccups happen.
- Prorated registration fees or refunds for missed classes are not provided.
- No refunds are available for late arrival or no-shows.

- Waitlisted students do not carry over to the next set of classes, but will be allowed early registration along with current students.
- Classes missed due to illness or other student-related matters are not guaranteed to be made up and there is no pro-rating of class fees or refund for missed classes.
- Other instructors may allow make ups in their classes if space permits. Check the studio calendar for availability and speak with your instructor.
- POLICY: All make-up classes must be pre-arranged between the instructors. Students may not simply show up at another class.

INCLEMENT WEATHER/OTHER CLOSURES:

- NOTE: VBAC does NOT follow the Virginia Beach school system for inclement weather closures.
- Closures for inclement weather, power outage or other unforeseen reasons will be determined by VBAC and Artists Gallery staff, along with input from the Instructor. The Instructor and VBAC staff will work together to notify all class members in a timely manner.
- If an instructor is unable to teach a class, a substitute will be sought. If no substitute is found, the class session will be rescheduled as soon as possible for a time that works for the majority of the students. (See “Instructor” section for more on this topic.)
- Students who are in doubt should contact their instructor.
- Any class sessions missed due to inclement weather, power outage or other “VBAC-caused” matter will be made up as soon as possible at a time that works for the majority of the students.
- POLICY: Refunds are not given for classes missed due to weather, power-failure, etc. We will attempt to help all students make up the missed classes, but there is no guarantee.

ATTIRE and POSSESSIONS:

- Wear long-hair tied back and do not wear clothing or jewelry that hangs off the body.
- Wear close-toed shoes with rubber soles at all times in the Studio. (no open-toed, high-heeled, open-heeled shoes like flip-flops, sandals, clogs.)
- Shoes must be clean if permission is given to walk in other areas of the building.
- Placement of personal possessions are the responsibility of the user. VBAC is not responsible for lost or damaged personal items.
- Logos, words, and labels on all attire must be community-studio minded. Any items deemed offensive by Instructors, Studio Monitors, or Management will need to be changed or turned inside out.

LANGUAGE and ATTITUDE:

- As a community-minded studio we value and encourage learning and building-up others’ strengths. Be mindful that everyone has a different level of tolerance for opinions and comments about their work, the world, religion, politics, etc.

- Our goal is for VBAC to be a place of education, escape, renewal, and enjoyment of the craft.
- VBAC is a safe space for all users – no discriminatory conversations or actions are allowed.
- We will not tolerate inflammatory conversations or remarks. This is a place that is to be free from harassment or discrimination.
- Please mind your language. You will be asked to leave if you cannot control yourself. Keep your behavior, language, and professionalism appropriate at all times. Do not be the person who requires us to include a list of unacceptable words in this document.
- Before you react – ask yourself: Is this productive? Is this positive? Will my remark make a positive or safety-related impact on the person it is directed towards?

STUDIO ETIQUETTE:

- Food and drink are discouraged (with the exception of water bottles).
- There are components of this craft that are unhealthy to ingest. Be sure to wash your hands thoroughly with soap and water before eating and when leaving the studio.
- The restroom located within the Studio is to be used by Studio users. No clay, or messy hands are allowed in this restroom. Please rinse your hands with provided buckets and clay rinse sinks located within the Studio only. Keep this restroom tidy for all. The alternative restroom is only available on an emergency basis through the Artist's Gallery and shoes must be removed before walking on any carpeted surfaces.
- No sinks will be used outside of the Studio space including the sink that is in the 2D classroom/meeting room as you exit the Studio to head towards the front of the building.
- Clean-up after yourself and wipe down any surfaces as needed.
- Signage – please let us know if any signage needs the attention of the Studio Manager so that appropriate signs can be made and hung so that they do not damage equipment or walls. Please do not change/damage signs. A bulletin-board will be provided for Studio and community clay-oriented announcements only.
- Alcohol is only allowed at special Studio events where those in attendance are of legal age.
- No smoking or vaping on the premises.
- No firearms, concealed or otherwise.
- The building including air-space is shared for other purposes; noise, conversations, and dust will not be allowed to migrate.

ETIQUETTE REGARDING WORKS CREATED:

- Be respectful of the community nature of this space. Do not touch or handle other user's work unless you have the permission of the individual to do so. Do not be tempted! We know it looks awesome – do NOT touch it.
- All pottery items created must be community-studio minded. Any items deemed offensive by Instructors, Studio Monitors, or Management will be removed.

- If pots are on greenware shelves (ready to bisque) or glaze shelves (ready for glaze firing) and they need to be moved, enlist an Instructor or Studio Monitor to move other people's pots.
- Users are advised to keep a studio notebook of works created for reference.

EVALUATIONS AND FEEDBACK:

- Evaluations are distributed at the end of each class. Your feedback and comments are appreciated and help us improve our programs.
- Feedback can be given at any time by communicating with the appropriate person, including the pottery manager.

WHEEL THROWING CLASSES:

- Splash pans must be used while using the pottery wheels.
- Students are to clean the entire wheel, including under the wheel head and legs.
- Splash pans will be removed, chunks of clay placed in appropriate reclaim buckets, first cleaned in a rinse bucket in the sink, and then rinsed at the faucet.
- Stools should be cleaned and turned upside down on the wheel head after the wheel has been cleaned, and the foot pedal resting on the wheel as well to free the floor for cleaning.
- All wheels must be turned-off. Instructors and Studio-Monitors will need to check on this as a part of their closing procedures.
- Students will wet-mop the floors around the wheel and place appropriate wet-floor signage as needed.
- Tables are to be spritzed with water to prevent dust and scraped of clay, then sponged clean.
- All scrap not wanted by participant should be placed in the corresponding reclaim bucket or placed in a plastic bag and carried to the outside dumpster.
- It is important that all students know it is their responsibility to clean. If they do not do a good job, the Instructor or Studio Monitors will need to do this work.

HANDBUILDING CLASSES:

- Instructors are to supervise the use of the slab roller, hand-held and wall extruders. Demonstrate proper and safe-use of this equipment for your students.
- Students should thoroughly clean any equipment, tools, molds, textures, etc. and table spaces using wet-cleaning techniques (i.e., sponge, spritz and scrape).
- Make sure all clay scraps are disposed of properly.
- Rolling pins should be left clean for the next user.
- Floors should be cleaned by student around their work areas.
- Handbuilding students can only use approved underglazes.
- Any new materials that the Instructor or Student wants to test should be approved by the Studio Manager before use. Guidance will be provided as to how to go about safely testing these materials in a way that will not affect other individuals' works.

- Instructor/Studio-Monitor and/or students will clean and put away any pottery or tools left on the table by students when the class is over so that the handbuilding table areas are free and clear for the next class or day.

MARKING AND STORING WORK:

- POLICY: All work is to be clearly signed or marked before it makes its way to the shelf for bisque firing. This will help the kiln loaders identify the maker if they have any questions. Any unmarked work will be placed in an 'Unmarked' area and will not be fired.
- POLICY: All work to be fired needs a firing ticket. Works without a ticket will be placed in the "Unmarked" area and will not be fired. The firing ticket requires an accurate glaze description and a drawing of your signature or "mark."
- Place firing tickets inside or under pots on the appropriate 'to be fired' shelves.
- POLICY: Only the work of registered students and open studio renters may be glazed and fired at VBAC.
- Store work in accordance with the shelving labels. Your day of the week and Instructor class will be identified on a shelf or shelves for work in progress. When work is bone-dry it may be moved to the shelves for bisque firing. Kiln loaders reserve the right to not load pieces into the kiln that are insufficiently dry.
- Works that are unmarked, have glaze drips, or may otherwise be deemed unsafe for the kilns will be placed on the "Oops" shelf.
- Unfinished works in one session may be carried over for finishing in the following session if a student is registered.
- Fired works should be picked up within two weeks.

MIXING GLAZES:

- POLICY: We mix and provide only food-safe glazes
- POLICY: Only trained and approved individuals may access and utilize glaze mixing materials and mix glazes wearing proper safety equipment.
- Wet-clean-up is required after every glaze-mixing session.
- Updated Safety Data Sheets (SDS) for all materials in the studio will be located on the wall in the Glaze Room in OSHA approved Yellow/Red binders and cage.
- Disposal of mixed glazes and/or glazing chemicals must be done according to hazardous waste disposal regulations.

USING GLAZES:

- The Studio provides a selection of studio glazes that are available for use only on work produced in a class or open-studio sessions at the Studio.
- Glazes may be used with permission from the pottery manager. A user fee may be imposed.

- Glazing must be done under the supervision of an Instructor or Studio Monitor until the user has approval for glazing independently. Please plan use of class and studio time appropriately.
- The Instructor or Studio Monitor needs to be present in the glaze room while any glazing activities take place unless a user is approved for independent glazing.
- Pay attention to test-tiles, warnings, and glaze combinations that may not react well together – this work may not be fired or you will be held responsible for damages.
- The approved and trained kiln loaders (which may include your Instructor) are handling everyone's works and must know what they are dealing with for their safety and the safety of everyone's works. An accurate glaze description is required on any firing tickets with work on the glaze shelves.
- Any items the loader deems as 'unsafe' to fire will be placed on the 'Oops Shelves'. Please check those shelves periodically for work that may need adjustment.
- No glaze on the bottom ¼ inch of pot. VBAC will provide basic wax; however, users are encouraged to also provide for their own waxing needs. (There are many waxes for different purposes and effects.)
- After glazing or dipping your creation into a bucket of glaze, allow the glaze to dry and then ensure you have cleaned off any outer waxed areas with a damp sponge. Glaze remnants on the outside of waxed areas will not be fired.
- Always thoroughly wipe the bottom of your pots with a cleanly rinsed damp sponge before placing on the 'to be glaze fired' shelves.
- Beginning students may only glaze during instructional class time (not open-studio) so that they can be taught and supervised.
- Place clean newspaper down on the tables before placing bisqueware on them. Do not wax or glaze directly on any tables. When finished glazing, all papers should be thrown away.
- Make sure all glaze buckets are tightly sealed.
- Students should clean tables, tools, and floors if spills have occurred.

Glaze Drips During Firing:

- Drips can happen during firing, but you can prevent them! To avoid this inconvenient embarrassment, make sure your pots have clean bottoms and the glaze is not too thick on the lower half.
- If your pot drips or sticks to a kiln shelf, a Studio manager will assess the damage and ensure your pot is safe to handle. Glaze drips create razor-sharp edges on pots that have successfully been removed from the shelf and will cut you if touched. A grinding fee or shelf replacement fee may be charged to you for the damaged shelf.
- To avoid glaze mishaps, you may, occasionally, place a bisque tile under your work for the shelf's protection. This is not an acceptable method to handle poor glazing as it creates additional effort for the kiln loaders.

- Do not apply oxides, stains, underglazes, etc. to the bottom of your work as that can stain the shelves.

FIRING and KILNS :

- POLICY: No one under any circumstance is to touch or operate any kiln unless approved by Management. This equipment is reserved for trained approved individuals only.
- All works must be accompanied by a completed Firing Ticket (for both bisque and high-fire). Tickets are in a basket on the desk.
- 6/8-week class firing tickets will always take priority when kiln firing throughput is strained due to heavy-use periods, maintenance, or availability.
- Kilns are to remain unplugged when not in-use.
- POLICY: Only those approved by management may unload a kiln.

SPECIAL EQUIPMENT:

- Specialized equipment, including extruders, slab rollers, wheels, and other tools, can only be used after proper instruction.
- If in question – ask.

PUGMILL:

- No one under any circumstance is to touch or operate the pugmill unless approved by Management. This equipment is reserved for trained, approved individuals only.
- It is to remain cleaned and unplugged when not in-use.
- NOTE: As of 4/2019 the pugmill must be repaired before initial use. Check with management before attempting to use it.

OPEN STUDIO (General):

Open Studio provides adult students the opportunity to work on their own projects and/or to improve their skills. Time in the studio is monitored but is not instructional and allows for use of the studio equipment, glazes and firings. To qualify for open studio, a basic skill level is required.

- Open studio is offered at scheduled times when the pottery studio is not being used for classes and workshops. A studio monitor must be scheduled to open and oversee the session.
- Users must be approved by an instructor or the manager before they are allowed to use the studio independently.
- Studio Monitors and participants may work on their independent projects, complete class projects, use pre-mixed glazes, and prepare work for firing.
- Monitors and participants may not mix their own glazes or use the kilns.
- Students are expected to be able to use equipment and work independently. Monitors are available to assist but are not responsible for instruction.
- Hours and clay must be pre-purchased on-line (or with paper registration and a check payable to VBAC) before use of Open Studio. Confirmation of payment is required to receive a Log Sheet and clay.

- Only clay purchased from VBAC may be used. No outside clays are allowed.
- Participants must sign in and out on their log sheet at each session attended. Hour totals are to be tracked and recorded during sign out.
- Firing tickets are required for both bisque and final firing. Pieces without a ticket and marking/name will not be fired.
- All users must have a photo release and liability waiver signed and on file.
- All users will receive a copy of the handbook and must sign to acknowledge that they have read, understand and agree to abide by the policies and procedures therein.
- Users must clean all areas used before leaving the studio. If cleaning is not completed prior to leaving the manager has the right to deduct an hour from the user's log sheet.
- Note that monitors do not have access to clay and glazing cabinets, and they are not responsible for handling money, orders or class registrations.

OPEN STUDIO FOR CURRENTLY-ENROLLED STUDENTS:

- Students enrolled in a minimum of 4 class will receive unlimited Open Studio hours for independent work on class projects. This time is intended to supplement learning-skill skills learned in class.
- Students are expected to work independently during open studio hours.
- All rules for use of Open Studio apply to Users, whether they are enrolled in a class or purchasing hours separately (see below).
- Open Studio included in class registration expires 2 weeks after the class ends, unless the user is registered in the following session.
- Students not returning for the next 8-week class session may not make new wet work, but they may finish pots (trimming/glazing only as appropriate).

OPEN STUDIO for NON-STUDENTS:

- Open Studio hours are available for purchase for previous class members, must attend a minimum 4 week class in order to purchase Open Studio hours. Clay, glazing and firing can be included in the price of the Open Studio Hours.
- POLICY: Users must be approved before purchasing hours and oriented on the rules and cleaning expectations.
- POLICY: Users must sign in and out at each session and track their hours.
- Clean up must be completed by individuals before they leave.
- Each space must be cleaned and ready for exiting the building within 15 minutes after the end of the open studio session.
- Misuse of the studio space and equipment, or failure to clean properly before leaving could result in hours being deducted from a User's total.
- Open Studio Monitors are available to assist users with equipment and/or procedures as trained during their scheduled volunteer time. They may work on their own works otherwise. They are not expected to teach during this time.
- Evening users must clear out by 9:30 pm so that Instructors/Monitors/Management may lock-up.

HOW TO JOIN AND SELL WORK IN THE ARTIST'S GALLERY COOPERATIVE:

- Clay artists who wish to sell their work in the cooperative must undergo the jury process set by The Artists Gallery. There is a \$25 jury fee. The artist will leave 5-6 finished works that represent style and ability for about a week. The jury panel will give feedback and this will be reviewed at a meeting with the Gallery Manager.
- Artists may jury to become an Invitational Artist or an Exhibiting Artist.
 - Invitational Artists receive prospectuses and may enter exhibitions of their choice.
 - Exhibiting Artists rent a monthly exhibition space and have volunteer duties within the cooperative.
 - There is a commission to the Gallery for all sales.
- More information can be found at www.theartistsgallery.org

APPENDICES:

GLAZE REFERENCE SHEET

LIST OF APPROVED CLAY AND SUPPLIES

CLEANUP CHECKLIST

HANDBOOK ACKNOWLEDGEMENT

Name: _____

Date: _____

By signing below I verify that I have read, understand and agree to abide by the policies and procedures outlined in the handbook.

I have asked for and received clarification on any parts of this handbook that were not clear to me.

I understand that a pottery studio contains equipment and chemicals that are dangerous, and I agree to only use materials and machinery for which I am approved and competent.

Participant Signature: _____