Perkins Center for the Arts Pottery Studio Rules & Guidelines

Perkins Center for the Arts strives to provide a culture of integrity, respect, teamwork, service, and excellence for anyone who enters our doors. Perkins offers pottery programs for artists at every stage, from the novice to the advanced. Our Pottery Studio was designed to provide our community of artists the opportunity for personal growth and creative expression. To ensure a fulfilling and positive experience, anyone who enters the pottery studio agrees to adhere to the rules and guidelines listed below. Failure to do so may result in the suspension of studio use without fee reimbursement.

Studio Rules

- Usage of the pottery studio space and equipment are strictly for authorized personnel only (Current students, teachers, pottery associates, studio monitor, Pottery Studio Manager, and anyone approved by Pottery Studio Manager).
- Only students registered for a current class can register for open studio time. Both the class and the open studio must occur within the same session and location.
- Only works made at the Perkins Center will be fired. Work made at home will not be fired.
- Only clay and glazes provided by the Perkins Center can be used in the pottery studio. Works made with outside clay will not be fired.
- Clay may be purchased during class time only. It is not for sale during Open Studio.
- Do not touch or handle any work (work in process, bisque, glazed ware or fired pieces) that does not belong to you. This will prevent potential breakage of someone else's work. All works created in the pottery studio should be regarded as fragile and handled with care.
- At the end of your class, all work (finished and unfinished) should be picked up no later than one week after a new session begins. **All work remaining after the first week of classes will become property of the Perkins Center**.

Clean Up

Please remember that this is a single studio space with many classes during the week. To keep the operation successful, we must all take the responsibility of cleaning up after ourselves.

- First TURN OFF YOUR WHEEL.
- The final 20 minutes prior to the end of class or open studio should be spent effectively cleaning your area.
- Thoroughly clean used tabletop surfaces, wheels, splash pans, batts, ware boards, wedging table (scrape off any excess clay left behind), and tools with a wet sponge. Check floor area around wheel for fallen pieces of clay, splatter, or water and clean with a wet sponge.
- Return all tools belonging to the Perkins Center to their respective storage area. Supplies belonging to Perkins such as tools and ware boards are not to leave the studio.
- After glazing, wipe down glaze buckets and mop or sponge spills on the floor. Close bucket lids tightly and return under the glazing counter. Rinse all materials (pouring cups, bowls, brushes stirrers, etc.) used and return to the proper storage area.
- After using slab roller, wash off both sides of canvas and return the canvas to storage bin located underneath the slab roller.
- There is NO CLAY ALLOWED IN THE SINK. This is to avoid clogs that can result in costly repairs. Let sediments settle to the bottom of your water bucket. Pour only the water settled on top into the sink. Throw slurry and clay pieces into the reclaim bin.
- Never empty the drain protector contents into the reclaim bucket.

Safety

Be aware of potential hazards in the studio. Staying attentive is important for your own safety as well as all others who use the space.

- When entering the kiln room, be aware of the kilns and if they are firing. Never look into the spy hole of a kiln when it is firing.
- Never rest anything on the lid of the kiln.
- When using the grinder pull long hair back and wear protective eyewear.
- Clay dust can be a hazard if not kept in check. It is vital for your health and the health of everyone in the studio that you understand how to keep the amount of clay dust down. Never shake out a sheet of plastic or canvas. Keep your shelves clean from clay dust and bits. Keeping the floor clean of fallen clay is one of the most effective ways to keep it down.
- Sanding clay must be done outside and not just in the stairwell.
- If you notice anything as hazardous in the studio, bring it to the attention of your instructor or the Pottery Studio Manager.
- Pottery wheels should never be left on and unattended. **Make sure wheels are turned off after each use.**
- Tie back hair when using pottery wheels.

Courtesy

Since the studio is a shared space, it is best to consult the golden rule when it comes to being courteous.

- Be considerate of your instructor's time by arriving no earlier than 10 minutes prior to class and no later than 5 minutes after your class is scheduled to begin. If you are running late or know you will not be able to get there at the start of your class, please inform the center.
- Show consideration and patience when an instructor is lecturing or helping another student.
- Treat others with kindness and respect while on the Perkins Center premises. Should a conflict arise, bring it to the attention of the Pottery Studio Manager or Education Department personnel immediately.
- It is the student's responsibility to claim their own shelf space on the first day of class. It is first come, first served. No spaces will be held in advanced before a class session or if a student cannot make it to the first class.
- Be fair in your use of table surfaces and storage areas. Consolidate and share space with others.
- Be careful when adding your work to the shelf; be aware of the work around it. Do not handle or move other student's pottery on the greenware shelf.
- Remove your fired work from the kiln room as soon as you can. The bisqueware and glaze shelves can get overfilled very fast. You will be responsible for keeping track of your own work.
- Studio facilities are only to be used during your class and open studio.

Firing schedule:

- During the Fall Session, works completed after the 11th week will NOT be fired. Kiln rental is available if you have work that must be fired after the 11th week.
- During Winter & Spring Sessions, work completed after the 9th week will NOT be fired. Kiln rental is available if you have work that must be fired after the 9th week.
- During Summer Session, work completed after the 5th week will NOT be fired. Kiln rental is available if you have work that must be fired after the 5th week.
- All work must be removed from your personal shelf at the end of the session. If your work is not on the shelf to be fired by the last class, you must take it home and bring it back next session.
- No work can be done in the studio between sessions.
- Decorative work can be done at home, but making things from scratch at home and bringing into the studio is not acceptable.
- NO work can be brought in from home between sessions.

Refund/ Makeup Policies:

- **CLASSES**: Up to 7 days prior to the first class: Full refund, minus a $20 processing fee or 100% class credit. 6 days prior to and until the day of 1st class: 75% refund or 100% class credit. After 1st class, but before 2nd class: 50% refund or 100% class credit. **No refunds will be made thereafter.**

- **WORKSHOPS**: Up to 7 days prior to the workshop: Full refund, minus a $10 processing fee or 100% class credit. **No refunds will be made thereafter.**

- **CANCELLATIONS:** If the Perkins Center needs to cancel a class meeting, students will be notified, and a make-up class will be scheduled.

- **ABSENCES**: Perkins Center will not schedule any make-ups if a student misses class.