

THE POTTERY STUDIO



Goodson Recreation Center

To register call 303.347.5999.
or visit register.ssprd.org

Welcome to the Goodson Recreation Center Pottery Studio. We look forward to working with and along side you in the weeks ahead. Please take a few minutes to read these procedures and learn how we function together as potters.



**SOUTH
SUBURBAN**
PARKS & RECREATION



CLASS REGISTRATION

- Register online at register.ssprd.org or by calling 303-347-5999 for all clay arts classes and program information.
- Please make prior arrangements with class instructor for any missed or make up classes.
- Please sign up for open lab in advance. Lab times have set weekly pricing. You may sign up for several at once or one at a time online.
- Only paying students may use the studio. No children or guests per liability permissions.
- Intro class students may need to finish a project beyond the class session. The instructor must approve any other extended time in the lab and the student will need a completion pass to use the lab. Your instructor will take down your information and add a "Completion Pass" to your CivicRec account, which you can redeem for an open lab by contacting registration.

CLEANING AND USAGE OF EQUIPMENT

Please be courteous and clean up after yourself in this shared space. Cleaning supplies such as a mop, broom, dustpan and sponges are available. Please be cleaned up and walking out of the studio at the end of the scheduled lab time; 15 minutes before a wheel class is to begin.

Wheels

- Please clean wheel, splash pans and floor around wheel when finished.
- Wipe down all parts including any drips on the floor, stools and windowsill.
- Scrape off bats, wash and put away.
- Scrape clay and unwanted greenware into recycle buckets.
- Only water in the sink. Throw bisque in trash.
- Once all areas are cleaned, unplug wheel and put stools on top of the wheel

(feet down) and foot pedals pushed under the wheel.

Work Table

- Please use newspaper on table when waxing or glazing.
- Put away items left on the table.
- Wipe down and clean table area when finished.
- Sweep floor around space if needed.

Glaze Table & Buckets

- Please refer to the glaze instruction chart by the glaze buckets for proper use.
- Do not alter glaze viscosities or dip your piece into a light color after dipping into a dark color.
- For proper glaze usage, please follow the glaze guidelines posted on the wall by the entrance door to the studio.
- Keep lids screwed on top of appropriate buckets when not in use.
- Clean up any spills immediately.
- Make sure tongs and sticks are clean before and after use.
- DO NOT LIFT BUCKETS, keep on roller carts.

Slab Roller/Molds

- No molds or other studio items are to be taken home.
- Put extra cloths under table.
- Pick up clay scraps and wipe down if necessary.
- Do not use oil sprays on plaster molds.

Wedge Table

- Please do not use needle tools on the wedge table.
- Wedge clay in color appropriate area as specified.
- Sponge the wedge table after use.
- Wipe down scale.
- Do not store items or dry clay on wedge table.
- Do not glaze or wax on wedge table.

Clay Bags

- Lightweight bags are available in the studio for student use.
- Remove labels and use hand sanitizer to remove marker from bags.

- Put used clay bags in bucket near gas cart.

Towels/Aprons/Purses

- Please bring your own towels and aprons.
- Take home any personal items after each visit.
- Feel free to store purses, bags, and coats (at your own risk) on hooks by ware room.

WHAT YOU CAN EXPECT FROM US

Clay

- Orders will be placed when all clay supply is running low. Clay storage lockers need to be near empty to place an order.
- Currently, orders are made through Stone Leaf and Rocky Mtn Clay.
- We will provide a variety of clay bodies.
- Feel free to make a clay request if we are approaching an order time using the sheet in the studio titled "Special Request Clay Form" to list your request. We might be able to get it for you depending on availability and demand.

Purchasing of clay and tools

- The price of clay includes the cost and upkeep of glazes for electric firing, electric firing cone 6, gas firings and raku glazes, limited firing space, sales tax and labor fees.
- Purchasing clay from South Suburban does not include the use of the studio and equipment. One must register for class or lab to use the glazes and studio tools.
- Outside clay or clay purchased elsewhere is not permitted.
- Clay and tools are purchased through an instructor.
- Receipt and slip must be returned to instructor after purchase.
- Basic tool kits may be purchased through the studio as well as some replacement tools. See poster in studio for details.

Glazes

- Glazes are for studio use only. No glazes may be taken out of the studio.
- Most glazes have been created for both cone 6 electric firing and cone 7-8 gas firing. See glaze chart in studio for specific glaze firing results.
- Make sure that tongs and sticks are clean before and after each use to avoid cross contamination.
- Wash lids if messy and put lid back on appropriate bucket.
- Glazes are checked on a regular basis for proper consistency. Please do not alter glazes.

- DO NOT scrape glaze off of the stick onto the rim or inside wall of bucket. This messes with consistency and bucket seal.
- Hot paraffin wax may be used only during class time with instructor present.
- There may be a fee for replacement of kiln shelves if glaze is used in ways that may be excessively damaging.
- Be careful around handles and texture on pieces that collect more glaze and are more likely to run.
- Per OSHA Standard, do not spray glaze in the studio using a spray bottle or airbrush.

Labels/Shelving/Lockers

- No donations please unless you work directly with the Arts & Enrichment Coordinator. Exception: we always accept dry cleaning bag donations!
- Label all personal clay and tools with your name.
- Each person is allotted 1/5 of a locker and the entire class shares the shelf space. Extra items may not be stored elsewhere in the studio and need to either be taken home after each day or stored in a rented locker in locker room.
- Put work onto assigned shelving only. If placed incorrectly, pieces may inadvertently get misplaced or recycled.
- DO NOT handle other people's work. Ask your instructor or coordinator to move another's work.
- Be timely about trimming and glazing so that pieces don't pile up on shelves. If you do not want it, recycle it or throw it away.
- Label all work using appropriate colored labels and place it on your bag.
- Remove old labels and names with hand sanitizer, then place good conditioned bags in the bucket near the gas cart.
- Reconstituting clay- only if there is room in the studio locker or on the class assigned shelf, may you store the clay in a closed bag or lidded container. Please do not use studio containers.
- We are not responsible for lost or stolen items. Please check lost and found bin for misplaced items.
- If not registered in a current class or monthly lab, clay and tools may not be stored in the studio.
- Lockers are cleaned out after session ends. Items left over will be placed in lost & found bin. If items remain after 5 weeks, they will become property of South Suburban.
- Bisque ware and glazed pieces will be removed from shelves quarterly.

- Works in progress shelves are for greenware pieces only. Tools and extra items must be taken home after each class.

Firing

- Gas kiln is fired when full. We try to fire it once a month depending on amount of work.
- Electric firings are usually 2 weeks for the entire firing process to be completed. This includes bisque and glaze firings. Please see firing schedule located by wareroom.
- Class pieces get first priority into the kilns so instructors can stay on task.
- If you wish a lid fired separate from its vessel, place it on the shelf next to the vessel. The pieces will be fired at the same time.
- Feel free to leave a note with pieces regarding special instructions. We will try to accommodate all requests.
- All glazed pieces will be placed on a waster slab.
- Larger or bulky pieces may be shelved until there is sufficient room in kiln.
- Additional fees may apply when electric firing pieces exceeding 12" x12". Check with your instructor or clay assistant to see if special accommodations will be needed to fire your piece. No pieces larger than 10" in height or width can go in gas firings.
- Instructors will assist patrons with a piece that is damaged in the firing process and can be repaired in the studio. i.e. grinding a flake of shelving off the piece or removing a waster.
- If a piece is damaged in firing due to South Suburban staff's fault and the piece cannot be repaired, a coupon representing the value of the clay used will be issued to the patron.
- Damage to pieces on the shelves are not the responsibility of South Suburban. In general, patrons understand the risks of working in a community studio and assume responsibility accordingly.
- Refires on glazes may have to wait until there is kiln room. First time fires and youth class pieces take priority. Your piece will only be refired if it will benefit from refiring. We do not recommend firing more than twice because of the degradation of the piece as well as the possible of ruining the work of others. **No refires will be done in the gas kiln.**



Our facility is not intended to serve production or commercial potters. The turnaround time for a completed piece is about two weeks. Oversized items may take longer.

SAFETY AND SECURITY

- Only Arts & Enrichment clay assistants may enter the kiln room.
- Extension cords are prohibited in the studio.
- Wipe up any spills immediately.
- Appropriate clothing and closed toed shoes must be worn at all times.
- Please bring your own towels and aprons and take them home at the end of each visit to the studio.
- During the time you work in the studio, feel free to store your coats, purses or bags (at your own risk).
- Report any equipment that is not working properly to staff immediately.
- In order to use a heat gun in the studio, a waiver must be completed and signed. Ask staff for more information. Any damage caused to studio equipment will become responsibility of heat gun owner.
- Shop vac is not available for cleanup. Please use mops and brooms located in the studio.
- All students must be able to lift 25lbs.
- No food allowed in the studio.



Join the South Suburban Pottery Guild!

Participating in the guild is completely optional. Members get the opportunity to partake in pottery guild sales throughout the year at different South Suburban locations. Check guild board and binder for updates, policies and fee information. All guild sales and proceeds go to improving and adding to the studio.

OPEN LAB TIME

- Open lab time is available for patrons currently enrolled in an adult wheel class.
- Please use the glaze room sink when a children's class is in progress.
- All studio users working outside of their class time must be signed onto the Studio Log Sheet clipboard.
- **Only registered patrons may use the studio. No children or guests during open lab time hours.**
- Lab patrons must be 16 or older and have participated in at least one session of a scheduled South Suburban adult pottery class to use Open Lab.

Should you have issues following these guidelines, we will meet with you to discuss



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