



# PARKS, RECREATION, AND CULTURAL RESOURCES

## LCAC CERAMICS STUDIO POLICY BOOK

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## 1 Purpose

The Ceramics Studio at the Leland Cultural Arts Center is focused on providing outstanding instructional programming and outreach efforts within our community. To maintain a safe, healthy, and comfortable studio environment, we require each Studio User to review and adhere to the policies outlined in this document. Failure to do so may result in a ban from the LCAC Pottery Studio.

## 2 Where to Find Information

### CAPE Activity Guide

A New CAPE is released every January and July. This catalog reflects the upcoming THREE sessions worth of programming for the Town of Leland's Parks, Recreations, and Cultural Resources. Registration opens twice a year, in conjunction with the release of the CAPE, at that time, Studio Users can register for all three sessions.

### Online

The official town website is townofleland.com. From the main page, click "Departments" and then "Parks, Recreation, and Cultural Resources" to find more information about the LCAC as well as links to sign up for PRCR programs. **To find out Open Studio Hours**, click "Check the Calendar" from the "Parks, Recreation, and Cultural Resources" home page. From there, click "Open Studios" to see all studio availability.

### Announcement Board

Located at the entrance of the LCAC Ceramics Studios; information is posted regarding studio updates. Program times/Open Studio times are also posted near this board, next to the entrances of both rooms.

## 3 Studio Protocol

### Programs

When a program is in session, only Studio Users enrolled in that program and LCAC staff are permitted in the room. All Studio Users should be familiar with the program schedules and plan accordingly when attending Open Studio Hours. If an instructor cancels class, we will offer a make-up date or refund for that class period. If you miss a class, we cannot offer you a make-up date. Students will have up to one week after a program ends to finish work, if needed. ***Studio Users are required to sign in and out at the Front Desk upon arrival and departure for a program.*** Work spaces may not be reserved or held. Studio Users may not leave materials or work in work spaces if leaving the premises for any reason.

### Open Studio Hours

Studio Users who are currently enrolled in a 6-week pottery program are eligible to use the Wheel and Handbuilding Studios during Open Studio Hours. Hours can vary based on the room and day, as they are structured around regularly scheduled programs. Space is available on a first come, first served basis (no holding spaces). ***Upon arrival and departure for Open Studio Hours, Studio Users are required to sign in and out at the Front Desk.*** Open Studio Hours are subject to change depending on programming needs. Generally, Open Studio hours begin 15 minutes after a program has ended, end 30 minutes prior to a program starting, and end 15 minutes prior to the facility closing. Studio Users may not leave materials or work in work spaces if leaving the premises for any reason. Open hours between programming

sessions is intended for users to finish work begun in one of our programs. (It is not meant to be used as open production time.)

## Production

The LCAC Ceramics Studios are designed to be used exclusively as an educational environment. The studios and kilns cannot accommodate large-scale or large-volume work. Work that is determined to be taking advantage of community resources will not be fired in the kilns.

## Cleaning

Turn wheels off after use (prior to cleaning). All tools and work areas should be thoroughly cleaned, and spot mopped after each use. **Please rinse/wash clay and glaze material into the 5 gal catch buckets.** ***Please be mindful about water usage***, wipe down items with a sponge then rinse off (instead of running water the whole time). Tools should be wiped and put back where they go. *Please see your instructor or the Pottery Coordinator if you are unsure where something is stored or how to clean.*

## Sweeping

Wet mop whenever possible! There are brooms and dustpans to brush large clay pieces into. However, you should never use a broom to “sweep” up the floor. The broom is only meant to help gently brush/collect scrap clay from the floor prior to spot mopping. *It is imperative that we keep dust to a minimum in the studio. Please ask if you need clarification on any cleaning procedure.*

## Community Tool Shelf

Located in both rooms, these shelves consist of various tools and supplies available to all studio users. After each use, these items should be wiped/washed and returned to their proper shelf. Community tools (including ware boards and bats) should never be removed from the studio.

## Reclaim Clay

Reclaim Clay Buckets are located on the floor, under the sinks in each room. Studio Users should discard clay scraps in the appropriately labeled bucket. This clay is then recycled by the Pottery Coordinator, and used for kid’s programs, outreach programs, and instructor demos. ***Clay scraps cleaned from the floor should be disposed of in the trash can.***

## Sanding

**Dry clay/glaze dust contains Silica and other materials that are potentially harmful to breathe when airborne. Years of prolonged excessive exposure to this dust may result in a lung disease known as Silicosis and/or other health hazards.** *With this in mind, sanding bone dry or bisque fired clay is strictly prohibited inside the LCAC Ceramics Studios.*

## Containers

No glass containers are permitted in the LCAC Ceramics Studios. All containers should be clearly labelled with the contents.

## Cell Phones

Studio Users are required to be considerate of others- this includes cell phone use. Extended or loud phone conversations should be held outside of the studio.

### Music

Music is permitted but not a right. Studio users should be respectful of each other as it is a shared space, and everyone does not enjoy working in a loud or noise filled environment. If someone is bothered by music you may be asked to turn it off/down or use your headphones.

### Food & Drink

No open food or drink is permitted in the studios.

### Lost & Found

Unlabeled items or those with just initials, etc. may be placed in a lost and found basket in one of the studios, or with the Pottery Coordinator. Tools clearly labeled will be returned to your shelf. The baskets will be emptied periodically, and items left over 30 days will be considered abandoned and will become property of the LCAC. The LCAC is not responsible for lost, abandoned, or misplaced items.

## 4 Shelving & Storage

### Personal Shelf

Studio users enrolled in a program will receive a personal shelf to store their personal tools/items and in-progress work. *Students are expected to keep **all-in-progress work on their Personal Shelf**.* Please clearly label all tools and work with your last name/initials. ***Items should be stored neatly and should not hang off the shelf.*** Studio Users are expected to maintain a clean and tidy Personal Shelf.

### Top Shelves

The very top shelf of each unit is to remain unassigned. These shelves are meant to *temporarily* house in-progress or slow drying pieces.

### Clay Cubbies

Non-assigned cubbies are available in the Wheel Room as an option for any current Studio Users to store clay. Only clay is permitted in these cubbies, and it must be labeled with the Studio User's full name. Users opting to take advantage of the cubbies are expected to familiarize themselves with the Wheel Room program schedule, and plan accordingly, (please do not interrupt a program to retrieve your clay).

### Lockers

Lockers may be rented at the Front Office by any Studio User wishing to store items in a more secure place. Studio Users are responsible for providing their own lock; and lockers must be properly labeled with the Studio User's full name and date of locker expiration. Rentals expire one year from the date purchased. Locker Checks are performed on the same schedule as Shelf Checks. The LCAC is not responsible for any locks/items left after the locker expiration date. All expired lockers will have their contents removed, and former Studio Users will be notified. Items will be held for 30 days before becoming property of the LCAC.

## 5 Clay, Glaze, & Firings

### Clay

**All clay fired at the LCAC Ceramics Studios must be purchased from the LCAC.** We offer a variety of Highwater and Standard, Cone 6, clay bodies, ranging from reds, to browns, to whites. Availability may vary based on stock.

### Glaze

Glazes should be used with conservation in mind, as they are shared resources. **Studio Users are not permitted to alter, take home, or separately store LCAC studio glazes at any time.** Disposable gloves are provided for Studio Users to wear to protect skin from glaze irritants. Studio Users who wish to purchase their own Cone 6 Commercial Glazes may do so but must have them approved by the Pottery Coordinator prior to use. Proper use of glaze and glaze application should be covered by your instructor.

### Spray Booth

A Spray Booth is in the Glaze Area of the Hand building Room. All first-time users must have a tutorial by their instructor or by the Pottery Coordinator prior to using the Spray Booth. A properly rated and fitted respirator is required or use. The Studio User must provide their own respirator and spray gun.

-Recommended Respirator: 3M Half Facepiece Respirator with P100 Filters or fitted N95 mask.

### Firing Fees

In certain situations, Studio Users enrolled in a program will be expected to pay for items to be fired. These instances may include:

- Items that are made with purchase of a “day pass”; Pay for Bisque and Glaze.
- Items that are 14” or greater in any single direction; Pay for Bisque and Glaze.
- Items being re-fired; Pay for Bisque and Glaze.

### Firing Form

Studio Users who need to pay a firing fee must fill out a form, and pay for items at the LCAC Front Office prior to firing. These forms can be found with the Pottery Coordinator or at the front desk and a staff member will assist you in filling one out. When measuring an item to be paid for with a Firing Form any “cookie” or stilt that will be used during the firing should be included in firing dimensions.

### Town Ordinances

The LCAC is part of the Town of Leland. All Studio Users are required to follow all Town of Leland Ordinances. Visit <https://bit.ly/3cvmPG9> for more information.

-Sec. 38-6. - Prohibit smoking and the use of other tobacco products in the town buildings and vehicles and on all town grounds.

## 6 Code of Conduct

Leland Parks, Recreation, and Cultural Resources' Mission is to create a sense of community for every person, every day, through exceptional recreational and cultural activities and parks. To achieve this mission and to promote a welcoming and safe environment (both physically and mentally), studio users are asked to refrain from certain practices while on Town of Leland property and while involved in any Leland PRCR program/event. It is expected that all studio users act maturely, behave responsibly, and respect others.

### The Following is Prohibited:

- The use of alcohol, drugs, tobacco products, and e-cigarettes on Town of Leland property.
- Harassment or intimidation by offensive words, gestures, body language, or any type of menacing behavior.
- Verbally abusive behavior, including angry, profane or vulgar language, swearing, name-calling, or heated shouting.
- Spreading of misinformation regarding the Town of Leland, the LCAC, Town Staff, or other studio users.
- Physical contact with another person in an angry, aggressive, or threatening way.
- Any verbal or physical demonstration of a sexual nature.
- Theft or behavior that results in the destruction or loss of property. Community tools are not to leave the facility.
- Production of items with intent to sell outside of a Town of Leland sponsored event.

Studio users are encouraged to take responsibility for their personal comfort and safety by asking any person whose behavior threatens their comfort to refrain from such behavior. Anyone who feels uncomfortable in confronting a person directly should report the behavior to a Leland PRCR Staff Member. The Recreation Manager or their designee will investigate all reported incidents. Suspension or termination of studio privileges may result from a determination by the Recreation Manager or their designee's discretion if a violation of the Code of Conduct has occurred. **Instructors may, with the approval of the Recreation Manager or their designee, dismiss from the program or refuse enrollment to any participant who is disruptive or uncooperative.**

