

# LCAC Pottery Studio Information & Policy Book

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# LCAC Pottery Studio

## Information & Policy Book

The LCAC strives to provide an inspiring, safe, and well-rounded community pottery studio to the public. To maintain this healthy studio environment, we require each Pottery Studio User to review the information in this Policy Book and adhere to each item. Please direct any questions or concerns to a member of the Parks, Recreation and Cultural Resources Staff, or your instructor. Any Studio User found intentionally violating these policies is subject to immediate ban from studio privileges.

### Miscellaneous Important Information

**Announcement Board:** Located at the entrance of the LCAC Pottery Studios. Studio Users are expected to read this information as they enter at each studio visit to be familiar with important studio updates.

**Studio Binders:** Located on the Community Tools Shelves in both the Wheel and Handbuilding Rooms. These binders contain more in-depth information about LCAC Studio Policies, clays, glazes, supplies, and other clay-related topics.

**Kiln Schedule Clipboard:** Located on the Glaze Room door in the Handbuilding Room. This clipboard keeps an updated schedule of what kilns have been loaded, and when they are scheduled to be unloaded.

**Open Studio Blocks:** Studio Users who are either enrolled in a 6-week pottery class, or have a current Open Studio Pass are eligible to use the studio during Open Studio Blocks. *All enrolled Studio Users must contact the LCAC Front Desk to reserve a spot in either the Wheel or Handbuilding Room during Open Studio Blocks.* These blocks are organized into morning, afternoon, and evening times, based on the class schedule in each room. Upon arrival and departure for Open Studio, Studio Users are expected to Check-In and Out at the Front Desk. **Studio Users should let the LCAC front desk staff know if they will be unable to make their Open Studio Block, so staff can allow other participants to use the studio.**

Updated hours are posted at the LCAC and online at [www.townofleland.com/lcac](http://www.townofleland.com/lcac) under the "Art Studios" tab.

**Classes:** When a class is in session, only Studio Users enrolled in that particular class are permitted in the room. All Studio Users are expected to be familiar with the class schedules; and to plan accordingly when scheduling Open Studio Blocks (so as not to disrupt a class to

retrieve items). Upon arrival and departure for a class, Studio Users are expected to Check-In and Out at the Front Desk.

**Wheels:** All Wheels should be turned OFF after use (prior to cleaning) and stools should be wiped and placed on the short table in front of the wheel (Stools should NEVER be placed on the wheel head)

**Community Tools Shelf:** Located in both the Handbuilding and Wheel Rooms, these shelves consist of various tools and supplies available to Studio Users. After each use, these items should be properly cleaned and placed in the Sanitation Bins. Studio Users take personal responsibility when using community tools.

**Clay Cage:** Houses all clay and tools that are available for purchase. A detailed list of these items can be found in the Studio Binders and posted on the cage.

**Reclaim Clay:** Reclaim Clay Buckets are located on the floor, *beneath* 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 available for purchase at a discounted price. Clay scraps cleaned from off the floor should be disposed of in the trash can. More information on Reclaim Clay can be found under the CLAY tab in the Studio Binders.

**Sanding:** Clay dust contains Silica that is harmful to breathe; as a result, sanding of any sort (wet or dry) is prohibited in the LCAC Pottery Studio.

**Containers:** No glass or containers with food labels are permitted in the LCAC Pottery Studio. All containers must be clearly labeled with its contents.

**Personal Items/Tools:** Clay, tools, and all other personal items should be clearly labeled with the Studio User's full name. Items must be stored neatly and solely on the Studio User's Personal Shelf.

**Lost & Found:** Located on the Community Tools Shelf in both the Wheel and Handbuilding Rooms. Unlabeled tools found in the studios will be placed here. These baskets will be emptied periodically. Items left will be considered abandoned and will become property of the LCAC or discarded as necessary. The LCAC is not responsible for lost, abandoned, or misplaced items.

**Abandoned Items:** Clay, tools, or personal items that are abandoned 30 days after the expiration date of a shelf, locker, Open Studio Pass, or Class Pass will become the property of the LCAC and will be communally used or discarded as necessary.

**Emergency Exits:** To be used only in case of an emergency. Alarms will sound when opened.

**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.

## **LCAC Pottery Studio Options**

To balance the needs of our Studio Users with the necessity to maintain a clean and safe community pottery studio, the LCAC has designed 3 Options for Pottery Studio use.

### **Drop Offs:**

Individuals who have been previously enrolled Studio Users at the LCAC Pottery Studio (within the last 2 years), or who have been preapproved by the Parks, Recreation, and Cultural Resources Staff, may work solely from home and pay by the item to be fired. Access to the LCAC glazes are not included in this Drop Off Option. Adults must provide their own Cone 6 commercial glaze or may pay an additional fee to schedule a Single Block Studio Pass to use the LCAC glazes. Each item glazed in-house will still need to be paid for prior to firing, using the Pottery Studio Firing Form.

- All items must be made with clay purchased from the LCAC.
- Drop off and pick up for items are every Monday/Tuesday, by appointment only (Call the LCAC Front Desk to schedule).
- Turn around for items to be fired is 1 week, unless otherwise notified.
- Items must be paid for using a Firing Form at the time of drop off, for both bisque and glaze firings.
- When calculating the volume of an item using a Firing Form, any stilts or cookies used should be included in the measurement of the item.
- Items should be dropped off/picked up on the designated Shelving Unit outside of the Pottery Studios.

### **Open Studio Pass:**

Individuals who have been previously enrolled in an LCAC Pottery Class (within the last 2 years), or who have been preapproved by the Parks, Recreation, and Cultural Resources Staff, may sign up for an Open Studio Pass. An Open Studio Pass includes scheduled access to either the Throwing or Handbuilding Room during Open Studio Blocks, one assigned Personal Shelf, basic bisque and glaze firings for items made in the LCAC Pottery Studio and are under 14" in all directions, and use of the LCAC Pottery Studio glazes and community tools.

-The LCAC offers a 1-Month, a 2-Week, and a Single Block Open Studio Pass. Open Studio Passes go into effect on the day of purchase, and can be obtained from the LCAC Front Office.

- Studio Users enrolled with an Open Studio Pass must contact the LCAC Front Office to schedule an Open Studio Block in either the Wheel or Handbuilding Room. Open Studio Blocks are organized into morning, afternoon, and evening times, based on the class schedule in each room. Updated hours are posted at the LCAC and online at [www.townofleland.com/lcac](http://www.townofleland.com/lcac) under the “Art Studios” tab.

-Upon arrival and departure for a scheduled Open Studio Block, Studio Users must Check-In and Out at the LCAC Front Desk.

-Open Studio Blocks can be reserved up to 2 weeks prior. It is encouraged for Studio Users to sign up for Open Studio Blocks in advance.

-Studio Users are expected to CLEAN UP THOROUGHLY after themselves, and be OUT OF THE STUDIO by the designated end time of their Open Studio Block.

-At the expiration of an Open Studio Pass, Studio Users are expected to remove all items and name tag from their Personal Shelf and wipe it down, unless they are consecutively enrolling in another Open Studio or Class Pass. Items left past the posted expiration date will be removed by the Parks, Recreation, and Cultural Resources Staff during regularly scheduled Shelf Checks. The former Studio User will be contacted and items will be kept for 30 days before becoming property of the LCAC.

### **Class Pass:**

The LCAC offers a variety of throwing, handbuilding, sculpture, glaze, and surface technique classes. Each class meets with an instructor for 3 hours once a week, for 6-weeks. Studio Users currently enrolled in any LCAC Pottery class have many of the same privileges as Studio Users with an Open Studio Pass. This includes scheduled access to either the Wheel or Handbuilding Room during Open Studio Blocks, one assigned Personal Shelf, basic bisque and glaze firings for items made in the LCAC Pottery Studio and are under 14” in all directions, and use of the LCAC Pottery Studio glazes and community tools.

-Studio Users enrolled with a Class Pass must contact the LCAC Front Office to schedule an Open Studio Block in either the Throwing or Handbuilding Room. Open Studio Blocks are organized into morning, afternoon, and evening times, based on the class schedule in each room. Updated hours are posted at the LCAC and online at [www.townofleland.com/lcac](http://www.townofleland.com/lcac) under the “Art Studios” tab.

-Upon arrival and departure for a class, Studio Users must Check-In and Out at the LCAC Front Desk.

-Open Studio Blocks can be reserved up to 2 weeks prior. It is encouraged for Studio Users to sign up for Open Studio Blocks in advance.

-Studio Users are expected to CLEAN UP THOROUGHLY after themselves and be OUT OF THE STUDIO by the designated end time of either their scheduled class time or Open Studio Block.

-A Class Pass will always expire the Saturday before the next session (or Friday before the next session, if that weekend falls on a Town observed holiday). Studio Users who are not enrolling in the following session, or not consecutively signing up for an Open Studio Pass are expected to remove all items and name tag from their Personal Shelf and wipe it down by the expiration date. Items left past the posted expiration date will be removed by the Parks, Recreation, and Cultural Resources Staff during regularly scheduled Shelf Checks. The former Studio User will be contacted and items will be kept for 30 days before becoming property of the LCAC.

## **Shelving & Storage**

**Personal Shelves:** All Studio Users who are either enrolled with an Open Studio Pass or a 6-Week Pottery Class Pass are allotted ONE Personal Shelf per enrolled Class or Pass. Studio Users are expected to maintain a clean and tidy Personal Shelf. Studio Users may keep in-progress projects, clay, tools, and personal items on this shelf. THE SHELF AND ALL ITEMS ON IT MUST BE CLEARLY LABELED WITH THE STUDIO USER'S FULL NAME. Items must be removed (and the shelf wiped down) by the expiration of the Open Studio Pass; or if enrolled in a class, by the Saturday before the next session starts (Or Friday before the next session, if that weekend is a Town observed holiday). --UNLESS the Studio User enrolls in the upcoming pottery class session/updates their Open Studio Pass (in which case, no action is necessary).

**Secondary Shelves:** Studio Users wishing to rent a Secondary Shelf may do so based on shelving availability. Secondary Shelves are a luxury, and may not always be an option. When available, Secondary Shelves may be purchased from the LCAC Front Office anytime after the first full week of classes have met (NOTE: In some cases, Monday classes will begin the week after all other classes have started. In these situations, Studio Users must wait to rent a Secondary Shelf until after the Monday classes have met). *Studio Users occupying Secondary Shelves must then remove all items from the Secondary Shelf (and wipe it down) by the Saturday before the following session begins (Or Friday before the next session, if that weekend falls on a Town observed holiday).* **Removal of all items from a Secondary Shelf is necessary even if the Studio User is continuing into the next session.** This is to ensure an equal opportunity each session for all newly enrolled Studio Users to get the first shelf of their choice as their primary 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. If a Studio User is in constant use of these top shelves, they may be asked to rent a Secondary Shelf.

**Shelf Expiration/Shelf Check:** The Saturday before the beginning of each session, a member of the Parks, Recreation, and Cultural Resources Staff will perform a Shelf Check. As a reminder to Studio Users, this date will be posted on the Announcement Board prior to the Shelf Check. Unless preliminary arrangements are made, *items on unlabeled shelves or shelves belonging to Studio Users with an expired pass, who are not enrolled in the upcoming session, or who are occupying a Secondary Shelf, WILL BE REMOVED.* Again, this is to ensure an equal opportunity each session for all newly enrolled Studio Users to get the shelf of their choice as their primary Personal Shelf.

**Removed Items:** Unfired in-progress pieces that are removed by the Parks, Recreation, and Cultural Resource Staff during a Shelf Check will be recycled into the Studio Reclaim Buckets. All other items will be stored in a box labeled with the former Studio User's name, and the former Studio User will be contacted. Items will be held for 30 days before becoming property of the LCAC, and will then be communally used or discarded as necessary. The LCAC is not responsible for any items left after the posted expiration date.

**Clay Cubbies:** Non-assigned Clay 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 must be labeled with the Studio User's full name. Studio Users opting to take advantage of the Clay Cubbies are expected to familiarize themselves with the Wheel Room class schedule, and plan accordingly, so as to not interrupt a class to retrieve clay. Periodically these cubbies will be cleaned out by the Pottery Coordinator. All bags of clay that are either unlabeled, or belonging to unenrolled Studio Users will be removed. Former Studio Users will be contacted, and the clay will be held for 30 days before becoming property of the LCAC.

**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, or being discarded as necessary.

## **Clay, Glaze, & Firings**

**Clay:** All clay fired at the LCAC Pottery Studio **MUST** be purchased from the LCAC. We offer a variety of Highwater and Standard Cone 6 Porcelain and Stoneware Clays, ranging from reds, to browns, to whites. We also offer recycled clay at a discounted price. Detailed information about each clay body and its characteristics can be found in the Studio Binders under the CLAY tab.

**Glaze:** The LCAC Pottery Studio offers a fully equipped Glaze Area in *both* rooms with 16 made-from-scratch, Cone 6 glazes available to Studio Users at no extra cost. These glazes should be used with conservation in mind, as they are shared (depletable) 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.

**Spray Booth:** A Spray Booth is located in the Glaze Area of the Handbuilding Room. All first-time users must have a tutorial by their instructor or by a Parks, Recreation, and Cultural Resources Staff prior to using the Spray Booth. ***A RESPIRATOR IS REQUIRED.*** The Studio User must provide their own respirator and spray gun.

**Kiln Firings:** A Class or Studio Pass includes the cost of all initial bisque or glaze firings for items that are less than 14" in all directions, and are made in the LCAC Pottery Studio.

**Firing Fees:** In certain situations, Studio Users enrolled with a Class or Studio Pass will be expected to pay for items to be fired. These situations include:

- Items that are made at home/outside of Open Studio or Class hours; Pay for Bisque and Glaze

- Items that are 14" or greater in any single direction; Pay for Bisque and Glaze (assuming the item stays 14"+ for both firings)

  - Exception: Studio Users enrolled in the Throwing Big Workshop may fire up to 2 large pots with no extra charge

- Items being Re-Glaze Fired (there is no extra fee for a Re-Bisque Firing).

**Firing Form:** Studio Users who need to pay a Firing Fee must fill out a Firing Form, and pay for items at the LCAC Front Office prior to firing. Firing Forms prompt the Studio User to calculate the volume of each item. These forms can be found at the entrance of the Pottery Studios, as well as on the Glaze Room door. When measuring an item to be paid for with a Firing Form, Studio Users should include in the measurements any "cookie" or stilt that will be used during the firing.



**Slow Cool Firings:** A unique kind of electric firing. The LCAC Pottery Studio will generally hold a Slow Cool Briefing on the 3<sup>rd</sup> Saturday of each class session, and a Slow Cool Firing on the 4<sup>th</sup> Saturday of each session. All current Studio Users wishing to participate MUST have previously completed a 6 -week pottery class at the LCAC (or be currently enrolled in the Glaze Exploration Class or Surface Technique Class), have basic glaze knowledge, and attend a Slow Cool Briefing. There is no extra fee for participating Studio Users. More information can be found under the SLOW COOL FIRING tab in the Studio Binders.

**Production Work:** The LCAC Pottery Studio is a Town-supported, learning focused community studio-- *NOT* a production studio. The facility is not equipped to sustain production work. Any work that appears to be production, or made with the intent to sell, will take last priority in the kilns.

## **General Cleaning & Studio Etiquette**

The safety of each Studio User is our top priority. The Parks, Recreation, and Cultural Resources Staff work endlessly to try to provide a healthy community studio environment for everyone involved; however, it is also the collective responsibility of all Studio Users to make this a reality.

**Silica:** All clay contains silica, which poses no threat in its wet form. Once clay dries, if not properly handled or cleaned, tiny dust particles can become airborne and after prolonged exposure can be extremely harmful to breathe. It is for this reason that dry cleaning, sweeping, and sanding are strictly prohibited.

**Wet Cleaning:** Every Studio User is expected to properly clean up behind themselves after each studio use. All areas/items (tables, wheels, floors, walls, sinks, buckets, community tools, etc) must be wiped with a clean sponge/bucket of water, or spot mopped to remove clay. All community tools should then be placed next to the sinks in the Sani Bins. Parks, Recreation, and Cultural Resources Staff will then be responsible for sanitizing and putting items back in their proper location.

**Studio Etiquette:** Studio Users should always be mindful of themselves and the space and materials they are using. A Studio User should never move/touch any in-progress works, tools, or any items that are not their own.

## **Covid-19 Considerations**

The Town continues to monitor the pandemic and will continue to follow the Governor's Executive Orders. The Parks, Recreation, and Cultural Resources staff is taking steps to

maintain the safety of all LCAC users by ensuring clean studios, wearing masks, and making adjustments as needed.

Studio Users should only enter the LCAC Pottery Studio if feeling well; and wash their hands often, using soap and water. Fully vaccinated Studio Users are not required wear a face covering.

**Notice:** If a Studio User alerts staff that they are positive for COVID, all Studio Users who were in contact with that person will be contacted in regards of the exposure. We highly encourage all Studio Users to let staff know if they do test positive and have been in the facility so we can contact those who were in the same space and allow them to make the best decisions for themselves and their families. The anonymity of the Studio User will be kept.

**Staff Cleaning Procedures:** Parks, Recreation, and Cultural Resources Staff thoroughly sanitize and disinfect all buckets, tables/surfaces, community tools, stools, wheels, sinks, and all other studio equipment 1-2 times daily.

**Sanitation Stations:** Located near the entrance in each room, these stations house hand sanitizer, disposable gloves, and Sanitizer Spray available for any Studio User who wishes to use them.

**Sanitation Bins:** After wet cleaning and removing all clay/glaze from used Community Tools, Studio users should then leave these items in the Sanitation Bins located near the sinks in both rooms. Parks, Recreations, and Cultural Resources Staff will then sanitize and return items to their appropriate space in the studio.