

# Ceramics Studio Policies

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## ***Welcome to Kirkland Arts Center!***

KAC offers students and instructors a fully equipped ceramic studio, including 12 potter's wheels, (4+) large work tables, a 24-inch slab roller, 2 extruders and a well-stocked glazing area. We currently have 5 electric kilns, 2 high-fire gas kilns, a soda kiln and a raku kiln. KAC offers approximately 16 ceramics classes/workshops per quarter. Instructors are talented teachers and ceramic artists, many of whom show their work locally.

**The purpose of these policies is to ensure a clean, safe, and enjoyable place in which to work for all. Please abide by the following policies to ensure that your creative experience is a positive one.**

## **MAKING WORK**

Students may make wet work up until their 9th week of class. The last week of class is reserved for glazing, a review of work and sometimes a potluck. Deadlines for bisque and glaze ware will be posted around the studio and communicated via email. Work will continue to be fired and come out of the glaze kilns after the last class, the kiln shed will be open typically from 10-2 Monday-Friday after the last class for the pickup of work. Please note that the studio is not available to work in after classes have ended.

Please ensure that your work is marked with your name or maker's mark. It is difficult to discern pots from one another through their many stages, this ensures that you know which pots belong to you.

***NO SANDING IS ALLOWED IN THE STUDIO.*** Sanding is only permitted outside, away from any door and with a mask.

The KAC Ceramics Studio is a nonprofit educational venue. It is ***not a production studio***. Students making a large amount of work may be asked to either pay extra for the firing or be requested to reduce their volume of work. It is up to the KAC Ceramics team's discretion to determine what an excessive amount of work is.

## **CLEAN UP**

**It is *imperative* that all students clean up after themselves.**

**A clean studio will ensure that the air we breathe is healthy and *silica-free*.**

**CLEAN UP** includes:

- Wiping down your *entire* work area (wheel and/or table)
- Ensuring that all surfaces, esp. the wedging table, are clean & clear of clay
- Mopping the floor around your work area even if it is not visibly dirty.
- Washing all tools, trays, and buckets using a rinse bucket at your station so that you are just doing a quick rinse in the sink. Please do not crowd up at the sink to wash your tools.
- Cleaning and returning all equipment and tools to their home.
- Please rinse all tools with glaze on them in our two rinse buckets next to the sink in the Mezzanine. To avoid pollution of Lake Washington, no glaze may go down the sink drains.

## **NO CLAY OR GLAZE DOWN THE SINK**

Our drains and pipes are old, sensitive, and prone to clogging. When cleaning up at the end of class or Open Studio, **put all clay trimmings and hardened clay in the trash can and all clay slop in the slop bucket.**

## STORAGE SPACE

Students are assigned a shelf space and are welcome to share community shelves. When using a community shelf, please label your work with your name; it becomes difficult to find plastic-covered work as they begin to all look the same. Because most clay storage space is communal, it is important to label each bag of clay with your **name, quarter** (e.g. Winter 2024), and **type of clay**. At the end of each quarter, students **must clear all communal shelf space**. Kirkland Arts Center is NOT responsible for items left.

## CLAY

In the first class of the quarter, each student receives one bag of clay included in the price of their quarter-long class. Additional clay can be purchased in the Ceramics Studio from instructors or from a member of the KAC Ceramics Team for **\$25 a bag for most clay and \$30 for porcelain**. Please ask your instructor or a member of the KAC Ceramics Team for assistance if you'd like to purchase clay. **NO IOUs** will be accepted.

Any clay or glazes purchased outside of the KAC Ceramics Studio **must** be approved by a KAC tech or by your instructor. Using the right clay and glazes is important to ensure success in high- and low-fire firings.

## GLAZING

KAC offers a wide variety of glazes and firing temperatures. It is recommended to follow along with the firing temperature being used by your instructor for your class. Please consult your instructor or a member of the KAC ceramics team for questions about glazes.

To get the most out of your class it is important to start glazing early in the quarter. This way you will see results and be able to discuss them and make any adjustments before the end of the quarter.

No glazing or glaze ware will be accepted after the last week of class.

## FIRINGS AND LIABILITY

Although instructors are urged to orient all students to safety, storage, disposal, and technical issues, mistakes can and do happen at a learning facility. As a result, KAC cannot guarantee the success or results of work produced in the classroom or during firing. **KAC is not liable for unsuccessful work, or work that is broken, missing, or disposed of before or after posted clear-out dates.**

**If a student makes a work that damages the kiln or shelves, they are responsible for the cost to replace or repair the part** (ex. a high-fire kiln shelf is \$80 to replace). If you are unsure of a clay or glaze, please consult the KAC Ceramics Team before firing. Any work the ceramics team has deemed unable to fire will be placed on the designated "whoops" shelf. If you find your work on these shelves, please consult your instructor to find out why.

Firing frequency varies and firings are typically made when there is enough work to fill the kilns. Pieces that are large or require special consideration will take longer to fire. Students should direct all questions concerning firing schedules, clean-up procedures, and storage to their instructor. Students are not allowed to load and unload kilns without proper training and approval by the Ceramics Team.

Ceramics are fragile in all stages. Please be **careful** and **respectful** when looking through the ware shelves to find your work. Do not handle or move others' work for any reason.

## **OPEN STUDIO**

KAC offers Open Studio time to students currently enrolled in ceramics classes for additional practice. Friends, family & non-enrolled students are not allowed in the studio during Open Studio times.

Open Studio hours may vary each quarter; please check the posted schedule or the class catalog for times and dates. Any changes to Open Studio times will be posted. KAC volunteer studio monitors often supervise Open Studios. Please direct your questions to a team member who is on & available for questions, which you can find by looking at our "Meet the Team" board.

Students are **not** allowed to work at KAC during unauthorized times, such as before or after scheduled class times, during other classes, and so forth. Please be cleaned up and out of the studio before the end of Open Studio.

## **HEALTH AND SAFETY**

Instructors will discuss material safety and use with students. Three books are available for reference in the KAC resource library in the 3rd-floor Turret Room: *The Artist's Complete Health and Safety Guide* by Monona Rossol, *Artist Beware: The Hazards of Working with All Art and Craft Materials*, and *The Precautions Every Artist and Photographer Should Take* by Michael McCann. Online resources include [www.acminet.org](http://www.acminet.org) and [www.caseweb.com/acts/index.html](http://www.caseweb.com/acts/index.html).

- All accidents and/or injuries that occur at KAC must be reported to instructors and the Ceramics Team ASAP in order to complete accident report forms.
- Basic first aid kits are available for minor injuries in the kitchen and the ceramics studio.
- In the event of an earthquake, students and instructors are advised to get underneath the tables and hold on to a table leg if possible, or move to an inside corner of the room.
- KAC is a smoke-free environment. If you choose to smoke, please do so outside the building and dispose of cigarette butts in the trash.
- Alcohol use is not permitted by anyone under the age of 21, or during raku firings.

## **CANCELED CLASSES**

Our class calendar is posted on the website with holidays that KAC is closed. If a class is canceled for any reason, students will be notified via email to the email address that is attached to their student account. Please check your emails regularly. If possible, a makeup class may be scheduled at a later date. If not, students will receive a prorated refund for the canceled class.

## **QUESTIONS?**

**Technical questions** regarding firing, glazes, clays, etc. should be directed to your instructor.

**Registration and scheduling inquiries** should be addressed to the Education Team  
[registrar@kirklandartscenter.org](mailto:registrar@kirklandartscenter.org).

**Thank you for being part of Kirkland Arts Center.**