



## Clay Studio Rules

To sustain a creative, safe, and healthy studio environment, we ask everyone to review the information below before beginning working and adhere to each point.

- Masks are optional in the building and any Parks & Recreation facility. Social distancing and handwashing is strongly recommended.
- Studio Hours are Tuesday & Thursday, 9am-8pm, Wednesday & Friday, 9am-5pm, Saturdays 1-6pm, Sunday 1-5pm. Hours and availability are subject to change.
- If you are experiencing symptoms of illness, please do not visit the studio.
- Sign in when entering the clay studio.
- Write your name on all your personal items, including bags of clay, tools, and materials. The Imperial Centre is not responsible for the disappearance or security of personal items.
- Unidentified items left in the studio will be placed in the lost and found for 2 weeks and then discarded.
- All working areas must be cleaned after use. The last 15-20 minutes of class/studio time is dedicated to gathering tools and cleaning worktables, floors, tools, and other equipment.
- Using Imperial Centre tools is allowed. Please wash them and place them on the counter to dry. DO NOT put them back in their bin/basket.
- If a tool should happen to break or if a piece of equipment is not working properly, or a supply is low, please bring it to staff's attention immediately.
- **If you don't know how to use something - don't use it! It is always okay to inquire if you have ANY questions.**
- All students must follow general safety protocols. Safety glasses and ear plugs are required while working with the grinder. Long hair must be tied back when working in the studio.
- **There is absolutely no eating in the studio!**
- Conserve resources as much as possible.
- Place clay scraps in the appropriate labeled buckets.
- If you should become injured while in the studio, please report the incident to your teacher or a staff member immediately. Your safety is our priority!



## Open Clay Studio Membership Overview

Are you a clay artist looking for a studio space? The Imperial Centre's open clay membership welcomes individuals to apply and join our vibrant community of artists. Each membership allows artists to work on projects independently and utilize everything a ceramics studio has to offer!

### Three-month membership

Our membership invites individuals to work and create clay-based artwork in a community studio. Benefits include storage space, use of tools, equipment, and glazes along with both bisque and glaze firing for work that is completed during the membership span and within size requirements.

Cost is \$50 for residents, \$75 for non-residents.

Ages 16 & up.

Benefits include:

Use of the studio, equipment & tools when classes are not in progress

Available equipment: Electric throwing wheels, hand extruder, drying tables, slab roller, grinder, spray booth

Available tools: throwing and modeling tools, boards, molds, textures, brushes, hairdryers, and more

Amaco potter's choice glazes and underglazes

Bisque and glaze firing

2 storage shelves

Clay is sold in house for an additional discounted cost:

Stoneware Clay (25lbs.) – \$15 Participants / \$20 Non-Participants

Porcelain Clay (25lbs.) – \$15 Participants / \$20 Non-Participants

Studio Hours are Tuesday & Thursday 9am-8pm, Wednesday & Friday, 9am-5pm, Saturdays 1-6pm, Sundays 1-5pm. Hours and availability are subject to change.

Ages: 16 & up

To apply, submit a completed application to the Arts Education Manager, Tracy Grosner, [tracy.grosner@rockymountnc.gov](mailto:tracy.grosner@rockymountnc.gov), or call 252-972-1632.

Please note: All potential members must have ceramics experience. A studio orientation is required and scheduled after application approval and payment. Memberships begin on the 1st of the month and prorating is not available. Memberships that remain unpaid past the 5th of the following month will expire and will be offered to new members.



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3. If you are experiencing symptoms of illness, please do not visit the studio.
4. All members are required to label and keep all personal items including tools, clay, in-progress and completed pieces, etc. on your assigned shelf.
5. Member shelf space is assigned by the Arts Education Manager. No additional shelf space is available for purchase.
6. Shelf space should be kept organized, tidy, and clutter free. Items on the top shelf must remain under 15 inches high.
7. Using food containers as storage for any item is prohibited.
8. All containers must be clearly labeled as to its contents.
9. Unidentified items found in the public studio areas will be discarded.
10. Non-open studio members are not permitted in the studio or to create or fire work.

### ***Anyone violating this policy is subject to immediate ban from studio privileges.***

11. Only work made on the premises of the Imperial Centre with approved clay bodies are acceptable for firing unless approved by the Arts Education Manager.
12. Personal glazes, slips, oil, acrylic, enamel, and other types of paints maybe used the studios, but never stored on premises.
13. Aerosol sprays of any kind are prohibited.
14. All members are responsible for studio clean up after use including: All equipment (i.e. glaze spray booth, wheels, wedging table), counter tops, table surfaces, or sinks, floor

*Please note: If you use red clay, your area should be clean for the next student using white clay and vice versa. Failure to consistently and thoroughly clean up will result in the suspension of open studio privileges.*

15. No clay in sinks: put slurry in appropriate labeled buckets and keep as much clay out of sinks as possible to avoid clogs.
16. Heat/Air: Do not tamper with the thermostat. Ask staff for assistance.
17. Do not leave exterior door propped open.
18. Enter and exit the building through the main entrance only.
19. Studio closes promptly at 3:30pm. Start cleanup at least 20 minutes before the studio closes.
20. The studio will be closed to members during scheduled workshops and classes, unless you are registered to participate in the program.
21. Sign in and out when you come to open studio on the sheet provided next to the hallway door.
22. Food is not permitted in the studio.
23. Treat others in the studio with kindness and respect. If there is a conflict, speak to the Arts Education Manager immediately.
24. Members are not permitted to touch, handle, or move any work that is not their own.

25. ANY work, clay, or tools left in the studio 15 days past the last paid date of open studio membership will be removed from the studio. We are not responsible for damage incurred in removal of items.
26. ANY work, clay, or tools remaining 30 days past the last date of paid open studio will become the property of the Imperial Centre for the Arts and Sciences.

## Equipment available for use:

### Canvas Tables:

1. For clay use only
2. Clean and brush off after use.

### Slab Roller

1. Always use canvas on both sides of the clay between the rollers.
2. Make sure canvas is scraped on both sides after you are done

### Extruder

1. Dies are located in the material and tool area of the studio.
2. When you are finished, remove and clean all dies, inside, and outside of all extruder parts, and return the extruder dies to appropriate shelves.

### Wheels:

1. Wheel heads and pans will be cleaned after each use.
2. Floor around wheel areas must be cleaned of any splatter or water.
3. Wheels are to be turned off after each use.
4. Batts are to be cleaned for the next use and returned to proper use.
5. Batts are not to be removed from the education center.

### Glazes:

1. DO NOT contaminate glazes. Wait for a glaze layer to be completely dry before dipping into another.
2. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and store in the containers provided by and above the sink.
3. Check to ensure that glaze names on lids match their buckets.
4. The spray booth is for glaze spray application only. Do not pour or paint glaze in this area. Use the wooden tables or stainless steel countertop for glazing.
5. Inform the instructor or Arts Education Manager if the glaze bucket is empty or low.
6. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
7. Wet wash table tops

### Production:

1. Each piece requires the potter's name/stamp/signature inscribed on the bottom or side.
2. Unmarked ware is not the responsibility of Imperial Centre for the Arts and Sciences and will be discarded.
3. Firing size maximums for both the bisque and glaze kilns are: W: 18" H: 14"

#### Bisque Firings:

1. Frequency is based on the volume of work available to fill a kiln load (Cone 05)
2. Place bone dry work on the marked shelves. Place large heavy items towards the middle of the rack.
3. Fired items are placed on marked shelves for pick-up.
4. Items left on the shelves for 30 days or more will be removed and discarded.

#### Glaze Firings:

1. Frequency is based on the volume of work available to fill a kiln load (Cone 6)
2. Place glazed work on the marked shelves when ready to fire
3. Bottoms of all pieces must be free of glaze and sides up to 1/4 inch from bottom. Ware with glaze on the bottom surface or with questionable glaze thickness will not be fired.
4. Items left on the shelves for 30 days or more will be removed and discarded.

*Please note: All firing is at the discretion of the Imperial Centre staff. Work intended for illegal use or violating copyright regulations will not be fired. Creation of such work can result in suspension or termination of privileges.*

#### Parking:

1. Parking is available in the Falls Road lot adjacent to the Education building and the Imperial Centre main lot on Gay Street.
2. DO NOT PARK IN UNLINED AREAS OR IN FRONT OF LOADING DOCK in the Falls Rd. Lot.
3. Damages or loss of property for improperly parked and unlocked cars are NOT the responsibility of the Imperial Centre.

The Imperial Center for the Arts and Sciences reserves the right to change or terminate the membership agreement at anytime.

The Imperial Center for the Arts and Sciences is not responsible for lost, damaged, items in the studio, during firings, and after lapses in membership.

The Imperial Centre for the Arts and Sciences reserves the right to clear and discard member shelf items 30 days after lapsed membership.