



Clay Studio Practices

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

- 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 up to 30 days.
- 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 are unsure how to use tools and/or equipment, ask for assistance. We are always ready to help.
- Place clay scraps in the appropriate labeled buckets.
- 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.
- Students, teachers, and clay studio members 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.
- 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!

Your cooperation is greatly appreciated.

****Please do not visit the studio if you are experiencing symptoms of illness.**



Open Clay Studio Membership Overview

Becoming a member of the clay studio offers the opportunity to come in during studio hours and utilize the studio to create clay projects. Each member is entitled to storage space, use of in-house tools, canvased tables, pottery wheels, bats, kiln firings, and glazes.

Clay Studio Hours

Monday	Closed
Tuesday	9am-8pm
Wednesday	9am-4pm
Thursday	9am-8pm
Friday	9am-4pm
Saturday	9am-6pm
Sunday	1pm-5pm

3 MONTH MEMBERSHIP: \$50 RESIDENT/ \$75 NON-RESIDENT

Memberships begin on the 1st at the beginning of each 3-month cycle.

Memberships purchased mid-month, will be assigned a start date at the discretion of the building coordinator. There is a 5-day grace period for payments after the 1st of the month.

****Clay is sold in-house for an additional cost.**

Stoneware Clay (25 lbs.): Member \$15/ Non-Member \$20

Porcelain Clay (25 lbs.): Member \$15/ Non-Member \$20

To Become a Member

A scheduled studio orientation and studio tour is requested for potential new members before completing the membership application. Please call (252) 972-1266 to schedule an orientation and tour.



Open Clay Studio Membership Guidelines

1. Please sign in and out while using the studio on the sheet provided hanging next to the bulletin board.
2. Two shelves are assigned at the time of becoming a member of the studio. Currently, we are unable to offer additional shelf space.
3. Members are strongly advised to label and keep personal items, including tools, bulk clay, clay pieces in progress, completed pieces, unless in the firing cycle, on assigned shelves. Please identify on the label of all containers its content.
4. Shelves should be kept organized, tidy, and clutter free. Items on the top shelf must remain under 15 inches high.
5. Unidentifiable items left in the public areas of the studio will be in the lost and found for up to 30 days.
6. All work, clay, tools, art pieces, left in the studio 15 days past the last paid date of open studio membership will be removed from the studio. The member will be contacted to decide when pick up can be arranged. We are not responsible for damage during the removal process.
7. Clay, tools, art pieces, remaining 30 days past the last date of paid studio time will become the property of the Imperial Centre for the Arts & Sciences unless other arrangements have been made in advance.
8. Guests visiting the studio accompanied by a member may come as an observer only. Visitors are not permitted to assist a member, use tools and equipment, create or fire work, in any capacity.
9. Personal glazes, slips, oil, acrylic, enamel, and other types of paints may be used in the studio. These personal items, however, cannot be stored on the premises.
10. Aerosol sprays of any kind are prohibited.
11. Each member is responsible for clean up after use of the studio, including, all equipment (i.e., glaze spray booth, bats, wheels, wedging table), counter tops, canvas table surfaces, sinks, and floor. Please note: As a courtesy, if using red clay, the area should be clean for the next member using white clay and vice versa.
12. No clay in sinks; put slurry in designated labeled buckets and keep as much clay out of sinks as possible to avoid clogs.
13. Start cleanup at least 20 minutes before the studio closes.
14. The studio is not available to members during scheduled workshops and classes except as a registered participant.
15. Heat/ air. Ask staff for assistance.
16. Please do not leave exterior door propped open.
17. Enter and exit the building through the main entrance.
18. Be mindful of others. Do not handle or move pieces that belong to another member without permission.

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. Scrape canvas on both sides after use.

Extruder

1. Dyes are above the material and tool area on the sink side of the studio.
2. Remove and clean all dyes, inside and out of the extruder and extruder parts. Return dyes to their original shelf.

Wheels

1. Please remember to turn the wheel off when finished.
2. Clean wheel heads and pans after each use.
3. Wipe up spills and splatter on the floor around the wheel area that may have occurred.
4. Take time to clean bats (flat disk) and return to designated shelf in the studio.

Glazes

1. Avoid cross contamination. It is helpful to wait for a layer of glaze to dry completely before dipping into another one.
2. The spray booth is only used for glaze spray application. Kindly use wooden tables or stainless-steel countertops instead to pour and paint glaze.
3. Thoroughly clean all sprayer equipment in the spray booth area of glaze and return to storage area.
4. Clean glazing area when finished, rinse brushes, bowls, pouring cups, stirrers, and store in containers provided near and above the sink area. Wet wash wooden tables and steel countertops.
5. Take a minute to ensure the name on the lid matches the glaze content named on the bucket.

Production

1. It is recommended the artist's name or identifying mark is stamped or inscribed on the side or bottom of each piece. The Open Clay Studio as part of the Imperial Centre for the Arts & Sciences is not liable for unmarked ware.
2. Maximum firing size for both the bisque and glaze kilns is 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 shelf marked bisque. Put larger heavy items towards the middle of the rack.
3. Fired items are placed on shelves marked for pick up.

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. For best results, pieces should be free of glaze on flat bottom and ¼ inch diameter around lower sides.

Parking

1. Parking is available in the Falls Road lot adjacent to the Education Building and in the main lot of the Imperial Centre for the Arts & Sciences located on Gay Street.
2. Please, do not block the loading dock in the Falls Road lot.
3. Damages or loss of property for improperly parked and unlocked cars are NOT the responsibility of the Imperial Centre.

Unidentifiable items left in the public areas of the studio will be in the lost and found for up to 30 days.