



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. Please direct all questions or concerns to your instructor or Imperial Centre staff.

- Current students are permitted to use class/workshop assigned shelves to house in-progress work and the individual lockers to store personal items (during class time only).
- Open studio members are assigned two shelves per person to house all in progress work, materials, and tools.
- 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 minutes of class is dedicated to gathering tools and cleaning work tables, floors, tools, and other equipment. This is a communal studio and its cleanliness depends on everyone doing their part.
- Using Imperial Centre tools (marked in orange) is allowed. They must be cleaned and returned them to proper receptacle after use. These tools are for everyone to use while in the studio and may never be borrowed, stored in lockers or shelves, or taken off the premises for ANY reason.
- 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 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! This isn't healthy for you and we want to keep the studio clean.
- Conserve resources as much as possible. Use shop towels instead of paper towels.
- Place clay scraps in the appropriate labeled buckets.
- If you should become injured while working please report the incident to your teacher or a staff member immediately. Your safety is our priority!



Open Clay Studio Membership Overview

This membership allows individuals to come in and work when convenient, and utilize our studio to create clay projects. Each member is entitled to storage space, use of our clay tools, access to the pottery wheels, firing and glazing for work that is completed during the membership time frame, based on the size of your pieces.

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

INCLUDES:

- Use the facility, wheels, equipment & tools when workshops/classes/events are not in progress.
- Electric throwing wheels, throwing and modeling tools, hand extruder, and a wide variety of glazes are available.
- 2 Storage shelves, firing, and glazing

Clay is sold in house for an additional cost:

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

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

Studio Hours: Monday- Saturday, 10 AM-5 PM

Ages: 16 & up

To Apply:

Complete a participant form and read the studio rules, membership overview and guidelines.

Submit application in person to Adrienne Lynch, Monday– Friday, 9 AM to 4 PM. Alternate times can be scheduled by contacting Ms. Lynch at 252-972-1167.

A program and studio orientation is required for all new members and will be scheduled after application approval and payment.

Please Note:

Memberships start on the 1st of the month. Memberships purchased mid-month will not be discounted. Memberships that remain unpaid past the 5th of the following month will expire and will be offered to new members.



Open Clay Studio Membership Guidelines

1. All members are required to label and keep all personal items including tools, clay, in-progress and completed pieces, etc. on your assigned shelf.
2. Member shelf space is assigned by the Arts Education Manager or Administrative Assistant
3. Additional shelf space previously purchased not guaranteed and can be reclaimed anytime by the Imperial Centre.
4. Shelf space should be kept organized, tidy, and clutter free. Items on the top shelf must remain under 15 inches high.
5. Using food containers as storage for any item is prohibited.
6. All containers must be clearly labeled as to its contents.
7. Unidentified items found in the public studio areas will be discarded.
8. 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.

9. 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.
10. Personal glazes, slips, oil, acrylic, enamel, and other types of paints maybe used the studios, but never stored on premises.
11. Aerosol sprays of any kind are prohibited.
12. 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.

13. No clay in sinks: put slurry in appropriate labeled buckets and keep as much clay out of sinks as possible to avoid clogs.
14. Heat/Air: Do not tamper with the thermostat. Ask staff for assistance.
15. Do not leave exterior door propped open.
16. Enter and exit the building through the main entrance only.
17. Studio closes promptly at 5pm. Start cleanup at least 20 minutes before the studio closes.
18. The studio will be closed to members during scheduled workshops and classes, unless you are registered to participate in the program.
19. Sign in and out when you come to open studio on the sheet provided next to the hallway door.
20. Food is not permitted in the studio.
21. Treat others in the studio with kindness and respect. If there is a conflict, speak to the Arts Education Manager immediately.
22. Members are not permitted to touch, handle, or move any work that is not their own.
23. 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.
24. 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.