

RENEE FOOSANER EDUCATION CENTER

STUDIO RULES AND SAFETY GUIDELINES

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined in this guide to keep the program functioning smoothly.

UPDATED OPEN STUDIO POLICY:

Students will receive 3 hours of open studio per week per class. If you enroll in one class, you may spend 3 complimentary hours in the studio. If you enroll in 2, you may spend 6, etc.

#1 Rule: The painting and ceramics studios are communal spaces. Treat the people, studio, and equipment with care and respect and kindness

OPEN STUDIO

1. The purchase of a class includes the privilege of open studio *in order to practice what was taught in class*
2. Three (3) Open studio hours are included in the cost of tuition per ceramics class.
3. Hours of open studio are posted in the classrooms, on our website, and on our Facebook page. These hours are subject to change
4. Start cleanup at least 20 minutes before the studio closes; you should be totally cleaned up by class or open studio end time.
5. No admittance to the studio outside of class or posted open studio hours

Open studio privilege may be revoked for any individual who doesn't obey the rules and guidelines.

HEALTH AND SAFETY RULES

1. Shoes must be worn in and around the studio.
2. Children are not allowed access into the studio.
3. No eating, drinking or smoking in the studio.
4. All spills should be sponged/mopped up immediately. A wet floor is a safety hazard.

CONDITION OF STUDIO

1. The room is scheduled to be mopped every day by a janitorial service. Further cleaning is necessary after each class to keep the room clean in between.
2. Tables are to be wet wiped clean, wheels cleaned after use and floors around the wheels and cinks cleaned of splatter.
3. Cinks/Sinks should be wiped out and counters wiped off and dried.
4. Do not leave tools or equipment out.
5. Students must return ALL items to their place before leaving. Fold and place chairs on top of tables.

2-D CLASSES

1. Please return all easels, chairs, tables and other equipment to the position you found them in. Our studio is configured for summer camp and we ask you maintain the current layout

2. Please only use the white drying rack for your pieces
3. Valuables such as money, cameras, and jewelry should never be left in an unattended room.

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. Batts are not to be removed from the education center.

GLAZING

1. Please glaze in the presence of instructor or open studio tech. Proper instruction of students in using glazes prevents the contamination of glazes.
2. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and store in the containers provided by the sink/sink
3. Check to ensure that glaze names on lids match their buckets.
4. Inform the instructor or studio tech if the glaze bucket is empty or low.
5. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
6. Wet wash table tops

CLAY

1. Firing fees are inclusive of up to 100 lbs of clay per class, per semester. Additional clay purchases
2. Students are to purchase clay only from the education center for classes. No one is allowed to bring in clay of any kind. If front desk is closed, please write your name and phone number on the clay purchase log and you will be contacted for payment information the next business day
3. There is no outside work fired at the education center. Only work from enrolled students is to be fired.
4. Empty clay boxes are to be broken down and stacked or placed in the recycling bin

PRODUCTION WORK POLICY

We are **NOT** a ceramics production or "volume" studio. Making quantities of identical items for sale is not consistent with the goals of the Renee Foosner Education Center. We do not have the facilities to accommodate production work (in this case the definition of production is high-volume work). Your work is being monitored! Students who do not obey this rule will be given one warning.