

Scheduled Hours of Operation

The Artworks Pottery Studio is open and available to its members and students during the normal operating hours of the Gallery and by appointment. (When the building will be attended after hours) The Gallery is open from 10 a.m. – 5 p.m. Tuesday through Friday and 10 a.m. 4 p.m. on Saturday with extended hours during the Christmas holiday season.

Clay and Supplies

Clay, glaze and two firing costs are determined by the weight of each piece. A \$3 per finished pound will be charged per piece. Long term subscribers are required to purchase their own basic set of clay tools (\$13).

No foreign clays or glazes may enter the studio without prior permission.

Pottery students may use studio tools, returning them back into storage clean at the end of each day.

Subscribers and students are also expected to:

- ❖ Follow the clay recycling and use processes. We ask that you help to wedging and prep clay for the recycle pail
- ❖ New clay bags may not be opened.
- ❖ Bring your own aprons and towels.
- ❖ Leave the work area clean when you leave. Mop the floor and wash the drip pan and all tools in a separate wash bucket, (Never the sink.)
- ❖ Keep clay and bins free of plaster*, tools and sponges
- ❖ Always remove plaster chips from clay! “BOOM”
- ❖ Pace yourself. Watch the calendar for firing dates.
- ❖ At the end of the day it's important that you be sure that ***all clay bags and bins closed air tight.***
- ❖ Come back and trim your foot in the next 2-3 days, or cover with wet paper towel and an air tight plastic bag!
- ❖ Turn off all lights when you leave. Circuit box is clearly labeled.
- ❖ We would like the stairway railing light bulb to stay on all the time.

Member and student responsibilities

Artworks invites members to use all areas of the Artworks' Pottery Studio as needed to complete their projects. Members promote and ensure a safe and clean working environment by following these operational procedures:

Label greenware with your initials on the bottom. AND Indicate the date of completion (trim date) either on a piece of paper or on the bottom. Allow two to three weeks for the first firing.

Sign in upon your arrival and departure in the log book that is located in the pottery studio.

Remember other potters will use the studio after you leave. Always clean your work areas, and floor leaving it ready for use by others: wedging table, wheels, floor etc. Brooms and mops are in the studio. Please try to leave it in better condition than you arrived.

Scrape off canvas and remove all clay pieces from the wedging board.

Wash all tools, bats, and hands in the wash bucket before washing them in the sink. This will prevent the drain from clogging. (ouch ! costly plumbing repairs)

Clean your wheel and splash pan and wipe the surround floor area in the studio basin. Place all of your materials and tools in the designated areas.

Please leave projects in the designated areas.

Greenware: waiting to be bisque fired. We reserve the right not to fire pieces that are too thick or have not dried for two weeks.

Bisque: Fired once waiting for glaze firing, Remove from the kiln area.

Glazed: place on stacked Rubbermaid shelf to wait for firing.

We order popular glazes for your use. Subscribers may purchase their own glaze, tools and other materials through Artworks as well. Contact the Education Director or speak to your pottery instructor to place an order.

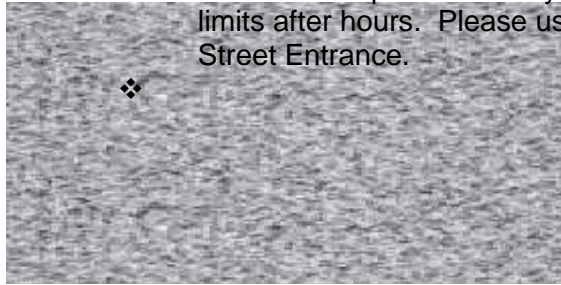
- ❖ Artworks is not responsible for pieces that are damaged during any firing.
- ❖ Firing frequency is determined by the quantity of pieces. A short load may be fired for additional fee if you need an early firing.

Please be prepared to take your glazed pieces home with you after we record each pieces weight. A sales slip will be made up and waiting for you on the clip board by the sign in if you have any additional fee over your \$20 deposit, or showing a credit if you are under your deposit.

- ❖ We try to have two bisque firings and two glaze firings when pottery classes are in session.

- ❖ ***We can not be responsible for pottery pieces left in the studio longer than one month after completion.***

❖ We can not leave gallery doors ajar or unlocked after hours. The upstairs Gallery and Bathrooms are off limits after hours. Please use the front Michigan Street Entrance.



Pottery Studio Handbook

106A No. Michigan - Big Rapids, MI. 49307
Ph: (231) 796-2420

artworks@bringart2life.com

www.artworksinbigrapids.com

Please sign the back page of this booklet and return to Studio clip board

Thank You

Subscriptions

The Artworks Pottery Studio offers subscription plans that entitles the use of the pottery equipment (wheels, glazing areas, hand-building areas, etc.).

Artworks offers subscriptions to the public who are 11 years* or older. To meet the needs of those interested in purchasing a subscription, four plans are available as shown in the table below.

Plan Cost

	Individual	Buddy Plan
*Daily+\$10 deposit	\$40	\$30/pp
*Monthly + \$20 deposit	\$80	\$60/pp
Three months+ \$30 deposit pp	\$200	\$95/pp

* Includes a return day to glaze

pp= per person

I have read the pottery studio guidelines and promise to abide by them.

Name _____

Date _____