

STUDENT & MEMBER CODE OF CONDUCT

The Clay Art Guild of the Hamptons, Inc. is a non-profit creative community devoted to teaching clay art, exhibiting clay art and providing an environment for the enrichment of clay artists.

DEAR STUDENTS and MEMBERS:

Our studios and Guild are managed by a group of volunteers. We are all passionate about our work with clay and love to share it with our community.

Please be mindful of this while working at both the Mill and the Square. Our studios exist on an honor system, we want to keep it that way.

Please honor this commitment by being respectful, taking care of the studios and your co-workers.

By signing this document, you are also acknowledging the Guild is a happy place and that you will abide by the studio rules and code of conduct

We clean up our work areas, leave equipment as we found it - if not better. We fairly calculate and pay for our studio hours, firing fees and clay purchases.

*We have zero tolerance for lack of respect towards others, including but not limited to: talking over teachers, racism, anger, theft, disrespecting supplies and equipment, etc. **Instead, we as a creative space, assist one another in becoming better potters, sculptors and artists.***

If we find that you are unable to work cooperatively in the studios by not adhering to the above, you will be asked to leave the Guild and/or your class.

We strive to be the place where everyone wants to create!

Thank you for your cooperation! Happy Potting!

STUDENT & MEMBER HANDBOOK

The Clay Art Guild of the Hamptons, Inc. is a non-profit creative community devoted to teaching clay art, exhibiting clay art and providing an environment for the enrichment of clay artists.

DEAR STUDENTS AND MEMBERS:

Our studios and Guild are managed by a group of volunteers, community members and working ceramic artists and supported through Guild membership, fundraising events, class tuition, workshops and firing fees. These precious dollars pay our teachers and all the bills associated with keeping our studios open. Please be mindful of this when renewing your membership, enrolling in classes and paying your firing fees.

STUDIO PROCEDURES

CLAY & TOOLS

- Students must maintain their own clay and tools.
- Students are encouraged to use reclaimed clay.
- Reclaimed clay can be found in the blue bin under the wedging table at the Square and to the left of the wedging table at the Mill.
- All clay purchased outside the studio must be approved by the Guild President prior to use. All clay must be Cone 6-10 only. Students who are current Guild members may participate in group discounts on clay when clay orders are placed, 3 - 4 times per year.
- Enrolled students will receive one bag of clay at the beginning of class. The next bag used is \$30.
- Studio Clay is available to purchase for currently enrolled students for \$30 per bag. This price is subject to change.
- DO NOT put clay in the sink. Clean all tools and equipment in the right side sinks before rinsing in the left side sink.
- Keep moist clay bricks & soft scraps of clay in tightly sealed clay bags provided. Empty clay bags are stored under each wedging board.
- Put throwing slop and dry clay scraps in the large pail to the right of the sink at the Square and in the large pail to the right of the sink at the Mill.
- What to do with leftover clay? Options:
 - If the clay is still soft and malleable, re-wedge it and place it back into the clay bag.
 - If the clay is too dry, place it into the slop bucket instead.
 - If the clay is too wet, press it onto the wedging board, re-wedge after its stiffened up enough to be used again and place it back into your clay bag.

TOOLS & SUPPLIES

Please familiarize yourselves with all tools offered at both the SQUARE and MILL studios.

- Tools are available at the studios for community use.
- Personal tools must be labeled. Tools left behind that are unlabeled will become property of the Guild for communal use.
- Any supplies, forms, tools etc. borrowed from the studio must be returned within 7 days.
- Work-tables, wedging boards, wheels, splash pans & tools must be cleaned thoroughly & stored properly.
- All bats must be wiped down with a wet and soapy sponge and dried standing up. Do not submerge in water.
- When working at the studios, clean all tools and equipment in the right side sink before final rinse in the left side sink.
- Heat guns are available in both studios. Please use with caution as these can easily catch fire. Do not touch when hot. Heat guns can cause a serious burn.
- You must wear goggles when using the dremel. Random small slivers of glaze & clay do fly.
- A slab roller is available in both studios. Please read the directions or ask for assistance prior to using.
- Extruders are available in both studios. Please ask for assistance and remember to clean thoroughly when finished.

GLAZING

- Glaze buckets must be stored in proper locations. Please return all glaze buckets to their original placement in the studio.
- The interior walls & lids of glaze buckets must be wiped down after each use with a clean sponge.

- Most of the glazes at the studios contain brushes that remain in their buckets. There are additional brushes for mixing glaze in the shorter buckets. Please rinse those along with your own glaze brushes in the right sink at the Mill and at the right sink at the Square.
- Thoroughly clean all utensils used when glazing to reduce cross contamination.
- Wipe down all tables after glazing.
- Use newspaper for easy clean up.
- Studio glazes are offered for Guild member and student use.
- You are responsible for your own underglazes, mason stains and painting glazes. Those offered, have been donated to the studio by other students, members and teachers. Additional donations are always welcome.
- Bottoms of work must be free of all glaze to be fired. Work with glaze residue on the bottom will not be fired. If the kiln shelf is ruined, you will be responsible for the cost of a new kiln shelf.

WORK AREA

- All surfaces must be cleaned with soap and water after use.
- Floors must be kept clean. To minimize dust, DO NOT SWEEP with a broom; use a large damp sponge instead.
- Sponges must be rinsed and squeezed out before returning them to the receptacle.
- Students must check the floor around tables, wheels and glaze area for drips, messes and puddles. These must be wiped and cleaned.
- Please Turn Off wheels when not in use. DANGEROUS TO LEAVE ON!
- Please use both hands when picking up and using the banding wheels. Some are extremely heavy and could drop on the floor or on you.
- Plastic and newspaper are located under work tables at both studios. Please donate any clean dry cleaning bags and newspaper for use at the studio.
- All work spaces must be left clean and in good condition upon exit.

WORK IN PROGRESS/UNFINISHED WORK

- Work in progress will not be stored in the studio for more than 4 weeks without permission.
- Unsigned bisque or greenware will be discarded at the end of each session.
- Unclaimed work will be discarded after 4 weeks.
- Pieces in progress should be covered with plastic and stored on your shelf. Pieces of plastic are stored under the center tables.
- Please do not place moist greenware, not ready to be fired on bisque shelves. Please keep it on your own shelf until ready to be fired.
- Only bone-dry work will be fired. Keep all other pieces on your own shelf.
- Finished bone-dry greenware must be measured and prepaid before placing on the bisque shelf **BACK TO FRONT!**
- Use newspaper while working to minimize clean up.

OPEN STUDIO

Studio time must be pre-approved. Studio time is available to all currently enrolled Students at no additional cost during open studio time. Members who are not students and do not rent a monthly shelf can book Open Studio time at the Mill for \$15 per hour. This price may be subject to change. Please check the schedules posted at both studios and on the website for available open studio time - these time are subject to change each session and during special events. Students and Members are not permitted to enter the studio without prior approval. On-line studio scheduling will be available in the near future.

- In the meantime, please book studio & glazing time by downloading the Pike13 app and scheduling studio time. Please do not enter the studios without a scheduled appointment.
- Open studio time is for registered for ADULT students and Members only. Children and pets are not permitted in the studios.
- Please cancel as far in advance as possible to allow for another person to use that time. If not cancelled, you may be subject to pay for your scheduled hours or restricted from using the studio the following week.

- Studio hours will not be rolled over into the next session. Make-up week is an ideal time to complete work if you are not returning to class the following session. Weekends and evenings are an excellent time to use the studios.
- Staying past pre-approved time, must be approved. Failure to do so may result in not being able to work in the studio the following week. Please adhere to your studio time appointment. Arrive and depart at your pre-arranged time.
- Last person in the studio- TURNS OFF LIGHTS and double check that the door is locked please.

PAYMENT PROCEDURES

- All work must be prepaid before firing at both studios including the Cone 10 gas kiln at the mill.
- Use the sheets provided at the studios to record your work on your personal page in the Firing Binders.
- Re-fired pieces must be paid for again. You are using space in the kiln. Please refer back to your original payment in the book.
- Please learn the payment procedure during your first 2 lessons of your session. If you cannot, then please speak to your instructor prior to firing.
- Test tiles are free. 'Fully executed pieces' are not test pieces and must be paid for.
- Each student is responsible for their own payments.
- SIGN YOUR WORK and add your signature or potter's chop mark to the signature page in the payment binders. Unsigned work will not be fired.
- Record your work by measuring it, calculating the cost and filling out firing sheets with payment attached.

STUDIO SAFETY PROCEDURES

- Students are not permitted to open the kilns or to use any chemicals without prior permission.

- ALL SANDING MUST BE DONE OUTDOORS over the 'sanding bucket'. A bucket of water must be used to catch all dust created.
- All students must sign the Studio Log located at the main entrance of each studio indicating time in and time out when using the studio after class time.
- Face masks: The Guild reserves the right to reinstate mandatory mask mandates and to close the studio when needed.
- Please notify your instructor if you test positive for Covid-19.
- Please receive instructions on using the slab rollers and extruder before using.
- Cameras are in both studios for your protection. Sound is not recorded. Please do not tamper with the cameras.

FOOD

- Food may be permitted in the studio if it does not interfere with the other members working.
- Please take all garbage with you. Failure to keep the studio clear of bugs and mess will revert to a NO FOOD ALLOWED policy.

RAKU Workshops are conducted off-site. ALL safety and registration requirements are at the discretion and leadership of the Instructor.

Thank you for your continued support and conscious effort to keep our studios thriving for years to come.

Questions, concerns or ideas can be sent to: clayartpres@gmail.com

By signing below, you are acknowledging that you have read and agree to the expectations outlined above for Studio use.

Thank you.

The Clay Art Guild Board of Directors