

CERAMICS STUDIO RULES:

1. You must be enrolled in a ceramics class at The Cultural Arts Center at Glen Allen to use the studio and any equipment and supplies. Anyone not enrolled that is using the facility and using the equipment is preventing an enrolled student the opportunity to create and fired their pottery. If you notice any unauthorized users in the studio, please contact your instructor or Center staff immediately. Students may not enroll in a class just for production purposes.
2. This is a learning facility. No production pottery will be allowed. Class space is reserved for students interested in learning and continuing to expand their skills in ceramics only. Students are not allowed to use Center equipment, supplies or firing for personal gain or to support a business. To ensure this, kiln space is limited to 10 pieces per student per week. Please see your instructor if you need an occasional expansion of this limit.
3. Open studio times are a privilege to students and are provided at The Center's discretion. Please see the calendar on the studio door for updated availability. Check often as these times may change as required by facilities. Failure to abide by studio rules may result in student losing open studio privileges. The open studio privilege is not available during scheduled classes.
4. The primary rule in any pottery studio is: **IF IT IS NOT YOURS, DO NOT TOUCH!** Many of the most interesting things in the studio are very fragile.
5. You may use any of the following pieces of equipment after you have been shown its proper use by the instructor: potter's wheel, extruder, slab roller and wedging board. Please do not mix dark and light clay on the wedging board. You are responsible for cleaning each piece of equipment after you use it.
6. Students will not be allowed to load, unload or attempt to fire any kiln, or mix special or personal glazes.
7. Any pottery, tools, and other items left behind at the end of the quarter will become the property of The Cultural Arts Center at Glen Allen.
8. Begin your clean up early enough to be ready to leave at the end of class or at the end of the posted closing times. Please cooperate with security services and the studio assistants by leaving when requested.