

## JCC Denver Ceramic Studio Policies & Procedures

### Clay

Additional Clay is available for purchase through JCC Denver Ceramics Studio from instructors and Director of Engagement. Students must show a receipt to an instructor or studio staff to receive clay. Purchase and use of clay outside of the studio are not permitted.

### Studio Materials

Studio glazes are available for student use in-house. Studio tools, equipment, molds, etc. are also available for use and must be returned in good condition for use by other students. Basic communal tools are offered on a first come first serve basis. No materials, JCC Denver equipment, glazes, underglazes or stains may be borrowed or taken out of the studio for use. If it becomes clear that students are removing communal tools from the studio they will be invoiced for that tool.

Any glazes purchased by a student that they wish to use in the studio must be tested and approved by the studio management. Students are expected to provide their own set of tools and aprons. Tool kits are available for purchase.

### Firing

Large Scale Work: As storage facilities and kiln capacity are limited, firing of large-scale work must be discussed with the studio manager, will likely take longer to move through the firing processes, and may incur additional firing fees based on the size of the work, firing cycle, and temperature. Outside of firing large-scale work, all firing fees are included in the class price. This is not a production studio; we cannot support the firing of production-level volumes.

### Work Made Outside the JCC Ceramic Studio

No work made outside of JCC Ceramic studio will be fired. Please do not bring in work made elsewhere or at home. We do not have the capacity to fire work not made during class and will only fire work made during class or open studio.

### Friends and Family

Friends and family are welcome to visit/tour the ceramics studio but may not attend classes, open studio or use the facility without being enrolled in a ceramics class. This includes assisting enrolled students, glazing, wheel-throwing, hand-building or firing work. Guests during class need to be pre-approved by the studio manager.

### Open Studio Policy

- Students must be actively taking a ceramics class in order to use ceramics open studio hours, and may only use open studio hours during the session they are registered for. Specific workshops may not include open studio time and will be noted as such in the course description.
- Please register for open studio prior to coming to the studio.
- Please do not drop by the studio during another class session as this is disruptive to the class in session.

- Beginner students must get permission from the instructor to attend unsupervised open studio time.
- *Open studio is available when there is no class in session*; students may not attend another class for which they are not registered to work or glaze without prior approval from Studio Manager.
- Students must be enrolled in a class to glaze bisqued work. If you need to glaze after a class ends, you can either register for a one-off private session, a class series to finish the pieces, or you may purchase an Open Studio session for \$35 to finish your work. Please email to schedule and we will invoice you for the out-of-cycle session.
- No wet work may be started or completed if a student is not currently enrolled in a class. Wet work is defined as anything that has not been fired.
- Students working during open studio times must clean up, store their work and leave the studio at least 30 minutes before the JCC closes for the day.

### **Lab/Materials Fees**

Ceramics class/workshop fees include the fee to cover the costs of firing, glazes, kiln furniture and ceramics tools and accessories. Additional materials fees may apply for classes that require special materials. See course listings for fees for individual courses.

### **Making Large Quantities of Work/Using the Ceramics Studio for Business Purposes**

JCC Denver Ceramics studio is a teaching facility and its ceramics studio may not be utilized as a replacement for commercial rented studio space. It does not have the space or staffing to support individual business endeavors, either online or in retail shops/galleries. Thus, the studios, kilns, equipment and glazes may not be used for the production of large quantities of work. Students using the ceramics studios for these purposes will be restricted from this practice on a case-by-case basis, including limiting firing work and restricting clay purchases. We will be introducing kiln rentals for this purpose by the end of this year.

### **Fall Ceramics Sale**

Students that take one or more sessions or workshops during the calendar year are invited to be a part of our yearly Ceramics sale (typically takes place the week before Hannukah begins). Tables, tablecloths, and display surfaces will be provided. The JCC will be responsible for marketing, providing space, and conducting sales. There will be a revenue split and volunteer time requirement in order to participate.

If you would like further information please email: [Ashahbazi@jccdenver.org](mailto:Ashahbazi@jccdenver.org) or [Rwool@jccdenver.org](mailto:Rwool@jccdenver.org)

### **Safety**

- Please follow safety instructions provided by instructors and studio managers when around hot kilns and while using glaze materials and studio equipment. Studio staff are available to answer questions about materials and equipment used in the ceramics studio and any potential hazards.
- Children are not allowed in the kiln room and must be accompanied by an adult in the ceramic studio.

- No flip-flops or open-toed shoes allowed.
- No sanding of pieces within the studio. If you would like to sand your pieces, please do so outside with an N95 mask on. We would like to limit the amount of silica dust produced in the studio. During the winter months, we recommend you wet sand your pieces in the sink area. Please make sure the front door is open for ventilation and that no other students are around you.
- Goggles must be worn when using the grinder. The grinder must be turned off and supervised until it comes to a complete stop after use.

### Studio Clean Up

- Please clean up after yourself in the glaze room and studios after your class or open studio by wiping work areas, cleaning potter's wheels and equipment, washing brushes, cleaning the lids and fully closing all containers, washing all tools and containers, and returning everything to their proper storage areas. Studio staff is not responsible for cleaning up after students.
- Studio tools/molds and all common equipment must be returned to their storage areas daily as they are shared by all students.
- Please be gentle with the plumbing by throwing clay scraps and slip in the buckets provided before rinsing tools or containers in the sinks. No stains, glazes, clay or oxides should go into the right side of the studio sink. Please empty any remnants on the left side of the sink.
- No tools should be left behind in the sink area. This will rust the tools. Please clean, dry, and return all tools to their proper place before leaving the studio.

### Glazing and Firing

- Do NOT add or remove water from stains, glaze buckets or pint jars. Studio staff or faculty must do any thinning or thickening of glazes/underglazes. We check the specific gravity of each glaze weekly. In the event you notice an adjustment is needed, please email [Ashahbazi@jccdenver.org](mailto:Ashahbazi@jccdenver.org)
- Please be aware of the firing temperature of the glazes you are using, *taking care that glazes aren't applied too thickly and that the bottoms are wiped clean to keep them from sticking to kiln shelves*. If you need help with glazing or have questions, please ask your instructor or the studio staff for assistance.
- When ready for firing, place your work on the appropriate shelf in the kiln room, setting it as far back on the shelves as possible to make room for other students' work and minimize handling, and put tall pieces only on the top shelves.
- Work must be leather hard or bone dry in order to be placed in the kiln room. Once pieces are bone dry they will be bisque fired.
- *All pieces are required to be signed to be fired.*
- Students are encouraged to learn about and understand the kiln loading and firing procedures and processes. Instructors and studio staff are available to explain these processes on request.

### Storage of Artwork and Clay

- Work-in-progress must be stored on the designated shelves for your class. Please be respectful of other students' work, taking care to avoid moving or bumping pieces on the shelves.
- Each student is allotted the same amount of shelf space. Please make sure your shelf space does not exceed the designated amount. We have placed little blue markers on each shelf as

reminders of the designated amount. Let's please adhere to this allotment out of fairness and respect for your fellow students.

- If on occasion, you require more space you may request additional storage from [ashahbazi@jccdenver.org](mailto:ashahbazi@jccdenver.org) and accommodations will be made when available.
- Lockers are not for personal storage. Discuss with Studio staff if you need to leave items in a locker. The JCC Denver is not responsible for lost items. Leave everything at your own risk.
- Accidents happen! If you bump or knock a piece and it breaks please let the Studio manager know immediately.
- Store clay on the bottom shelves only with your name and date noted on the bag.
- Bisque or glaze-fired work left on the common studio shelves for extended periods will be moved to the 30-day notice shelves and will be discarded when 30 days have passed.
- Work-in-progress left on class shelves more than two weeks after the last date registered may be discarded at the discretion of your instructor. If you are traveling and require an extension please contact [Ashahbazi@jccdenver.org](mailto:Ashahbazi@jccdenver.org)

Questions? Please contact the Ceramics Studio Manager at [ashahbazi@jccdenver.org](mailto:ashahbazi@jccdenver.org)