



## POTTERY OPEN STUDIO GUIDELINES & POLICIES

Everyone who uses the Galena ARC Pottery Studio must read and accept the following policies, responsibilities and requirements:

### POLICIES

- Open Studio is offered to adults who have previously taken a Galena ARC Clay Class. Exceptions may be made for those who have proven pottery wheel experience.
- Potters work independently. No instruction will be offered during Open Studio.
- Pre-registration is required. No drop ins as there is limited space.
- To cancel a reservation email [artdirector@galenaarc.org](mailto:artdirector@galenaarc.org). If you cancel 24 hours in advance, or more, you can receive credit for future Open Studio dates or a refund. There is no refund for no shows.
- An area will be designated for storage of your clay and pieces in progress. Items left for more than three months will be disposed of.
- All work MUST be signed and dated. Unsigned work will not be fired.
- Dates for glazing to be determined based on production.
- Firings will be done by the Galena ARC and occur once we have enough work to fill the kiln.

### RESPONSIBILITIES

- All clay and glazes must be purchased from the ARC.
- Your bag of clay must be labeled with your name and date of purchase.

### CLEAN-UP REQUIREMENTS

- Put your work on designated shelves.
- Place a post-it with your name next to, or inside, wet pots.
- Clay trimming scraps, wet scraps, and "slop" from throwing buckets placed into designated buckets.
- Tools washed and returned to the tool container on your wheel.
- Bats cleaned and returned to shelf.
- Wheels thoroughly cleaned and turned off.
- Used towels in labeled laundry bin.
- Aprons back on wall hooks.
- Bags of clay tightly closed and stored.

*I confirm that I have read, understand and agree to the guidelines above.*

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Print Name

Signature