



SANTA CRUZ MOUNTAINS
ART CENTER

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POLICY FOR CERAMICS FACILITY

Adopted February 11, 2019
Reviewed by the Ceramics Steering Committee

This policy includes the following documents:

- A. Ceramics Steering Committee Duties and Responsibilities
- B. Studio Attendant Guidelines
- C. Ceramic Studio Use and Safety Guidelines

This policy will be reviewed by the Ceramics Steering Committee annually, with any recommended changes presented for approval/adoption by the Board of Directors.

CERAMICS STEERING COMMITTEE DUTIES AND RESPONSIBILITIES

1. The chair of the Ceramics Steering Committee will be appointed by the Board of Directors, and the Steering Committee will be approved by the Board.
2. The Ceramics Steering Committee will meet at regular intervals. The Clay Crew, composed of teachers and volunteers responsible for maintenance and operation of the ceramics facility, will meet quarterly.
3. **Annual budget:** The Clay Crew will develop a year's program of events and projects. The Ceramics Steering Committee will estimate future needs for supplies, equipment, maintenance, and facilities for these events and projects.
 - a. The Ceramics Steering Committee chairperson and the Clay Crew will select events and programs appropriate to the mission of the Art Center.
 - b. The Ceramics Committee Chair will meet with the Facilities Chair on a regular basis to determine the needs of the ceramics facility, and the Facilities Chair will help provide a working schedule and budget.
4. **Education:** The Ceramics Committee Chair and Steering Committee will approve all ceramics instructors, who must meet the Art Center qualifications and guidelines. Upon approval, instructors must sign a standard Teacher's Contract before they can schedule classes.
 - a. The Ceramics Steering Committee will give new or guest instructors an orientation that covers general facility use, studio policy, safety and security. All ceramics instructors will instruct their students in proper facility use and safety guidelines.
 - b. Children under the age of 18 must be accompanied by a parent or guardian, and be within sight or sound of the instructor.
5. **Studio usage policy:** The Ceramics Steering Committee is responsible for setting studio usage policy, which will be reviewed on a regular basis by the committee.
 - a. Scheduling of studio time/workshop usage will be arranged as necessary with instructors and staff, and approved by the Ceramics Steering Committee.
 - b. Students are entitled to one studio lab practice session for each class session, plus one lab session to complete any work done in class. If they need any additional studio lab time, they may purchase it.
 - c. Students or Art Center members may purchase studio lab time at the rate of \$100.00 for unlimited lab time for one month. Or, they may purchase blocks of lab time that they can use any time. An 8-lab block is \$100.00. Four (4) labs costs \$50.00.

STUDIO ATTENDANT GUIDELINES

1. The Ceramics Committee Chair is responsible for selection and training of studio attendants, providing clear guidelines on studio manners, maintenance, and policy. Attendant responsibilities include, but are not limited to:
 - Reminding students and members using the clay lab to sign in.
 - Making sure that students and members have cleaned their work areas and tools before leaving, and that all tools have been returned to their proper places.
 - Maintaining a safe environment in the ceramics facility.
 - Maintaining security in the ceramics facility by ensuring all gates, doors, and lockers are properly closed and secured before leaving.
 - Selling clay to students and members using the clay lab.
 - Pugging recycled clay to be used for classes, or to sell to students and members, with money used to buy incidental supplies.
 - Communicating with Ceramics Committee Chair to maintain adequate supplies for classes.
 - Periodic studio cleanup of unclaimed work, coordinated with ceramics teachers.
2. Glazes will be formulated and wet-mixed by volunteers designated and trained by members of the Ceramics Steering Committee. Raw glazing materials will be properly stored and handled by designated volunteers. A limited number of colorant oxides will be maintained at the Art Center for clay and glaze decoration, along with the wet-mixed glazes. Only glazes formulated and mixed or verified by the designated volunteers can be used in Art Center kilns. Only clay sold at the Art Center, or verified by studio attendants, teachers, or Steering Committee members may be fired in Art Center kilns.
3. Safety:
 - a. Guidelines specific for use of the ceramics facilities will be reviewed/revised annually by the Ceramics Steering Committee, or whenever there is a change in ceramics processing or procedures. These guidelines shall be posted in the ceramics studio.
 - b. All students or members who use the ceramics facilities at the Art Center will abide by the General Facility Safety Policy and Ceramics Studio Use and Safety Guideline and are required to read the safety policy upon signing up for a class or workshop, and sign that they have read and understood the policy before beginning a class or workshop.
 - c. Personal protective equipment will be provided by the Art Center as needed. This may include latex and asbestos gloves, safety glasses, or dust masks or dual-cartridge respirators.

CERAMIC STUDIO USE AND SAFETY GUIDELINES

Usage:

- Only Art Center members and students may use the ceramics facility.
- Children under 18 must be accompanied by a parent or guardian, or supervised by an instructor with a LIVESCAN on file.
- Only work produced through Art Center classes or activities will be fired in Art Center kilns.

Conduct:

- We reserve the right to revoke permission to use the studio to anyone.
- Radios/music only by mutual consent.
- Please do not touch or handle the work of others without their permission. The exception to this is volunteers who are loading/unloading kilns.

Cleanup:

- Start cleanup 15 minutes before closing/leaving the studio. Wheels and throwing bats should be cleaned of clay and water. Deposit clay in appropriate recycling buckets.
- Wipe down tables and counters in the hand-building and glaze areas.
- Dry clay and glaze dust are a health hazard. Do not sweep! Wipe clay and glazes with a damp sponge or mop.
- Clean and return tools to their proper places.

Clay and glazes:

- Only clay and glazes provided by the Art Center will be approved for firing in Art Center kilns.
- Purchased glazes must be tested and approved by instructors/attendants before use.
- Raku and soda firings are available by arrangement and for an additional fee.

Safety guidelines:

- Use personal protective equipment as necessary: Latex gloves when handling stains and glazes, safety glasses when chipping kiln shelves or using the bench grinder, dust mask when sanding green ware (always done in an open area) or encountering airborne particulates, asbestos gloves for handling hot items
- Avoid generating clay or glaze dust. Use a wet sponge or mob when cleaning up.
- Place heavy items on lower shelves.
- When lifting heavy items of 20 pounds or more, remember to bend your knees, securely grasp the item, and lift by straightening your knees. If the item is too awkward to adequately grasp, ask for help; do not attempt to move it by yourself.
- Kiln firing shall be conducted only by the studio attendant or trained volunteers.
- Use extreme caution near operating kilns. Do not touch or handle any kiln apparatus unless specifically instructed by the studio attendant or class instructor.