

RENEE FOOSANER EDUCATION CENTER

2/D and 3/D STUDIO RULES AND SAFETY GUIDELINES

Everyone using the studio must cooperate in maintaining the studio and following the procedures outlined in this guide to keep the program functioning smoothly.

#1 Rule: The painting and ceramics studios are communal spaces. Treat the people, studio, and equipment with care and respect and kindness

HEALTH AND SAFETY RULES

1. Close-toed shoes must be worn in and around the studio. Flip flops and slip-ons are not recommended as this is a studio workplace.
2. Children are not allowed access into the studio. (except for children's classes)
3. No eating, drinking or smoking in the studio.
4. All spills should be sponged/mopped up immediately. A wet floor is a safety hazard.

CONDITION OF STUDIO

1. The room is scheduled to be mopped Monday through Friday by a janitorial service. Further cleaning is necessary after each class to keep the room clean in between.
2. Tables are to be wet wiped clean, wheels cleaned after use and floors around the wheels and cinks cleaned of splatter. Any equipment used should be left in the same condition as it was found.
3. Cinks/Sinks should be wiped out and counters wiped off and dried.
4. Do not leave tools or equipment out.
5. Students must return ALL items to their place before leaving. Fold and place chairs on top of tables.

OPEN STUDIO

1. The purchase of a class includes **the privilege of open studio in order to practice what was taught in class.**
2. Open studio hours are subject to change/cancellation.
3. Start cleanup at least 20 minutes before the studio closes; you should be totally cleaned up by class or open studio end time.
4. **No admittance to the studio outside of class or posted open studio hours**
5. Open studio privilege may be revoked for any individual who doesn't obey the rules and guidelines

2-D CLASSES

1. Please return all easels, chairs, tables and other equipment to the position you found them in. Our studio is configured for summer camp and we ask you maintain the current layout.
2. Please do not store artwork in the studio; for wet artwork the white drying rack is available for use
3. Valuables such as money, cameras, and jewelry should never be left in an unattended room.

WHEELS

1. Wheel heads and pans will be cleaned after each use.
2. Floor around wheel areas must be cleaned of any splatter or water.
3. Wheels are to be turned off after each use.
4. Batts are to be cleaned for the next use and returned to proper use. Batts are not to be removed from the education center.

GLAZING

1. No one is allow to bring in glazes. Underglazes of the same brand that we carry is an exception and has to be glazed in the presence of an instructor.
2. Please glaze in the presence of instructor or open studio tech. Proper instruction of students in using glazes prevents the contamination of glazes.
3. Clean up glaze area when finished. Rinse all brushes, bowls, pouring cups, stirrers, and store in the containers provided by the sink/cink. This includes the tables area around the glazes as well.
4. Check to ensure that glaze names on lids match their buckets.
5. Inform the instructor or studio tech if the glaze bucket is empty or low.
6. Make certain all the equipment is thoroughly cleaned of glaze before returning equipment to proper storage area.
7. Wet wash table tops

CLAY

1. Students are to purchase clay only from the education center for classes. No one is allowed to bring in clay of any kind. If front desk is closed, please see your instructor for payment options.
2. Students must use clay label; clay leftover after end-of-semester clean-out will be used to pug.
3. There is no outside work fired at the education center. Only work from enrolled students is to be fired.
4. Empty clay boxes are to be broken down and stacked or placed in the recycling bin; do not leave on floor or table, please.

PRODUCTION WORK POLICY

We are a school, not a ceramics production or volume studio. Making quantities of identical items for sale is not consistent with the goals of the Renee Foosaner Education Center. We do not have the facilities to accommodate production work (in this case the definition of production is high-volume work). Students who do not obey this rule will be given one warning.

I have read and understand the policies, practices and responsibilities outlined in the Pottery Rules and Safety Guidelines.

Student Initials

Student's Name _____

Date _____