

**Welcome to the
City of Lakewood's
Ceramics Studio**

Washington Heights Arts
Center

Thank you for choosing the Washington
Heights Arts Center (WHAC)!

Built in 1898 and operating as a schoolhouse until 1968, this historic landmark is now home to a spectacular arts center for the City of Lakewood. We offer classes in Ceramics, Weaving, Paper & Jewelry making, Drawing, Painting, Mosaics, and more. As an arts center committed to the education of emerging and continuing artists, we ask that WHAC students uphold our studio guidelines to ensure high-quality and equal access to all our artists.

Materials:

- € A variety of Clay is available for purchase onsite, in 25lb bags.
- € Students are **required to use clay purchased through WHAC.**
 - The upcharge on the clay helps cover our electric and staffing costs for firings. Additionally, using our clay helps ensure the success of everyone's firings, as our shop clays all work with the entire range of our glazes and firing options.
- € Recycled clay is periodically available, at a discounted rate.
- € **No outside clay or glazes permitted in WHAC firings, without prior approval.**
 - If an outside clay is approved, a \$15 charge is applied, to cover firing and staffing costs.
- € **If you are making slip-cast work, please see the office or your instructor for additional information on pricing and studio regulations.**
- € Basic toolkits are also available for purchase.
- € Please do not leave your clay here if you are not currently taking a class or sessions. **Storage space is limited.**

Studio:

- € Areas for ceramic student use include the glazing/hand-building room and the wheel room.
- € The glazing/hand-building room has tables, slab rollers, extruders and hand-building supplies, as well as a glazing area, sink and spray booth.
- € The wheel room has various wheels, wedging tables, a sink, and storage cabinets for clay and wet work (greenware).
- € **Your instructor can provide additional information about studio equipment and operation.**

Shelves & Storage:

- € Students will be assigned shelf space for both unused clay and wet work, designated by class section or independent session.
- € Stay within your assigned area, unless given prior approval.
- € **Space is provided for 1 bag of clay at a time.**
- € Additional shelving, managed by WHAC staff, is designated for greenware, bisqued & glazed pottery.
- € Check with your instructor if you're unsure of where to put your work & be careful when moving items.
- € **Drying work must have a label with name and date. Ready-to-fire work must have a carved signature or identifying mark.**
- € Please do not handle another student's work.
- € If you accidentally break another student's work, please let WHAC staff know as soon as possible.
- € **Any work left for more than 6 weeks after the class session end date may be discarded to make room for new work.**

WHAC is not responsible for broken or damaged pottery.

Clean-up:

- € **It is each student's responsibility to clean up after themselves.** Please allow at least 15 min for cleanup at the end of each work session.
- € Wipe down your wheel, stool and surrounding area, and place your stool upside down on the wheel when finished.
- € All leftover clay is recycled – ask your instructor how to clean-up and please don't throw clay in the trash!
- € **Please keep clay out of the sinks, as much as possible! Remove and Recycle leftover clay before rinsing equipment!**
- € Glaze lids should be closed and wiped clean of spills after use.

- € Wash & return all studio tools, splash pans, and bats.
- € **Clay left in the studio after the end of the calendar year that is more than 2 months old (or is unmarked) may be sold as "abandoned." Always put your name and the date on your clay when it is purchased.**
- € Abandoned tools will be donated to the studio's communal supplies.

Firing Work:

- € Oxidation and Reduction firings are available to all students.
- € *Wood Firing, Pit Firing, Soda Firing and Raku are also available, with additional fees.*
- € Oxidation firings occur on a regular basis and *most* items are fired within 7-10 days, however there are **no guarantees on timing.**
 - *i.e. We can't "rush" firing your work for a gallery show, Christmas present, sale etc.. Please plan ahead.*
- € Reduction firings happen every 2-3 weeks, weather permitting
- € Pieces with cracks, or heavily applied glazes may not be fired if they pose a risk to the kiln or nearby work.
- € Work that is very dense or oversized may require additional time before it is ready to fire, as determined by WHAC staff.
- € Staff and instructors make every effort to carefully handle student work, but kilns can malfunction, and accidents do occasionally occur.

Firing/Production limits! (Very important!)

- € WHAC is a learning, recreational environment, NOT a production studio!

- € **To ensure equitable firing for all, students are asked to limit their firings to approx. ½ bag of clay's worth of work, per week. i.e. approx. 12.5lbs of new work in the kilns per week.**
- € Firing of work made/finished outside of the WHAC studio is subject to the following requirements
 - Work must be made with WHAC clay and glaze*
 - Work must be made by currently registered WHAC students & be part of your weekly class or session allowance (i.e., no additional firing services).
 - As with work made inside WHAC, work made off-site is limited to approx. ½ bag of clay's worth of work, per week. (In combination with anything made in-class, 12.5 lbs total, per week).
 - **Work should only be dropped off during the student's registered class or session time. Student must check in the office when dropping off outside work.**

*Unless given prior approval. Decided on a case-by-case basis and dependent on knowledge of materials.

Missed classes & Make-ups:

- € If you miss a class session, you may schedule a "make-up" session.
 - **Only ONE make-up is allowed per 6-week class session.** (*i.e., please do not register for a class time you can't make, assuming you can do make-up sessions for all 6 weeks*).
 - Make-up sessions do not include instruction.
 - **Make-ups must be completed w/in 2 weeks after the class session end-date, or they will be forfeited.**
 - **Make-ups are only allowed during our scheduled independent studio session times.**
 - Makeup session length is 2.5 hours

- You will need to call or speak with the office to register and have the price comped.
- € Students should check in with the office when arriving for a make-up session.
- € Given the high demand for our pottery classes, if you do not attend the 1st class session, you may be contacted by WHAC staff to ensure you intend to attend the rest of the class.
- € **Your class registration fee covers instruction & studio use within the scheduled hours of your class or session.**
 - If you find you need additional work time or want to keep working on projects after the class ends, you can register for additional independent work sessions. Ask the office for more information.
- € If you just need to swing by quickly check/cover/move work, that is usually fine, but after 10 minutes, an independent session fee/registration is required.

Drop-ins are NEVER permitted during youth & access classes. Call ahead if you are unsure of the schedule.

Studio Safety:

- € Keep clay and glaze dust to a minimum. Clean messes while still wet. Sand before bisquing whenever possible.
- € If sanding is necessary, do it away from other students and always wear a dust mask. If weather permits, go outside.
- € Do not use hot wax pan without proper instruction. Make sure exhaust fan is on and only use wax brushes.
- € Do not use bench grinder without proper instruction. Always use eye protection, avoid disrupting others and clean up dust.
- € Do not use spray booth without proper instruction. Wear a mask and avoid disrupting others. Follow clean-up procedures.

- € **Never attempt to unload a kiln.** Wait for staff to unload.
- € We advise that you do not leave your valuables unattended. Locker space is available on request.
- € **Don't leave valuables in your car or leave your car unlocked!**
- € If going into the gas kiln shed after dark, please ask your teacher or another student to accompany you.
- € **If you see anything suspicious in or around the premises, please notify the teacher or office staff asap.**

The city is not responsible for lost or stolen items. Please keep your personal belongings in the lockers or near your workstation

Student conduct:

- € Please arrive to class on-time and finish your clean-up by the end of class or session.
- € **Students are only permitted to be in the studio 15 minutes before or after their class or session time.**
 - *Please do not interrupt a class in-session.*
- € Please take phone calls into hallways, lobby or outdoors.
- € No guests (including children) allowed in class sessions.
- € *Guests are not permitted to use studio equipment or materials without registration.*

Students & staff are required to abide by City of Lakewood Code of Conduct & current health and safety regulations. Failure to comply may result in removal from the class.