

**SPACE USE:** The studio is designed to be shared by many students and artists, so be aware that you must be respectful of the amount of space we have in the studio, and conservative with the space you are using. Only pieces you are currently working on should be out and uncovered; other pieces must be correctly stored away on the appropriate shelves between work sessions. The studio is not a commercial or production studio and is for educational and recreational use only.

***Pieces left unattended will be recycled or removed after one month.***

**KILN ROOM:** There will be no use of the Kiln Room equipment by any persons other than the Studio Manager. This includes firing, loading/unloading of kiln, and running of the pug mill.

**TOOLS:** Those tools found on the center table, and back corner counter are purchased by the Cultural Center are meant to be used by all students and studio artists. When you are done using them, they are to be **cleaned and returned to their homes**. If you see any tools that appear to be broken, or missing, inform your instructor or the front desk staff and we will work to have those items repaired/replaced.

**CLEAN UP:** Clay is a messy process and leaves its mark on us, the wheel, the floor, the wall, and basically any porous surface. Make sure when you are done creating, you have not only wiped down any/all surfaces you have worked on – but also cleaned and put away any tools you may have used.

**In addition, use the cleaning checklist provided to ensure you have properly cleaned your space.**

**OPEN STUDIO:** The lab is available to students during scheduled class hours, and posted open studio hours. Open Studio is the only time the studio is open to the public. While the studio may appear to be empty at other times, we often have scheduled classes, events, workshops, and time needed for maintenance and cleaning. For this reason, verify the studio is available when you sign-in in at the front desk. If a class or workshop is in process you may not access either Ceramics or Glaze Studio under any circumstances.

**OPEN STUDIO FEE:** \$10 PER HOUR

This fee allows us to cover the cost of our tools, glazing, kiln maintenance, and firing. **HOW TO PAY:** Open Studio time may be purchased for **\$10/hour** unless currently enrolled in a ceramics class. Students currently enrolled in ceramics classes will be given a free Open Studio punch card and may visit open studio sessions for no additional charge for the duration of the class.

OPEN STUDIO PUNCH CARDS are available: **\$120** (offers 25% discount for 20, 1- hour open studio sessions).

**GLAZE STUDIO:** Be sure to clean your stir sticks between glazes so you do not cross contaminate glazes. Once again, check the cleaning checklist and follow guidelines there for proper cleanup of the glazing space.

**FINISHED WORK:** There is some beautiful work that comes out of this studio. To help ensure that there is adequate space for works in progress, collect and take home all finished pieces within two weeks of firing.

***Pieces left longer than a month will be discarded.***

**CERAMIC FIRING GUIDELINES:** Due to the size and number of our ceramics programs, we can only fire work created in the Chehalem Cultural Center Ceramics Studio. Only clay purchased at the CCC is allowed in the studio. No outside clay or materials allowed, no exceptions. A maximum of 10 pieces per individual will be loaded per week. Please expect additional wait times if your work exceeds this amount.

**FIRING SCHEDULE:** With the amount of work coming through our kilns, we do our best to ensure pieces make it through their desired firing (bisque/glaze) **within 2 weeks of it being kiln-ready on the shelf**. If for any reason this schedule cannot be met, we will be sure to give as much warning as possible. Occasionally, special firings will occur to help catch up on any holiday closures, or an abundance of work – this is done at the discretion of the Studio Manager.

**BISQUE FIRE: SATURDAY LOAD**

**GLAZE FIRE: THURSDAY LOAD**

***This weekly schedule is subject to change regarding classes or program scheduling.***

Please note that it takes several days for the kiln to heat to temperature and then to cool again.

## REQUIREMENTS FOR FIRING:

- A maximum of **10 pieces** per individual will be loaded per week. Please expect additional wait times if your work exceeds this limit.
- Every piece must be labeled (with artist name). Unlabeled pieces will not be fired.
- Bisque pieces must be bone dry to fire. Place work at back of shelves to keep space for others' work.
- Glaze pieces must be waxed and have adequate clearance between the glaze line and the shelf. Extra layering of glazes especially near the bottom may cause adhesion to the kiln shelf – **A \$5 fine will be charged for each piece found fused to the kiln shelves.**
- Large or tall items may be subject to longer wait times.
- **Any items not suitable for firing will be placed back on the appropriate shelf with a note from the Studio Manager explaining why it was not fired, and what can be done to prepare it for the next fire.**

**STUDIO ETIQUETTE:** Respectful interactions with all others using the space (students, artists, instructors, staff) is both expected, and required of ALL studio participants. As this is a community space, it is vital that every person using the space should feel safe and comfortable to create their work. If at any time you feel concerned that a person or situation is changing that, please connect with someone at the front desk.

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### AGREEMENT OF STUDIO USE:

*I have read the rules and guidelines of the studio space, as well as the expectations of cleanliness in the cleaning checklist. I understand that failure to follow the Chehalem Cultural Center ceramic guidelines will result in either limited access, or permanent dismissal from the space.*

## STUDIO PARTICIPANT:

\_\_\_\_\_  
Name (Print)

\_\_\_\_\_  
Instructor/Studio Manager Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date of Orientation

\_\_\_\_\_  
Date

OFFICE STAFF: Please scan this form and give a signed copy to the studio participant to keep for their records.

\_\_\_\_\_  
Email (for studio notifications only)

If you have questions about the firing schedule, requirements, or space use, contact the Studio Manager, Jennifer Loop | [ceramics@chehalemculturalcenter.org](mailto:ceramics@chehalemculturalcenter.org).