

## **CASI STUDIO POLICIES AND ETIQUETTE:**

### **ALL STUDENTS/ARTISTS ARE RESPONSIBLE FOR KNOWING THE FOLLOWING:**

**WHAT WE DO** – CASI is an instructional facility and we offer Ceramics Classes. We teach skills and techniques that will insure successful clay creations. We also offer Membership to experienced/advanced Ceramic Artists that need a studio to work in but do not need instruction. CASI is not a production facility and cannot accommodate large quantities of works.

**WHAT YOU DO** – Students come to class once a week, same day and time. If a class is missed, arrangements can be made for one make-up class. We encourage participation in the demos and lectures in order to grow as a ceramic artist. Continuing and advanced students should pay attention to the lectures and demos as well, as they will always learn something new, but can choose to work independently only if they feel that they have a good understanding of the concepts being covered.

In addition to class time, students can come up to three hours a week for Student Open Studio (SOS) time during designated hours. Take advantage of these hours either directly after or before your class, or come on another day. If you have a project that needs extra attention, arrangements can be made to come more than three hours for an addition fee; arrange with Rima. Open studio cannot be used as a make-up class. Class time cannot be used as open studio, please participate in class.

Students are requested to produce no more than 2,800 cubic inches of work a session. At this point, only Members are required to turn in a record of measurements, although everyone should be aware of how much greenware they are firing.

Some examples (height x width x depth = cubic inches):

24 jars at 4"x5"x6" = 120 cu. in. each = 2,800 cu. in.  
19 bowls at 3"x7"x7" = 147 cu. in. each = 2,800 cu. in.  
18 mugs at 6"x5"x5" = 150 cu. in. each = 2,800 cu. in.  
11 platters at 2"x9"x14" = 252 cu. in. each = 2,800 cu. in.  
6 bowls at 5"x10"x10" = 500 cu. in. each = 2,800 cu. in.  
5 vases at 12"x8"x7" = 672 cu. in. each = 2,800 cu. in.

### **PLEASE:**

- Read all emails you receive from CASI - Rima@casiceramics.com. This is how you will receive important news from the studio.
- Arrive 5-10 minutes before class begins and stay until the end unless previously arranged.
- If you need to miss a class, please arrange a make-up class with Rima. You may make up one class a session.
- Please watch the clock and do not stay longer than your class period or open studio time as there may be another class beginning.
- You must come to class in order to use open studio time. Open studio time is not to be used as a make-up class.
- Buy clay at CASI and use the glazes provided. Outside clay and glazes are prohibited.
- Do not take home any of CASI tools, supplies, equipment, ware-boards, bats, glazes, etc.
- Do not handle other people's works.
- Allow 20 minutes to clean-up all the areas that you worked including outside courtyard.
- Ask questions, our instructors are glad to help. They may not be able to anticipate your need for assistance.
- First step before class begins, check the kiln shed for your bisque ware and glaze ware.
- Use your personal shelf to store tools and bisque ware waiting to be glazed or work in progress.
- Create a signature for your work. Sign a sticker and place it on your personal shelf to the right of your name.
- Use communal shelves to store work in progress and use a sticky note with your NAME AND DATE.
- Store your bag of clay on the bottom shelf below your personal shelf.
- Mark your bag of clay with name toward the bottom of the bag so as you use your clay, your name will still be visible.
- Handle your green ware with two hands, it's fragile.
- Sign all your clay projects clearly and boldly. Do not use needle tool to write your name.
- Works without a name will not be fired, and will be put on the "Oops" shelf.
- Keep track of all your work you take to the kiln shed by keeping notes or taking photos.
- Collect your bisque and glaze ware within two weeks after being fired.
- Sand/grind the bottom of your completed work to avoid scratching surfaces. Sand/grind outside only. Wear a dust mask and working down-wind from others.
- Do not alter any studio resources; thinning of glazes, slips, wax, etc. is prohibited. Ask instructor.
- Only staff may operate or have contact with the kilns. Students/artists may never touch the kilns.
- Do not use glazes marked "Not Food Safe" for any item that could potentially hold food or drinks. Use only on decorative items or on the outside of pieces.

### **BE COURTEOUS:**

- Stay on your side of your personal shelf, don't cross the line. Please store only what you absolutely need for class.

- Keep track of all your clay, don't accumulate too many bags and scraps that take up a lot of space on the bottom shelf.
- On busy days in the studio, use only half of a work table. Store your items not in use under the table or on personal shelf.
- Please keep your perfume to a minimum, as some people are sensitive.
- Take your phone calls outside.
- Remember, you have up to three hours of SOS a week. You may come once or split the time between two days.

### **STUDIO EQUIPMENT AND SUPPLIES:**

- Feel free to use the equipment, tools and supplies offered in the studio.
- Please clean everything you use and put it back in place. Do not leave on the drying racks.
- Use plastic sheets to cover your work in progress. Do not cut plastic into small pieces, just use a large sheet.
- Not all studio brushes are for wax; please do not use brushes marked "No Wax" for wax.
- Use the bamboo/natural bristle brushes for glaze only.
- Consider purchasing your own brushes, caliper, slip trailers, bats, paddles, cookie cutters, texture rollers, sandpaper and other specialty tools that you use regularly.

### **CLEANING UP:**

- Please allow 20 minutes for proper clean-up.
- Clean all your work spaces. Sponges, soap, rags, broom, mop and paper towels are available for you to use.
- Tables, stools – wipe with a clean damp sponge.
- Potter's wheels – put clay scraps in proper bins, wipe every surface with clean damp sponge including wheel plate, splash guards, wheel table, edges and legs, stools, tool shelf, wall and floor.
- Glazing station – wipe with clean sponge, including table top and floor. Always use newspaper or paper towel under your work especially when waxing.
- Sinks – only use studio sinks for cleanup, not bathroom sinks. No clay in sinks. Use clean sponge to wipe down sink area and counter when done.
- Glazing – use only clean stir sticks, stir brushes and spoons to mix glaze. Wash stirrers completely and return to bucket. Use care not to contaminate glazes.
- Wedging table – scrape clay into trash and wipe table surface with clean damp sponge.
- Slab roller – leave canvas neatly and remove any scraps of clay.
- Communal and personal shelves – store wet works on ware boards, not directly on the shelf. Wipe if needed.
- Outside courtyard – wipe table with clean sponge after use, chair if necessary. Sweep up debris and throw away.
- Studio tools and supplies:
- Ware boards – scrape clay into clay bin or trash and wipe with damp sponge. Dry and put back in place.
- Bowls, pitchers, measure cups, etc. – wash under running water with sponge. Dry and put back in place.
- Brushes – wash under running water with soap. Dry and put back in place.
- Tools – wash under running water. Dry and put back in place.
- Sponges – rinse well and squeeze out excess water. Put on wire rack over sink, not on shelf.
- Mop – use mop if you splash or spill. Rinse and place in top section of mop bucket.

### **THIS AND THAT:**

- You will be getting dirty, wear clothing that is easily washable, and bring an apron or big old towel.
- Never touch other people's work.
- Put your name on your tools with a sharpie marker. Check "Lost and Found" for lost items.
- Parking is available in the lot on the corner of 6<sup>th</sup> and Main or on 6<sup>th</sup> Street but is a two hour limit.
- A wagon is available for transferring items to and from your car, but owning a little cart is suggested.
- No smoking on the property.
- If you would like the Air Conditioning or Heat turned on, ask a staff member.
- Wi-Fi available "Casi". Password is last four digits of phone number, repeated – 2274227422.
- When in doubt, ask any staff member.
- Some holidays we will be open. If you cannot make class on a holiday, please arrange a make-up class.
- Reference desk by the office has books and inspirational material for you.
- Use the IOU form if you need clay and the office is closed. Fill out the form completely.
- Feel free to bring coffee or other beverages and snacks. Use the fridge to store items and the microwave to heat.
- Feel free to listen to music while you work independently on your device and use headphones.
- Music will be played in the studio when there is not a lecture/demo going on. Please ask your instructor to turn it on.
- The glazing lab and raw materials shelves are for staff only. You may only take your purchased clay from this location.
- Enrolled students may purchase a guest pass for a friend that is interested in classes but would like to sit in to see what it's like, first. \$35.00. Guest must be at least 16 years old.