

Banana Factory Arts Center Ceramics/Clay Studio Policies

Thank you for registering for a ceramics class at the Banana Factory Arts Center and joining our community! All students are required to review and agree to adhere to the Policies in this document.

Students who do not follow the policies detailed in this document first will receive a warning from their instructor and/or ArtsQuest staff, and if failures to follow the policies persist after that warning, these students will be dismissed from the class without refund and will no longer be permitted to register for any further ceramics or clay classes at the Banana Factory Arts Center.

Cleanup Procedures

Students are responsible for cleaning up any mess they produce in the classroom.

- Wipe table workspace with wet sponge
- Water bucket emptied using sieve, discard clay goes to appropriate container.
- Wipe the floor around your wheel with a wet sponge.
- Clean all tools in sink and return them to appropriate storage locations.
- Thoroughly wash the basin pieces of the wheel you worked on.
- Store all clay and student work in appropriate locations.
- Wipe wheel surfaces and re-set the basin pieces.

Clay contains silica, and when dry, creates silica dust. Breathing in large amounts of silica dust is harmful. Please follow proper clean-up procedures to ensure a safe environment for all students and instructors.

General Classroom, Firing & Glazing Policies

- Each class is allotted space for storing work in-progress and for storing their clay. If your work exceeds allotted space, consult with your instructor.
- NO outside clay or other materials are allowed in the studio. Students may bring in personal tools from home, but ArtsQuest will not be responsible for damaged, lost or stolen personal tools.
- All work is glazed on the final session of a multi-week class. All wet work must be completed **two weeks prior to the final session** to ensure it can be bisque-fired before glazing.
- Each class or workshop has a specific amount of clay built into the price of the class. Students can purchase **one** additional 25-pound bag of clay from our front desk for \$40.00, which includes the cost of clay, cost of additional glazes, and additional firing fees. Purchase of additional clay subject to availability. Students may not purchase additional clay exceeding the extra 25-pound bag unless they are enrolled in a new session of classes.
- The clay studio is not a production studio. Students working in the studio may only be working on projects completed during class time with the allotted clay, or with the additional bag of clay they have purchased.
- Students are responsible for labeling their work and are encouraged to photograph their work at each stage. Clay shrinks as it dries and when it is fired, and glaze colors can change during the firing process; labelling and documenting your work is important to help identify your artwork in its finished form.
- The firing process is inherently risky, and work may get damaged or broken due to factors outside of our control. Though all staff take great care to make sure student work is returned undamaged, ArtsQuest is not liable for broken, damaged, or missing artwork. No refunds or credits will be issued in the event that a student is dissatisfied with their work.
- Firing work is the last stage of the ceramic process. Work will be fired at the end of your class or workshop by our ceramic tech. Our tech will make every effort to have all work fired in a timely manner, though many factors can delay the firing or unloading of the kiln. The turnaround time for work to be completed and ready for pick up is approximately 3-5 weeks from either the last class when glaze was applied to bisque fired work, or the glaze day attended.

- *For students attending Summer Camps: Due to the nature of kiln firing and our camp schedule, it is likely student work will not be fired until the end of July/early August. We thank you in advance for your patience as student work is fired during the summer season.*

Working Time Outside of Class Time

Currently registered students are allowed to use the studio outside of the allotted class time during the time period covering their classes. While working in the studio outside of class time, students may work on trimming or other finalizing steps for your work, but NO NEW WORK may be created, and no outside clay, tools or other materials may be brought into the classroom.

All students using the studio outside of class time agree to the following:

- **Students must check the room is not currently in use before coming into the building.** There are several ways students can get this information: 1) you may call into the front desk and ask for them to view the days' room schedule and let you know if and when the space is booked that day, 2) you may look at the whiteboard calendar in the classroom space while in class (updated by our Ceramic Tech Megan Padden monthly), or 3) you may ask the front desk staff to look at the schedule while you in the building for your class. Please note that schedules are subject to change, and ArtsQuest reserves all rights to book the space for other ArtsQuest events, classes, or programs at any time.
- The studio is only available while other classes and programs are not in session, and during building hours. Students are expected to clean up and leave the studio before closing time. Front desk staff may periodically remind students when close to closing time that it is time to clean up.
- Students must sign in at our front desk before entering the studio and sign out when they leave.

Completed Work Pick-Up Policies

- Staff will contact students via email when all work has been fired and is ready for pick up at the Banana Factory Arts Center. Students have a TWO-WEEK maximum time period allowed for pick up after the email is sent out. All work not claimed within two weeks of notification is subject to discard. ArtsQuest and the Banana Factory Arts Center are not responsible for unclaimed work.
- If you are unable to make the pickup during the above time window, please have another student in the class pick up work for you, or reach out to Aliya Brown, Visual Arts Coordinator, at abrown@artsquest.org to arrange another time. If arrangements are not made BEFORE the end of the pick-up window, work will be considered unclaimed and is subject to discard.
- ArtsQuest does not provide packaging for pick-up and students are recommended to bring in cardboard boxes, bubble wrap, newspaper, old towels, etc. for artwork transport.