

Elmhurst Pottery Studio Handbook

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1. Contact & Open Hours

Contact

- **Studio:** 207-616-0400 (call or leave message with owner)
- **Owner:** Rose Crossman (rose@elmhurstpotterystudio.com)
- **Owner's Phone:** 207-446-0132 (voice and text)
- **Address:** 104 Kennedy Memorial Drive, Waterville, Maine 04901
- **Directions:** Large blue building a few buildings away from Hannaford on the same side of the street.

Studio Open Hours

- **Members:** 24/7 access to the studio (a member may also be a student).
- **Students:**
 - Monday - Friday: 9:30am - 3:00pm.
 - Closed: 3:00pm - 5:30pm
 - Open: 5:30pm - 7:30pm
 - Closed for lunch: 11:30am - 12:30pm (unless a workshop is taking place).
- **Saturday-Sunday:** Open for event room and workshops. Members have 24/7 access.
- **Note:** Wheels are reserved for classes Tuesdays and Thursdays from

5:30pm-7:30pm. Days and hours are subject to change.

2. Policies

Respect Others

Creating a safe, comfortable, and welcoming clay community is our number one priority. Please **respect others** in the studio. Many people like to work quietly and not engage in conversation: Take cues from others and be a good neighbor. Please be aware of your surroundings and considerate about how much space you are occupying.

Music

Individuals who want to listen to music or podcasts must **wear headphones**. Personal Bluetooth speakers are not allowed, nor is using the studio speakers for personal music.

Quiet Hours

Quiet hours for **Elmhurst Pottery Studio** are 8:00pm to 9:00am. Members must limit noise during Quiet Hours: No slam-wedging, loud talking, or any actions that might otherwise disrupt other tenants or apartment residents. Head phones are required for music.

Keep a Clean Studio

Members and students are expected to be conscientious about cleaning up after themselves so that works spaces and equipment are ready for the next person: Please leave **all areas clean or cleaner than you found them**. Please read and follow cleaning guidelines in the Studio Procedures.

Student Work (Quantity)

Students are expected to make a quantity of work reasonably in line with the class or workshop they are participating in (e.g., length of class or workshop, technique, etc.). Classes and workshops are not designed for students to work at a membership level of production. **Elmhurst Pottery Studio** reserves the right to limit a students' production if it exceeds reasonable expectations. Students may come in during open hours.

Visitors & Guests

Students taking multi-week classes are welcome to bring visitors (e.g., friends and family) for brief studio tours, **only during open studio hours**. Only Studio Members are allowed to host guests.

Illness

Please **stay home if you are not feeling well**. Please contact **Elmhurst Pottery Studio** staff if you test positive for COVID-19 within 3 days of visiting the studio.

Pets

Pets are not allowed in the studio.

3. Sexual Harassment, Bullying, Verbal Abuse

Elmhurst Pottery Studio has a **zero tolerance policy** regarding sexual harassment, bullying, and verbal abuse. If there are complaints made to **Elmhurst Pottery Studio**, those complaints will be reviewed as quickly as possible. Members determined by **Elmhurst Pottery Studio** to be sexually harassing, bullying, or otherwise engaging in verbal abuse toward members, students, staff, or others at **Elmhurst Pottery Studio** will have their membership terminated immediately with no refund.

Alcohol, Tobacco, and Other Controlled Substances

Students, members or anyone in the studio are expressly prohibited from consuming **alcohol, tobacco, or any other controlled substances** in or on the studio grounds.

Firearms and Weapons

Students, members or anyone in or on the grounds of **Elmhurst Pottery Studio**, are expressly prohibited from bringing **firearms and weapons** (any implement or device designed for the purpose of deterring, threatening, inflicting physical damage, harming, or killing) into the studio.

If it isn't in the handbook...

That doesn't mean something is allowed. So please always ask if it's not covered here.

Language

No **foul or harsh language** may be used in the studio or on the grounds at any time, or one will be asked to leave.

4. Studio Access

For your safety - Students may only use the studio during open hours (unless you are a member too).

Students

- May come in only during open hours but understand that staff are not there to teach you more advanced techniques. You may ask where to find things, but staff are not

there during open hours to instruct; instructing is for class time only.

- Open hours: Monday-Friday 9:30am - 3pm and when we have workshops from 5:30pm - 7:30pm (wheels are reserved for workshops as well as the hand-building table).
- Saturday and Sundays: When we have workshops or events. Check the calendar or call before coming in.

Members

- **24/7 Access**

Access During Classes/Workshops

- While all **Elmhurst Pottery Studio** members have 24/7 access to the studio, members are asked to be accommodating during classes and workshops. If you're not sure where to work when there is a class or workshop underway, instructors can direct you to alternative areas of the studio. If you'd like to see what's happening at **Elmhurst Pottery Studio** before you come in, please refer to the Studio Calendar, or call 207-616-0400.
- **Elmhurst Pottery Studio** currently has 6 pottery wheels. They are open for use, but are reserved during workshops and classes, so please see the calendar for dates. Otherwise, wheels are first come, first serve.

Parking

Parking attendees may park in most areas in the parking lot. Please pay attention to the apartment tenants' parking. There is **no parking** in front of the small outbuilding; if someone parks there, they will be asked to move their vehicle. There is absolutely **NO parking on Kennedy Memorial Drive or on any back street**. People can park on the grass if necessary.

City code asks people to **turn RIGHT ONLY** out of the parking lot of **Elmhurst Pottery Studio**, or use the driveway in the back to enter onto the back street. This can lead you to the Hannaford parking lot and use of the lights to safely enter back on to KMD.

WiFi

Elmhurst Pottery Studio has a dedicated WiFi network for members. Network and password info is posted in the studio.

Heat & AC

Members may not adjust **Elmhurst Pottery Studio's** heat thermostats or window AC units without permission from staff. Members may not open windows without permission

from **Elmhurst Pottery Studio** staff.

5. Clay

Ordering Clay

- Members may purchase clay from **Elmhurst Pottery Studio**. **Elmhurst Pottery Studio** provides Laguna #65 gray clay that fires pure white and fires to cone 6. Soon, **Elmhurst Pottery Studio** will provide a buff speckled clay cone 6.

Non-Studio Clay

Use of any **non-studio clay MUST be pre-approved** by management and you must provide proper firing information. If this clay does not fire to cone 6, a separate kiln rental will apply. See kiln firings in the membership page.

6. Tools & Equipment

Tools

Elmhurst Pottery Studio supplies some tools to students and members. If one purchases their own tools, they are strongly encouraged to mark their personal tools with a Sharpie, and keep them with your shelving if you are a member or student.

Note: Do NOT leave tools in slop buckets. When you empty slop buckets at the end of a session, make sure to remove metal ribs and other sharp objects from clay before you dump them in a reclaim bin, as they may cause injury.

Bats & Bat Pins & Altering Wheel Height

Do **not remove bat pins** without consulting with staff members. If you do remove bat pins, please replace them when you are finished. Be gentle with the wheels: do **NOT drop them**. Do **NOT drag wheels** in order to move them; ask for help from a second person to lift and gently reset.

Clay Extruder

Do **NOT use the clay extruder without an orientation/tutorial**. The extruder dies are kept on the bottom shelf right next to the extruder. Dies should be cleaned and returned to the correct shelf after every use. Thoroughly clean the extruder after use: Sponge down the entire extruder. No streaks of clay should be left inside or outside.

Slab Rollers

Do **NOT use the slab roller without an orientation/tutorial**. If turning the slab roller wheel takes muscle, you are doing it wrong and may damage the roller. The rolling

should be fairly effortless. Use more passes at incremental reductions rather than trying to force clay through the roller. Do not move the slab roller without consulting staff first.

7. Bisque Firings

Bisque Kiln Temps

Elmhurst Pottery Studio bisque fires to **Cone 04**.

Bisque Kiln Schedules

In general, bisque kilns are fired on a need-to-basis (when there is enough green-ware to fill the kiln). We cannot guarantee that we can accommodate special firing requests. If members have a personal deadline, please plan ahead and communicate with staff, or you may rent the kiln for a private firing at \$80.00 per firing.

Sign Your Work

Before placing any work on the bisque racks for firing: **Sign your work**. Unsigned work will be placed on the bottom shelf of the bisque rack—and may be disposed of if not claimed in a timely manner.

Wet Work

Do not place **wet work** on the bisque firing rack. Work that is not completely dry will explode in the kiln damaging all works around it.

Pick-Up

Please **pick up your bisque fired work promptly**. Uncollected work will be placed on the bottom shelf of the bisque rack—and may be disposed of, if not claimed in a timely manner.

8. Glazes & Glazing

Underglazes

Members and students may use **Elmhurst Pottery Studio's** under-glazes. (*Note: It's easy to mistake, please read all labels carefully*). Mistakes can lead to glaze runs, which will lead to an extra firing charge.

Reordering

If any container of glaze is less than half empty please write it down on the sheet hanging on the cart.

Glaze Guidelines

- If you use wax, wax does not evaporate glaze; wax only makes it easier to wipe off excess glaze.
- Leave a quarter-inch or more bare clay at the bottom of a vessel. Set the piece on a table and look at it from the side to be certain no part of the glazed area touches the tabletop.
- Foot check and double check the bottom of your piece is free of glaze; if you see any glaze please wash off with a wet sponge until clean.
- Combining two or more glazes on the exterior of a piece could result in a glaze run that could ruin your work and the work of others if not properly applied, as well as possibly damage **Elmhurst Pottery Studio** shelves.
- **Glaze runs that require kiln shelf-grinding will be charged a \$10 fee.** Please consult the test tiles or make test tiles if unsure of running, or make test tiles beforehand, make a cookie and place your piece on a cookie. (A cookie is a clay disc made and pre-fired to place under your piece to protect kiln shelves).
- Any cracking of dried glaze on the rim or exterior of a piece means the glaze was applied too thickly, and therefore may pop and damage other work. Pieces in this condition will be rejected.
- Please be judicious about the quantity of work that requires stilts.
- **Kiln cookies:** Please see below for guidelines about when a kiln cookie must be provided.
- **Clean up:** Rinse all glaze tools (cups, tongs, brushes, etc.) in the bucket on the table, then wash them in the sink with clean water. Return tools to the glaze area. Do not leave tools by the sink.
- **Elmhurst Pottery Studio** reserves the right to refuse any work staff believes could damage the work of others and/or equipment.

9. Kiln Cookies

The studio will place kiln cookies under all work to protect our shelving. The kiln cookie may or may not have kiln wash on it and may occasionally stick to the piece's foot ring or base causing nicks or picking that may require grinding. The studio is not responsible for any small defects as a result. If Members want to ensure their work's integrity, they should glaze conservatively and/or make their own kiln cookies with kiln wash, label, and retain their own cookies. To learn how to make kiln cookies, Google the term.

Non-Studio Glazes

Use of commercial glazes must be approved by **Elmhurst Pottery Studio** staff management.

10. Glaze Firings

Kiln Temps

Glaze fires to **Cone 6** at **Elmhurst Pottery Studio**.

Kiln Schedules

In general, glaze kilns are fired when enough pieces fill the kiln. We cannot guarantee that we can accommodate special firing requests. If members have a personal deadline, please plan ahead and communicate with **Elmhurst Pottery Studio** staff. Or make arrangements to rent the kiln for a private firing at \$80.00 per firing.

Glaze Run Fee

Glaze runs that run beyond the provided cookie and require kiln shelf-grinding or ruin studio kiln furniture will be charged a **\$5 to \$10 fee**. Fees are payable via credit card or cash and are at the discretion of the studio.

Pick-Up

Please **pick up your glaze fired work promptly**. Uncollected work will be placed on the bottom shelf of the bisque rack—and may be disposed of if not claimed in a timely manner.

11. Firings: Miscellaneous

Oversize

Work that exceeds **twelve inches** in any direction will be charged a **\$10 fee** in the glaze firing. Fees are payable via Square or cash.

Large Projects

Members working on large projects (e.g., making tiles for a kitchen or bathroom, producing a large number of wedding party favors, creating a large amount of holiday gifts for friends and family, etc.) may be charged additional firing fees. Please consult with **Elmhurst Pottery Studio** staff for scheduling and pricing.

Production Makers

Production Makers are members who regularly produce high quantities of work for sale at markets/fairs, to wholesale accounts, etc. Production Makers will be charged for full kiln firings, at **\$80.00 a firing**. Members will be moved to Production Maker status as determined by **Elmhurst Pottery Studio** Staff.

12. Cleaning

Elmhurst Pottery Studio is a community, members and students are expected to be respectful and conscientious about cleaning up after themselves so that work spaces and equipment are ready for the next person: **Please Leave All Areas Clean Or Cleaner Than You Found Them.**

Tools

Elmhurst Pottery communal tools must be cleaned and returned either to the hand-building racks or wheel throwing rack.

Slop Buckets

Do **NOT** leave tools in slop buckets. When you empty slop buckets at the end of a session, make sure to remove metal ribs and other sharp objects from clay before you dump them in a reclaim bin, as they may cause injury.

Floors & Surfaces

Clay residue should **NOT** be swept. Absolutely **NO brooms or sweeping of clay or glaze material**. Damp sponges are the only acceptable method for cleaning surfaces. Damp mops are the only acceptable method of cleaning floors. Please follow these cleaning procedures:

- **Clay Chunks & Trimmings:** Collect large chunks of clay on the floor using studio scrapers and place in trash. Small trimmings may be vacuumed with the studio vac.
- **Damp-Sponge Surfaces:** Use sheetrock boards, or other methods to protect surfaces from accumulation of clay. Use a damp—wrung out—sponge to wipe down work surfaces.
- **Damp-Mop Floors:** Fill a mop bucket with fresh water. Do **NOT** splash a mop full of water onto the floor. Wring out the mop head in the bucket, then damp-mop the floor.

Water

Spilled, standing or pooled water on the floors is dangerous. Members are expected to be very careful with water. If there is a spill, please clean up immediately using a damp mop and dry up with studio rags.

Studio Rags

Elmhurst Pottery Studio provides clean dry rags for students and members. When rags become wet or dirty please place rags in the designated basket.

Aprons

Elmhurst Pottery Studio offers some aprons for members and students to use. If and when they are wet and soiled please place in the dirty rag basket.

Members' Storage

The areas designated for members to store their clay, tools, pieces, etc. Must keep the area as clean and dust free as possible. Staff reserves the right to ask members to clean their storage area, if the area is visibly dusty with clay dust.

13. Health & Safety

Elmhurst Pottery Studio is committed to providing a healthy, safe environment for all members and students. Please consider the following guidelines when working with clay:

Silicosis

Silica, found in clay bodies, can be a health hazard if inhaled on a regular basis. Clay dust contains silica, which is one reason why it is important to keep the studio clean. Floors must be kept reasonably clean at all times to prevent clay residue and dust from being tracked around the studios.

Sanding

NO dry sanding of any kind is NOT permitted in the building. Work **MUST** be taken outside and away from the building to be sanded. **Elmhurst Pottery Studio** highly recommends using a personal respirator rated for silica, or at the least an N-95 mask. Please look up health issues from silica.

Aerosols

NO use of aerosols (spray paint, fixative, etc.) or other products with harmful vapors on the premises.

Other Toxic and Hazardous Substances

Elmhurst Pottery Studio uses non-toxic materials and processes. Any use, storage, or disposal of toxic substances (such as solvents, spray paints, fixatives, etc.) in the shared space is **NOT allowed**.

Clothing

Clothing that is loose like scarfs, necklaces, loose hanging belts, suspenders, pins, ties, etc., any clothing that may get caught by the pottery wheel or any equipment must be

removed or tucked in.

Food

No food and only covered water may be in the studio, with the exception of the event room.

Running

For safety reasons, **only walking is allowed in the studio at all times**. No running is allowed at any time, in any room.

Kiln Area

NO one may cross into the kiln area. Kilns are hot and people may get injured or burned.

Event Room

Renters are responsible for decoration, and clean up after the party is over. All leftover food is to be placed in the trash and liquids dumped down the sink (not in the trash), before disposing of cups. A small refrigerator and freezer will be provided. Party participants must remain in the event room other than using the bathroom. All children must be supervised at all times, for safety reasons. No event room participants may NOT enter into the pottery studio or retail area without staff. All party participants must be respectful of the studio, studio equipment and studio members. Keeping noise to a minimal. Music played must also be played at a respectable loudness for studio members and apartment tenants.

14. Terms

By purchasing a class/workshop or becoming a studio member, you are agreeing to **abide by Elmhurst Pottery Studio's policies and procedures**. Please read them carefully. Any violation of these policies and procedures may result in immediate cancellation of class/workshop participation, membership, and a ban from the premises. **Elmhurst Pottery Studio** reserves the right to revise our policies and procedures at any time. This handbook will be updated online immediately and will be available in the studio hanging on the wall. Print versions will be updated as needed.