

Open Studio Guidelines and Agreement

Before authorization for Open Studio use is provided, participants must read and understand this document thoroughly, and sign the Signature Page.

Open studio is generally only available during hours when the building is staffed and the studios are not in use for classes or other functions. Special authorization must be obtained from a board member for persons to use any of the studios at other times.

Please see the public calendar on our website birtlearths.ca to view dates & times of classes and other bookings to ascertain when our studio is unavailable for use.

For further information, contact Pat Farquhar at patfarquhar58@gmail.com.

General Studio Etiquette Guidelines

1. Respect everyone's personal space and do not disturb people while they are working.
2. Do not touch other people's work or tools without permission from that person.
3. Inform studio staff of any broken or damaged equipment.
4. Practice discretion. Do not offer unsolicited advice or criticism of other people's work. Positive comments are acceptable.
5. Exercise good judgment when using studio materials and supplies; please do not waste or overuse them.
6. Whether working in the pottery room, the front room or the wood studio, it is important to be aware of how much space you are using. It's okay to spread out if there are no others working in the space; however, it's necessary to make room for others who also wish to use the space.
7. Clean-up is necessary after each class and after any open studio activities. Begin cleaning up in ample time to be out of the studio by the time the session is scheduled to end.

General Policies

1. **Guests** - Participants who bring a guest to the studio are responsible for the guest's behaviour and adherence to the guidelines in this document. Children must be carefully supervised by the adults who are responsible for them.
2. **Sign-In** - Complete the sign-in sheet on the metal clip-board and leave the drop-in fee (\$5 for Art Studio and Pottery Studio; \$10 for Wood Studio) in the white mail-box on the west wall.
3. **Fees** - Fees must be paid in full at the end of each quarter.

4. **Responsibility** - Birtle Centre for the Arts is not liable for any lost or broken work. Studio users are responsible for proper and respectful care of studio equipment and materials.
5. **Pick-up** - Birtle Centre for the Arts reserves the right to dispose of any work that is not picked up within 3 months of a class or notification that work is ready to be picked up.
6. **Attire** - Dress in comfortable clothing that can get dirty! Loose clothing which may accidentally find its way into operating machinery must also be avoided. Similarly with long hair. Aprons are available.
7. **Art supplies** in the front studio are not included in studio use.

Closing Procedures (Applies to all classes and open studio time.)

Check all of the following:

- Faucets are fully turned off. The pail under the front room sink is emptied out the back door.
- Wheels are turned off.
- All tools and equipment are back in their proper places, clean and ready for future use.
- Tables and counters are wiped clean.
- Glazes are covered.
- Lights in all studios and bathroom are turned off.
- The thermostats in the pottery room and the front room should be set to 59 degrees.
- Back door and front door are locked.

Pottery Studio

Outside of class times, only persons that have taken a class at BCA and have wheel and / or handbuilding experience are allowed in the pottery studio. Studio users must be at least 16 years of age to work on the wheel and then only with an instructor present (Pat, Bill, Shonda) or approval from one of the instructors. Collaboration and discussion with an instructor is essential in order to become involved in the pottery studio on an open basis; this can be through a class or through meeting up with an instructor individually.

Dry pots will be removed from batts and placed on drywall pieces by facilitators if batts are required for other projects. Facilitators may also move pots to another location if space is needed.

All pots made in the studio must be signed and labelled. This helps keep track of pieces once out of the kiln and prevents pieces from getting lost.

Do not dry-sand pieces in the studio. If dry sanding must be done, work outside and wear a mask (bring your own) if you are creating dust. For health and safety reasons, it is preferable to “wet” sand using a damp sponge.

Clay

Studio participants are responsible for purchasing any clay that is to be used. Clay is generally available for purchase at BCA.

Participants who bring in their own clay to be fired must ensure that it is cone 6 only. This must be confirmed with the kiln manager. **Only cone 6 clay is to be used in BCA studios.**

Plainsman M340 is the only clay sold by BCA and this, M340S, and M340GS are the only clay to be put in the reclaim.

Due to contamination of BCA tools and equipment, **no red or other coloured clays are to be used on the wheels or other studio equipment.** Participants want to hand-build with these coloured clays must bring their own tools and wedging boards.

Participants are welcome to work with any light-coloured clay in the studio but must take away any scrap clay.

Any pieces that are to be fired in the BCA kiln, must have suitable dimensions. Clay cannot be more than ½ inch thick. Pieces that are too thick may not be dry inside and may explode in the kiln.

Glaze

BCA supplies dipping glazes and underglazes for use if pieces are to be fired in our kiln. Prices are posted behind the front desk.

Only commercial cone 6 glazes are to be used in the kiln with the possible exception being certain studio glazes supplied by BCA.

No glazes that are privately mixed can be fired in the BCA kiln. Any cone 6 glaze that is used must be commercially made or else a test piece must be fired elsewhere before the glaze will be fired in the BCA kiln. This must be confirmed with an instructor.

Anyone who glazes pots with their own glaze must clearly know the temperature that they are to be fired at is cone 6.

A ¼ “ glaze margin at the bottom of each item is required and bottoms must be free of glaze. Carefully check each piece to be sure the glaze is wiped off the bottom before putting them on the shelf to be fired.

Spray Booth

The spray booth may be used once instruction has been given and proficiency demonstrated. Participants must supply an appropriate mask to be worn while using the spray booth. All equipment must be cleaned when finished.

Kilns

Loading, unloading and firing the kiln will only be undertaken by BCA facilitators who have been fully trained. In special circumstances, other arrangements may possibly be made. Studio and class participants are not permitted to load, unload or operate the kilns.

Anyone wishing to be present as their pots are loaded or unloaded are welcome at a time that is convenient to the BCA facilitator who is doing the job.

BCA does not fire higher than cone 6. BCA glaze fires to cone 5 and bisque to cone 06.

BCA reserves the right to turn away any pieces that may not be safe for firing.

Cleanup

- Cleaning is necessary after each class and after open studio. Cleaning must be started in ample time to be out of the studio by the time the session is scheduled to end or the Centre is due to close.
- Put only dry pieces of clay in the reclaim bucket under the sink in the pottery room.
- Put leftover wet pieces of clay on the wire mesh on top of the reclaim bucket to dry out. Once dry, they will be put in the reclaim bucket.
- Rinse all tools and splash pans in throwing water and pour the water in the clay reclaim bucket under the sink in the pottery room.
- Use the pottery room sink to do the final rinse. Only clean rinsing water gets put down the pottery sink. There must be no pieces of clay or thick "clay water" in that sink as it will fill up the clay trap too quickly.
- The clay trap is to be emptied only by a trained facilitator.
- Wheel tables are to be wet-wiped clean, wheels cleaned after use, and walls next to the wheels cleaned of splatter.
- Sinks must be wiped out, counters wiped & dried. Do not leave tools or equipment in the sink area. The sink in the front studio drains into a 5-gallon pail and can be emptied out the back door of the pottery studio. Do not, under any circumstances, put glaze or clay in the bathroom sink or toilet.
- The floor should be wet-mopped after each class and open studio.

- Wheel heads and pans must be cleaned after each use. Please do not leave bats or bat grips on the wheel head. Bats are to be cleaned for the next use and returned to the proper place.
- Floor around wheel areas must be cleaned of any splatter or water.
- Wheels are to be turned off after each use.

**** All work areas must be checked out by a staff member or facilitator prior to studio users leaving the Centre.***

Wood Studio

General Guidelines

Use of the Wood Studio is at the discretion of the Wood Studio Facilitator.

Anyone hoping to use the Wood Studio must contact the Wood Studio Facilitator. Safety training is to be covered for each machine that is to be used; generally this training is provided by the Wood Studio Facilitator.

Anyone using tools in the Wood Studio must be accompanied by another person. In most cases this will be the Wood Studio Facilitator; approval for an alternative second person may possibly be provided.

Machines in the Wood Studio may be used by community members. However blades and materials are to be supplied by the person using the studio.

All doorways to the Wood Studio, and the walkway through the studio, must be kept clear as the front Wood Studio door is the only accessible entrance to BCA.

All Wood Studio users are to complete the sign-in sheet on the metal clip-board in the front BCA studio, and either:

- leave the \$10.00 daily drop-in fee in the white mail-box on the west wall, or
- record attendance in the Fee binder behind the desk (for those who attend frequently).

Open Studio Guidelines and Agreement Signature Page

By signing below, I confirm my understanding of and commitment to follow the Open Studio Guidelines and Agreement today and in future.

Particulars	Code
Name: _____ Signature: _____ Phone: _____ Email: _____ Date: _____	
Name: _____ Signature: _____ Phone: _____ Email: _____ Date: _____	
Name: _____ Signature: _____ Phone: _____ Email: _____ Date: _____	
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