



THE REFINERY

Studio policies

The Refinery strives to provide a welcoming, creative environment for artists of all abilities and backgrounds. Our goals are to promote community, and strong knowledge base via educational opportunities and sharing knowledge and experience with other artists. We offer equipment, glazes and an accessible, clean space. The facilities and organization are designed to allow artists to work in a collaborative and synergistic environment that encourages creative growth and individual expression within a creative community.

1. General Studio Information

- In case of emergency:
 - Dial 911
 - A fire extinguisher is located on the wall near the front door.
 - A first aid kit is located under the the sink
- Do not touch any tools or items that belong to someone else.
- You must be given a brief instruction before use of any studio equipment.
- Treat others as you think they would like to be treated. Everyone working in the studio is responsible for the condition of the space and what happens in it.
- Guests are not permitted in the studio during closed hours.
- Be fair in your use of work table surfaces and storage areas. Consolidate and share space with others.
- If any equipment is jammed, broken or needs adjustment, please notify studio staff immediately.
- We're all in this together. Please help keep the studio and grounds clean, free of trash and debris, and looking as beautiful as possible.
- If you have a question, don't guess— ASK! We're super friendly and there is no stupid question. Our goal is to make the space as safe, comfortable, and inspiring for everyone!

2. Membership Information

- All studio memberships include:
 - 24 hour access to the studio (exception is Daylight membership which has access only during open hours)
 - Use of pottery wheels, slab roller, and common studio equipment
 - House glazes
 - Whole shelf for storing tools and work, additional shelf is \$100/month
 - 10% off workshop registration
 - Firing included
- Membership dues are due on your renewal day, payable by check if members are not on autopay through the website. Members paying more than 10 days late will incur a \$10 late fee. Checks should be made out to: The Refinery.
- Memberships belong to the person who they were purchased for and may not be shared or subleased.
- Scheduled classes and events take precedence over members' studio time. Please refer to posted class schedules to ensure the space is available when you want it.
- Artists are responsible for their own property and art work. Anything left in the general studio space is susceptible to damage or loss.
- Please keep your work in designated shelf areas while not working on it. If your work is too large for your shelf, storage arrangements will be made.
- Label your tools with permanent marker or paint pen.
- Studio artists may recycle their own clay or relinquish it to the common bucket next to the sink.
- Clay can be purchased from the studio. Any clay purchased elsewhere must be approved before use.
- Members should be willing to resolve personal differences amicably. Any member who acts in a way that is intimidating, divisive, undermines the studio mission statement, or fails to pay will be asked to leave.

If you're the last one in the studio, please follow the closing checklist:

1. Check that all faucets are fully turned off and sink area is clean.
2. All wheels are turned off.
3. Check that equipment is in its proper place, tables are wiped, and glazes are covered.
4. Turn off overhead lights. (Security light banks in the back and front of the studio remain on all the time.)
5. Make sure hall door is locked.
6. Make sure entry light is on before leaving.

3. Safety

- Only staff can operate the kiln. Please do not enter the kiln room unless given express permission by staff.

- Shoes must be worn in the studio at all times.
- No smoking or vaping is allowed indoors or near the doorway.
- Do not leave valuables in the studio. The Refinery and its employees are not responsible for your personal property.
- In the event of a fire, please leave the building immediately through the nearest available exit and report to studio staff. Familiarize yourself with the location of the fire extinguisher (near front door) and First-Aid kit (under sink).
- All accidents, no matter how minor, should be reported immediately to the studio staff.
- Abusive, vulgar or violent behavior or language will not be tolerated. The Refinery reserves the right to cancel the participation of any individual in any program, including all members, who are considered to be a danger to others, themselves or property or exhibits other unacceptable behavior.

4. **Cleaning**

- **Clean, clean, clean.** This includes your tools, the equipment you use, the table or wheel surfaces and floors around where you work, and between workspaces if you've dripped. This is not just for looks. Clay dust contains silica and is easily airborne, for up to 24 hours. Breathing in this dust over a period of time can cause silicosis, an untreatable lung disease that no one wants. Cleaning while clay is still wet is much easier and doesn't raise dust.
- Always clean WET. Sweeping will kick up dust which hangs in the air and damages your lungs. Best to clean up clay, glazes, etc before they dry out.
- Clean and maintain common areas after each use. Clean your wheel, wedging table, work table, tools, and sink after use.
- After using tools, clay, glazes, etc. clean them, and put them away in their proper place.
- No dry sanding indoors (wet sand only or go outside)
- Leave your workspace better than you found it.
- You are expected to clean wheel and all wheel surfaces thoroughly after each use. Turn wheel OFF when not in use and when cleaning. Leave bat pins in wheel head. Mop floor around wheel to leave the space clean for the next person.
- Do not wash clay down the sink. Put it in the slop bucket and pour your rinse water into the sink buckets.

5. **Pottery Procedures**

- Don't touch other people's pottery or personal items.
- All work must be clearly marked with your signature, initials, or some other unique symbol. Your shelf must have a label with your signature on it so we can efficiently return your work after firing. Unmarked items will not be fired.
- It is your responsibility to cover (with plastic), LABEL and watch the dry-time of your own work.

- You may use your own personally labeled bats for storage. Studio bats should not be used for more than 2 days.
- You are expected to have all of your work cleaned and put away by the end of studio or class hours.
- DO NOT TOUCH, MOVE or HANDLE any pieces that are not yours. NO EXCEPTIONS!
- Improper handling can cause serious damage to pieces and we reserve the right to charge for the cost of damage or ask you to leave the studio permanently.
- When pieces are completed, they should be kept on your personal shelf. Once dry, transfer to the greenware shelves to be bisque-fired. After firing (bisque or glaze) remove your items from the finished rack in the storage area as soon as possible.
- When placing pieces on the greenware or glaze racks, place in such a manner as to leave room for other people's items without having to move yours.

6. Glazing Procedures

- Correct glaze application is your responsibility. Don't hesitate to ask for instruction if you've never done it before or have questions.
- If you apply glaze all the way to the bottom of your piece or get glaze on the footing it can stick to the kiln shelves, ruining both your piece and the shelf. If we notice, we'll put your piece on the naughty shelf. If we don't, you will be charged for the shelf grinding to remove the glaze. If the damage is bad enough to cause the shelf to be replaced, you will be charged for replacing the shelf.... And they are not cheap.
- If double dipping a piece, only take the second dip half way down to avoid running. If the dry glaze is cracking, it's too thick and will run or craze.
- Paint brushes need to be cleaned thoroughly. Brushes with glaze that appears red are harder to clean – please be extra careful so the next user's masterpiece isn't ruined!
- Clean up glaze area when finished, including mopping the floor. Wash and return tools.
- You must wipe the bottom of your pieces with enough clearance for glaze movement. Pieces not wiped will not be fired until they are.
- Wash table tops thoroughly. Mop the floor if necessary.
- Studio glazes may occasionally be discontinued without notice.
- Be VERY careful with wax. Wax only on top of newsprint. Wax is extremely difficult to get off the wood tabletop. Throw the papers away, do not return them to be reused.
- You may purchase your own commercial glaze that meets our firing requirements for glaze fire (CONE 6).
- Glazes made outside the studio, or that do not meet our glaze fire standards are not permitted.
- Inform studio staff if a studio glaze bucket is empty, thick/thin or low.

7. Firing Policies

- Presently, all bisque firing will be to cone 06 and all glaze firing will be to Cone 6.
- Large pieces requiring extra space (defined as half of a shelf, either on or above) may take extra time to fire in order to afford everyone the same amount of space.
- Studio ware shelves are not storage space. Please pick up your pieces as they are complete.
- To minimize the possibility of explosions inside the kiln, no pieces with a wall thickness of more than one-half inch will be fired.
- We fire one bisque fire & one glaze fire per piece. We do not re-fire pieces that did not turn out for any reason.
- All kiln usage is operated, monitored and fired under the supervision of studio staff only.
- We fire our kilns as needed
- Kilns will be fired at full capacity. If there is not enough to justify a full kiln, it will not be fired.
- Remember that a bisque firing holds twice as much ware as a glaze firing. Please be patient once you have submitted your pieces for glaze firing.
- Please practice the art of detachment. Despite everyone's best efforts and intentions, pieces can get broken when they are moved. Good firings can go bad. Don't fall completely in love with your work until it is safely at home

Studio policies are subject to change without notice. You will be notified of any changes made.

The Refinery's decisions pertaining to these policies are final.