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For Artists at Clayworks

Procedures for Artists

Clay

Artist are responsible for providing all of their own clay and glazing materials.

Artists are not permitted to use the class glazes, slips, or wax resist. Artists should provide their own ware boards and bats. Class items such as molds, and glazing tools can be used for a short time. However, these are for class use and cannot be kept by studio artists indefinitely. Return all items to the classroom in which you found them.

Disposal of Materials

Do not put clay in the garbage cans.

Artists are responsible for their own garbage removal and recycling of clay boxes, old bisque ware, pots that you no longer want. If you are cleaning out your studio take out your own garbage to the dumpster in the back of the building at the end of the parking lot. Do not leave large items by the trashcans

All disposals of toxic materials must be done off-site and is the sole responsibility of the Artist. The Artist agrees to comply with all laws regulating and governing the use of toxic materials and materials that are considered "hazardous" under all local, state and federal laws.

All materials that are in the Clayworks facility must have a MSDS (Material Safety Data Sheet) on file in the white cabinet in the glaze area. Please check this book to make sure that all materials that you bring into the building is on file with us. Flammable solvents, cans of oil-based spray paints and varnishes, lacquers, and enamel paints must be stored in a Clayworks-approved fireproof cabinet. Unoccupied Studios must not contain open cans or jars of flammable solvents. Oily paint rags must be stored in flammable/combustible safety trashcan.

Equipment

Do not operate any equipment until you have received proper operating instructions.

Under no circumstances are artists allowed to remove any equipment, books or materials belonging to Clayworks from the building.

If any equipment seems to be broken do not use it. Any equipment problems should be reported immediately to the Studio Manager by filling out an equipment repair form located on the display case directly across from the larger metal board, by the front door of the studio.

Artists are not to ask the studio assistants to load or fire personal work in class kilns.

Clay mixers are available for Artists to use. Please make arrangements to use this equipment at least two weeks in advance.

Shelf and Artists Area

Artists renting shelves are responsible for making sure that their working area is clean after working, including around the wheels.

Make sure that no trash has been left on the floor, the tables are cleaned off with no debris left on them, the sink is free from any clay solids, and all splash pans returned to their wheels. After glazing or mixing glazes you must mop the floor.

Make sure that all items are returned to their proper place. There should be no items protruding from your shelf space at any time.

Clayworks, Inc. has the right of access to your Studio Space at any time. Clayworks, Inc. is sometimes visited by regional, national and international curators as well as other arts professionals whom we feel compelled to show around the studios. Clayworks, Inc. also gives tours to potential and existing funders of Clayworks, Inc. Clayworks, Inc. will make a best effort to give you notice of these visits and will keep these visits brief.

The Artist is entitled to a quiet workspace and, conversely, agrees to be considerate of all other artists working in the Building. The Artist is required to keep music at a reasonable volume.

Clean Up Guidelines

You are expected to comply with the *Clean Up Guidelines* chapter, as well keep the areas clean that apply to the Artist Area.

As a Clayworks Artist, you are expected to help maintain the studio and participate in studio clean up days, which are two Sunday afternoons a year, coinciding with the end of a class term. These dates are provided to the artists in an email a month in advance.

Artists' Usage of Kilns

All kilns must be signed up for three days in advance (student work has priority during end of session firing)

Fill out a kiln rental envelope along with the proper payment. Place the envelope in the studio manager's box and it will be processed and scheduled. The envelope and receipt will be placed on your shelf or in your space.

Kiln Fees

There are kiln fees for firing currently in effect at the time this Handbook is in effect. Fees are subject to change in the future.

Kiln	Bisque Firing	Glaze Firing
Electric - 7 cubic foot kiln	\$30	\$25
Electric - 10 cubic foot kiln	\$35	\$35
Electric - 11.5 cubic foot kiln	\$45	\$45
Gas Kiln	\$350	
Electric - 18.5 cubic foot kiln	\$75	\$75
Salt Kiln	\$425 includes, salt and wadding	

Artists must pay for your firing prior to loading. Payment may be by cash or check. All checks must be made out to Clayworks. Credit cards may not be accepted for kiln fees.

If you sign up for a kiln you are responsible for paying for the kiln or collecting fees from others that are sharing the kiln with you.

Using the Kilns

Artists must be familiar with firing procedures prior to firing. Artists are expected to know how to turn kilns off and know how to use emergency shut off valves and where the breakers are located for electric kilns. Although Artists use the kilns, under no circumstances should any students load, open, or unload kilns.

Artists are responsible for maintaining the shelves, if you drip glaze on a shelf you must clean it off immediately after unloading and rewash the shelves.

Return kiln shelves and furniture to its proper place.

Combustible materials are not permitted in electric kilns.

Ventilation system must be on while firing kilns.

If you break any kiln furniture you must inform the studio manager immediately. Artists are responsible for replacing any kiln furniture that they break or drip glaze on that cannot be removed.

For the Entire Community at Clayworks

Clean Up Guidelines

Ideally, the condition of the studio upon your departure should be equal to or better than the condition of the studio upon your arrival. Please allow sufficient time for clean up. Thirty minutes is normal.

Thoroughly wipe clean your area and equipment, including the following, plus any other tools or areas utilized. Store all your work and tools on your shelf.

Equipment:

- Your Wheel and Stool (top, sides, splash pans & surrounding table)
 - After using a wheel, turn it off, clean all parts of it and replace the splash pan.
 - Put stool and pedal on top of wheel
- Your Bats & Boards
- Your Tools: Tools should 1st be rinsed in prewash buckets in the sink and then under fresh water. We need to conserve water.
- Studio Implements used
- Rinse & squeeze excess water from the sponges & bristle brushes

Work Areas:

- The Floor (sweep excess clay debris or mop excess glaze debris)
 - Brooms, dustpans are located in each classroom and a mop is in the unlocked storage closet just past the common area in classroom #2.
- Your Table Space (where you wedged your clay & worked, etc.)
 - Clean off wedging board and tables *immediately* after using them.

- The Plaster Slabs, where you dry out your clay
- The Glaze Area (wipe down the counters around the glaze buckets you used, the glaze table & the floors; toss all newspapers)
- The Sink Area (using sponge, wipe excess debris from sink & squeeze into the clay barrel; rinse sponge)

Tools/Objects:

- Wash the studio tools after using them then put them back in their proper place.
- Once clean, return all objects to the place they belong, such as:
 - Splash pans to wheel
 - Bats to bat area by sink
 - Your tools to your shelf

Clay:

- All discarded clay is remixed and used for sale or outreach programs in the community in the greater Charlotte area.
- Do NOT put clay in the garbage can, as it makes the garbage too heavy to lift.
- If you have clay, bisque ware or glaze ware to throw away, please take it out to the dumpster in the back parking lot.
- We save clay bags to reuse. Please place them on the sink traps in either classroom #1 or #3.

Your Shelf

While you are a Student, you may store your items on the shelf space designated to you. Please do not store any valuables on your shelf. You have been assigned a shelf – please do not take over additional space on an empty shelf unless you have been provided consent of the Studio Manager.

At the end of each term, all work and tools must be removed from the studio. Clayworks is not responsible for personal items left after the **last class**. All projects, clay, tools, etc. remaining WILL BE DISCARDED OR DONATED.

The Kitchen

Do your part in keeping the Kitchen clean. If you use any of the dishes you are responsible for washing them and putting them away. If you make coffee in the coffee pot you will be the one responsible for turning it off and cleaning it out. You are welcome to put items in the refrigerator however please mark each item with the tape provided with your name and date. The refrigerator is cleaned out weekly.

The BIG Cleanup!!!

At the end of every session there is a BIG CLEAN UP!

It is always the Sunday during the final week of classes.

CLAYWORKS is a non-profit arts organization; we can't afford to hire a cleaning staff. So, if you see a mess, try to lend a helping hand & clean it up.

As a significant aspect of our community, Artists are expected to participate in this.

Safety, Security and Policies

Students and Artists are responsible for helping to maintain the security of the Building and should exercise responsibility and common sense in its maintenance.

Building Safety

The Artist is responsible for helping to maintain the security of the Building and should exercise responsibility and common sense in its maintenance.

Please make sure that the every door closes behind you when you enter the building. For EVERYONE's safety, when you leave the building make sure that you **lock** all doors and the back door is shut and secure.

Turn off the lights if you are the last one to leave.

No one is permitted to give the entry codes to anyone without the executive director's permission. Entry codes are changed no less frequency than once per session.

Parking is permitted in front of the Gallery building, behind the Studio building, or along the driveway, however, parking is not permitted directly in front of the courtyard since it is a loading zone. Additionally, the bottom of the ramp is a loading zone and parking is therefore not permitted in that location. .

Do not leave any valuables in your car. Please be careful when going to and from your car and use the buddy system when you leave late at night. Clayworks is not responsible for any theft or injury that occurs on its premises.

Fire extinguishers are located throughout the building. They are located in the following locations:

- Front entrance to the studio by the kitchen
- Classroom #1 by the exit
- Classroom #3 near of the glaze room entryway
- Glaze room- by entryway to the classroom #3
- Hallway by the entrance to the kiln room
- Kiln room beside the exit door

Please make sure you are familiar with these locations.

The first aid kit is stored in the kitchen in a drawer/cabinet next to the refrigerator.

A book of the hazardous materials in the building is available for anyone to look at in case of an accident. The book is stored in the white cabinet in the glaze area. Any chemicals in the building must have a MSDS sheet on file for OSHA. Please check with the studio manager to make sure the chemical sheet is on file prior to bringing them into the studio. MSDS sheets should be ordered from the manufacturer when the order is placed for the chemical.

Working Safety

Wear protective equipment when necessary (respirators, safety goggles, rubber gloves, kiln mitts, etc.)

When mixing glazes or clay a respirator must be worn at all times. Students, instructors or other artists cannot be in the area without the proper safety gear in place while glazes are being mixed.

Proper attire must be worn while raku firing. Absolutely no sandals or shorts can be worn while firing. Only long pants and closed toe shoes are allowed.

All artists will be required to wear the proper safety gear while in the studio.

Never put your hands in the glaze material. Gloves are provided for everyone to use. They are located in a drawer in the glaze room.

No open flames or torches are permitted in the Studio.

Artists must store any flammable material in metal cans with lids.

Emergency phone numbers are posted by the phone in the kitchen. *If you suspect anything out of the ordinary please call 911.*

Carolinas Medical Center and Novant Health are within miles of Clayworks. Additionally, the following Urgent Care centers are within close proximity to Clayworks:

Carolinas HealthCare Urgent Care - Eastland
5717 Albemarle Road
Charlotte, NC 28212
Phone: (704) 563-2150

Carolinas HealthCare Urgent Care - Cotswold
231 S Sharon Amity Road
Charlotte, NC 28211
Phone: (704) 304-6400

Community

There shall be no smoking in the Studio Spaces or anywhere in the building. Smoking is permitted outside the loading dock at Clayworks.

Listening to music is fine when the instructor is not lecturing, but anyone has the right to veto it.

Clayworks, Inc. forbids possession of firearms or concealed weapons on the property. Anyone found violating this policy would be asked to immediately vacate the premises.

Personal pets are not permitted in the Studio or anywhere on Clayworks, Inc. property, with the exception of service animals. Clayworks does have a resident cat, Dusty Paws, who is cared for by the staff of Clayworks. This is permitted only to keep the mouse population down.

Any equipment problems should be reported immediately to the Studio Manager by filling out an equipment repair form located on the display case directly across from the larger metal board, by the front door of the studio.

If any equipment seems to be broken do not use it.

Clay must be purchased during class times. You can pay by cash or check. Make checks payable to Clayworks. All clay must be purchased at Clayworks.

Clayworks Drug and Alcohol Policy

To ensure a safe and peaceful environment at all times, Clayworks has adopted the following policy on drugs and alcohol consumption and distribution in or at its facilities and property.

In addition to illegal drugs, Clayworks prohibits the consumption and distribution of prescription medication that is not consumed under the advice of a physician.

Clayworks prohibits the consumption of alcohol for individuals under the legal age of 21. As a member of the Clayworks' community, you agree to adhere to this policy and not distribute alcohol to anyone under 21 years of

age. Further, you agree to adhere to all policies regarding the consumption of alcohol at the Clayworks' facilities and property.

For those members of the Clayworks' community who are over the age of 21, you agree to only bring alcohol to Clayworks which you are able to consume at that time. You agree to consume alcohol responsibly at all times, including at any events sponsored by Clayworks where alcohol may be served. You may use the kitchen facility and refrigerator to store alcohol while you are present at Clayworks, but shall remove all alcohol from Clayworks upon departure. Any alcohol left at the Clayworks' facilities or property upon your departure is subject to removal.

Any violations of this policy shall be reported to the Executive Director of Clayworks, including any damages caused to Clayworks' property and equipment, or members of its community. Clayworks reserves the right to suspend all rights and privileges of those who violate this policy. Clayworks is not liable for any drug or alcohol-related damages or injury that takes place outside of its facilities or property.

Clayworks Personal Conduct Policy and Liability Wavier

While we anticipate that your fellow students will conduct themselves in a mature and generous way, it is your responsibility to immediately report any incident or allegation of harassment, whether verbal, physical or visual, to the Clayworks Executive Director. Clayworks prohibits harassment on any unlawful basis, including, but not limited to, race, age, religion, disability, sexual orientation, etc. It considers harassment to be a major offense that can result in the termination of your studio rights. Clayworks will take such action and conduct such investigation as appears to be warranted under the circumstances and will take reasonable steps to maintain confidentiality and restrict access to information to persons who need to know. Clayworks' Executive Director has the responsibility of investigating and resolving complaints of harassment. Anyone who has or uses illegal drugs on the premises will be asked to immediately leave the program. Clayworks will not tolerate possession of firearms on the property. Anyone found violating this policy would be asked to immediately leave the program. Clayworks

reserves the right to terminate studio privileges for what it deems to be the benefit of the community.

The participant (Student or Artist) agrees that Clayworks, Inc. assumes no liability whatsoever for any death, injury or loss resulting from, arising out of, or connected with the activities of Clayworks, Inc., its officers, trustees, employees, agents or lessees or anyone in or about the premises, except for loss, injury or death directly resulting from the grossly negligent or intentional act and/or grossly negligent or intentional omissions of Clayworks, Inc.

Clayworks Sexual Abuse, Molestation, and Sexual Harassment Prevention Policy

Clayworks promotes a safe and respectful community of students, teachers, artists and volunteers. As part of this goal, Clayworks does not permit sexual abuse, molestation, or sexual harassment to occur in its facilities or property or at any activity sponsored by or related to it. In order to make this “zero tolerance” policy clear, Clayworks has adopted the following policy that our entire community should follow when they learn of or witness sexual abuse, molestation, or sexual harassment.

If you are a student or artists of the Clayworks’ community and you learn of sexual abuse, molestation, or sexual harassment being committed, you are encouraged to immediately report it to the Executive Director of Clayworks or a member of the Board of Directors, who will then report the incident to the appropriate authorities. If you are a volunteer, teacher, employee or board member and you learn of sexual abuse, molestation, or sexual harassment being committed, you shall immediately report it to the Executive Director of Clayworks or a member of the Board of Directors, who will then report the incident to the appropriate authorities. If the victim is a child, appropriate family members of the victim will be notified immediately of suspected child abuse. Clayworks reserves the right to suspend all rights and privileges of the subject of the investigation pending any investigation.

Clayworks will fully cooperate with all appropriate authorities in connection with any allegation of sexual abuse, molestation, or sexual harassment. To

the fullest extent possible, Clayworks will endeavor to keep the identities of the alleged victims and investigation subject confidential. If the investigation substantiates the allegation, this policy provides for immediate termination of the actor's relationship with Clayworks.

Retaliation Prohibited

Clayworks prohibits any retaliation against anyone, including an employee, volunteer, board member, student and artist, who in good faith reports that sexual abuse, molestation, or sexual harassment is being committed or participates in the investigation. Intentionally false or malicious accusations of sexual abuse, molestation, or sexual harassment are prohibited.

Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse, molestation, or sexual harassment, or intentionally provides false information to that effect, will be subject to discipline, up to and including termination.