

## General Studio Use Policies

Everyone who uses the studios on the Adamah Art Campus must accept these responsibilities and must be aware of the following policies:

### Clean-up requirements:

- Clean and turn off your wheel
- Clean and put away all studio tools
- Rinse out towels and hang to dry over sink
- Wash off studio bats and replace in on rack
- Dispose of clay in proper places:
  - Bucket slop is poured through grate into large slop bucket
  - Used, wet clay is put into pugger in kiln room
  - Dry clay is placed in slake buckets
- Tightly close unused clay bags with twister ties and return to reclaimed clay area.
- Sweep floor and mop area is needed.
- If you have used the studio kitchen, please clean up after yourself. Please return all dishes and mugs to studio kitchen.

### Studio Policies:

- All ceramic pieces left in studio over 6 months may be disposed of.
- All work **must** be labeled with your name and date.
- Although we try to be very respectful of everyone's work, note that we are not responsible for the safety of your work left on the public carts in the studio.
- No glazes are allowed to be made without the permission of the director
- All electric kiln firings must be cleared with Jennifer or Stephanie.