

Munroe Center for the Arts
Ceramic Studio Guidelines

Having access to a ceramic studio is a privilege and each interaction with the studio should be treated as such. Leave the studio cleaner and more cared for than you found it.

1. All ceramics students are expected to adhere to the Munroe Center for the Arts (MCA) behavior guidelines, outlined on our website - www.munroecenter.org/classes
2. No ceramics student, whether new or returning, is allowed in the ceramics studio unless previously arranged with MCA staff
3. Under no circumstances should a student enter the kiln room

Studio Housekeeping

1. HEPA filters should be turned on when there is no one in the studio
2. All students are expected to mark their name on the bottom of each piece
3. Only touch and move your own pieces
4. When placing your pieces on the shelves to dry for the kiln, place them near the back to limit the amount they will need to be moved
5. All student pieces must be stored on their respective student shelves. Due to limited storage, any additional personal tools or materials brought can only be housed on the student's own shelf unless otherwise coordinated with staff
6. Kiln firing frequency is dependent on ceramics programming needs, with increased volume at the end of each semester. Please confirm with staff as needed for any updates about pick-ups

Cleanliness

1. Keep working surfaces and shelves clean by wiping down with a wet sponge, rinsing the sponge frequently
2. Spills should be cleaned up in a timely manner. Use a wet sponge, never sweep!
3. Be mindful of the clay/slip bucket when rinsing; do not wash off clay in other sinks outside the studio, as this will clog piping.

Dust Management

1. If the wedging table is used, it must be wiped down before students leave.
2. All tools and bats must be washed/sponged free of clay before they are put back
3. Students may not use any tools/practices that will spread dust in the studio (ex. Sanding dry or bisque pieces)

Materials

1. Clay is a communal resource; MCA restocks as program volume and instructors deem necessary
2. Hands must be free of clay/slip before touching the bags of clay
3. Students are asked to use the clay that is on and underneath the wedging table first. If there is a need for a new bag, please ask a teacher before opening it

4. Clean paint on glaze container rims before closing to prevent buildup
5. Certain materials are not allowed in our studio. Any students interested in bringing and using their own materials must confirm with a teacher ahead of time.

Scheduled Open Studio Visits

1. Open studio is only available for those that are currently enrolled in one of MCA's adult ceramics program classes
2. Open studio visits must be scheduled in advance - there are no day-of drop-in options
3. To be mindful of material use, MCA may set a maximum number of visits per semester for each student
4. Open studio is meant to be used in addition to class times, to complete projects and/or practice the techniques learned in class. The studio may **NOT** be utilized for production pottery
5. The teachers managing open studio time are there to ensure student safety and the correct care of the studio. Open studio time is not an additional class with hands-on instruction