



TEACHING CENTER POLICIES & PROCEDURES

Thank you for registering for a class at **The Village Potters Clay Center**! Please review these policies carefully. By registering, you agree to follow the guidelines below to ensure a safe, clean, and supportive community studio.

Class Logistics

- **Arriving for class:** Please plan to arrive no earlier than 10 minutes before your class begins. This allows our instructors and staff time to prepare the space for you and ensures classes can begin on time.
- **Cleanliness:** We take cleanliness and safety very seriously at our studio. We expect all of our students to work hard to maintain a clean environment by following posted cleaning procedures. We ask that you leave the space clean and safe.
- **Footwear:** For your safety, closed-toe shoes are required at all times in the studio. This protects your feet from dropped tools, clay, and other potential hazards.
- **Hair & Clothing:** Long hair should be tied back or tucked into a cap, and loose clothing should be avoided. This prevents them from becoming caught in moving equipment like the potter's wheel or slab roller. Please wear clothes that you don't mind getting dirty and/or bring an apron or smock.
- **Cell Phone Use:** Please limit your cell phone use during class so as to not disrupt an instructor's demonstrations or learning experience for other students. You are welcome to use your phone to take photos of your work or progress. We ask that you step outside to take calls. Please take photos only of you and your own work, not of other students.
- **Guests:** Guests are not allowed in the Teaching Center during classes or Open Studio.
- **Age Requirement:** Our classes are designed with adults in mind. That said, we are delighted to occasionally welcome younger students, ages 16 and up, when it's a good fit. For those under 18, a parent or guardian is required to register and attend alongside them. Before registering, both the student and guardian must meet with the instructor and tour the center to ensure everyone feels confident and prepared. Enrollment for younger students is a special opportunity, granted at the instructor's discretion.

Safety & Respect

- **Inclusivity & Diversity:** We are committed to maintaining a safe and welcoming environment for everyone. We value inclusivity and kindness. We maintain a community which recognizes, values and celebrates the worth, and uniqueness of all individuals. The Village Potters does not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation or military status.
- **Restricted Areas:** Some spaces in our building are private working studios for other artists. Please enjoy only the Teaching Center spaces designated for student use, and do not enter any other areas unless invited.
- **Nonsmoking facility:** Smoking/vaping are not permitted anywhere inside our clay center.
- **Weapons:** Firearms and weapons of any kind are strictly prohibited on our premises, this includes concealed or openly carried.

Studio Cleanliness & Classroom Use

- **Mopping & Sweeping:** Mop the room after each class or Open Studio session. If trimming or carving, we require the use of sweeping compound first.
- **Wipe Surfaces:** Clean all tables, wheels, and nearby walls with a wet, clean sponge. Rinse and wring out sponge(s) after use.
- **Clay Disposal:** Scraps go in designated bins. The throwing slip goes in the proper bucket, not the sink. Rinse your tools and water containers over the clay buckets (with netting) in the sink, never directly in the sink.
- **Shelving:** Works in progress must stay on your assigned shelf. Do not use space beyond your designated area (even if it is empty).
- **Firing Process:** Place greenware ready for bisque firing on the assigned "Bisque Cart." Instructors will not assume work left on your personal shelf is ready to fire. Place glazed work on the assigned "Glaze Cart" with bottoms wiped clean and approved by your instructor. Pots with glaze on the bottom will not be fired. Position work on the carts/shelves so others can easily place theirs without moving yours.
- **Respect for Others' Work:** Please admire others' work without touching it to avoid accidental damage or breakage.
- **Community Tools & Equipment:**
 - **Cleaning & Storage:** All tools, water containers, and bats should be cleaned and put away to their proper place after use.
 - **Use of Unfamiliar Equipment:** Please do not use equipment or tools in the classroom that you have not been trained to use. Always ask for help and instruction before using unfamiliar equipment and tools.

- **Bats:** Do not store any work on bats. Your thrown pots are to be transferred to a wareboard and then placed on your shelf.
- **Heat Tools:** Heat guns and other similar hot tools are only to be used during class time and under supervision of your instructor.
- **Labeling:** We strongly recommend you label your own personal tools and clay with your name and/or initials so they can be easily returned to you if misplaced.

Wheels

- **Cleaning:** Clean wheel heads, splash pans, pedal, and surrounding floors after use. Always use sweeping compound when sweeping.
- **Power:** Turn off wheels after use. Do not store stools on the wheel head. If needed, unplug by holding the plug (not the cord).
- **Storage:** Replace splash pans, store stools in front of wheel, and return foot pedals and bricks.

Kiln Use

- **Authorized Use:** Students may not load or unload kilns.
- **Scheduling:** Firing schedules will be set by instructors and the studio manager. Every effort will be made to fire all student work so it can be picked up within two weeks after the final class.
- **Quality Control:** Because of the large number of students that we have creating pots in our Teaching Center, we can not take up kiln space and fire pots that are detrimentally flawed such as thick/wet pots, cracked pots, broken work, etc.
- **Outside Work:** No work made outside of your Teaching Center class or open studio time may be fired at the studio. You may take work in progress home to complete (e.g., to decorate the surface of a piece you threw or built in class), but only work originated at The Village Potters Clay Center will be fired here.

Clay Policy

- **Included Clay:** Each registration includes one 25 lb bag of clay, the type and color of which are determined by the instructor. Additional bags can be purchased in the gallery.
- **Approved Clay:** Only Laguna, Standard, or Kentucky Mudworks clay purchased from The Village Potters Clay Center may be used in the Teaching Center classroom.
 - Not every clay sold in our gallery is approved for classroom use, we kindly encourage students to check with their instructor before selecting a new clay body beyond their included 25 lbs.
 - To protect the health and safety of our community, we are a manganese- and barium-free facility. Clays containing these materials are not permitted. These ingredients are often found in black, dark, or certain speckled clay bodies.

- **Oversized or High-Volume Work Fees:** To keep our kiln loads fair for all students, work that exceeds the instructor's designated size or involves a large or high volume of pieces must be approved by the instructor and may incur an additional fee.
- **Grinding/Sanding Pots:** In the rare case that pots require grinding or sanding, consult your instructor on proper safety practices and how to use the spray booth.

Open Studio

- **Independent Studio Time:** Open studio is uninstructed work time in the Teaching Center classroom that is available to all students in order to practice and finish their class work. Students must be able to work independently to take full advantage of these extra hours of studio time.
 - 6 week session = 12 hours of Open Studio
 - 8 week session = 16 hours of Open Studio
- **Access:** Open Studio is only accessible to students who are currently enrolled in our Teaching Center classes. Extra open studio hours can be purchased during the session and between sessions if enrolled in an upcoming session. Read more details about additional time below.
- **Reservations:** Open Studio time must be reserved in advance, by using the online Calendly link provided by your instructor (sent via email).
- **Time Management:** To help keep the studio running smoothly for everyone, please plan to arrive and wrap up (including setup and cleanup) within your reserved Open Studio time. Staying on schedule is a way of respecting fellow students, since going over your time may overlap with someone else's session.
- **Tracking Hours:** Students are expected to sign in and out of Open Studio and accurately log their used hours. If you arrive late to your reserved studio time, you can only work until the end of the time you reserved. Missed time cannot be added to the end of your session. You are responsible for cancelling any Open Studio reservation you do not plan to use. If a reservation is not cancelled, the scheduled time will still count toward your Open Studio hour allotment.
- **Rollover Policy:** Open Studio time does not roll over into other class sessions and must be used before the last day of class of your current session.
- **Additional Time:** More Open Studio time can be purchased. Extra hours are dependent on availability (dictated by things like how full our other TC classes are) and instructor approval.
 - Extra hours must be paid for in advance at a rate of \$10 per hour.
 - More hours, beyond the Open Studio hours included with your class registration, are not guaranteed. Additional firing and glaze fees may apply.
- **Missed Classes:** We understand that sometimes things come up. If you miss a class, your instructor may approve up to two (2) hours of Open Studio time per missed class, with a maximum of two make-ups per session, up to four (4) hours total. When possible, your instructor may also invite you to attend a different class date as a way to make up for the one you missed.

Glazing

- **Supervision:** Glazing may only occur when an instructor is present on predetermined glazing days.
- **Work Check:** Wipe glaze off bottoms of pots minimum ¼ inch off the base. Over-glazed pieces will not be fired to avoid damaging our equipment or affecting other students' work.
- **Cleanup:** Clean brushes, bowls, and tools thoroughly and return them to proper storage. Wipe tables and mop the floor after use. Mop up any glaze spills as soon as they occur.
- **Glaze Cross-Contamination:** Work from one bucket at a time to **avoid contamination**. Report empty or contaminated buckets to your instructor immediately. Never thin a glaze yourself; ask your instructor to handle this process.
- **Outside Materials:** Outside materials (such as commercial glazes, underglazes, etc.) must be approved by your instructor prior to bringing it into the classroom.
 - Any materials that are not already provided for you in the Teaching Center qualify as “outside materials”, even products bought on site in our gallery.
 - We also strongly suggest that if you bring in an external commercial product that you test it on your particular clay first to verify it “fits” on the clay body.
 - Not all products sold in our gallery are permitted for use in the Teaching Center classroom. Commercial glazes, underglazes, and similar products that are crystalline, have crawl textures, or contain manganese or barium are not allowed in the classroom. Our entire studio is a manganese- and barium-free facility.
 - First-time students (in both beginning wheel and beginning handbuilding) will use classroom glazes for their initial firing so they can learn proper glazing techniques. After completing at least one class session, students may begin introducing commercial products with their instructor’s approval.
- **Food Safety During Glaze Class:** For your safety, eating is not permitted in the classroom during glaze class due to the presence of potentially toxic glaze materials. We do encourage students to bring beverages to stay hydrated during class(es) and open studio.

Disclaimer of Liability for Loss

The Village Potters Clay Center is not responsible for any loss, theft, damage or destruction of personal property, whether occurring on or off the premises, during participation in activities, or while using services provided. By engaging with The Village Potters Clay Center, you acknowledge and accept that all personal belongings are your sole responsibility, and you agree to hold harmless The Village Potters Clay Center and its representatives from any claims arriving from such loss.

The Village Potters Clay Center will take every precaution to ensure the safety of your work. However, due to the delicate nature of the craft and various unavoidable and/or unpredictable risks throughout the process we cannot guarantee that your piece(s) will remain intact or produce a certain result. Risks include, but are not limited to:

- Cracking or breaking during drying
- Warping or distortion during firing
- Glaze defects or unintended color variations
- Accidental damage during handling or transport
- Firing mishaps

By participating in our pottery classes or using our studio, you acknowledge and accept these risks. Although The Village Potters will attempt to complete student firings in a timely fashion, there is no guaranteed date or time frame when student work will be unloaded from kilns. Class participants will be notified when work is available for pick up.

Cancellation Policy

Student Cancellation

- Cancellation before 30 days to the start of class, students have the option to transfer their registration to a different class, receive a credit on their account equal to the value of the class to use for a future class within six months, or receive a refund (minus a \$75 administrative fee).
- Cancellation within 29-15 days to the start of class, students will receive no refund, but will have the option to transfer their registration to a different class, or receive a credit on their account equal to the value of the class to use for a future class within six months.
- Cancellation within 15-0 days of the start of class, students will receive no refund and are ineligible for registration transfer. In the event of emergencies, we will work with you to find a fair resolution.

TVPCC Cancellation

- In the rare event that a class is canceled by The Village Potters Clay Center, students will be given the option of transferring their registration to a different class, receiving a credit equal to the value of the class to use for a future class within six months, or receiving a full refund.
- A minimum of six students is required in order for a class to run. If fewer than six students have enrolled, the instructor will reach out to each registered student a week before the class begins. They will provide an update on the situation and inform them of the specific day when a final decision will be made regarding the class status.
- We reserve the right to have an equally qualified instructor sub-in for an instructor should that instructor be unable to teach a class.

Release of Liability and Hold Harmless

In connection with my involvement in art classes/workshops at The Village Potters Clay Center, I hereby release The Village Potters Clay Center, its agents, representatives, successors, or assignees, The Village Potters Clay Center management and employees, from all liabilities, actions, claims, damages, demands, costs, and expenses which I am now or in the future have against them, arising out of or in any way connected with my participation in art classes/workshops, including enroute to or from the program or its related events. I understand that the waiver includes, but is not limited to, all injuries to me and or loss or damage to any personal property. I also understand that this waiver includes, but is not limited to, any claims that are based on my alleged negligence or any other action or inaction of any of the above parties.

Photo Release

Unless indicated by you, we reserve the right to take and use photographs of you participating in your class or any Village Potters events for archival and marketing purposes. You cannot take photos of others in our facility without their permission.