

*Fired Up Studios*TM

Classroom Rules & Responsibilities

The focus of Fired Up classes is for students to have fun learning the basics of pottery. As a result, Fired Up Studios has established the following rules to help make sure the classroom remains a fun place of learning.

Open studio:

- Available during our regular office hours.
 - If the classroom is in use by another class, you may use the main studio.
 - Our office hours are posted on our website.
- The classroom will also be closed if we close the office (severe weather or holidays).
 - If we close the office, we will put a message on our voice mail: **612-852-2787**.
- 24-hour studio access is available for a \$50 refundable key deposit. The key deposit will be refunded when we get the key back at the end of class. Please speak with the monitor on duty during our office hours to get a key or call us to make special arrangements.

Your class fee includes:

- Studio tools: Basic tools and a towel are provided for you use in class. These are **NOT** yours to keep.
- 25 lbs. of Buff Stoneware:
 - You may exchange the Buff Stoneware provided for B-Clay. **You will need to fill out a Clay Purchase form indicating that you are exchanging clay.**
 - Additional clay may be purchased if needed. Fill out a Clay Purchase form each time you take an additional bag of clay. Your account will be charged for clay purchase and you will receive an email receipt for any additional clay you purchase.
- Bisque firing: no charge.
- Up to 4 free square feet of glaze firing.
 - You will be given 4 **blue** index cards with your name and the day of your class on it.
 - These cards will be discarded after use or at the end of class.
 - If you need additional firing, please use the **white** index cards provided in your class folder.
 - **You will be charged for any firing with a white index card.**
 - These cards will be reused until you have finished the class. Please check your class folder for your previous cards before making new ones.
 - **Pieces over 9" tall or 12" wide are subject to additional firing fees.**
 - Stuffers (any piece under 3" in all dimensions) are also subject to additional firing fees if you fire more than ¼ square of small items.
 - If you do not put a card – blue or white – with each square or partial square of your work, your work will **NOT** be fired.

Things you need to do:

- Clean your wheel and area around wheel. Return the splash pan to your wheel after cleaning.
- Clean clay off ware boards & return ware boards to proper place. Do not keep empty ware boards and extra plastic on your shelf.
- Clean off wedging table, glaze tables, and other work surfaces.
- Clean wax resist brushes after use
- **You need a 3 X 5 card with every square or partial square of work to be fired.** Please see above for details about how the cards are used.

Things you CAN NOT do in classroom or studio:

- You are entitled to one shelf only. **DO NOT** use any other shelf without permission from your instructor.
- **DO NOT** touch other people's work or use their tools without their specific approval.
- No friends allowed in classroom or studio to use equipment.
- No children allowed in classroom or studio.
- No pets in classroom or studio at all
- No drugs (We will ask you to leave and never return.)
- No Alcohol. Do not come into Fired Up Studios to work if you have been drinking. (Alcohol in moderation is permitted during the last class if you are over 21.)
- No guns are allowed on the premises.

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Glazes Recommendations:

- Always check with your instructor before putting work out for the glaze firing.
- The bottom of your pieces **must** be clear of any glaze.
- Students should consult the Test Tiles when picking out glazes to use. Please ask your instructor if you have questions about the glazes.
- Additional glaze information can be found in the Glaze Handbook in the glazing area. Please ask your instructor where to find this.

Firing Risks:

- Fired Up Studios will take every reasonable precaution to ensure your pieces are safe.
- Because work will be fired along with the work of other individuals, damage can occur to your work.
 - The kind of damage possible includes nicks and scratches, fusion to other pieces, breakage, or destruction.
 - The risk of damage to your work and the work of others increases if you use cone 6 glazes in a cone 10 firing or use combinations of glazes that have been identified as potential problems (see Glaze Handbook for problem combinations).
 - You are responsible for placing your work on the correct shelf for cone 6 or cone 10 glaze firings. Ask your instructor which one is right for the clay and glazes you are using.
- Fired Up Studios has customers and studio members on site, and there is always a possibility of damage (breakage) due to customer negligence.
- Fired Up Studios will not be held financially responsible for any damages that occur to your pieces during the firing process or while at Fired Up Studios.

Firing & Last Chance Schedule:

- Bisque Firing:
 - Cone 06 Bisque firing is loaded everyday provided there is enough work to fill a kiln.
 - Work will be unloaded two days after the kiln is started (for example: work loaded on Monday will not be ready until sometime on Wednesday.)
 - Work must be bone dry before it will be loaded.
 - You may place work on the Greenware rack to dry, but it will not be loaded until it is **bone dry**.
 - Work can dry quickly on the Greenware rack. Fired Up Studios will not be held responsible if your work cracks from drying too quickly.
- Glaze Firing:
 - Cone 6 firings are typically loaded Monday, Wednesday, and Friday if there is enough work to fill a kiln.
 - Work is unloaded two days after the kiln is started. Usually on Wednesday, Friday, and Sunday.
 - Cone 10 firing are typically loaded on Mondays if there is enough work to fill a kiln.
 - If we don't load Monday, there is a chance we will load later in the week if we get enough work.
 - Work is unloaded two days after the kiln is started. Usually on Wednesday.
 - Work needs to be on the shelves by Noon of the day we load.
 - We will not fire if there is not enough work to fill the kiln.
 - Check our Instagram account (@firedupstudios) for updates on when the glaze kilns are loaded.
 - Work that does not make it into the kiln will be priority for the next firing.
 - Your work may not stay together. We load by size to best fill the kiln. If some work does not get in, it will be priority for the next firing.
- Last Chance:
 - This rack is to make sure students and members have plenty of opportunity to pick up their work.
 - **Do not** take work from the Last Chance Rack unless it belongs to you.
 - Work stays on the Last Chance Racks for approximately 30 days.
 - Unclaimed work at the end of 30 days will be moved to the Snag It shelves.
 - We will post on Instagram before moving work from the Last Chance Rack to Snag It.

Payment & Pick up

- The credit card on file from your class registration will be charged for each clay purchase or additional firing charge as it is accrued. You will be emailed a receipt when we charge your card.
- Any work or materials left after classes will be kept on the Last Chance Rack for a period of 30 days.
- Any work or materials left on the Last Chance Rack after 30 days will be moved to Snag It.