



CPS Class and Studio Guidelines

CPS is a non-profit, volunteer run organization. All of our instructors, studio hosts and volunteers donate their time to ensure that the Cowee Pottery School thrives.

It truly takes a village. Thank you to all for helping us make our studios a great place to create beautiful pottery.

Your help with keeping our studios clean and organized is what keeps us going!

Please read the following guidelines for use of our classes and studios.

Class Registration

- All class registrations will be online and are accepted on a first come first served basis.
- All students must also complete the monthly class registration sheet located in the studio on the first day of class.
- It is Open Studio
 - It is mandatory that students **register online for each open studio** session. Failure to register may result in being turned away by the studio host.
 - Note: There are a limited number of seats available for Open Studio. If there are no online registrations the session may be cancelled by the host.

Independent Study

- Independent Study students are required to be **approved** for the program by an **instructor or board member** before registering.
- Each independent study student will receive one bag of clay included in the registration fee.
- Students will be allowed to purchase one additional bag of clay for \$35.00 each month **if approved by their mentor or board member**.
- Note: We are not a production studio and cannot be used as such. Our fee structure has remained low for all of our students. In order for our fees to remain low we must limit clay purchase/glazing/firing.
- All students must also complete the monthly class registration sheet located in the studio on the first day of class.
- Independent Study students are required to register online each month.
- All students **MUST** sign up online for all open studio sessions they plan to attend.

Clay

- All clay fired in our studio must come from our studio supply.
- Clay usage for the different types of classes is at the instructor's discretion. Clay usage for the Wheel classes differs from the hand building class usage. Most classes will use clay as needed (included in the class price) for the class projects.
- Students are allowed to purchase one bag of clay for \$35.00 during each one-month class set if they want extra clay and it is approved by the instructor or a board member.
 - We understand that our pricing structure is higher than a store however, the price includes the cost of glaze and firing.
- Instructors may give each student up to one package of 5lbs clay for practice during open studio hours.
- Students will not be permitted to purchase more than 1 additional bag of clay per month.
- Exceptions to this may be allowed however the student needs to speak to a **board member** (not volunteers and/or hosts) before firing any outside clay and prove it is the right clay for our firing practices.
- **There will be a \$50.00 firing fee for each 25 pounds of outside clay.**

Tools



CPS Class and Studio Guidelines

- All the CPS owned tools are for everyone's use, please do not put them on your personal shelf.
- If you **have not** been instructed in the use of any equipment, please ask your instructor or studio host for help.
- Please clean all tools with soap and water before returning tools to where you found them.
- Please do not use items off other people's personal shelves without their permission.

Glazing

- Students are required to have glazing instructions prior to using any studio glazes. You will receive glaze instruction during your class or you may opt to take a special glazing class which is offered once per month.
- Students **are not permitted** to alter any glazes.
- Please do not add or remove water. If you question a glaze please have your instructor or studio host check glazes after stirring before using.
- Please make sure the proper lid is back on the glaze bucket after each use.
- Please read the Waxing and Glazing instruction sheets which are located on the waxing and glazing tables prior to beginning.
- Please see your instructor if you have any concerns about any of the glazes. Do not use glaze until your instructor has checked it.
- Please be sure an instructor or studio host checks on your glazing prior to adding items to the glaze fire ready shelves. It is important that all pieces have a good wax line to help ensure your piece does not stick to a kiln shelf.

Kilns

- Only our trained volunteers are allowed to load/unload and fire the kilns.
- No one is permitted in the kiln shed except at the request of a completely trained kiln volunteer.
 - We know you are all anxious to see your finished pieces, however please wait until a trained volunteer is available to load/unload. Your cooperation is greatly appreciated.
- There are many people's items in the kilns and the volunteers are responsible for all of the work in the kilns.
- While we do not have a set firing schedule, our goal is to have enough trained volunteers scheduled so that items get fired in a timely manner.
 - Kilns must be fired at a full load.
 - If you would like to learn to operate the kilns please contact your instructor for training
- Sometimes we have a kiln malfunction that can cause delays.
 - If there is a delay in a bisque load and your class has ended, you will be given the opportunity to join the free monthly glazing class to complete your piece. Please see our online schedule for the date/time of this class each month. You must register for the class to participate.

Clay Scraps

- Please deposit excess clay trimmings and or broken greenware into one of the large black cans in the wheel room (one can for white and one for brown clays).
- Make sure there are no sharp objects, foreign objects or bisqueware in the clay before depositing it into any of the receptacles.
- Studio clay gets rehydrated and wedged by hand or pug mill for reuse in the hand building room.
- If you have broken bisqueware or glazed pottery, please take home with you to dispose of. We cannot put these items in the trash as it makes the bags too heavy for our volunteers. Please do not throw any of these items outside the school building.



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Studio Cleanliness

- Please keep our studio ready for the next person's use.
- Thoroughly clean your work area with clean water and sponge or mop. Including all tables, floors and equipment.
- While accidents do happen, please leave a note on the counter next to the damaged piece.
- We have plenty of towels for use in the rooms and they get dirty. If you see a lot of used towels, please consider taking them home to wash and bring them back.
- If you have old towels, hand building clothes, or old cotton sheets please consider donating them to the studio. Please cut into large size rectangles about the size of a pillowcase cut open. Pillowcases and the cloths are great for drying wet pottery.

Food and Drink

- If you bring lunch or snacks into the studio, please make sure to take any containers or remains with you when you leave.
- Please don't put food waste into the garbage cans as we would prefer not to attract any critters to our studios.
- The small refrigerator is for drinks only. Please do not try to cool a warm drink in the freezer. If forgotten they explode.
- Please place clean empty containers in the recycling bin in the hand building room.