



GREENWICH HOUSE POTTERY CHELSEA

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This information is provided to inform you of Greenwich House Pottery (GHP) Chelsea's guidelines. We encourage each student to become familiar with this information to ensure that things run safely and smoothly in the studios, so we can provide you with the best experience possible. GHP Chelsea's primary focus is education in the ceramic arts. Adult classes provide instruction on making pottery and sculpture, and explore surface treatments and other special topics while learning the history of ceramics and craft. To complement these programs, students can attend lectures, demonstrations and workshops throughout the year and visit the gallery at our location at 16 Jones Street.

POTTERY NOTES

- Information about the studio and its activities will be listed in our weekly *Pottery Notes* posting, which is posted at the message center in the glaze room and on the website, and will be read during class by your instructor. You are expected to keep up with the information therein for all upcoming deadlines, policy changes, and information about upcoming events and opportunities.

BASICS

- You may only attend the class for which you are registered.
- Do not handle or touch the work of others. If you damage another's work, leave a note.
- No student is permitted to remain in the building after closing.
- Restrooms are located in the hallway.
- Talking on cell phones is not permitted in the building except for emergencies. Please silence phones.
- Students may bring a guest to tour the building outside of class time however visitors are not permitted to stay and observe classes or hang out in the studio. This includes friends, children, and family.
- No pets are allowed.
- Each class shelf has a drawer at the bottom for storing tools. Please be sure that any items you decide to keep in the drawer are labeled with your first and last name, and only store what is essential so that space is shared equally by classmates.

STUDIO STAFF

- Studio Assistants are the support staff that can help with administrative and technical questions.
- With questions regarding firings, clay or about any general studio concerns speak with the Studio Coordinator.

CLAY & GLAZE

- GHP clays and glazes are free for registered students to use **only on-site**.
- No outside clay or glaze is allowed. Any exceptions must have prior approval from the Studio Coordinator.
- Usable clay should be wedged and returned to the appropriate bucket. When putting clay back into the bucket, mash it down and cover with the damp cloth to keep it from drying out.
- Recycling buckets are provided for each clay body. Be careful not to mix clays or add foreign materials to the clay or bucket.

- Break up clay to reclaim before it dries out.
- Always leave lids on clay and glaze buckets to avoid drying out and contamination.
- Glazes are microwave, dishwasher, and food-safe unless otherwise noted.
- Unglazed washes & slips may not be food safe.
- Do not thin glazes. Ask Studio Assistants if you have questions about glaze consistency.

FIRINGS & PROCEDURES

- In order to fire pieces, students measure their own work at the self-measuring station in the glaze room. Instructions are provided and Studio Assistants can help to answer questions. Students must place work, accompanied by either a printed bisque or glaze firing slip on the appropriate shelves for firing.
- Allow at least a two-week turnaround for each firing. GHP is not a production studio and cannot accommodate large volumes of work due to limited materials, shelf space, and kiln space.
- All work must be accompanied by a firing slip. For greenware, also use a class chip.
- The firing fee is \$0.06 per cubic inch for both the bisque and glaze firings; the minimum firing fee is \$1.00.
- GHP provides bisqued test tiles for glaze testing, which fire for free. Be sure to label your test tile with your name using wash or underglaze.
- You may keep money on a firing log. Once money is added to the firing log, it can only be used for firing and is non-refundable.
- You may add money to your firing log at the self-measuring station through your firing account. If firing funds are insufficient, you will be prompted to purchase additional firing credit.
- Keep work moving: send dry greenware to bisque; glaze your bisque work; take home glazed work.
- ALWAYS bisque fire prior to glaze firing.
- Do not glaze the bottom of work.
- GHP is not responsible for lost firing slips.
- Requests for firing credit should be placed in the credit request section on the glaze shelves.
- GHP does not issue firing credit for undesired or inconsistent firing results, kiln accidents or work that is lost or damaged. Firing credit is given at the discretion of the Studio Coordinator for work that is damaged as the result of mishandling by the staff.
- Any piece fired on a tray must be measured with the tray.
- Unclaimed work on the finished glaze shelves, the unclaimed bisque shelves, or hospital are subject to discard after four weeks.
- Make sure to sign your piece, write down your clay and glaze choice, and take a photo before sending it into the kiln.

CLEAN-UP

- Class and studio session participants are responsible for leaving the studios clean.
- Clean up spills as they happen.
- Minimize dust: always clean with a WET sponge; never scrape or brush dried clay.
- Mops are provided in each classroom, please refrain from sweeping.
- Once you have cleaned your workspace, do an additional wipe down with a clean damp sponge.
- Always rinse out sponges when done using them. Do not use soap in the classroom sponges.
- Wipe down sink when finished cleaning.
- Tables, bats, ware boards, spray bottles, foam, and banding wheels should be cleaned and returned to the community shelves.
- Potter's wheels should be cleaned and shut off. Splash pans must be washed and returned to the wheel.
- Faculty members and studio staff may delegate clean-up responsibilities to ensure complete clean-up of the studios.

- You must put your work away, return community items, clean up and leave the building by the end of your studio session.
- Do not store work on bats. Use ware boards.
- Work left on the tables or counters will be discarded.

STUDIO SESSIONS

- Studio Sessions are ONLY available to currently enrolled students. No children, friends, or pets allowed.
- Observe studio hours. Do not show up early or leave late. Clean up before leaving.
- Be courteous. Keep conversations quiet.

STUDIO SAFETY

- In case of emergency or emergency drills, please defer to staff or building personnel on how to proceed.
- The First Aid kit is located near the sink closest to the mixed-use studio.
- No sanding or scraping dry clay or glaze in the studio.
- Do not use the slab roller or extruder without an orientation from a staff or faculty member.
- No sharp objects or detachable blades such as X-ACTOs, razor blades, homemade pin tools, tacks, needles, glass shards.
- For your safety and the safety of those around you we require faculty, staff and students to wear shoes while in the studio.
- GHP is SMOKE FREE.

MAKE-UPS & CLOSINGS

- During weather emergencies, GHP Chelsea closes in accordance with the NYC public school system. GH retains the right to close whenever public health and safety are involved.
- Emergency closures are announced via email, social media, and through the phone system at (646)-347-1699 ext. 5.
- GHP Chelsea is not responsible for providing makeup classes or issuing refunds for programs or classes changed or missed due to illness, emergency, weather closings, substitute teachers, or other events beyond our control.
- There are no prorates given.
- Our refund policy can be found on our website.

DISMISSAL

Students are expected to abide by studio rules and to comport themselves in a courteous and polite manner at all times. Greenwich House Pottery reserves the right to exclude from its programs and activities anyone who fails to do so.