



INFORMATION & GUIDELINES 2025

GREENWICH HOUSE POTTERY ARTIST MEMBERSHIP

27 Barrow St., 5th Floor, New York NY 10014

212-242-4140 x 263

artistmembers@greenwichhouse.org

GHP's primary focus is education in the ceramic arts. Adult classes provide instruction on making pottery, sculpture, plaster molds, slip-cast objects, and explore surface treatments and other special topics while learning the history of ceramics and craft. To complement these programs, the Pottery hosts lectures, demonstrations and workshops throughout the year. GHP also supports the arts community and individual artists through its public exhibitions and fellowship program. The GHP Artist Membership is designed to offer a supportive environment that balances professional resources with creative freedom. With generous access hours, dedicated storage, and professional-grade equipment, members can pursue their art practice free from the constraints of class schedules.

This information is provided to acquaint members with Greenwich House Pottery's (GHP) guidelines. We encourage each member 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.

BASICS

- You may only use the studio for the Artist Members period for which you are registered.
- No member is permitted to remain in the building after closing.
- Restrooms are located in the hallway, across from the membership storage room.
- Students may bring a guest to tour the building, however visitors are not permitted to stay and hang out in the studio. This includes friends, children, family, and pets. Any studio visits should be arranged in advance/approved by staff to avoid disrupting other members working in the space.
- Be courteous. Keep conversations quiet.
- Talking on cell phones is not permitted in the studio except for emergencies. Phones should be silenced; calls should be taken outside.

STUDIO STAFF

- There is no instruction from teachers nor technical staff on hand. If you are looking for more instruction/guidance, we encourage you to enroll in a class at one of our other GHP locations.
- All questions or concerns should be directed to artistmembers@greenwichhouse.org

CLAY & GLAZE

- Please [place clay orders](#) online. Cone 6 clay and casting slip are available for purchase:
 - Standard 211 Hazelnut (brown stoneware) – \$30/25lb bag
 - Standard 240G White Stoneware with grog – \$30/25lb bag
 - Standard 130 English Porcelain – \$45/25lb bag
 - Standard English Porcelain Casting Slip – \$35/gallon
- Clay orders will be delivered to member shelves daily, Monday – Friday. .
- Be sure to place your clay order at least a day in advance to ensure clay is ready when you need it.
- No outside clay is allowed. Any exceptions must have prior approval.
- A reclaim bucket is provided for porcelain, white, and brown clays to be deposited. This clay will be reclaimed into a mixed clay body (a B-mix) free for members to use.
- Be careful not to add foreign materials to the reclaim bucket.
- Break up clay to reclaim before it dries out.

- Contaminated clay or slip, unwanted bisqueware or glazeware, plaster or wood, or any material that is not considered household trash should be deposited into the material waste bucket, rather than the trashcan.
- Members are responsible for providing their own glazes. Any commercial glazes must be appropriate for cone 6. If you are using a new glaze for the first time, please make and use a firing tray to prevent any kiln mishaps.
- Only students that are currently enrolled in classes at the other GHP locations may glaze in those other studios.

FIRINGS & PROCEDURES

- In order to fire pieces, Artist Members measure their own work through the self-measuring app. The system can be accessed via our website from a computer or mobile device, or can be used in the studio at the measuring station on the provided ipad. A binder with instructions can be found at the measuring station.
- All work must be accompanied by a firing slip. For greenware, also use a membership 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 is not responsible for lost firing slips.
- 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.
- Artist Members 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.
- GHP provides bisqued test tiles for glaze testing, which fire for free. Be sure to label your test tiles.
- 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 onsite staff for work that is damaged as the result of mishandling. 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.
- Any piece fired on a tray must be measured with the tray.
- Work cannot be fired on drywall.
- Make sure to sign your piece, write down your clay and glaze choice, and take a photo before sending it into the kiln.
- Unclaimed work on the finished glaze shelves, the unclaimed bisque shelves, or hospital are subject to discard after four weeks.
- The maximum dimension of any piece may not exceed 22". There will be no exceptions.

CLEAN-UP

- Members are responsible for leaving studios clean.
- Clean up spills as they happen.
- Minimize dust: always clean with a WET sponge; never scrape or brush dried clay.
- Once you have cleaned your workspace, do an additional wipe down with a clean damp sponge.
- Always rinse out sponges when done using them.
- Wipe down sink when finished cleaning.

- Tables, bats, ware boards, and banding wheels should be cleaned and put away.
- Potter's wheels should be cleaned, shut off and splash pans washed and returned to wheel.
- 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.
- All personal items, clothing and shoes, tools and clay must be removed from the studio at the end of membership.

STUDIO SAFETY

- All Artist Members must complete a studio orientation and abide by the safety policies outlined therein.
- In case of emergency, please inform staff.
- In case of fire, do not use elevator, take the stairs and exit out the front of the building and head right on Barrow Street to the end of the block.
- A First Aid kit is located at the measuring station.
- No sanding or scraping dry clay or glaze in the studio.
- Do not handle or touch the work of others. If you damage another's work, leave a note.
- No sharp objects or detachable blades such as X-ACTOs, razor blades, homemade pin tools, tacks, needles, and glass shards are to be used in the studio.
- For your safety and the safety of those around you we require faculty, staff and Artist Members to wear shoes while in the studio. GHP is SMOKE FREE.
- GHP is not responsible for the loss or damage of work or personal property.

POTTERY NOTES

- Information about studio activities at large will be listed in our weekly Pottery Notes posting, which can be found on the website. Though information about the other studio locations are not pertinent to membership, it may be a useful source of information about upcoming events, exhibitions and opportunities.

CLOSINGS

- During weather emergencies, GHP closes in accordance with the NYC public school system, though GH retains the right to cancel whenever public health and safety are involved.
- Emergency closures are announced via email, social media, and on the phone system at 212-242-4106 ext. 5 for our West Village and Barrow Street location and (646) 347-1699 ext. 3 at our Chelsea location.
- GHP is not responsible for issuing refunds for programs or classes changed or missed due to illness, emergency, weather closings, substitute teachers, or events beyond our control.
- Our refund policy can be found on our website.

DISMISSAL

- Artist Members 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.