

Student Information, Pottery 2026

We are happy to welcome you into the Prairie Arts Pottery Studio community. This space is shared by many students and artists with a wide range of experience levels. Our goal is to provide an environment that is creative, respectful, and well cared for.

Because tools, equipment, and materials are shared, it is important that everyone understands and follows the studio guidelines. These expectations help keep the studio safe, functional, and enjoyable for all. Please read through this information carefully before working in the studio.

Ceramic Studio Upkeep

- Leave your workspace as clean as—or cleaner than—you found it.
- Wash clay from your hands in the classroom sinks only. Restroom sinks may not be used for clay.
- Cover and store your work on your assigned shelf:
 - Wheel 1 students: half of one shelf (in designated area)
 - Wheel 2 students: one full shelf (in designated area)



Reclaim and Sink Use

Proper clay disposal is essential to protecting studio plumbing. Please follow the three-stop system below:

STOP 1: Soft Clay

- Trimmings and soft clay scraps go in the bucket under the extruder.

STOP 2: Slop

- The large sink next to the double sink is the slop sink.
- Clay slurry, slop buckets, clay from tools or hands, and hard unfired clay should go here.

STOP 3: Rinse

- The double sink is for rinsing **only**.
- Wash tools, hands, buckets, and bats here after removing excess clay at the slop sink.
- Only minimal clay residue should go down this drain.

Wheel and Tool Care

- Clean all parts of the wheel after use.
- Place the stool on top of the wheel head when finished.
- Keep foot pedals on the wheel base and not hanging.
- Return all shared tools to their designated storage areas.
- If you borrow tools from an instructor, return them clean and promptly.

Studio Etiquette

- Always wash your table if you worked with clay, glaze, or sanding materials. When in doubt, wash the table.

- Follow all glazing instructions carefully.
- Use designated wedging and glazing tables to prevent contamination.
- The wedging table is centrally located and includes a scale and scrapers.
- Be mindful of the space that you take up and what others might need, especially during open studio hours.
- Personal music must be listened to through headphones.
- Instructors determine when music is played for the entire studio and may choose to have no music if it becomes distracting.
- Your name must be carved into every piece you make or may not be fired.
- **You'll need to sign in and out at the front desk whenever you visit the studio, even if you're only there for a moment to pick up an item. Additionally, we may request to see what you're bringing into the studio to ensure the safety of the studio.**

Clay and Materials

- **Outside clay is not allowed.**
- **Clay, bisque, or glazed work made elsewhere may not be fired in Prairie Arts Center kilns.**
- Clay may not be taken home and returned for firing.
- All clay must be clearly labeled with your name and date.
- Clay left unused for more than **30 days** will be reclaimed.
- Personal glazes must be approved by an instructor or front desk staff before use.

Ceramic Studio Safety

- Students are not allowed in the kiln room or clay room.
- Do not open, load, or unload kilns. Only instructors or Prairie Arts Center staff may do so.
- With the exception of Monday evenings, all participants must enter through the main entrance. For open studio, participants are required to sign in and sign out.
- Jewelry is best left at home, as rings and watches can interfere with clay work.
- Prairie Arts Center is not responsible for lost or damaged personal items.
- Items should not be placed on top of shelves unless the shelf is against a wall.
- When an instructor-led class is in session during open studio hours, please allow the class to proceed without interruption.
- Open Studio participants should bring their own tools.
- If you borrow studio tools during open studio, please ask first and return them clean. If you used an instructor's tools during class, you still need to ask before using them.

30-Day Firing Policy

- Finished pieces must be picked up within **30 days** of the final firing date.
- Work not collected within 30 days will be considered abandoned and becomes property of the Prairie Arts Center.
- Abandoned work may be discarded, sold, or used to support the scholarship fund.
- Finished work may only be picked up during studio hours when a ceramics instructor is present.
- Ceramics are not guaranteed, and things can happen during loading and firing. We do our best to make sure each piece turns out well, but there are many factors that can affect the outcome in a community kiln.

Open Studio Access

- After completing your introductory class, you may attend Open Studio to finish work already in progress.
- New projects may only be started by current Open Studio participants.
- If it has been more than **three months** since you completed an introductory course, you may be required to repeat the course.
- Shelves must be cleared no later than **one week** after your class ends. Any work left after that time becomes property of the Prairie Arts Center.
- If you discontinue Open Studio, your shelf and locker must be cleared by the **5th of the month** to avoid being charged for the following month.

Lockers

- Lockers are available to Open Studio participants on a first-come, first-served basis for **\$10 per month**.

- If you discontinue Open Studio, your shelf and locker must be cleared by the **5th of the month** to avoid being charged for the following month.

Accessibility

The Prairie Arts Center is wheelchair accessible.

If you need accommodations, please notify your instructor or the PAC Director so arrangements can be made.

All Participants Must Sign Yearly.

Date:_____

By participating in the pottery studio, you agree to the guidelines outlined above. PAC members who fail to abide by these rules may be asked to not attend.

I _____(print name) agree to abide by the Prairie

Arts guidelines for working in the pottery studio. I understand that if I fail to follow these rules, my privileges may be revoked. _____ (Signature)