



Policies,  
Procedures,  
Expectations,  
& F.A.Q.

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# Clay Arts Vegas

Policies, Procedures, Expectations & F.A.Q.

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CAV  
**Studio Policies**

For the health and safety of everyone, it is vital that studio users always follow studio policies. Studio users will lose their studio privileges if their behavior is dangerous or detrimental to the studio or other patrons. Please remember CAV is an adult art studio. Work created at the studio may range from functional pottery to adult, religious, political or ? ...themes. We celebrate the diversity of ideas and the creative process. If you find diverse art offensive CAV may not be the right environment for you. All classes are



**Active Students & Membership**



Active Students are any user who is currently paid up to be in a class. You must be an active student to use the facility. **You must schedule your time using CLAYARTSVEGAS.COM, each week.**

- Active students get one 3-hour class a week and 1 hours of open studio time. Usage is consecutive weeks from the time of your first usage of the facility. There are no refunds for missed weeks.
- Active students receive limited drying space for work.
- Work made in the studio will receive one bisque and one glaze firing not to exceed firing policy defined below.
- You must pay for work made outside of studio – bisque and glaze firings.
- Selected glazes will be provided for your first glazing class.
- Membership is an additional fee to get additional privileges.
- Membership is for one calendar year.
- Members must be active students to use the

facility.

- Members are welcome to attend all regular classes and open studio times while they are active students.
- Members get larger shelf space.
- Member receive discounts on classes and many workshops.
- Members receive priority for special events and showings.
- Members receive 2 - 3 Hour classes per week, and 6 hours of open studio per week.
- Work must be finished and on glaze shelf at the end of your last class session to be included as part of class

**Please do not feed the MARCUS**





## Shelving & Storage Storage

- Members receive one shelf. All work must fit on that shelf.
- Non members receive a shared shelf.
- Shelves are primarily for drying pieces; they are also to store limited extra clay and tools. You may leave glaze and other items but you get no additional drying space. We encourage you to obtain a tool box or tote for glaze and large tools. CAV can not be responsible for lost or stolen items.
- Shelves may have no more than 50lbs of clay on them in storage. Wet and drying combined.
- Date Night, and Family class users get access to a community shelf.
- Use personal masking tape and a marker to put your name and the date on items left on shelves. Anything unnamed and un-dated will be discarded immediately.
- Additional shelving may be provided for studio sponsored projects.
- Artists who have large pieces can use the oversized shelves in the glaze room. Firing fees must be paid before work is put on these shelves and work must be marked by front desk. Any work with out prepaid mark will be removed from building
- Top shelving is available only for people who can safely reach work on the shelf. The bottom of the CAV green plate rail is the top of your shelf space. There will be nothing above this height
- You are responsible to keep your classes and membership current. Reminders about expiring classes go out monthly as an e-mail. If you are not receiving the reminders and the CAV news letter check with staff that your email is accurate in our records. Your expiration date is clearly marked on your shelf label.
- Shelving is "rented space". If your class is expired you have 10 days to re-enroll. On the 10th day your shelf will be cleared. All work will be discarded, clay, tools and glazes will go into stock for our outreach programs. Personal items will be discarded.
- Re-enrollment in classes will be dated according to your expiration date if you have been occupying shelf space.
- Lockers are available first come first serve. At a cost of \$20 per 8 week class session. You must have your name on your locker.

## 10-Day Passes

- Passes can not be used for open studio during scheduled classes
- Passes can be used to attend class, this is not however a private class
- Day Passes will receive use of tools. Clay, Firing and glazes are not included
- 10 Day pass users may use studio for up to 3 hours per "day": tools, clay, storage, glaze and firing are not included for this type of studio participant
- There is NO STORAGE for your work; see a CAV staff person for firing suggestions

## Marking Your Work

- You must put some kind of mark or signature, cone temperature of the clay and date of creation (5/2021 ^5) so that it can be identified and fired by staff. All users must put their mark on a tag next to their name tag on their shelves
- All pieces left on the bisqueware shelf or in the finished pieces shelf for more than 15 days will be discarded
- Please be aware that un-dated/ unlabeled pieces will be discarded
- We ask that you do not use a heat gun or open flame in the studio





# Glaze

- If you have never glazed before, please ask for assistance during a scheduled class.
- All work must be bisque fired prior to glaze fire
- Glaze should be approximately the thickness of a fingernail
- Glaze should be 1/4" from the bottom of your work.
- Certain glazes have a tendency to run and stick to kiln shelves, therefore the following policies must be followed: You need to leave an unglazed foot on all of your pieces.
- Glaze and Underglaze must be wiped off the bottom of all pieces. Any piece with glaze on the bottom will not be fired. It is your responsibility to clean the pieces before you put them on the shelf.
- Any piece that appears to be over glazed will not be fired.
- If you drip glaze on the floor, bucket or tables, wipe it up.
- All glazing may be done at front tables. You are responsible for cleaning up after yourself.
- Use of wax resist (available in store) is to help provide a glaze free foot, it does not stop a pot from sticking to shelves. Wax must be 100% dry before entering the glazing area. Put paper down prior to using.
- Under-glaze or glazes not purchased at CAV left on glazing shelf must be left with a note in the piece. If there is no note piece will not be fired.
- Experimental or test glazes must be fired first on a test tile in a glaze catching sacrifice pot. If this is not done you are responsible for any and all damages to shelves or kiln.
- Cone 5 glaze may be provided with class as demo only. You cannot remove glaze to take it home. There is glaze available for purchase in the store for home application.
- Any work removed from the building must be stamped by the front desk before removal, to receive firing included with class. If work is not marked regular firing fees will apply. All work removed from the building must be left with the front desk to put on firing shelves
- Work must be on finished and on glaze shelf at the end of your last class session to be included as part of class
- Damage done to kiln shelves or kiln from over glazing is your responsibility. You will be charged for damages.

# Firing & Kilns

Due to the nature of clay bodies, glazes, kilns, electricity, and human error there are occasionally anomalies in fired pieces. We will try our best to avoid these anomalies; however we cannot guarantee a perfect firing every time. Please be prepared for the possibility of a misfire.

- CAV will only fire work made in the studio using clay purchased at CAV. Firing of outside work/ clay will be charged using standard firing fees.
- CAV provides one bisque and one glaze firing for work made at the studio. Re-firing is only done when paid for using standard firing policy.
- CAV will not fire any broken or cracked work. We understand that each creation is special, but damaged work risks breaking and damaging other student's work.
- Students should not "rearrange" work on the shelves for firing. Please see staff if you have space issues on the shelving.
- Students may fire 1700 cubic inches of bisque and 1700 cubic inches of glaze a month. This is the approximate size of a milk crate. (Note bisque may be stacked but glaze needs to loosely fill that space in single layers with a half of inch of space around it). Members may fire 7000 cubic inches a month (this is the space of your shelving area). If you are making more or larger work than this standard firing fees apply.
- The kilns will be fired on a regular basis. Bisque kilns are fired weekly, glaze fires are done when there is enough work to fill the kiln. We try to fire a cone ten kiln the second week of the month. We fire on a first-come first served basis, and size. Larger pieces may miss a few firings to accommodate the maximum amount of students.
- We will not "bump" other students work for rush firings. Plan on giving yourself at least month to bring any work to completion. Private firing is an option at an additional cost
- Production work is not encouraged at the studio. If you are making large quantities of repeated work you will be asked to pay for firings. Standard fees apply. We define production work as the making of a quantity of repeated or similar work. This includes jewelry and beads even if they take up less than your allotted kiln space.
- We fire to Cone 05 (bisque), Cone 5 (glaze) and Cone 10 (glaze, firing fees apply). We will low fire 05 glaze with bisque firings.
- Experimental materials may only be fired in the kiln with special permission from the staff. This practice is highly discouraged. If permission is granted it must be in writing and include with the piece on the glaze shelf.
- Make sure you put your pieces on the correct firing shelf! The shelves are labeled "Greenware" and "Glaze Fire". If you use a glaze that needs to be fired at a low temperature, it can be fired at Cone 05 (bisque temperature) if you put it on the "Bisque Fire" shelf, and it is clearly labeled. If you place the wrong glaze or clay on a firing shelf you are responsible for all damage to shelving and kiln.
- Special kiln firings (decals, luster, Raku, ^10 Oxidation and Reductiion), crystalline are possible but fees may apply.
- Student work must be finished and placed on shelf by the end of your session. Work brought in after your last class will incur a firing charge.
- See "Standard Firing Procedure" for further details regarding firings. (pg 11)

# Etiquette & Keeping a Clean Space

- FaceMasks are required of anyone entering the building who is not vaccinated.
- All of our classes start at a scheduled time. We understand sometimes things happen that may make you late to class. Please realize if you are late for a class that you may miss the demonstration. Instructors will not "re-start" a class project for you. It is disrespectful to the instructor and other students in the class.
- We work hard to keep a safe, clean and friendly environment. As studio users you are responsible to participate in this. Cleaning starts no later than 20 minutes before end of class. You must be cleaned up and ready to leave at end of class.
- The Sink area is for all to use. Keeping it clean and leave it the way you would like to find the area. Scrape excess clay into garbage can, not into the sinks. Fully rinse sponges. Stack cleaned buckets, water containers above the sink, 'like with like' shapes. Do not leave water or slip in buckets on top of the sink.
- Spray booth is for all to use. Clean the space after you are finished. Clean the screens, pitchers, sticks, etc. and replace in the drawers.
- There is no personal work space at CAV. Wheels are all first-come first-serve. We understand you may have your favorite but all are professional grade wheels and well maintained. Think of using a new wheel like taking a test drive. It can be fun.
- Hand-building tables, and slab roller are shared spaces. Do not spread your materials all over the table. Please pull out the project you are working on and only the materials you need. A reasonable shared work space is about 2' square. If you need more space for a large project please talk to staff.
- Wedging tables, slab rollers, and plaster molds are not intended for recycling clay, or as work spaces, or storage space. Unless staff permission is granted.
- CAV provides a designated board for wedging dark colored clay bodies.
- Never use a metal objects to cut clay on hand-building tables or wedging tables.
- Tool boxes/bags should be placed under the table, not on chairs or on the table.
- You are responsible for cleaning up your space when you finish. When cleaning use a wet sponge to keep dust down. Also remember the floor around your work space; mops and brooms are in wheel and hand-building areas.
- All clay clean up should be performed in the clay sink. Please do not leave tools in the sink. They can be put away even if they are wet.
- Please wipe down the wedging and hand-building tables when you are finished.
- Please mop and clean around your wheel after use. All wheels must be turned off and bricks returned to storage.
- Bats and handbuilding tools are for community use. They should not be stored on your shelf.
- Wareboards should only be stored on your shelf when they contain drying pottery. They are not for shelving. please put multiple pieces on the same board. One ware board per person.
- Independent Studio time is your work time. Staff and teachers are not available for personal instruction. Instruction is only offered during scheduled classes or by a scheduled private class (\$125 per hour).
- Please be courteous of other studio users. We understand you are excited, but please do not interrupt staff when on the phone or helping another client.
- We ask that you do not talk on cell phones in the building. It is disruptive to other people and classes. Please take calls in the parking area.
- Please turn off the ringer on your cell phone, this is a place to get away from the outside world.
- CAV is a non- smoking and non-vaping facility.



## Events & Gallery

- Most Gallery shows at the studio are juried and open to artists around the world. If you would like to enter shows in our Victor F. Keen Gallery please visit our website [www.clayartsvegas.com](http://www.clayartsvegas.com) and follow the procedures as outlined in the prospectus. We encourage you to take part in these events. Studio enrollment does not guarantee acceptance into the show.
- CAV Gallery shows outside the studio are curated by CAV. Shows are invited or open. If the show is open we encourage you to submit work for consideration. Please note that CAV curates these shows and we must choose work based on craft, as well as an artistic vision for the show.
- The studio does many outside events. If you have an interest in being involved please let us know. Additionally, the studio may be closed for special events. Please check our schedule online or ask a staff member if you have any questions.



## Community Artist Team & Resident Artists

The Community Artist Team helps to run and maintain Clay Arts Vegas.. These folks are volunteers who donate time to the studio to help make everyone have a better experience. They are here because they believe in the studio; please treat them with respect – they need time to make work, just like you.

In 2016 CAV began a resident artist program. Resident artists are our out of town guest. Resident artists will teach classes, work in the gallery and store, as well as participating in special events. Resident artists will have special firing and space usage. Please treat them with respect – the creation of work is their job -just like you they need time to work. Please make these guest feel welcome and take advantage of their special areas of expertise during class time.

## Studio Hours & Closings



- CAV is open 6 days a week.  
Tuesday - Friday from 9am until 9pm, Saturday 9am to 5pm, and Sundays 11am to 3pm.
- CAV reserves the right to close for holidays. Holiday closings will be posted at the studio, on social media, and listed in the newsletter
- CAV will be closed:  
During scheduled Workshops (Saturday classes may be rescheduled)  
If the studio has been rented for a group event (this is only during independent studio times)  
In the event of necessary maintenance
- Class times are intended for classes. If you are not taking the instructor's class you will be asked to yield wheels, glazing or hand-building space if it is needed for the class.
- We will post signs around the studio one week prior to scheduled room reservations (not regularly scheduled classes).
- The Clay Store and Supply from 9am till 7pm. Please make purchases prior to class.

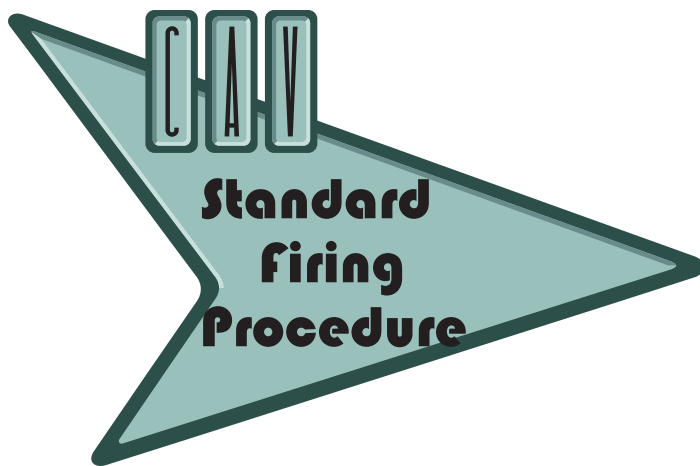
## Having FUN!

We strive to provide the best artistic experience, but we also understand that part of coming to a studio is about having fun and community. To be able to provide you with the best experience we need everyone to follow studio policy. If there is something you think would make your experience better, please let us know.



Thank you,  
clay Arts vegas





Our highly-experienced clay professionals will fire your low- or mid-fire clay pieces in our studio at CLAY ARTS VEGAS. Turnaround time is approximately 14 days. Drop off Tuesday through Saturday, 9am - 4pm. Payment is required in advance. Make an appointment for faster service.

### The Rules

To protect our equipment and other customers' work, we have a few basic rules when it comes to our firing services.

1. You must know what clay and glaze you used on your work. We will not fire unknown clay or glazes.
2. No paper clay or paper armatures! Work must be dry.
3. We will NOT use our kilns to dry your damp work.
4. All work must come to us boxed. No loose pieces.
5. We do not fire glass or precious metal clay.

### How to Pack Your Work

Greenware is fragile, and so is unfired glaze! To ensure your pieces survive the car ride and the trip to the kiln, make sure to pack each piece carefully. Wrap each individual piece in old newspaper, towels, or bubble wrap to keep them from getting damaged. Clay Arts Vegas is not responsible for any damage that occurs due to insufficient packing. All items must be brought to us in a labeled box (or multiple boxes). All containers and packing materials will be returned to you along with your fired work. If you are bringing low- and mid-fire work, pack each in separate boxes.

### Penalties

Though rare, any damages to our kiln or kiln furniture directly attributed to your work will result in replacement or repair charges at your expense. This includes but is not limited to: glazes running onto the shelf, unknown or misidentified clay melting to furniture, and armatures burning off or fusing to the shelf (if wire).

### Pricing

Pricing is calculated by the amount of space your work takes up in the kiln, and is estimated when we load your pieces. When your work is fired, we will call you to let you know how much the firing cost and collect payment. However, we can usually give you an estimate when you drop off your work, just by taking a look at what you've brought. Remember this price is per firing work must we able to have space around it, it is not how tightly you can pack pieces. Here are the pricing tiers:

#### Pricing for all cone 04 and Cone 5 oxidation firing

- \$6.00 - A single small piece such as a coffee mug or cereal bowl or a few small pieces that fit on to a 6"x6" firing tray that you provide
- \$12.00 - A single piece that can fit into a 12" x 12" x 12" cube.
- \$40.00- Flat rate for about 30 coffee cups. This is space about 20"x20"x10"high
- \$80.00 - Flat rate for about 60 coffee cups 20"x20"x20"
- \$35.00 - Full shelf in one of our big round kilns. As many pieces as we can fit into a 26" diameter x 8" tall spa

\$2.00 surcharge per piece for gas reduction firing, Half and full kiln prices based on amount of work and fuel costs

Raku and speciality firings – please see staff



Notice: Prices subject to change without prior notice.

# LIABILITY RELEASE

## PRELIMINARY STATEMENT

MEMBER is anyone who desires to participate in clay studio activities at Clay Arts Vegas (CAV). In exchange for the release: (1) CAV will enroll MEMBER in the program if the MEMBER meets all of the eligibility requirements of CAV and has paid the appropriate fees in a timely manner; (2) CAV will facilitate MEMBER's participation in Programs by processing the documentation necessary for enrollment at CAV. (3) CAV will provide the necessary trained personnel required by the program. (4) Upon enrollment of activities at CAV, you agree to the following.

## MEMBERS OBLIGATIONS

- MEMBER understands and acknowledges that CAV cannot guarantee his/her health and safety while participating in programs. MEMBER is responsible for acting prudently and exercising caution and commonsense at all times.
  - MEMBER understands and agrees that CAV is not responsible for any personal injury or loss or damage to property suffered by MEMBER during times of showings or travel while it may be independent of registered programs.
  - MEMBER shall abide by all applicable laws and rules of the program
  - MEMBER shall also conform to all applicable rules, regulations, and policies of CAV and agrees the failure to so conform may result in the termination of his/her participation in the program and any future use of any of CAV facilities.
- By participating in the program, MEMBER specifically accepts all risks inherent in the program
- MEMBER agrees to indemnify and hold CAV and its employees, officers, agents, representatives, insurers, successors and assigns harmless for all financial liability and obligation, which he/she personally incurs, and for any injury, loss, damage, liability, cost or expense to the person or property, which is caused or contributed by MEMBER during his/her participation in the program.
  - MEMBER affirms that he/she has read and fully understood all materials provided to him/her in connection with MEMBER'S participation in the program.
  - MEMBER further affirms that he/she is of legal age and is freely signing this release
  - MEMBER gives CAV the right to use their personal image as well as images of their work for the purpose of advertising and developing CAV

## MISCELLANEOUS PROVISIONS

This release shall be construed and enforced in accordance with the laws of the State of Nevada. The jurisdiction and venue for any action relating to any claims or causes of action brought with regard to this Release or in any way relating to MEMBER'S participation in the programs shall be governed by the laws of the State of Nevada and shall be litigated in a court of competent jurisdiction in the State of Nevada, county of Clark. CAV employees, officers, heirs, agents, representatives, insurers, successors and assigns, from any and all actions, suites, claims, damages, judgments and executions, both on my own behalf and in the capacity as legal representative of MEMBER, whether known or unknown, liquidated or unliquidated, fixed contingent, direct or indirect (including pain and suffering, punitive damages, death, dismemberment, disability, physical or mental illness or the loss or destruction of the personal property of MEMBER) arising out of MEMBER's participation in the programs and usage of the facilities. I acknowledge that the Program is voluntary and enrollment equals signing of this RELEASE. Enrollment is signed freely, voluntary, and under no compulsion.

