



# Studio Handbook



Clay Arts Vegas

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## Active Students & Membership

Active Students are any user who is currently paid-up to be in a class. Both members and non-members must be an active student to use the facility.

You must schedule your class time each week using the booking service at:

[WWW.CLAYARTSVEGAS.COM](http://WWW.CLAYARTSVEGAS.COM)



## General Policy Statement

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 and workshops, and paid activities are non-refundable.

CAV is not responsible for any personal items or valuables brought into the studio or in the parking lot.

No children or friends are allowed in the studio, except in the case of shopping or a scheduled special event that specifies children or guests are permitted.

No outside pets are allowed except at the studio at any time, Clay Arts Vegas has service dogs on site.

***PLEASE DO NOT  
FEED MARCUS OR  
CAESARE  
(AKA Chaz)***





## General Student Policies

- Be courteous to fellow students, staff & instructors.
- Studio doors open one hour prior to the start of class, except for Saturday mornings. Doors are locked 15 minutes after class is over. Plan your arrival and clean up to be within the scheduled time for your booking.
- Students may not work in the studio outside of scheduled class or independent studio times, or during a class in which they are not enrolled.
- Class times are intended for classes. If you are not taking the instructor's class you will be asked to leave and return during independent studio time in accordance with your membership/non-membership status. During class it is required that you do the class project.
- Active students get one 3-hour class a week and 1 hour of open studio time in the hour before their scheduled class, except for Saturday morning, when independent studio is the one hour after class.
- Usage is consecutive weeks from the time of your first usage of the facility. There are no refunds for missed weeks. Any closures that occur during your 8-week period are accounted for in your enrollment dates. If you are not sure about your enrollment dates, please ask.
- 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 in the Firing & Kilns section. Work must be finished and on glaze shelf at the end of your last class session to be included as part of class, otherwise additional firing fees may apply.
- You must pay to fire work made outside of the studio.
- Clay must be purchased at the studio.
- All glazes must be purchased. We do not provide glaze.
- Non-returning students must clear their shelf on their last day of class. Shelf should be wiped down and made ready for the next student.
- Use of the studio will be terminated at the time of your last class session. This includes the option to pay for independent studio time.
- **Non-returning students will have 10 days from the last class to return completed work for firing.**
- All policies and procedures are subject to change at the discretion of Clay Arts Vegas, and without notice.

## Membership

- Members are bound by the same general policies as noted above. Members receive additional class time, shelf space and firing allowance.
- Membership is an additional fee to get additional privileges and is valid for 1 year. The membership must be renewed to maintain privileges.
- Membership is for one calendar year from the date of purchase, or from date of expiry when renewing.
- Members must be **active students** registered in the current 8-week session to use the facility.
- Members may attend two classes and two studio times per week while they are active students.
- Members get larger shelf space.
- Members receive discounts on classes and many workshops.
- Members receive priority for special events and showings.
- Shelf space is rented as part of the class fee. If the member is not registered as an "active student", the shelf space is forfeited. When the member rejoins as an active student, a new shelf will be assigned.
- Membership fees and privileges are subject to change at the discretion of Clay Arts Vegas, and without notice.

## Shelving & Storage



- Students are assigned shelf space, either ½ shelf or a full shelf depending on membership status. All work must fit on your shelf measuring 13” tall x 14” deep x 24” OR 48” long. This is also your firing space per month.
- 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 toolbox or tote for glaze and large tools. CAV cannot be responsible for lost or stolen items.
- Shelves may have no more than 50lbs of clay on them in storage. Wet and drying combined.
- Additional shelving may be provided for studio sponsored projects. This is at the discretion of management.
- Artists who have large pieces can rent additional shelf space. Firing fees for oversized work will apply and such work must be received and marked paid by the front desk. Any oversized work without prepaid mark will be removed from the building.
- For students assigned the top shelf: The bottom of the CAV green plate rail is the top of your shelf space. There will be nothing above this height.
- Lockers are available on a first-come-first-served basis and are for members only.
- Shelving is “rented space” as part of the class fee. If your class has expired, so has your shelf space.
- If you maintain use of your shelf, it is assumed you are re-enrolling in class. Re-enrollment in classes will be dated according to your expiration date if you have been occupying shelf space.
- Non-returning students should clear their shelf on their last day of class. Shelf should be wiped down and made ready for the next student.
- Non-returning students have 10 days to return incomplete class work for firing.
- After your class has expired, any items remaining on 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.
- If you attend classes or have materials stored in the building after the end of your 8-week session, you will be required to pay for a new full 8-week session.
- You are responsible for keeping your classes and membership current. Your expiration date is clearly marked on your shelf label.

## Marking Your Work

- You must put some kind of mark or signature, cone temperature of the clay and date of creation (I.e. TB 5/16 ^5) so that it can be identified and fired by staff.
- Please be aware that un-dated/ unlabeled pieces will be discarded.
- Ask if you have questions, ASK! We cannot help you if we don't know you need something.

## 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.
- Certain glazes tend to run and stick to kiln shelves; therefore, the following policies must be followed:
  - You need to leave an unglazed foot on all 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.
  - We suggest making “cookies” to put your work on when glazing. “Cookies” must have cone temperature on them. You must also glue to your work to your cookie with Elmer's Glue.
  - Any piece that appears to be over glazed will not be fired.
  - Any damage to kilns will be fined.
- 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.
- Experimental or test glazes must be fired first on a test tile in a glaze catching sacrifice pot. You are responsible for any and all damages to shelves or kiln.
- Any work to be returned to the building for firing 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 returned to the building must be left with the front desk to put on firing shelves.
- Non-returning students have 10 days to return incomplete class work for firing.
- Damage done to kiln shelves or kiln from over glazing is your responsibility. You will be charged for damages.



## Firing & the 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, according to the 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 students' work.
- Students should not "rearrange" work on the shelves for firing. Please see staff if you have space issues on the shelving.
- Non-member students may fire 4300 cubic inches of bisque and 4300 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 8700 cubic inches a month (this is the space of your shelving area). If you are making more, or larger work, standard firing fees apply.
- The kilns will be fired on a regular basis. Firings are done when there is enough work to fill the kiln. We fire on a first-come-first-served basis, and size. Larger pieces may miss a few firings to accommodate the maximum number of students.
- We will not "bump" other students work for rush firings. Plan on giving yourself at least one 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 04 (bisque), Cone 5 (glaze) and Cone 10 (additional glaze & firing fees apply). We will low fire 04 glaze with bisque firings. We will also Luster fire your work with a small fee.
- 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 "Green-ware" and "Glaze Fire". Low fire glazed work should be handed to staff for firing. 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 Reduction), crystalline are possible but fees may apply.
- See "Standard Firing Procedure" for further details regarding firings.



Peter Jakubowski

## Standard Firing Procedure

- 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.
- Your work must be signed or stamped for easy identification.
- Pots that are not finished, trimmed, or signed will not be fired.
- Greenware must be dry prior to putting it on the firing shelf. Wet work will be discarded.
- You are responsible for getting your work on the firing shelves. You may not ask staff to move your work from your shelf to firing shelves.
- All pieces left on the bisqueware shelf or in the finished pieces shelf for more than 15 days will be discarded.
- Please be prepared for the possibility of a misfire.
- Do not glaze the bottom of your work.
- Do not let work pile up on shelves. Pick up bisqued and glazed work in a timely manner and take home finished work.
- Firings are only scheduled when needed and when the kiln is filled.
- Multiple firings and refiring are not permitted, except where permitted by management and is subject to extra firing fees.
- Client is responsible for any shelf or kiln damage caused from over glazing, poor construction, or wrong information of firing temperature of clay or glaze.
- All Firings take minimum of 14 days to occur, sometimes longer.
- Client is responsible to pick work up no later than 20 days from original drop off.
- Work will not be fired if the client does not know clay body and glaze temperatures.
- Minimum firing charge of \$6.00 for any work that can fit into a 6"x6"x6" cube. Smaller objects should be placed on a bead rack or a firing tray, provided by the client.
- Pieces that fit into a 12"x12"x12" cube \$12.00. Smaller objects should be placed on a bead rack or a firing tray, provided by the client. Pricing includes all platters, tiles, bowls, serving dishes not to exceed 4" tall. Lids needing to be fired separately will be charged as an additional item. Pricing includes one standard tile rack of 16 tiles.
- Pieces that fit into a 12" h x 20" l x 20" w Flat fee of \$40.00 per piece.
- Pricing is subject to change. Please contact for current pricing.
- Work fired to cone 10, and other specialty firings incur an additional fee.
- **Clay Arts Vegas is not a production studio. Classes are designed to keep you within your limit. If you wish to produce more work than what is allotted, please speak with a staff member about our options for paying for private firing.**



## Studio Etiquette & Keeping a Clean Space

- Be respectful of the staff, studio, guests and other students at all times.
- We may require face masks based on government recommendations.
- All our classes start at a scheduled time. We understand sometimes things happen that may make you late to class. If you are late for class you may miss the demonstration, but you will be expected to do the assigned class project. Instructors will not “re-start” a class project for you. It is disrespectful to the instructor and other students in the class.
- As a courtesy to all instructors and students, talking on phones is not permitted during class or independent studio. If you need to take or make a call, please do so in the parking lot or in the gallery.
- If you have reserved a class space and do not cancel 24 hours prior to class, you will be charged \$15. The same is true for Independent Studio.
- We work hard to keep a safe, clean, and friendly environment. As studio users you are responsible for participating in this. Cleaning starts no later than 25 minutes before closing. You must be cleaned up and ready to leave at building close. Cleaning responsibilities include the splash pan on your wheel, mopping the floor under your work area and any other areas you may have used, such as the wedging tables or the work tables by the windows, or tables in the hand building room, and sponging all work tables, wedging tables and the area in front of your wheel.
- 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 workspace at CAV. Wheels are all first-come first-served. 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 rollers 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 workspace 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 workspaces, or storage space. Unless staff permission is granted.
- CAV provides a designated board for wedging dark colored clay bodies.
- Never use a metal object to cut clay on hand- building tables or wedging tables.
- Toolboxes/bags should be placed under the table, not on chairs or on the table.
- No sanding or scraping dry clay or glaze may be done in the studio. Any sanding or scraping must be done outside in the rear parking area of the property. You must clean up any debris you make outside. It is recommended you wear a mask if you are sanding or scraping dry material.
- Do not use the spray booth, slab roller, or extruder without an orientation from an instructor.
- 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 (\$150 per hour).
- Please be courteous to other studio users. We understand you are excited, but please do not interrupt staff when on the phone or helping another client.
- For everyone’s safety, we require everyone to wear shoes while in the studio.
- You must be able to safely lift 25lbs.
- **We ask that you do not talk on cell phones in the building.** Please take calls in the parking area.
- You may not bring alcohol or drugs in the building.
- **CAV does not offer makeup classes or issue refunds for classes, workshops, or other paid activities.**

## General Clean Up Procedure

- Students are responsible for a clean studio during class and independent studio time. **Leave the studio cleaner than you found it.**
- The sink area is for all to use. Keep 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.
- 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 workspace; mops and brooms are in wheel and hand-building areas.
- Cleaning responsibilities include cleaning your wheel, the splash pan on your wheel, mopping the floor under your work area and any other areas you may have used, such as the wedging tables or the work tables by the windows, or tables in the hand building room, and sponging all work tables, wedging tables and the area in front of your wheel.



- 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 hand building tools are for community use. They should not be stored on your shelf. Clean them after use and return them to the shelves in the wheel throwing room.
- Do not store work on bats, Use a wareboard. Students may use 1 wareboard for storing work.
- 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. There is a limit of one wareboard per person.
- Clean up, put work away and leave the building by the scheduled end of class or independent studio time.

The step-by-step clean up procedure is detailed on the next page. Please familiarize yourself and help us keep our communal spaces and property clean!

## **CLEAN UP: A Step-by-Step Guide**

CLEAN UP STARTS AT LEAST 30 MINUTES BEFORE THE END OF CLASS.

SAVE TIME AND WATER AND FOLLOW THESE EASY CLEAN-UP STEPS:

### **Step 1:**

DISPOSE OF CLAY & WATER

- Take slip bucket, and (if applicable) splash pan to the clean-up room.
- Put all clay and slip in large garbage bin. **DO NOT POUR WATER IN THIS BIN!**
- Pour water from bucket and splash pan into sink.

### **Step 2:**

RINSE BUCKET & SPLASH PAN IN PRE-FILLED BUCKET IN SINK

- Using a large yellow sponge and the pre-filled 5-gallon water buckets in the sink rinse out bucket and splash pan.
- Refill slip bucket ½ full and return to work area with sponge, bucket, and splash pan.
- If necessary, take borrowed bats and/or tools to the clean-up room, scrape excess clay into large garbage bin, then clean with sponge and water bucket at your work space.

### **Step 3:**

CLEAN YOUR WHEEL/WORK AREA

- Using clean water in bucket and yellow sponge, wipe down wheel, work area and splash pan. This should be enough water to clean the whole area. If necessary, drain and refill bucket to finish cleaning.
- Put away all borrowed supplies, such as bats and hand-building tools.
- Check wedging tables to see if there is excess clay left after wedging. Did you leave a mess? Get a sponge and wipe it down.
- Mop floor around wheel and/or work area.

**LET'S WORK TOGETHER TO KEEP OUR SPACE CLEAN AND DO OUR PART TO REDUCE WATER CONSUMPTION.**

## Events & Gallery Shows

- 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.
- 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. When not teaching or working they are using the studio just like you. Please do not ask them for help when they are not working. They are here because they believe in the studio; please treat them with respect – they need time to make work, just like you.



## Studio Closings & Closings

- CAV is open 7 days a week: Mondays from 5pm – 9pm, Tuesday – Friday from 9am until 9pm, Saturday 9am to 4 pm, and Sundays 12pm to 3pm. These hours are subject to change without notice.
- CAV reserves the right to close for holidays, special events, maintenance, and vacations. Closures will be posted at the studio, on our website, social media, and listed on the blog. Whenever there is a closure that affects your class expiry, additional weeks are added to your 8-week class.
- Hours of operation and class offerings are subject to change.
- CAV will be closed:
  - During scheduled Workshops (Saturday classes will 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
  - We will post signs around the studio one week prior to scheduled room reservations (not regularly scheduled classes).
- The Clay Store and Supply is open Tuesday – Friday from 9am till 7pm and during weekend opening hours. 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.

## Dismissal

Students are expected to abide by the studio rules, policies, and procedures as outlined in this handbook, on our website and in the studio, and to compose themselves in a courteous and polite manner at all times. The handbook is available, if requested, by email.

CAV management and staff may dismiss from class or refuse enrollment to any attendee who is disruptive or uncooperative, or whose skill level is not appropriate for the level of instruction of a particular class. At the discretion of CAV management or staff, students may be given a warning prior to dismissal.

No refunds will be given if a student is dismissed for violating studio policies and procedures.

*Notice: Prices and policies are subject to change without prior notice.*

*All classes and workshops, and paid activities are non-refundable.*

## MEMBERSHIP/STUDENT LIABILITY RELEASE

### I. PRELIMINARY STATEMENT

MEMBER/STUDENT desires to participate in clay studio activities at CAV. Attending class or open studio confirms your acceptance of these terms and conditions.

In exchange for the release, (1) CAV will enroll MEMBER/STUDENT in the program if the MEMBER/STUDENT meets all of the eligibility requirements of CAV and has paid the appropriate fees in a timely manner; (2) CAV will facilitate MEMBER's/STUDENT's participation in Programs by processing the documentation necessary for enrolment at CAV. (3) CAV will provide the necessary trained personnel required by the program.

### II. MEMBERS/STUDENTS OBLIGATIONS

1. MEMBER/STUDENT understands and acknowledges that CAV cannot guarantee his/her health and safety while participating in programs. MEMBER/STUDENT is responsible for acting prudently and exercising caution and common sense at all times.

2. MEMBER/STUDENT understands and agrees that CAV is not responsible for any personal injury or loss or damage to property suffered by MEMBER/STUDENT during times of showings or travel while it may be independent of registered programs.

3. MEMBER/STUDENT shall abide by all applicable laws and rules of the program

4. MEMBER/STUDENT 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.

5. By participating in the program, MEMBER/STUDENT specifically accepts all risks inherent in the program

6. MEMBER/STUDENT 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.

7. MEMBER/STUDENT affirms that he/she has read and fully understood all materials provided to him/her in connection with MEMBER'S/STUDENT'S participation in the program.

8. MEMBER/STUDENT understands that CAV is a drug and alcohol free facility with a zero-tolerance policy, and understands that the use of illegal substances, public intoxication or disruptive behavior is reason for immediate removal from CAV with no refund of MEMBER/STUDENT fee.

9. MEMBER/STUDENT further affirms that he/she is of legal age and is freely accepting this release

### III. 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/STUDENT'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.

**All classes and workshops, and paid activities are non-refundable.**