

## Quinlan Ceramic Studio Policies

This studio is used by a variety of people throughout the week and classes turn over very quickly. Because of the sheer volume of participants in our ceramics programs, please read the following and sign that you Quinlan Ceramic Studio Policies.

**Clay Usage:** Each student will be allotted 25 lbs. of clay per eight (8) week class. Additional clay can be purchased for \$20 per bag. Any clay purchased outside of class will need to be approved by the instructor/resident artist.

**Kiln Usage:** The ceramics department will fire all items completed during the class. Pieces may not be larger than twelve (12) inches (one foot) in any direction. An extra firing fee of \$35 per kiln will be applied to any oversized or other pieces that need firing that are created outside of normal class time or at home. (\$60 for both bisque and glaze firing, two kilns.) The following are examples of items that are not covered by and/or circumstances that the Quinlan is NOT liable for:

1. Firing materials that introduce harmful atmospheres into the kiln. You may only use Quinlan glaze or glaze purchased from a ceramics manufacturer. Please supply the packaging for review prior to firing.
2. Over-firing damage for any reason and regardless of cause. **IMPORTANT:** Only Quinlan Visual Arts Center staff is authorized to load and handle green and bisque ware and operate the kiln.
3. Clay by its nature is fragile and will chip and crack. Not all pieces will survive all firing and glazing processes. The Quinlan's kilns can not warrant against cracking or spalling.
4. We are not responsible for the repair or replacement of defective items.
5. Student acknowledges that certain conditions or circumstances may be created or incurred by student over which Quinlan has no control, including, but not limited to, climactic conditions, improper use, and Student, as a condition of use, assumes responsibility for and releases Quinlan from liability arising out of the use of the kilns attributable to such causes.

**Make Up Days:** Students are solely responsible for any absences. Make up days will not be allowed unless arrangement has been made with the class instructor. Make up days may only be scheduled at the discretion of the class instructor/resident artist and only during another scheduled class or supervised open studio time.

**Open Studio:** Only a student currently enrolled in a Quinlan ceramics class, or other private party booked through the center is permitted to utilize the ceramic studio. Open studio participants must get prior approval of both Quinlan staff and class instructor/resident artist. Because of planned classes and parties, open studio must be scheduled with the resident ceramic artists David and Mary Ann Klimek. Open studio may not be unsupervised. Open studio rate is \$10 per session for a maximum of 3 hours.

**Unclaimed Work:** Any item left unclaimed after your class has been completed, including but not limited to *clay, glaze, tools, bisque and finished pieces*, will become the property of the Quinlan Visual Arts Center two (2) weeks after the official class culmination date if no other arrangement has been made with the ceramics teachers. Please claim your property after your final class. Any items left will be considered an indication that they are intended for donation.

Please sign and date the reverse once you have read these policies.

**Student Name**

**Date**

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