

Markeim Arts Center (MAC) Pottery Studio Community Guidelines

Welcome to the Markeim Arts Center (MAC) Pottery Studio!

We are a nonprofit community of artists sharing space, resources, and creativity. Whether you are taking your first class or participating in our Open Studio program, we're excited to have you as part of our community.

As our community grows, these guidelines help ensure that the studio remains a safe, respectful, and creative space for everyone, while also supporting the financial sustainability of MAC.

Questions? Contact potterystudio@markeimartscenter.org

General Studio Guidelines

- Space can be limited during busy times. Store personal items in the cubbies outside the studio and keep your workspace tidy.
- Respect others' work — do not handle anyone's pieces without permission. If accidental damage occurs, leave a note with the piece.
- Share tools and equipment patiently, especially the sink during cleanup.
- Be considerate of shared surfaces and clean up after yourself.
- Work at home should be limited to fine detail work. Production volume requires kiln rental.

Clay

- Clay purchased from MAC includes firing and glazing costs. New and recycled clay can be purchased on the MAC website and claimed in the studio. If online purchase is not convenient, record usage in the studio binder for later invoicing.
- All students purchase clay from MAC through a supplies fee at the start of each class.
- All MAC clay is rated for Cone 5–6. Artists wishing to use other clays should review the Open Studio Guidelines and get explicit permission from the studio manager.

- Do not mix light and dark clay bodies. Use separate reclaim bins, canvases, and wedging tables to prevent contamination.

Communal Tools & Equipment

- Sanding and Grinding: Must be done outdoors while wearing a mask. Experienced artists may make arrangements with the studio manager to sand or grind on the wheel before or after an open studio session.
- Sink: Our single sink requires special care. Minimize clay going down the drain — follow the cleaning guidelines (below) closely.
- Slab Roller: Clean after use and lay canvases flat to dry.
- Studio Tools (pins, trimming tools, brushes, etc.): Available for communal use. If a tool breaks, notify the studio manager. Clean and return tools to their proper locations.
- Forms, Textures & Molds: Located in the sink room and available for community use. Clean and return them after use.
- Damp Boxes: Label all pieces before placing them inside (use pen and paper, not marker). Remove plaster residue before trimming and firing.
- Slip: Communal slip is stored on the top shelf in the studio. Keep clay bodies separate and close lids tightly after use.

Glaze

- Only Cone 5–6 glazes and underglazes may be used. Supplies in the glaze closet are for general use but not guaranteed.
- Artists wishing to experiment with other glazes must receive prior approval from the studio manager. New glazes and glaze combinations need to be properly tested.
- Dipping Glazes: Located in large buckets under the table. Stir well before use. When layering, allow coats to dry fully between dips and wash off wet glaze on waxed surfaces.
- To sponsor a new dipping glaze, contact the studio manager.
- Wax Resist: Located in the glaze closet with dedicated sponges. Use carefully, rinse sponges after use, and return all materials to the closet. Do not leave sponges in the wax.

Kilns

- Do not touch, load, or place items on kilns at any time. Only qualified staff may handle kilns.
- Kiln Damage Fine: Artists causing damage with improper materials will be billed for repairs or replacement (up to \$2,000).
- Communal firings are for class and Open Studio work. Home projects and production quantities require kiln rental.
- Kilns are fired only when a full load is ready.
- Sign all work with your name, initials, or stamp — unsigned work will not be fired.
- Remove all glaze from the bottoms of pieces; uncleaned pots will not be fired. Use “cookies” under glazes prone to running. Stilting work for firings is an exception and needs to be approved by the studio manager.
- Glaze Drip Fine: \$20 per piece requiring kiln shelf repair.
- Claim bisqued pieces promptly. Work not picked up within 6 weeks will be repurposed.
- Place only clay pieces on bisque shelves — no plastic, paper, or boards.
- Use correct shelving for greenware vs. glazed bisque, and label overflow items.
- Maximum piece size: 16 x 16 x 16 inches. Larger works require private firings.

Cleaning

- Wheels: Clean wheel, splash guard and tabletop thoroughly, turn off the wheel, put stool and pedal on top of the wheel.
- Wedging Board: Scrape and sponge clean.
- Sink: Use the slop bucket for initial cleaning; rinse with clean water. Return all tools and brushes. Do not leave items on the drying rack.
- Glaze Area: Wipe surfaces and floors, cover glaze buckets, and return brushes.
- Tools & Sponges: Rinse and return to labeled containers. Clean wax sponges before storing.
- Slab Roller: Remove clay residue and lay canvases flat.

- Ware Boards & Plastic: Clean and return after use. Do not store them on personal shelves.

Class Reminders

- Finish all wet work by your final class. Students have two weeks after class ends to glaze and complete projects.
- Plan to be cleaned up by the end of class time.

Open Studio Reminders

- Open Studio is for enrolled students and experienced artists who can work independently.
- A Studio Orientation is required before first use (refresher sessions available).
- Teaching is not provided, but collaboration and sharing are encouraged.
- Sign in at each session.
- Passes expire six months from purchase. After expiration, work will be boxed for two months, then discarded.
- Outside clay or glaze materials require prior approval from the Studio Manager (email: potterystudio@markeimartscenter.org).
- Artists are responsible for any damage caused by unauthorized materials.
- Use of approved outside clay incurs a \$10 glaze/firing fee per 25 lbs, unless otherwise arranged.

Liability Disclaimer

While Markeim Arts Center takes great care with all work, ceramics is inherently unpredictable. MAC is not responsible for lost, broken, cracked, or unsatisfactory fired pieces. Artists using outside materials must confirm they are rated for Cone 5–6. If incorrect materials cause damage, the artist is responsible for repair or replacement costs.

All artists, participating in ceramic arts activities, instruction, and the use of the studio facilities at MAC, understand and voluntarily assume all the inherent risks that are involved with their presence at MAC and working with clay, including but not limited to the possibility of cuts, burns, physical strain, allergic reactions, exposure to dust or chemicals, and injury resulting from slips, falls, or contact with kiln heat.

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All artists hereby release, waive, discharge, and covenant not to sue MAC, its, officers, employees, agents, from any and all claims, demands, losses, or liabilities for personal injury, property damage, wrongful death, or any other loss caused by their participation in studio activities or use of facilities at MAC.

Thank you for helping keep our studio safe, clean, and creative!

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