



# Studio Handbook

At Saltstone Ceramics, we endeavor to be a welcoming, encouraging, and friendly creative space for students and artists at all stages of their ceramic practice. To this end, we've developed a guide for studio use and behavior that will promote everyone's safety and the values we hold.

## Studio Access:

Studio hours are the same as the gallery's hours, 11am – 6pm, Wednesday to Monday with a few exceptions for special events and holidays. Students are welcome to stop by anytime during these hours to check on their work, or to pick up finished work. We offer unlimited open studio sessions to in-session students, where they can continue to practice and make work independently. Students must reserve space in open studio sessions using our web-based scheduling tool, Appointy. Please do not miss open studio sessions for which you have reserved space – we reserve the right to end access to open studio sessions for students who don't show up for their reservations. There is no instruction and limited studio oversight during open studio sessions, so please endeavor to work independently and reserve questions for class time.

Please arrive on time for class. Instructional demonstrations and discussions will start 30 minutes after the start of class. While teachers work to be flexible with students, they may not be immediately available to catch students up when they miss instructional time.

There is limited space to store personal belongings in the studio. Please make sure to store clay and work-in-progress in the proper areas, do not spread out into other student or members' areas, and take your tools home with you. Tools left out after class will be put in lost and found and any tools left in the studio after the end of the quarter will be adopted by the studio.

## Parking and Logistics:

Parking can be a little tricky around the studio. During the day, there is free 1 hour parking on North 45<sup>th</sup>, and unlimited parking on side streets until 6pm. In the evening, there is free unlimited parking on North 45<sup>th</sup>, and unlimited parking on Bagley Ave. N and other side streets to the South of N. 45<sup>th</sup> St., but no parking on other side streets without a neighborhood parking permit.

The studio is easily accessible by a number of busses.

If you are coming or going near a mealtime, there are a number of good and inexpensive local restaurants near the studio. We recommend the following:

- 45<sup>th</sup> Stop N Shop & Poke Bar
- Ezell's Famous Chicken
- TNT Taqueria
- Silver Tray Thai

And a little more expensive:

- Kabul Afghan Cuisine
- Kokkaku, Japanese inspired meat house (our very nice neighbors! Quite affordable Happy hour 4:30-6:30)
- Yorishiku, Ramen and Izakaya

There are also a bunch of bars and ice cream parlors for hanging out after a class. We encourage you to come and patronize our local community of small businesses!

#### Studio Use and Safety:

We have a busy studio with up to 85 individuals accessing the space on a weekly basis. To make the space a safe and comfortable workspace for everyone, it is very important that everyone follow a few rules for studio use:

- Remember your tools! Bring them with you and take them home when you are done.
- Clean up after yourself – clean the spaces, tools, and equipment that you use and leave it looking better than you found it. Please clean spills right away and make sure that you thoroughly wipe up the floor and surfaces around your workspace with the large sponges provided and clean water to make sure that no clay is left behind to become clay dust later. Clay dust, composed almost entirely of silicon dioxide, is hazardous to inhale, especially with long-term exposure. When cleaning tools, buckets, and splash pans, please use the standing water in the sinks as much as possible and a minimum of clean water from the tap.
- Use only studio clays and glazes. We have tested the clays and glazes that we use to ensure compatibility and safety. We do not allow anyone to bring in any other clays or glazes for any other reason unless specifically permitted by the owner. Students and members may purchase clay by the 25 lb. bag from the instructor or from the gallery and studio representative.
- We have devised a system for reclaiming waste clay that works well, but it requires a certain amount of adherence to maintain. Students and members are responsible for managing their wet clay by re-wedging mistakes or scraps at the end of a class or studio session and putting them back in their clay bags. Dry or leather hard trimmings may be broken up and put into the trimmings buckets, and very wet slop from throwing water may go in the reclaim slaking bucket. Our studio assistants keep the system moving so that we can provide reclaimed clay at a discount for students and members.
- At the end of class, work to clean up shared workspaces together including wiping down tables, putting away tools and sweeping. Please do not leave before helping out.
- Keep your work moving through the system – please do not allow unfinished work to pile up on your shelf or the shared shelves for any length of time.
- Read and follow all other posted safety and clean up instructions.

### Conduct:

Be respectful of everyone in the space – we are a welcoming community of diverse artists; make sure that your language and behavior is respectful and inclusive. Please also be aware of how your language and behavior affects others – please do not behave in an aggressive, loud, reckless or irresponsible way or in any way that is not conducive to a welcoming and supportive creative environment. We will not tolerate any racism, sexism, homophobia, harassment, or violence of any kind.

Be aware of the space that you take up – many people use this space along side you, please be aware of how much space you are using at any given time, try to condense your working space so that there is more available for others, don't allow your work to overflow into others' space, and clean up as you go. Please silence your cell phones and ask permission before taking photos of other people or their work.