

Member Guidelines

Welcome to House of Clay

Welcome to House of Clay. As a member, you are part of a shared, professional studio environment. This space is built on mutual respect, personal responsibility, and consideration for others. These guidelines exist to protect the studio, the equipment, and everyone's work.

Studio Culture & Expectations

House of Clay is a shared creative workspace. Members are expected to work independently, respectfully, and safely.

- Be mindful of how your work, materials, and cleanup impact others
 - Respect shared tools, glazes, shelves, and firing space
 - Take ownership of your process, your materials, and your cleanup
 - If you're unsure about something, ask before proceeding
-

Check-In & Studio Time Tracking

Please check in when you arrive and check out when you leave using the iPad at the front desk. This helps us manage shared studio access fairly, track usage accurately, and ensure the studio remains available and functional for all members.

Shelf Space & Storage

Members are assigned specific shelf or cubby space for:

- Work in progress
- Clay
- Personal tools and supplies

Please:

- Stay within your assigned area
- Do not store work on unassigned shelves
- Do not move or stack other members' work

Be mindful that this is a shared space.

Clay & Material Rules

- **No outside clay is allowed** in the studio
 - Use only clays, glazes, and materials approved by the House of Clay
-

Studio Etiquette

Never Touch Someone Else's Work

- **Don't move it**
 - **Don't inspect it**
 - **Don't uncover it**
-

Dust Awareness

Clay dust is a health concern when airborne. Members are expected to manage dust responsibly.

- **No dry sanding inside the studio**
 - Use wet sanding techniques or sand outside
 - Do not shake out clay-covered aprons or towels inside the studio
-

Glazing & Surface Decoration Guidelines

Members are expected to glaze with care and intention.

- Some commercial glazes are runny — always read labels and follow application guidelines. For dipping glazes, **one or two dips is sufficient.**
- One or two dips is sufficient for dipping glazes
- **Pint jars are for brushing only** - do not dip or pour from pint jars
- Always mix glazes and underglazes thoroughly before use.
- Underglazes cost approximately **\$25–\$50 per pint** - use thoughtfully & only what you need
- Allow layers to fully dry between coats
- Clean brushes, whisks, and tongs between colors
- Wipe jar rims before replacing lids and returning to shelves
- Place whisks, tongs, and measuring cups on the overturned lid so glaze drips back into the bucket
- No glaze on the bottom of any piece submitted for firing
- Do not add water to any glaze or underglaze containers.

Wax Resist Use

- Do not apply wax over wooden work tables
 - Use the metal table in the glaze area
 - Use newspaper to protect surfaces
 - Clean up drips immediately
-

Submitting Work for Firing

We use studio management software to organize firings and track work from submission through pickup. Accurate submissions are required.

- Sign your pots on the bottom
- Take a photo when submitting
- Make sure all information is correct

Finished work is held for 4 weeks, then moved to Last Chance for 1 additional week. Unclaimed work will be disposed of.

While we take great care with every firing, ceramics is a process and occasionally things can go wrong in the kiln. Cracks, warping, glaze issues, or other unexpected results can happen, even when pieces are made and fired correctly. In rare cases, pieces can crack or even break apart or explode due to moisture, or structural issues, and this can sometimes affect nearby work. By submitting work for firing, you acknowledge these risks and understand that firing is done at your own risk and not all outcomes can be guaranteed.

Bisque Firing

- Work must be bone dry, crack-free, and structurally sound
- Submitting bisque firings through our studio management software is optional
- Follow all studio instructions for placing work on the bisque cart

Glaze Firing

- Only bisque-fired work may be glazed
 - All glaze firings must be submitted through our studio management software
 - Measurements must be rounded up to the next whole inch
 - Glaze must be kept at least **1/4 inch from the bottom** of the pot
 - Pieces that do not meet this requirement may not be fired
 - Kiln cookies or stilts may be used with staff approval
-

Studio Cleanup & Safety

Members are expected to leave the studio ready for the next person.

Before you leave

- Clean your work area
- Wipe all tables and surfaces
- Sweep only large clay scraps
- Mop fine residue
- Wash all tools and sponges
- Return tools and supplies to their proper locations
- Wipe wheels, bats, and splash pans

Slop, Clay & Water Disposal

- Dump all clay scraps, slop, and dirty water into the **reclaim tub**
 - Never put clay in the sink
 - Use sinks only for final hand and tool rinsing after clay has been removed
-

Member Responsibility

As a member, you are trusted to:

- Work safely and respectfully
- Protect shared equipment and surfaces
- Follow firing and glazing protocols
- Help maintain a clean, functional studio environment

This is what allows House of Clay to maintain a high-quality shared workspace.

Ask Questions

If something is unclear, unsafe, or not working properly, let staff know.

We're here to support you and want the studio to run smoothly for everyone.