

Member Guidelines

Welcome to House of Clay

Welcome to House of Clay. We are excited you have decided to become a part of this amazing community. 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. To keep our studio a safe and inspiring place for everyone, we ask that you lead with **respect and consideration**. These simple guidelines ensure our equipment stays in top shape and everyone's creative process is honored. Thank you for being a vital part of our creative community!"

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
 - Please take ownership of your process, your materials, and your cleanup
 - If you're unsure about something, ask before proceeding, we are always here to help!
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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 to store work in progress, clay and 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
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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, inspect it, or uncover it.
 - **Please be mindful of noise levels.** Avoid loud conversations or personal phone calls in the studio. Step outside or up front if necessary.
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Dust Awareness

Clay dust is a health concern when airborne. In order to keep everyone safe, please note the following:

- Do not dry sand inside the studio
 - Use a wet sanding techniques or sand outside
 - Do not shake out clay-covered aprons or towels inside the studio
 - Only sweep up large pieces, otherwise wet mop your area
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Glazing & Surface Decoration Guidelines

There are some considerations for glaze use that are important to know.

- **Underglaze** is applied to either greenware (unfired clay) or bisqueware (fired but unglazed clay). It is typically used to add detailed designs, patterns, or colors to ceramics. The underglaze is then covered with a transparent glaze or layered with other colored glazes prior to the final firing.
- **Glazes** can be *opaque*, *semi-opaque*, or *transparent*. These can be layered and some will remain stable when firing, while others may 'move' or *run*. Read labels, go to manufacturer's website, or ask your studio helpers for more information. You may also want to create 'test tiles' to determine effects before glazing your piece.
- For dipping glazes, **one or two dips is sufficient.**
- **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 use only what you need, please do not add water or create mixed color bottles.
- 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
- Make sure there is no glaze on the bottom of any piece submitted for firing

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. In order to accurately track your piece –

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

Finished work is held for 4 weeks. Unclaimed work will be disposed of after that.

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

To access the studio software for firing:



Studio Cleanup & Safety

We all work together to keep our community space clean and safe.

Before you leave

- Please 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 are here to support you!