



# FIVE POINTS ARTS

## Ceramics Lab Usage Handbook



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## General Lab Usage

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The Ceramics Lab at Five Points Arts (FPA) is a communal artmaking space that is professionally equipped for throwing, hand building, glazing, and firing ceramics. This handbook contains the requirements necessary to use the facility, safety procedures, lab usage rates, and policies. Anyone utilizing this facility is required to follow the procedures and practices outlined in this handbook.

### Workshop Participants: Independent Lab Usage

Ceramics workshop participants are eligible for free independent lab usage. Participants will receive an overview of the guidelines, equipment usage, and lab safety by their instructor. Once approved by their instructor, participants may begin using the lab independently during open studio hours for the duration of the workshop.

### Becoming a Lab User

All Lab Users are required to be current members of Five Points Arts. Membership information and registration is available on the Five Points website (at [fivepointsarts.org/membership](https://fivepointsarts.org/membership)). To become a Lab User, you must submit a completed Lab Usage Application including a statement of experience.

Upon approval of an application, FPA staff will provide further instructions to complete registration and payment for monthly lab usage. Lab Users must schedule and attend a walkthrough of the Ceramics Lab space led by FPA staff before using the space independently.

#### Let's get Started!

- Step 1. Submit a Lab Usage Application and a statement of experience.
- Step 2. Upon acceptance, applicants must become a Five Points member if not already a member.
- Step 3. Complete registration and payment for monthly lab usage.
- Step 4. Schedule and attend a walkthrough of the Ceramics Lab led by FPA staff.

### Opening 2024 Lab Usage Rates and Hours

Lab usage is scheduled and paid on a monthly basis. Please refer to the website for pricing. The cost of glazing and firing is included in this fee. Following payment, lab users have access during open lab hours for the duration of the month.

Open Lab Hours: Monday – Saturday from 9:30am – 4:30pm, excluding times when ceramics workshops are in session. A monthly calendar will be made available in advance online and in the lab.

## Payment Policy

Registration and payment for monthly lab usage may be completed online, in person at the Art Center, or by phone at (860) 618-2167. FPA accepts payments made by credit card/debit card, check, or cash. Payment is due by the first day of the registered month(s). A limited number of spaces are available. Early registration is encouraged. Monthly lab usage fees may not be pro-rated for partial access or late registrations.

## Purchasing Clay

Only clay purchased from FPA is allowed in the lab. Clay may be purchased at the front office by credit card/debit card, check, or cash.

Cost: \$ 35.10/25lb bag (including tax)

## General Guidelines and Lab Safety

Please adhere to the Ceramics Lab safety measures provided below, and follow the instructions given by the workshop instructor and the Five Points Arts lab technicians. Lab Users are responsible for the correct handling of materials and equipment. If you have any questions, concerns, or need a refresher on how to use something, please ask an FPA lab technician or staff.

- OUTSIDE CLAY IS NOT ALLOWED
- Food or drink is not allowed in the lab.
- Loose clothing and long hair must be secured or tied back.
- No inside dry sanding.
- N95 mask and safety glasses (provided by Lab User) must be worn for spray booth use.
- If you are unsure how to operate or use a piece of equipment or material, consult with your instructor or the lab technician.
- Clay and unapproved materials CANNOT go down the drains.
- ALL FIRINGS are done by the lab technician only.
- Begin cleaning your space well in advance of closing.
- Keep lab clean and as dust free as possible.
- Finished work must be picked up promptly.

FIRST AID KIT will be available in the lab.

## Sign-in / Sign-out

Upon arrival, Lab Users are required to sign in at the front desk and sign out when leaving.

## Maintenance & Damage

Please leave the place as you found it. A mop and bucket will be provided to clean the floors as needed. Report immediately to an FPA lab technician or staff any equipment that needs maintenance or has been damaged.

## Shelf Space

All work and supplies are left at your own risk. Monthly Lab Users will be assigned a 36" x 18" shelf to store their works in progress and other materials. Lab Users may request additional space designated for larger work, which FPA will try to accommodate.

- Shelving space will be assigned and labeled.
- Each user is responsible for their own supplies and shelf space.
- Label all your work, tools, bucket, etc. All work must be clearly marked with the user's signature to prevent lost or misplaced items.
- Personal items, work, and tools are left at your own risk.
- Empty your shelf by the last day of your registered month.
- Work cannot exceed 22" in height for the electric kiln.
- Respect other people's shelf space and do not handle other people's work.

Bisque Shelf: All work must have a unique signature before being placed for firing. All work that is ready for bisque firing must be put on the bisque shelf. This is a communal shelf.

Glaze Shelf: Place all work ready for glaze firing on the glaze shelf. This is a communal shelf.

Pick-up Shelf: All finished work will be placed on a communal shelf for pick up. There is a two-week grace period after glaze firing to pick up any finished pieces. Any work left behind may be discarded.

## Throwing Wheels

There are 12 throwing wheels in the lab, one of which is wheelchair accessible.

- Bats are for wheel use only. Ware boards will be provided for hand-building.
- Tie up long hair and do not wear loose clothing.
- Be aware of your surroundings.
- Please clean wheel completely when finished.

## Glaze Room

All the glazes provided are mixed only by the FPA lab technician.

- Chemical cabinets are for staff use only.
- A drill with a mixing plunger is available to mix prepared glazes. Make sure plunger is clean when finished. First time users must check with the technician or instructor before mixing.
- Do not over-glaze your pieces.
- Return pre-mixed glazes to their designated spaces.
- Do not glaze the bottom of your pieces. Wax resist is provided.

## Spray Booth

If you have never used a spray booth, request a demo before use.

When using the spray booth for glazing, please turn on ventilation, wear an N95 mask, and safety glasses (provided by Lab User). Line the spray booth with newspaper to prevent glaze buildup on the walls. Remove newspaper and thoroughly clean booth. Run water through the sprayer to clean and prevent clogging.

## Kilns & Firing

FPA currently uses two electric kilns for firing. Firing schedules will be posted in the lab and online. All firings are done by the lab technician only.

**Failure to adhere to FPA policies may result in termination of lab usage privileges.**

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