



**Port Moody Art Centre Society**

## **Ceramic Studio Rules and Regulations**

**September 2020**

1. You must be **16 years & older** to use the studio outside of class time **AND be registered** in a ceramics course.
2. Children 15 years & under are **NOT** allowed in the Kiln room.
3. Open Studio Cards that were purchased before the COVID closure may be used as a firing card at one shelf per slot. Email [ceramics@pomoarts.ca](mailto:ceramics@pomoarts.ca) to inquire.
4. Registered students must book an open studio slot prior and specific workstation, to coming into the facility. A sign-up link will be emailed to you by the Technician.
5. Stay within your work-station bubble as marked on the floor. Stay within the marked paths to avoid going into other student's designated work areas.
6. Pay attention to signs stating room capacities and do not exceed them.
7. Appropriate safety equipment must be worn at all times including **closed-toe, flat footwear**.
8. Tie long hair back, no scarves, dangling jewelry or floppy clothing while working.
9. **MASKS ARE MANDATORY. It must cover your nose, mouth, and chin and be worn the entire time that you are in the studio.**
10. Clean up after yourself and sanitize equipment that you have used with the provided cleaning disinfectant while wearing gloves. No exceptions.
11. Only the Technician may access the clay storage areas.
12. Kilns are to be loaded, fired, and unloaded by the Technician & their designate only.
13. Class clay allotments will be distributed by your instructor.
14. To purchase additional clay, go online to <https://pomoarts.asapconnected.com/#Products> and make payment. Show your email receipt to the Technician and she will give you the clay.
15. Dry glaze materials are for use by the Technician only.

16. Tools may no longer be shared between students. You are welcome to bring your own tools or purchase a tool kit from us. Go to <https://pomoarts.asapconnected.com/#Products> and make payment. Show your email receipt to the Technician and she will give you the tool kit.
17. You are responsible for the sanitization of your tools.
18. Studio tools may only be used with permission from the Instructor and proper sanitization. Studio tools may **NOT** leave the studio without permission from the Technician. *\*Note, the Spray Booth is currently closed.*
19. Only ware made from clay purchased at PoMoArts may be used in the studio (to ensure compatibility with our kilns). If you would like us to order a special clay for you, inquire with the Technician.
20. Commercial or other outside glazes/under-glazes can only be used with prior approval from the Technician.
21. This is a small studio with limited space. PoMoArts will dispose of student works that have not been taken home by the stated deadline.
22. If you need to sand, only wet sanding will be allowed. No dry sanding will be permitted as there is a current shortage of N95 masks that would normally be used for protection while sanding.
23. The studio is run by a not-for-profit charity for everyone's recreational & educational enjoyment. This is **NOT** a production studio. Be mindful of this & set reasonable expectations regarding the quantity and pace at which your work can be fired.
24. This is an open learning environment. Be courteous and respectful of one another. Be generous in giving advice and respectful in asking for it.
25. Misuse of the facility, violation of rules and safety instructions, abuse of other users or staff, violation or refusal to comply with the COVID-19 Safety Plan may result in permanent rescinding of studio access.