

*Fired Up Studios*TM

Classroom Rules & Responsibilities

The focus of Fired Up classes is for students to have fun learning the basics of pottery. As a result Fired Up has established the following rules to help make sure the classroom remains a fun place of learning.

Class Schedule:

- Class 1 to Week 5: Normal instruction
- Class 6: Last week for Greenware
- Class 7: Trimming; all work on Bisque Shelf to be fired
- Class 8: Glazing, Studio Tour, Clean Off Shelf

Parking

You may park only in spots 1,2, and 30 minute or in the back of the building anywhere.

If you park in the back during the day you must park in a manner that does not block access to the dock doors for semi trucks. (Give them space to back up to the dock doors) During evenings and Saturdays you can also park on the west side of the building.

Entrance to Building

- 1701 Door is the best door to use.
- If it is locked, go around to the 1621 door on Hennepin Ave.
 - The combination to the door is **45123**, turn the knob to the right and pull door open. If it does not work start all over.
 - If the black door at the top of the stairs is locked, you will need to go through the first floor past the dock doors to the central stairwell.

Open studio:

- **Mon, Tues, Thurs, Fri, Sat, Sun: 12:15 to 4:45 pm**
- **Closed on Wednesday** (We will have the studio open by 5:00 for people in the Wed night class).
- Occasionally the classroom may be closed because a workshop is being taught.) Check calendar.
- The classroom will also be closed if we close the office (extreme heat, bad weather, or holidays).
- We put a message on phone when we close the office. **612-852-2787**. (This message is different then our normal message)

Things provided in class fee

- Studio tools
 - Basic tools and a towel are provided for you use in class and are not yours to keep. Please leave them on your shelf at the end of the class.
- 25 lbs of stoneware clay
 - Additional clay may be purchased if needed. Please fill out a clay form and the cost will be charged to your account.
- 1 square foot of firing (2 for returning students)
 - We will credit your account \$10 to cover the cost of 1 square foot of firing (\$20 for returning students to cover 2 square feet of firing).
 - Additional squares of firing will be charged to your account.

Things you need to do

- Clean your wheel and area around wheel (Splash pan needs to be returned to wheel)
- Clean clay off of ware boards & return ware boards to proper place
- Clean off wedging table
- Clean up glaze table
- Clean wax resist brushes after use

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- **You need a 3 X 5 card with every square.**
 - We will provide two cards for your use. Please make additional cards as needed following the same format as the cards we provide.
- Pick up bisque ware by last class & glaze
 - All bisque left after the class will be put on the Last Chance Rack. This rack will be labeled with the date when we will throw out the unclaimed bisque.
- Greenware must be on bisque shelf by the end of class on the 7th class.
- Clean your shelf on the last class. We clean the entire classroom.
 - Tools provided are for your use in class and are not for you to keep. Please leave them on your shelf at the end of class.
 - Anything left on your shelf after the last week of class becomes the property of Fired Up
 - Continuing students **MUST** put a yellow Temporary Shelf form on their shelves if they wish to leave items for the next class.

Things you **CAN NOT** do in classroom or studio

- You are entitled to one shelf only **DO NOT** use any other shelf without permission of instructor.
 - If you have permission to use an additional shelf, the shelf **MUST** be labeled with a yellow Temporary Shelf form.
- **DO NOT** touch other people's work or use their tools without their specific approval.
- No friends allowed in classroom or studio to use equipment.
- No children allowed in classroom or studio
- No pets in classroom or studio at all
- No drugs (We will ask you to leave and never return)
- No Alcohol. Do not come into Fired Up and work if you have been drinking. (Alcohol in moderation is permitted at the last class if you are over 21)
- No guns are allowed on the premises.

Cleaning Tips

- Always clean up when you are finished
 - Use wet methods to clean whenever possible.
 - Make sure you put the splash pan back with the wheel
- How to best clean tables & wheels:
 - Use a sponge first. Make sure the sponge is rinsed clean before starting.
 - Follow with a wet paper towel
 - Finish with a dry paper towel
- How to best clean wedging tables:
 - Make sure the sponge is rinsed clean before starting.
 - Go over a small area and then rinse the sponge completely.
 - After you have finished, rinse the sponge completely and wipe over everything a second time.
 - Continue rinsing out the sponge and wiping the surface until you are no longer leaving streaks.

Clay Body & Cone Temperature:

- Fired Up will provide the first 25 lbs of clay
 - You may exchange clay only with the approval of your instructor. Fill out a clay purchase form indicating which type of clay was returned and which type of clay was taken in exchange
- Additional clay must be purchased from Fired Up Studios
 - Fired Up Studios will only provide clay that is appropriate for the type of glazes and firing that are used for the class. Always ask your instructor which glazes and firing (cone 6 or cone 10) are appropriate for the clay you purchase.

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Glazes Recommendations:

- Students should consult the Glaze Handbook and Test Tiles when picking out glazes to use. Always ask your instructor if you have questions about the glazes.

Firing Risks:

- Fired Up staff will do everything possible to insure my pieces are safe.
 - Fired Up Studios will not be held financially responsible for any damages that occur to my pieces during the firing process or while at Fired Up's location.
- Because work will be fired along with the work of other individuals damage can occur to your work
 - The kind of damage possible ranges from nicks and scratches to fusion to other pieces, breakage or complete destruction.
 - The risk of damage to your work and the work of others increases if you use cone 6 glazes in a cone 10 firing or use combinations listed on the Bad Glaze Combination List
 - You are responsible for placing your work on the correct shelf for cone 6 or cone 10 glaze firings. Ask your instructor which one is right for the clay and glazes you are using.
- Fired Up Studios has customers and Studio Members on site and there is always a possibility of damage (breakage) due to customer negligence

Firing & Last Chance Schedule:

- Bisque Firing
 - Cone 06 Bisque firing is loaded everyday provided there is enough work to fill a kiln.
 - Work must be bone dry before it will be loaded.
 - The bisque firing takes 18 hours to fire, and another day to cool, this means that work will be unloaded two days after a kiln is started (for example: work loaded on Tuesday will not be ready until some time on Thursday)
- Glaze Firing
 - Glaze firings are loaded twice a week, typically with the following schedule
 - **Monday: Cone 10** work is loaded into the kiln. We start loading at 3 p.m.
 - **Thursday: Cone 6** work is loaded into the kiln. We start loading at 3 p.m.
 - The glaze firing takes about 9 hours to fire, and another day to cool, this means that work will be unloaded two days after a kiln is started (for example: work loaded on Monday will not be ready until some time on Wednesday)
 - We will load additional cone 6 and cone 10 glaze firings as needed to get work finished in a timely manner.
 - Please follow us on Twitter for updates and changes to the firing schedule.
 - We will not fire if there is not enough work to fill the kiln.
- Last Chance
 - This rack is to make sure students and members have plenty of opportunity to pick up their work before it is removed.
 - Work stays on the Last Chance Racks for 1 month (approximately 30 days).
 - Racks are labeled with the date when work will be removed
 - Unlabeled racks are in the process of being filled and will be labeled at the end of the month

Payment & Pick up

- Any additional charges for clay or firing should be paid when you pick up the last of your work after class has ended. Please see the person on duty for your account balance.
- All work and materials from classes must be picked within 30 days of class end.
- Any work or materials left after that time will be kept on the Last Chance Rack for a period of 30 days.
- Any work or materials left on the Last Chance Rack after 30 days becomes the property of Fired Up Studios.