



Pittsburgh Center
for **Arts & Media**

Ceramics Access Member Handbook

About Membership

PCA&M's 3000 square foot ceramics studio is open 7 days a week for member access. Our studio has multiple workspaces including a wheel room, sculpture studio, cone 6 glazing room, cone 10 glazing room, and an outdoor multiuse area. Members have access to our 17 wheels, 2 slab rollers, 2 extruders, multiple large work tables, sculpture stands, a variety of tools, glazes, underglazes, and slips. We fire weekly to cone 6 in our three electric kilns, and bi-monthly to cone 10 reduction in a down-draft gas kiln and a soda kiln. We also have a raku kiln accessible through workshops or rentals. All firings are done by Studio Manager or Instructors.

We sell 4 different Standard Ceramics clay bodies on site, as well as our reclaim clay which is a mix of the 4. Firing costs are included with all clay purchases. Members who wish to bring in outside clay must get approval from Studio Manager and pay a \$15 fee per 25lb bag.

Membership is offered to experienced individuals with a working knowledge of the ceramic process. Potential members must complete at least one ceramics class with us before membership is granted. Production pottery is not permitted in the studio. There may be a waitlist for membership.

PCAM Ceramic Studio Rules

- Access Membership is available for the sole purpose of creating non-commercial projects. Access Members are limited to firing no more than one half kiln shelf of work per week.
- Studio equipment is for use by Access Members only. Members are not allowed to bring friends in to use the studio who are not members.
- You must be at least 18 years of age to access the studios.
- We prefer that you purchase clay from PCA&M. No outside glazes or clay are permitted without approval from the Studio Manager. All requests to use outside glazes and clay can be sent to awatrous@pfpca.org
- Any equipment problem or damage should be reported to the Studio Manager. Any attempt to disassemble or repair studio equipment is prohibited.

- Members will be held responsible for any damage to, loss, or theft of equipment.
- No equipment is permitted to leave the building. Removal of studio equipment will result in fines and loss of access privileges.
- Storage of personal work/equipment/supplies is limited to the member's assigned shelves.
- Unmarked/unsigned work may be discarded.
- Firing schedules are determined by the Studio Manager. While classes are in session, student work is prioritized to be fired first in our firing schedules.
- Lockers are available on a first come first served basis.
- Food and drink are permitted, but discouraged in the studio due to health and safety risks. Picnic tables are available outside. Kitchenette is available under the stairs. Members must clean up after eating.
- **Access Members are not permitted to fire any kilns.**
- **PCAM reserves the right to revoke membership with no refund for breaking or ignoring studio rules.**
- **PCAM reserves the right to fine Access Members for breaking or ignoring studio rules. All fines must be paid in full before access is reinstated.**
- **PCAM is not responsible for any artwork damages, theft, or artworks broken during firing.**

Glaze & Clay

- PCAM stocks raku, cone 6, and cone 10 glazes, as well as cone 10 glazes that are suggested for soda firing. Use of these glazes are included in the cost of clay.
- As stated above, **No outside glazes are permitted without approval from the Studio Manager.** All requests to use outside glazes can be sent to awatrous@pfpca.org We require you always test any outside glazes before use.
- All glazed work must have a clean bottom with a 1/4-inch up the side. Work without a clean bottom will not be fired. Excessive glaze runs will result in a fine.
- PCAM stocks Standard Ceramics clays. Bags of clay **MUST** be purchased from the registration office. Clay is sold for a flat rate per bag and includes bisque and glaze firings and use of studio glazes.
- **No outside clays are permitted without approval from the Studio Manager.** All requests to use outside clays can be sent to awatrous@pfpca.org The clay must come to PCAM in the original labeled box and will incur an extra charge.

Keep the Studio Clean!

- Facilities are to be kept in a clean and orderly condition. Violation of this rule will result in a written warning. After two written warnings, additional incidents may result in termination of access membership. In general, please leave the studio cleaner than you found it!
- Clean up check list:
 - o Wipe down the wheel completely, splash pan included.
 - o Gather scraps and mop spills on the floor around the wheel.

- o Scrape and wipe all tables, countertops, and wedging tables.
- o Sinks should be cleaned of debris and rinsed.
- o All tools and equipment should be cleaned and put away.
- o Place all work and personal items on shelves.
- o Turn off and unplug your wheel: *See posters for detailed instructions.*
- o Wipe off all glaze buckets when done.
- o Clean and return all brushes and glazing tools.
- o Wipe off glazing tables and mop up any glaze dripped on the floor.

PCAM Ceramic Studio Access Hours

- **Access hours change each term based on class schedule.**
- Members may not work in the studio while classes are in session or use the studio outside of scheduled access. Anyone doing so will lose access privileges.
- A paper copy of the current schedule will be posted in the studio and the online link will be updated each term.
- Members may only come during scheduled hours. There is no after hours access.

Summer Camps

- In June-August, we run our very popular summer camps for children. This means that during daytime hours M-F, studio hours are a bit more limited. Camp schedules are posted in advance so you can plan your visits accordingly.
- **Under no circumstances are members permitted to engage with campers.** If you are having an issue with a camper, class, or instructor, please reach out to PCA&M staff with your concerns.

Rates & Fees

2 Shelf Access: \$400 / 3 months or \$1200/year

2 assigned shelves of storage space, access to all studio spaces and equipment during open studio hours, unlimited pounds of clay use allowed.

1 Shelf Access: \$300 / 3 months

1 assigned shelf of storage space, access to all studio spaces and equipment during open studio hours, clay use limited to 50 lbs per term.

Clay: - \$35 / 25 lb bag

Clay **MUST** be purchased from thru the registration office.

Outside clay use charge: \$15 / 25 lb bag

Outside clay must come in its original box with a label to verify cone temperature. This fee covers the cost of glaze use and firings. Members must have clay approved.

Excessive Glaze Runs Fee: \$10

If a member's glazing mishaps result in excessive glaze runs and kiln shelf damage, PCAM reserves the right to charge the member excessive glaze run fees.

Special Firings

- **Re-firing** - Additional firing of works may incur charges based on, reason for re-fire, size, and frequency. Fee will be determined by the Studio Manager.
- **Soda firing** - included with all access memberships
The soda kiln will be fired when the studio has accrued enough work to fill the kiln. To be more involved in the soda firing process, soda firing classes are offered seasonally.
- **Raku firing**
Gordon Raku Pavilion and kiln may be reserved. A fee of \$300 for 4 hours is due in advance and may be paid at the Registration Office. Firing must be led by PCAM staff. Reservations required two weeks in advance of the desired firing date. Alternatively, raku firing workshops are offered multiple times a session.

All questions and concerns can be directed to our
Studio Manager, Alexandra Watrous: awatrous@pfpca.org

Member Acknowledgement Form

Acceptance of this handbook constitutes:

- Agreement to follow PCAM equipment policies
- Students and members are financially responsible for any damage, loss, or theft of equipment while it is in their possession. Any damage, loss, or theft must be fully reimbursed before further equipment access is permitted.
- Repeated violations of access policies may result in suspension of access.

I have read, understand, and agree to the policies outlined in this handbook.

_____ (signature) _____ (date)