



LAC Ceramic & Printmaking Studios
(Formerly Lee Arts Center)
5722 Langston Blvd
Arlington, VA 22207

Ceramics Studio Manual

LAC Ceramic & Printmaking Studios

Tel. 703-228-0560

Fax 703-228-0559

<https://www.arlingtonva.us/Government/Programs/Arts/Programs/LAC>

email: lac@arlingtonva.us

Facebook: <http://www.facebook.com/arts.arlington>

Twitter: @ARL_Arts

Instagram: @arl_artscene

Table of Contents

Purpose	4
Enrollment:	4
Attendance Policy	4
Member Benefits	5
Membership Fees.....	6
Glaze Fees	7
Firing Fees.....	7
LAC Studios Hours	7
Inclement Weather Policy	7
Studio Facilities	8
Studio Equipment	8
Personal Storage Space:	8
Personal Items and Tools.....	9
Studio Use	9
Studio Equipment Use.....	11
Equipment Usage and Maintenance	11
Glazes	12
Kiln Usage	12
Gas Kiln:	13

Purpose:

LAC Ceramics Open Studio is designed specifically for individuals working at advanced levels in ceramics. No ongoing instruction is given. Participants are expected to be able to function independently. They are also expected to perform the technical tasks necessary for the operation of the studio.

The mission of the Cultural Affairs Division is to “create an environment that fosters excellence in the visual arts and that enables artists to thrive.”

Enrollment:

Studio membership fees are collected monthly. New members may join on a space-available basis; fees for mid-session enrollment will be prorated. A waiting list is maintained for those people desiring to join the Open Studio program who have demonstrated that they possess the technical ability to function independently in the studio.

Payment is due monthly on the 1st of the month. If payment is not made within 2 weeks of the due date membership may be forfeited.

All past due payments will be subject to a \$20 late payment fee.

Members will be notified by e-mail a week before their bill is sent by mail that the bill will be arriving. If you do not receive your bill within a week of the e-mail notice, please contact the LAC Studios office.

If you drop out of the open studio program in the middle of a session, no prorated refunds will be given.

Inappropriate behavior, abuse of the facilities and/or equipment and failure to pay are all grounds for dismissal from the studio program.

Attendance Policy:

All members must be actively using the facilities to produce work. If a member does not use the studio at least four times in 30 days, the membership is forfeited. This will be tracked by sign-in sheets so please remember to sign in when you come into the studio. Members will be given one warning for the first one-month period that they do not meet the requirement. The second month this occurs membership will be forfeited. If a member wishes to be considered again for membership, he/she must resubmit an application and be placed on the waiting list. In case of extenuating circumstances, such as prolonged illness or physical incapacity, or an extended out-of-town absence, it is essential that individuals inform the LAC Studios director as soon as possible.

Member Benefits:

Classes:

The LAC Studios Master Workshop program provides opportunities to both members and non-members for advanced instruction. The catalog is posted at <https://www.arlingtonva.us/Government/Programs/Arts/Programs/LAC>

Member Show and Sale:

Every year LAC Studios holds two member shows and one sale in November. Each participant receives a 6-foot table covered in a black tablecloth on which to sell their work. Artists provide their own cash box and handle all their own sales. Each artist is responsible for collecting and paying their own sales tax. LAC Studios collects a 20% commission on all works sold, which must be paid at the end of the day of the sale.

All participating members must attend meetings, help with set-up, and break down, provide one dish of finger food for our complimentary food table, and perform job assignments associated with the sales.

Mini Gallery Shows:

Members may participate in group shows as announced by LAC Studios. LAC Studios collects a 20% commission on all works sold.

Members must pay their own sales tax on items sold in the mini gallery. We will collect the total amount for the work and the sales tax in the form of a check made out to the artist. When the artist collects their check(s) from the LAC Studios office they will then write a check to the Treasurer of Arlington County for the 20% commission that LAC studios collects on all work sold.

Membership Fees:

Payments:

Payments for studio fees may be made by cash, check or credit card. We take Visa and Mastercard. All checks must be made out to the Treasurer of Arlington County. Cash or checks may be put through the mail slot of the art center office door.

All payments must be accompanied by a note detailing what items or services are being purchased.

IOU's will be billed monthly and will be sent out with the monthly studio fee invoices.

Please pay or write up an IOU on the forms provided when purchasing services or materials. This is an honor system and as such, requires your cooperation. Please do not use materials or services without paying for them.

Quarterly Open Studio Membership Fees:

Fees are paid monthly, members can choose from 3 levels of membership

- 1. Full Membership** (entitles members to work in studio and to maintain storage space at LAC Studios)

Ceramics Studio fees for Arlington Residents	555.00
Ceramics Studio fees for non-Arlington Residents	637.00

- 2. No Shelf Membership** (entitles members to work in the studio but not to maintain storage space)

Ceramics Studio fees for Arlington Residents	472.00
Ceramics Studio fees for non-Arlington Residents	555.00

- 3. Holding Membership** (members have no studio access or storage, holds their place at the top of the waiting list so they may choose to return as a member, may participate in sales and social events)

Ceramics Studio fees for Arlington Residents	50.00
Ceramics Studio fees for non-Arlington Residents	50.00

Glaze Fees:

Members may mix their own personal glazes. All personal glazes must be paid for and stored on the member's personal storage shelf. All personal glazes must be entered on the Glaze IOU sheet and paid for.

100-gram test: \$1.00

1000-gram: \$10.00

10,000-gram bucket: please calculate using chart provided and write on Glaze IOU sheet. You will be billed quarterly.

Firing Fees:

Gas firings are priced at \$1.00 per pound or \$200 for the entire kiln.

LAC Studios Hours:

Tuesday 10:00am – 4:00pm

Wednesday 3:00pm – 9:00pm

Thursday 10:00am – 4:00pm

Friday 3:00pm – 9:00pm

Saturday 10:00pm – 6:00pm

Sunday and Monday – closed

LAC Studios are closed on all federal holidays.

Inclement Weather Policy:

In case of inclement weather, please call 703.228.4715 or look on www.arlingtonva.us for community center closings.

Studio Facilities:

LAC Studios has a fully equipped ceramics studio with two large work rooms, glaze kitchen and an electric kiln room.

A reference library /lounge/small kitchen with a refrigerator, toaster oven, microwave and sink are located at the opposite end of the hall from the arts office. Please put your name and date on all food stored in the refrigerator using the masking tape and marker provided on the refrigerator handle. The refrigerator is cleaned out every Monday and all food spoiled or over 2 weeks old is thrown out.

Studio Equipment:

- 13 Brent C Wheels (1 Brent B; 1 Shimpo RK-8)
- 1 Brent 16 Handicap Accessible Wheel
- 1 Shimpo pug mill
- 1 Brent 36" slab roller
- 1 Amaco spray booth
- Compressor
- 1 Baileys Extruder
- 3 L&L Electric Kilns (6.5 cubic feet)
- 2 Electric Kilns (Cress – 1.5 cubic feet and Paragon – .53 cubic feet)
- 1 Natural Gas Downdraft Kiln (approx. 23 cu. feet load space)
- Raku Equipment
- Glaze formulation facilities

Personal Storage Space:

Each throwing studio member with a shelf membership is assigned one storage shelf and allowed two buckets for storage of clay, both of which must be clearly labeled. Each hand building member is assigned two shelves and is allowed two buckets for storage of clay.

If your membership is discontinued for any reason, you must remove all your property within five days of the end of your membership. After five days, any items left in the studio will be considered abandoned and will become the property of LAC Studios.

Personal Items and Tools:

Each member must provide for their own personal use and should mark all personal items clearly with their names and store them on their personal shelves. Recommended personal items include:

- Hand tools
- Canvas for slab roller
- Bats and bat pins for wheel throwing
- Bucket for storing personal clay supply.

Studio Use:

To maintain a healthy, safe, and efficiently run studio, we ask you to:

- **Sign in** each time you use the studio. The sign-in sheet is in a box on the bisque cabinet on your left as you enter the throwing studio and on the right wall next to the door in the hand building studio. Other notices are posted there as well.
- **Label** all your belongings. Do not use anything that belongs to someone else without permission. Items that are not labelled can be considered studio property and may be used freely but must be properly maintained. If you leave an item in the studio for general use by other members, you do so at your own risk, and LAC Ceramic Studio, or other members, are not responsible for replacing it or paying for it if used or damaged.
- **Do not throw away** anything that is not your own. If you throw away someone else's materials, you will be responsible for replacing them.
- **Common Storage Space**
The drying racks in the middle of the studio and the bisque storage area are for works in progress. Long-term storage items must be kept on personal shelves or removed from the studio. This policy includes dry green ware, bisque ware and glazed, fired or unfired, items.

Do not use shared areas such as the drying rack for long-term storage of works in progress. The studio technician will consider them abandoned and dispose of them. All work dated past 30 days will be discarded unless a note is left with the work asking for an extension.

Green Ware

All green ware stored on the ware carts must be marked with your name and the date written on masking tape and adhered to the plastic covering or ware board. All work must be moved through within three weeks of the date. If you need an exception to this, please leave a note on the piece. Work will be cleared out once a month.

Bisque Ware

On bisque ware the date should be marked on the bottom of each piece with a pencil.

- **Help maintain** healthy and non-toxic studio conditions:
 - When in doubt about how to safely handle materials, consult the Materials Safety Data Sheet binder located in the studio.
 - Use a mask and gloves when handling dry glaze materials.
- ✓ • **CLEAN UP** thoroughly before leaving the studio:
 - ✓ Put away your personal belongings.
 - ✓ Clean your work area by wiping all work surfaces with a wet sponge followed by a dry paper towel.
 - ✓ Clean the floor in your work area. If necessary, mop the floor in your area with a sponge mop and clean water!
 - ✓ Thoroughly clean all equipment used, including wheels, pug mill, slab roller, spray booth, spray gun, buckets, brushes, sieves, etc.
 - ✓ Make sure the sink area is clean and neat.
 - ✓ Clean the plaster wedging board with a rubber scraper. Never use metal or wood for scraping plaster.
 - ✓ Return all ware boards, plastic, and other items to their proper storage areas.
 - ✓ If you open a window or use the radio, please close the window, and turn off the radio before you leave.

Studio Equipment Use:

Please do not use equipment that you do not know how to use. If you need training on the use of a piece of equipment, please contact staff and we will arrange it.

Before using any of the equipment, check to see that it is in good order. If you find damaged equipment, or damage it yourself, please report it to the LAC Studios office.

Equipment Usage and Maintenance:

Unplug wheels after each use, place power cord and foot pedal on top of the wheel. Please clean the wheel and splash pans thoroughly and replace the splash pans on the wheel head. All splash pans are numbered and go to a correspondingly numbered wheel.

The pugmill should be locked when not in use. After pugging clay, make sure the hopper is stuffed with wet sponges and that the plastic cap is on the barrel. Close the lid on the hopper and wrap plastic securely around it to make sure the clay in the machine stays moist. Wipe clean the machine and work area.

The slab roller must remain covered unless it is in use for rolling slabs. Never roll slabs without a canvas under and on top of the clay. Canvas is a personal tool item. Flatten all clay before running through the slab roller.

Please do not use the slab roller as a wedging table or worktable. The canvas sheets attached to the table are difficult to clean and the less exposure they get to clay, the cleaner and safer the slab roller is to use.

The spray booth must be thoroughly cleaned after each use. Please replace the newspapers with fresh ones and refill the bucket with fresh water. Clean the spray gun nozzle and all containers. Unplug and turn off the fan and light after each use.

Filters are in a cardboard box on the floor next to the booth. Dispose of a clogged filter by placing it in a plastic trash bag, tying the bag shut, and then placing the bag into a trash can. Please notify the studio technician if there are no clean filters available.

The spray gun must be thoroughly cleaned after use. Do this by submerging the gun in a bucket of water and blowing the compressed air to clear.

Glazes:

Glaze recipes are in the blue notebook in the cabinet in the glaze kitchen and posted on each studio glaze bucket. **If a studio glaze is in short supply, members are expected to mix a batch. This is not a staff job. Please sign-in to the glaze making log at the front of the metal cabinet in the throwing room when you mix a batch.**

Glaze testing and development is encouraged. All tests must be labeled and dated. Unlabeled containers and any left on common shelves for more than three months will be disposed of. Please remember to write IOUs for payment of glaze tests on the form provided.

New glazes may be added to the studio inventory for common use, with approval of the studio manager, or may be retained for personal use. Private blends must be priced out and paid for individually. (See fees section).

If you use a glaze, please wipe down the bucket, the dolly, the floor and your work area. Please clean all glaze utensils and return them to their proper storage areas.

Shelves ruined by glaze drips are the responsibility of the member who glazed the offending pot. That member is responsible for cleaning that shelf by chipping off the melted glaze and re-coating that shelf with kiln wash.

Kiln Usage:

Electric Kilns

Members can reserve a kiln for firing by signing up on the schedule/calendar posted on the board in the kiln room. When reserving a kiln, sign up for the days and times that you will need to load, fire, cool, and unload. Keep in mind that full bisque firing takes approximately 8 hours to fire, 12 hours to cool, and then however much time you will need to unload. A glaze firing of cone 6-8 can take up to 14 hours and needs between 12-14 hours to cool.

Please be considerate and schedule kiln use as efficiently as possible especially during heavier use months, e.g., September and October. Drop in firings beyond these stipulations are permitted if the kiln schedule is open sufficiently to fire, cool and unload.

Kilns should be unloaded as soon as they have cooled.

Members may fire their own work or opt to leave it on the shelves in the kiln room to be fired with other members' work. However, members who are firing are not responsible for firing the work left on the shelves nor are they responsible for any damage done to the work.

Do not fire any work left on the shelves that is not properly dried or glazed.

Gas Kiln:

The gas kiln is located outside in the kiln shed off the back side of the building near the basketball court. You may not access the shed until after 9:00 AM. All members who use the kiln will be supplied with the combination.

Members may sign up for the reduction kiln on the kiln schedule found in the glaze kitchen. Members are encouraged to learn to fire the reduction kiln and are urged to help load and unload, as well as tend firings. Consult the schedule and contact whoever is firing the kiln when you wish to help. The reduction kiln must be always attended to while firing. Please keep recordings of your firings in the firing logbook in the kiln shed. Members who prefer long cool downs should fire at the end of the week to allow the kiln to cool over the weekend.

There is a fee log binder located in the throwing room near the stainless-steel sink for logging firing fees. Members who use the reduction kiln can keep a balance for firings. Other members should keep track of their fees using the monthly "Gas Firing Form" also found in the binder and can pay as they go or be billed quarterly.

Firings can be paid by the piece by weight \$1 per pound or by the kiln load \$200. Scales will be kept in the wheel and hand building room to help determine weight of the work. **ALL WORK THAT IS FIRED MUST BE PAID FOR.**

Members may fire their own work or opt to leave it on the shelves in the kiln room to be fired with other members' work. However, members who are firing are not responsible for firing the work left on the shelves nor are they responsible for any damage done to the work.

All Kilns:

If a load does not fill a kiln, please top it off with work from the common use shelves found near the kilns. Work on these shelves belongs to those who prefer not to load or fire themselves or who can only make minimal use of that kiln.

Glaze drips are the responsibility of the owner of the offending pot. They must be chipped off and the shelf must be repaired immediately.