

<p style="text-align: center;">OPERATING RULES Clubhouse 4 Slipcasting</p>	
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A. General

1. Residents and guests must sign in upon arrival at the facility.
2. If no volunteer supervisor is on duty/present, the studio/workshop is closed.
3. The window aisle must remain clear of chairs, carts and any other items for safety reasons. Working at the end of a table is prohibited with exception for instructors.
4. Areas between tables must be kept clear for accessibility and safety.
5. All work in progress and/or supplies stored in the studio/workshop is done so at the owner's risk. Utensils, tools, molds, work, etc., may not be left out overnight.
6. All items produced must be marked with your name or initials. Enter your "mark" on a logo card at the supervisor's desk. If your identifying initials are already being used by another resident/guest, you must add an additional initial or identifying mark. In the event of a duplication, your logo card must be updated and the volunteer supervisor must ensure any issues are resolved with any existing pieces prior to distributing item(s) to the user(s). Students must additionally mark the date on their pieces.
7. Work quietly in the studio. Moderate voices and sound respectfully. Silence phones; use them outside if necessary.
8. Residents/guests cannot be under the influence of alcohol, drugs and/or medication that may alter ability to use equipment safely.
9. Recreation staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine if a resident/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
10. Club meetings and events do not have priority use. Club events must be approved by the Recreation Department in order to take priority at the facility.
11. Please refer to the studio/workshop procedures for molds, slip, firing, Greenware, bisque, drying cabinets, end caps and/or material handling.

B. Guests

1. The studio is for slipcasters only.
2. The studio encourages socializing and sharing knowledge among studio users.
3. Friends or relatives are welcome in the studio/workshop briefly to view a member's workplace or samples they have created.

4. Residents may visit the studio/workshop to explore the possibility of joining or working in the studio themselves. This includes sitting with another resident and discussing the work being produced.
5. Anyone spending more than a few minutes in the studio/workshop must sign the “Hold Harmless Release and Waiver of Liability Agreement” form, register on the studio sign in sheet and show their resident ID card to the volunteer supervisor, if requested.

C. Molds

1. Residents/guests must be proficient at slipcasting to use the equipment and facilities.
2. X-molds are reserved for Slipcasting Club members and may not be used by anyone during an Emeritus class session.
3. Do not remove molds, boards or any other studio/workshop tools or materials from the studio.
4. Only Greenware poured in studio/workshop molds, with slip purchased in the studio, may be fired in the Clubhouse 4 kilns.
5. If you break a mold, you may be asked for reimbursement of mending or replacement.

D. Slip

1. Only slip purchased in the studio/workshop is allowed in the studio. No other slip will be fired.

E. Firing

1. No one is allowed in the kiln room unless accompanied by a technician or instructor.
2. Only technicians authorized by the Clubhouse 4 supervisor can fire kilns.

F. Greenware, Bisque, Drying Cabinets and End Caps

1. Only volunteer supervisors are permitted to touch, move and/or distribute fired items from the bisque and finished cabinets.

G. Cleaning and Water Conservation

1. Equipment and area cleaning are the responsibility of every resident/guest.
2. Greenware cleaning must be done in a manner that does not produce dust. No sanding, scraping or grinding of bone-dry or bisque products permitted inside the studio. Please sand, scrape or grind outside over a trash can to catch the dust and debris. A mask, available at supervisors’ desk, is required.
3. Use slip/overflow sinks when cleaning all utensils, brushes, tubs, pitchers, etc., of any product. Use newspaper to remove as much slip and glaze as possible prior to using the studio sinks.
4. Wash tools and brushes in a small bucket or other container before minimally rinsing.
5. Conserve water by using the least amount possible. Turn off the water any time you are not actively using it. Use a small stream of water whenever possible.
6. Depending on your activity, allow 20 to 30 minutes for cleanup.
7. Clean glaze residue, spills and dust on any surface with a wet sponge or wet towel.
8. Discard all used newspaper.
9. Clean and put away any used studio tools or equipment.

H. Emeritus Students

1. Students must not enter the room without a volunteer supervisor present.
2. Nonresident students may enter the studio/workshop 15 minutes before the beginning of posted class time and must leave promptly by the end of class.
3. Students may enter the studio/workshop only during the actual class times of the specific class(es) in which they are enrolled.
4. Serial production is not permitted (no more than three pieces of the same kind).
5. Poured molds must be drained and put on the drying rack two hours and five minutes prior to the end of class.
6. Clean molds and rubber bands thoroughly and return them to their appropriate shelf/drawer prior to the end of class.
7. No pouring is allowed without an instructor present. If the instructor is absent, the class will be dismissed and all nonresident students must leave the studio/workshop and Laguna Woods Village.
8. Students may pour up to two molds per class session attended. Molds that have multiple pieces are counted as one (identified with the same mold number and letter [A and B]). Molds with multiple impressions are counted as one mold. Different molds must be chosen for each class session unless repeat pourings are per the instructor's direction. After all class assignments are complete, students may pour molds of their choosing, not to exceed a combined total of two molds per session.
9. Students may submit up to two pieces per class session for firing following the limits listed in item No. 8.
10. Student Greenware must be clearly marked with initials or a logo and the current semester and year. Ensure your logo is recorded with the volunteer supervisors. Verify that no one else has the same initials as yours.
11. If a piece is on the reject shelf, please read the note and fix the problem or answer the question on the note and return the piece with the note on the appropriate cabinet for firing.
12. Nonresident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio/workshop may be discarded.
13. Class projects may be taken home for work and returned for firing, but they must have originated in the studio/workshop.

Note: The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community. All GRF policies and procedures apply to the use of the amenities.