

**GRF OPERATING RULES  
Clubhouse 4 Ceramics Studio**



**A. General**

1. Residents and guests must sign in upon arrival at the facility.
2. A volunteer supervisor must always be present during studio hours. Studios will remain closed unless a volunteer supervisor is on duty.
3. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
4. Only authorized personnel designated by the Recreation and Special Events Department may fire the kilns in the kiln room.
5. No craftwork may be done outside of the applicable workshops or their specially designated workspace. Exceptions are:
  - a. Raku firing and glaze spraying are specialized ceramic processes that require outside ventilation.
  - b. Stone cutting/sculpting/sanding must be done at the outside grinding area behind the kiln room. Measurement must be taken to avoid the creation of dust. PPE must be worn.
  - c. At the outside grinding area behind the kiln room, diamond grinder use is restricted to ceramic pieces and their glazes.
6. Refer to studio procedures for Greenware, drying room, kiln rooms, glazing, firing, studio cleanup, outside grinding area/Raku kiln area and/or material handling.
7. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
8. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.
9. Residents and guests cannot be under the influence of any substance such as alcohol, drugs and/or medication that may alter ability to use equipment safely.
10. Staff has the final authority to determine safe procedures, protect facilities and equipment, and enforce all policies and operating rules. Volunteer supervisors may determine whether a resident and/or guest is using equipment incorrectly or unsafely and may request adherence to proper equipment use.
11. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
12. Club meetings and events do not have priority use. Club events must be approved by the Recreation and Special Events Department to take priority at the facility.

**B. Safety**

1. Do not wear jewelry, gloves, neckties or loose clothing that could get caught in moving equipment parts. Remove coats and jackets and roll up loose sleeves.

2. Nonslip, closed-toe footwear is required.
  3. Tie back long hair away from the face; do not let it “fall” into work.
  4. Safety glasses or a face shield must be worn when performing any operation that may endanger your eyes from flying particles, sawdust, foreign objects or corrosive substances.
  5. Always watch the cutting action.
  6. Inform the volunteer supervisor of a potential safety danger.
- C. Guests
1. The studio is a place of work for residents only.
  2. While the studio encourages socializing and sharing knowledge among studio users, it is not a place for socializing with friends who are not actively working on ceramic projects.
  3. Guests are welcome in the studio for a brief visit to see a member’s place of work or work samples. Refer to Clubhouse 4 General Operating Rules, A.6.
- D. Clay
1. Only cone 10 clay purchased from the studio may be used in the studio. No other clay may be used or will be fired. Clay is available for purchase in 25-pound bags.
  2. There is no clay storage in the studio. Residents may rent a locker from GRF through the Clubhouse 4 office. Nonresident Emeritus students must take their clay with them each time they leave the studio.
  3. Cover work areas with newspaper or canvas. Studio users wishing to wedge clay, roll coils or create slabs must do it on the appropriate wedging tables, on canvas or on the butcher block table.
  4. Sanding is permitted only in the grinding/sanding area outside/behind the kiln room. Use a trash can to catch sanding dust. Clean dust that falls on the benches with a wet sponge.
  5. Keep studio door handles clean by washing your hands of clay before opening doors. Wipe all clay from handles with a sponge and paper towel.
  6. The maximum size permitted for any ceramic piece is 16"x16"x18" high. Size is determined by kiln shelf size and posts that support them.
  7. Clean clay-covered items in the clay sinks only; clean glaze in the glaze sinks only.
  8. All studio patrons must clean up their work areas as well as plaster molds, bats, wheels and any other equipment per studio procedures.
  9. Return studio tools to their designated places before leaving the studio.
- E. Water Conservation
1. Be careful to use as little water as possible.
  2. Clean tools and brushes in a small bucket or other container before rinsing them with clean water. Do not clean your tool/brush under running water.
  3. Use the smallest stream possible for rinsing from the faucet.
  4. Do not leave water running.
- F. Greenware and Drying Room
1. Only volunteer supervisors are permitted to move another person’s work. Ask a volunteer supervisor for help in retrieving or making room for your piece from/on a shelf.

## G. Kiln-Ready Room

### Reject shelf

1. If a piece is on the reject shelf, please read the note. Fix the problem, write an answer and put it back, including the note, on the appropriate cart for firing.

### Green Wall

1. Carts along the green wall (or carts marked for Emeritus Greenware)
  - a. Greenware must be bone dry. If found wet/cold to the touch they will be rejected.
  - b. Pieces must have your name or pottery signature visible; unidentified pieces will not be fired.
  - c. Bisque firing pieces such as cookies or plates can be stacked and lids left on pots.

### White Wall

1. Carts along the white wall are for bisque-fired pieces ready for high fire. Pieces may be glazed or not. Emeritus class carts are marked for students' work.
2. See volunteer supervisor or Emeritus instructor for assistance.
3. Only technicians may move carts in the kiln-ready room.

## H. Glazing

1. Studio technicians have authority over glaze mixing. Do not disturb the technicians when they are mixing glazes.
2. Only glazes approved by the Glaze Committee are allowed. Studio users may not bring in their own glazes for studio kiln firing.
3. Glaze training is required before anyone can glaze. Contact volunteer supervisor, Glaze Committee or instructor for more information.
4. Beginners and those with little glaze experience must only use glazes in the top row of buckets along the wall opposite the glaze counter.
5. Anyone using glazes must be familiar with the glaze application checklist and follow its instructions. Ask a volunteer supervisor for the checklist.
6. Clean stirring paddles immediately. Hang them on hooks. Clean counters and throw away newspaper when finished.
7. If glaze is spilled on the floor, wipe up the spill or spread newspaper over it to prevent slipping.

## I. Firing

1. Only technicians authorized by the Clubhouse 4 supervisor may fire the kilns.  
No one may enter the kiln room unless accompanied by an instructor or a technician.
  - a. Residents may use the Raku kiln only if they have proven through demonstration that they are capable and familiar with the firing process and safe handling practices.
  - b. Firing without a buddy present is not permitted.
2. No salt firing is allowed.
3. No specialized firings or refiring of already high-fired items are allowed without prior staff approval.
4. Work must have originated in the studio to be fired. Class projects may be taken home and brought back for firing.

5. Once a piece is submitted to be fired and loaded into the kiln, it cannot be removed from the kiln unless it is in the front and easily removable.
6. After bisqueware is fired, it is placed in the appropriate bisque cabinet. Work that is unidentified or with unclear signatures is left on the tables in front of the bisque cabinets and must be picked up immediately or risks being discarded. Remove work from the bisque cabinet within two weeks from the date of firing, to make room for the next bisque firing. Work that remains for two months may be discarded. Technicians and appointed persons may remove items after stated time and discard.
7. Notify the volunteer supervisor when the Raku kiln will be used. Sign out the keys to the gas valves in the Clubhouse 4 office and return them when done.
8. Closed-toe leather shoes, cotton clothes and face protection are required. Synthetic clothing of any kind is not permitted.

#### J. Studio Cleanup

1. Cleaning of work areas, equipment and glaze equipment is the responsibility of every user. Clay and dried glaze dust is a health hazard. Proper cleaning reduces the amount of dust in the air.
2. Volunteer supervisors and instructors will announce cleanup time 20 minutes prior to the end of class or the studio closing. Users must vacate the studio promptly by the posted closing time.
3. Please leave your work area cleaner than you found it.

#### K. Outside Grinding Area/Raku Kiln Area

1. Sign a separate waiver for the grinding area before doing any work in this area. Wear proper dust masks while performing any sanding or grinding on any material. Dust masks are available in the studio (see volunteer supervisor).
2. Users must be trained on the diamond grinding wheel by either Clubhouse 4 staff or a volunteer supervisor with experience.
3. Grinding wheel use is permitted in the grinding area behind the kiln room. Training is required. Personal protective equipment, such as goggles or a face shield, must be worn when using the grinding machine.
4. To avoid uneven wear, grind across the full surface of the wheel.
5. Long-term storage is prohibited. Clear benches daily. If a work piece must be left overnight, mark it with the resident's name and phone number. Projects must be finished in a timely manner. Staff has the authority to remove an item from the bench.

#### L. Emeritus Students

1. Students may not enter the room without a volunteer supervisor present.
2. Non-resident students may enter the studio 15 minutes before the beginning of posted class time and must leave Laguna Woods Village promptly by the end of class.
3. Students may enter the studio only during actual class times of the specific class(es) in which they are enrolled.
4. Serial production is not permitted (no more than five pieces of the same kind).
5. Clean molds, boards, bats and any other materials used per studio procedures.

6. Students may submit up to two pieces per class session for firing.
7. Saddleback Emeritus students may use glazes provided only by the Emeritus program. Emeritus instructors have authority over all enrolled students.
8. Students must clearly mark their Greenware with initials or logo and the current semester and year. Emeritus work must be clearly marked with a colored underglaze dot (color chosen by Instructor); cookies should be marked with a swoosh of the same color.
9. Record your logo with the volunteer supervisors. Verify that no one else has the same initials.
10. Non-resident students must take all their pieces, slip and belongings by the end of each Emeritus semester. Items left in the studio may be discarded.
11. Class projects may be taken home for work and brought back for firing, but they must have originated in the studio.
12. Students must bring their own plastic to cover their work.

Note: The Recreation and Special Events 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. GRF is authorized to take disciplinary action against a member found in violation of the operating rules. Register a complaint by contacting the Security Services Department at 949-540-1400 or the Compliance Division at [compliance@vmsinc.org](mailto:compliance@vmsinc.org) or 949-268-CALL.