

**GRF OPERATING RULES
Clubhouse 4
Slipcasting 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. For safety reasons, the aisles must remain clear of chairs, carts and any other items. Only instructors may work at the end of a table.
4. Areas between tables must be kept clear for accessibility and safety.
5. Food and coffee cups are prohibited on any machinery; water bottles are permitted.
6. Non-slip, closed-toe footwear is required.
7. Storing work in progress and/or supplies in the studio is done so at the owner's risk. Utensils, tools, molds, work, etc., may not be left out overnight.
8. 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.
9. Proceed to the parking lot in case of evacuation. Evacuation maps are posted next to exit doors in each room.
10. Residents and guests must work quietly in the studio. Moderate voices and sound. Silence phones; use them outside if necessary.
11. Residents and guests cannot be under the influence of alcohol, drugs and/or medication that may alter their ability to use equipment safely.
12. 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/guest is using the equipment incorrectly or unsafely and may request adherence to proper equipment use.
13. Only registered service dogs trained to perform a task directly related to a person's disability are permitted; no other pets/animals are permitted.
14. 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.
15. Please refer to the studio 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. Guests are welcome in the studio briefly to view a resident's workplace or samples they have created.
4. Residents may visit the studio 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 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 and 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 tools or materials from the studio.
4. Only Greenware poured in studio molds, with slip purchased in the studio, may be fired in the Clubhouse 4 kilns.
5. If a user breaks a mold, reimbursement or replacement may be requested.

D. Slip

1. Only slip purchased in the studio 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 and technicians are permitted to touch, move and/or distribute items from the Greenware, bisque, drying cabinets, end caps and finished cabinets.
2. Preapproved purchased bisqueware may be used for Recreation-approved club demonstrations, fundraisers or workshops.
3. End Caps need to be kept clear, except for items to be fired.

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 approximately 40 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 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 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), unless it is an instructor's class project.
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 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.
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, the current semester year and project number. 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 may be discarded.
13. Class projects may be taken home for work and returned for firing, but they must have originated in the studio.

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 or 949-268-CALL.