

WELCOME TO THE HAAC OPEN STUDIO POTTERS COMMUNITY

You have purchased an Open Studio Punch Card and have been assigned a shelf in the studio that you will use for as long as you have an active punch card. There are 16 punches on your punch cards each punch equates one hour of work time. These 16 punches must be used within 3 months of the purchase date on the card.

As a member of our Open Studio Community there are a few simple guidelines to follow which allows our program to run smoothly.

- To work in the studio you will need to schedule the time that you are coming during the Open Studio hours we offer. Follow the link on the website and fill out the submission form to request your appointment work time. When your appointment is confirmed your card will be punched for those hours and you will receive an email. These punches are not refundable if you cancel. Use your full scheduled work time to create and then clean up.
- Only the clay purchased through the HAAC may be used in the studio. Clay is \$30.00 for 25lbs. We sell clay in 25lb increments. To purchase clay there is a link on the website or you can call HAAC (616-396-3278) by noon on Friday with type of clay and poundage. They will take your payment when you place your order. If you get the answering machine leave your name and number and someone will return your call to take your order. We offer Standard 112 speckled or 211 hazelnut in color and no speckle. You can also purchase repurposed clay which is sold by the pound. \$1.00 per pound. For repurposed clay you will need to call to purchase.
- All work fired in our kilns must be made in the studio during your work session.
- A clean studio is important for all of us. Please clean all work surfaces, tools, and equipment that you used during your session.
- You are responsible for keeping track of the expiration date on your card and renewing. If you are not renewing your card clear your shelf by your expiration date. If you have not made arrangements with Mary Wolter and your things are not picked up on the date of expiration they will be held in a box for two weeks. If not picked up they become property of HAAC and may be discarded.
- Work going down to the kilns is placed on one of the black carts in the studio. If you are using slip or Stroke and Coat on greenware put a note indicating what has been used so they will be processed properly. If you have glaze on all surfaces of your piece put a note indicating it needs to be stilted.
- If you have slip or glaze that you are use to working with that we do not offer and would like to use it in our studio please email, ceramics@hollandarts.org, or talk to Mary Wolter so that we are sure it is the proper cone and we know what is going in the kilns. This is very important.
- Put your "mark" on all work and on the name tag on your shelf. Make sure it is clear to read. If you are missing something look on the black carts.

Thank you for being part of our community. If you have questions or concerns please contact Mary Wolter at ceramics@hollandarts.org