

---

# POTTERY STUDIO

---



## GUIDELINES AND PROCEDURES



---

**PANORAMA RECREATION**

[www.panoramarecreation.ca](http://www.panoramarecreation.ca)

**250-656-7271**

**GREENGLADE COMMUNITY CENTRE**

**250-656-7055**

---

# WELCOME

Welcome to the pottery studio at Greenglade Community Centre! Members are responsible for reviewing the following information and guidelines prior to dropping into the studio.

## OUR MISSION

Panorama Recreation promotes individual and community wellness by providing recreation opportunities in an effective and efficient manner reflecting the needs of our communities.

## OUR VISION

To provide a community-based pottery studio where members can learn and foster creativity in a respectful and welcoming environment.

## CODE OF CONDUCT

Panorama Recreation promotes a safe, welcoming, positive, and inclusive environment where everyone is valued and respected. Staff, volunteers, participants, and facility users are expected to be considerate, respectful of others, and take proper care for our facility and equipment.

Pottery participants are expected to be considerate of others and share space and equipment in the studio.

# GENERAL INFORMATION

## FACILITIES AND EQUIPMENT

The pottery studio at Greenglade Community Centre is a fully functioning studio that includes everything needed to see projects from start to finish. Services include clay purchase, project and clay storage, glazing, firing, classes, and un-supervised daily drop-in.

### EQUIPMENT

- 5 throwing wheels
- 1 tabletop wheel
- 1 kiln
- Glazing area
- 3 tables for hand building
- Slab roller
- Wedging table
- Storage for clay and work

## MEMBERSHIP AND FEES

Memberships are available for purchase to those who have seen pottery projects from start to finish and have 16 hours of pottery experience. Studio orientations are required for experienced potters who have not taken a course through Panorama.

Drop-in	\$9.40	10 Punch Pass (13-18yrs)	\$79.70
		10 Punch Pass (19yrs+)	\$84
		25 Punch Pass (13-18yrs)	\$189.40
		25 Punch Pass (19yrs+)	\$199.75

~~Studio Orientations~~ **On hold due to pottery studio being at capacity. Please join our waitlist.**

~~Designed for those with more than 16 hours of pottery experience who are interested in dropping into the studio. Registered classes through Panorama include pottery orientations. Orientations are available each week (Sept-June) and are available to book online or through reception.~~

~~Saturdays~~                      ~~11-11:30pm~~                      ~~\$17~~

## Private/Semi Private Lessons

Perfecting a particular studio skill or needing support with a bit of everything? Book a private lesson. Email [info@panoramarec.bc.ca](mailto:info@panoramarec.bc.ca) with a desired date and time, and our studio coordinator will be in touch to schedule. Private and semi-private lessons are for current members only.

Private: \$49/hour

Semi-private: \$75/hour

---

## RESERVE YOUR SPOT

There are two options for participating in pottery:

1. [Weekly Reservable](#) Sessions - reserve your spot online up to 1 week in advance by using your punch pass or paying drop-in. Each reservable session is 3 hours in length, if you would like to stay past the 3-hour mark please register in the following session (if space permits).
2. [Block Bookings](#) - book the same day and time each week for the upcoming season.

## STUDIO GUIDELINES AND PROCEDURES

### CLAY AND GLAZES

To ensure the safety of our kiln and pottery technicians, clay used in the studio must be purchased at Greenglade Community Centre. No outside clay is permitted onsite.

Please store your clay in the members' cupboard with your first and last name and date clearly written on the bag. Clay left to harden (60 days) will be recycled. Clay that is not labelled and dated is subject to clay recycling.

Clay may be purchased at Greenglade reception during facility hours and the price includes, glazes and firing.

There are two types of clay available for purchase:

1. Plainsman M340 stoneware which fires to a cream color. This clay body is great for throwing on the wheel, handbuilding and sculpture work.
2. Plainsman M340s stoneware which fires to a cream color with black speckle. This clay body is great for throwing on the wheel, handbuilding and sculpture work
3. Plainsman M370 which fires to white. This clay body is like porcelain and should be used by more experienced potters.

Clay types may be wedged together for a smooth whiter throwing clay.

Recycled clay is used primarily for children's programs. Should extra recycled clay become available the pottery technician will post a sign-up for members.

---

Glazes are included in the purchase of clay, please see 'glazing tips' in the studio on the bulletin board. External glazes must be approved by the pottery technician. Do not add water to any studio glazes, or underglazes. Should a glaze need attention please leave a note for the pottery technician.

Glaze must be cleaned off the bottom of your piece to at least 1cm from the bottom of the piece. Please ensure the bottom of each piece is clean so it doesn't stick to the kiln shelves during firing.

## FIRING

Firing schedules are a guideline only and are posted on the blackboard in the studio or via pottery update email. Firing schedules are subject to change.

To protect our pottery technician and members from potential harm due to outside contamination all pieces being fired must be completed from start to finish in the pottery studio. Pieces to be fired are not to leave the studio. Please do not bring work home with you if you wish to have the piece fired onsite.

No name = no fire. Please put your name or initials on your pottery piece. If you sign your work with a symbol please provide a copy to the pottery technician upon studio orientation.

Class work is prioritized over drop-in work.

The timeline for re-fires to fix a flaw depends on the size and shape of the piece. They will be fired when space is available.

Please do not prop work on stilts as they bend and shift during firing. See pottery technician for assistance in firing large or unusual shaped pieces. Large or unusual shaped pieces may have to wait for an appropriate firing where the piece will fit. Work that is problematic for firing will be placed on the 'oops' shelf.

Please wash boards, molds, and props after each use.

## GENERAL GUIDELINES AND PROCEDURES

Please only enter the studio during drop-in hours, it can be very disruptive to have members in the studio during class times. Checking the online schedule regularly will help avoid disappointment

[https://www.crd.bc.ca/panorama/drop-in-schedules/pottery.](https://www.crd.bc.ca/panorama/drop-in-schedules/pottery)

---

Upon arrival please check in at reception. If you are making a quick visit (10 minutes or less) please let reception know. Visits longer than 10 minutes require the scan of your pottery pass or cash drop-in.

Family and friends are welcome to come and view art in the studio. Please ensure they aren't working in the studio or touching other members work or equipment.

Admire others' work with your eyes only. To prevent people from touching yours, please label and date your work so that the name is visible on the outside wrap.

The studio is not designed for production pottery as there is limited shelf space and other resources. Members are limited to no more than 18" x 18" of communal shelf space. We have limited shelf space and cannot store items for extended periods of inactivity in the studio. Items stored improperly, unlabeled or taking up additional space in any area of the studio for more than 14 days are subject to removal at the studio's discretion.

Members registered in block bookings will be assigned a designated cubby to store their supplies and clay. All other members may use the shelves to store their work and hallway storage to store clay. Additional storage for work will be available above members' cubbies. **Unclaimed clay will be recycled within 60 days.**

Due to limited storage personal pottery tools and supplies may not be stored in the studio or hallway storage.

At the end of each month, forgotten and dried pieces left on drop-in shelves will be recycled.

Greenglade is a small compact studio in which the space on shelves is in high demand. Due to the storage space in our studio, we are unable to store unfinished work for long periods of time (over 2 weeks). Finished pottery sitting on pick-up shelf for longer than 4 weeks will be disposed of.

During the warmer months the outside door may be propped open. If you are the last to leave, please ensure the door is shut and locked.

## CREATING & CLEAN-UP

Sanding and dremel work can be done outside the studio door. Please do not sand inside the studio. Minimize dust by using a wet sponge instead of scraping clay or glaze.

---

Batts, boards and molds are for studio use only. Please ensure they do not leave the studio and they are **cleaned thoroughly** and put back to the assigned shelf after each use.

Studio sponges are not available to use as props or to keep your clay moist. You are welcome to bring your own sponges for this purpose.

Please do not use knives or sharp tools on the canvas boards. Use square or rectangular ware boards to store your work instead of canvas boards.

If you would like to use the slab roller, please come during a supervised time to get a demonstration. Soft items can add a nice texture to your clay however, hard objects can ruin the roller or blanket. If the roller seems very difficult to roll, please review your set-up.

When you are done your work on the wheel sweep up trimmings, wipe wheel and wheel area with a wet sponge.

Thorough clean-up is required at the end of each visit. Ensure communal areas (glaze area, working tables) and surface areas are wiped down and clean for the next member. Ensure the sink is clean and empty.

**Violation of studio guidelines and procedures listed throughout this manual may result in suspension from the studio.**