

Iowa Ceramics Center & Glass Studio

POLICIES AND PROCEDURES—August 2022

Waiver of Liability: In signing up for a class/workshop you understand that there are certain dangers, hazards, and risks inherent in working in a Ceramic and Glass Studio. If tools and/or equipment are used improperly, they can cause personal injury. ICCGS does not assume responsibility for any such personal injury or property damage including stolen personal items while on the property. In addition, by putting items in our kilns, you understand that there are intrinsic risks to the firing process, and projects may get damaged.

Make-up Policy: ICCGS is not responsible for changes in students' personal schedules. For adult classes, all students should attend their one scheduled class per week to ensure that they keep up with the sequential material covered in class. If a class **MUST** be missed, no additional makeup classes, refunds, or credits for class will be given for missed classes. Private lessons, for current ceramic students, are available at \$35 per hour.

Age Requirements: All students in 4-8 week classes must be 18 years of age at the time of their session. For individuals between the ages of 14-17, an adult registered in the same class may accompany them as their supervisor. For Open Studio time outside of class time, individuals must be 18 years of age to work in the studio unaccompanied.

What to wear: Students must wear closed toed shoes for safety and ceramic wheel students should wear clothes they do not mind getting messy. In glass classes full length pants and closed toed shoes are mandatory.

Cancellation Policy: ICCGS reserves the right to cancel sessions due to the minimum enrollment not being met. In that event, participants will be notified and credited for a future class/workshop. Credit will be given in the form of a voucher (to be used only for future classes/workshops). Participants may cancel their session for future class credits no less than 7 days/ 1 week before the class/workshop is scheduled to begin. No refunds are available. You may email us at info@iowaCeramicsCenter.org.

Weather: In case of inclement weather, please refer to our Facebook page: Iowa Ceramics Center (www.facebook.com/iowaceramicscenter) for all cancellations. Your class will be rescheduled at your Instructor's discretion.

All classes and workshops are held at: Iowa Ceramics Center and Glass Studio, located in the NewBo district in the Cherry Building at 329 10th Avenue Southeast in Cedar Rapids, Iowa. The Center is located on the first floor in Suite 117. Please enter the building through the 11th Avenue side of the building.

Parking: There are two small parking lots on the 10th Avenue side and 11 Avenue side of the Cherry building. There is also plenty of Street parking on both sides of the Building (11th Ave & 10th Ave). You can enter the building from either side. We are on the first Floor.

End of Session Policies: Completed and fired work will only be held for 30 days after the end of session. Non-returning students must clear off their shelves by the last class session, so that we can assign shelves to students in the next session. All work or personal items left on shelves (for all non-returning students) after the final class will become property of the studio.

Open Studio Policy for 4-8 week classes: All students enrolled in the current session of classes are encouraged to come in and practice outside of their class time. This is only available for currently registered students, guests are not allowed in the studio. Please note that space is only available for open studio time when a class/workshop is not occurring, please check our online schedule prior to coming in.

Open Studio Enrollment Policy (not currently enrolled in a 4-8 week class): To be eligible to register for an Open Studio Session, you must be 18+, a current Member, have already taken Open Studio previously, completed at least two 4 week classes at ICCGS or successfully completed a Studio Orientation/ Skill Assessment Session with the Studio Manager (a \$60 one-time fee.)

Payment for all Firing: We utilize an online payment system for all kiln firing. All firing must be paid for prior to firing with a credit card via our online system. You will be given detailed information on how to do this in your first class. You can access the kiln firing system at the following website: <https://iowaceramicscenter.square.site/>
Steps to purchase firing online are:

Go to our website www.IowaCeramicsCenter.org

Click on the 'shop' tab at the top of the page.

For Ceramic Firing:

- Click on Clay/Ceramic Firing/ Firing by cubic inch.
- Then click on one of the types of firing: Soda Fire/ High Fire Glaze/ Bisque Only/ Low Fire Glaze.
- Then click on if you are a member or a walk in (non-member)
- And enter the number of cubic inches of the piece(s) you are firing (WxDxH)

For Glass Firing:

- Click on Glass Firing/click on the photo of the kiln
- Then click on one of the types of firing: Slump Firing/Glass Full Fuse/ Glass Tack Fuse
- Then adjust the number to the number of cubic inches of the piece(s) you are firing (WxDxH)

Membership: As always, members receive a 10% discount on Classes and Workshops (must be used with online registration at the time of purchase). Members are invited to participate in special Member-Only programming including 'Special Topics' demonstrations. Becoming a member of ICCGS is a great way to support the center! Please sign up to be a member by going online here (<https://iowaceramicscenter.org/membership/>).

COVID Policy: Masks are not currently required in our studio. However, if you are suffering from symptoms, we ask that you not come into the studio. Please check our website for our most up to date COVID Policy as policies may change.