

POLICIES AND PROCEDURES: 2024 Independent Studio Program

Shelf Policy:

January 2024, student shelving rental location will coincide with the session & program for which the individual is currently registered.

Shelves must be cleared at the end of each session if a student is not enrolled for the next session. Anything left behind by students not registered for the next session is considered a donation to ICCGS. All tools, clay and glass will be placed in community use.

Independent Studio Program (ISP):

Overview:

The **Independent Studio Program (ISP)** at ICCGS refers to artists in our community who use the community studio space and resources to work on their own. Artists must have a proficient level of skill in clay or glass that allows them to work independently along with a comprehensive understanding of the policies and procedures of ICCGS. Artists will need to meet the following requirements to be eligible for the ISP.

Due to the time intensive nature of clay and glass, artists must commit to a minimum of 2 months to ISP or classes in our studio.

Qualification Requirements :

- You must be a **2024 Friend of the Center**
- For both clay and glass, participants must have completed two classes for a total of 8-16 weeks of instruction at ICCGS or registered for the ISP within the past 12 months. If you have not worked in our studio within the past 12 months, you will need to set up a Studio Orientation/Skill Assessment Session (a one time \$60 fee) with our Assistant Director at Mary Wilhelm via email at mary@iowaceramicscenter.org.
- All individuals in the ISP must adhere to all Studio Policies and Procedures. A link to the current handbook can be [found here](#).
- If an artist is unable to successfully work within the guidelines of the ISP, they will be asked to return to a class session to further their understanding of the policies and procedures of the ICCGS Studio.

How it Works:

Artists registered in the ISP receive:

- Open studio time
- One shelf in the ICCGS community studio (20" x 36" x 12")
- Access to fire at ICCGS within the guidelines of our firing policy, artists are required to pay for all firing.
- Specific programming focused on ISP & Friends of the Center through 2024.

Please Note:

- Work space is available on a first come first served basis. Classes receive priority over workspace during their class time.
- Artists must sign in and out of the studio.
- Artists must provide their own tools, some community tools are available and purchase clay from ICCGS.
- Shelves must be cleared at the end of each session if a student is not enrolled for the next session. Anything left behind by students not registered for the next session is considered a donation to ICCGS. All tools, clay and glass will be placed in community use.
- All work must be bisqued and on the glaze cart for firing, by the last day of your session. ISP members are not allowed to use the studio (including glazing) after their session has completed.

How to get started:

1. Register to become a 2024 Friend of the Center.
2. Read the ISP requirements to make sure you qualify. If not email the Assistant Director at Mary Wilhelm via email at mary@iowaceramicscenter.org with questions.
3. Register for ISP
4. Check in with the Assistant Director at Mary Wilhelm Wednesday - Sunday for Shelf Assignment at the start of your session.

PRICING:

	ISP Cost	Total Cost with an additional shelf
4 Week ISP	\$80.00	n/a
6 Month ISP	\$432.00	\$582
Long term 1 year	\$864.00	\$1,164

Additional Shelving:

Extra Shelves are available for purchase to individuals in Mid and Long Term ISP. The extra shelf must be paid for at the time of registration. Extra space shelves are limited to 10-15

individuals in the Clay Studio and 1-5 individuals in the Glass Studio. A waiting list will be created when the shelves are sold out.

Adding Classes to ISP

Individuals registered for Mid and Long Term ISP can purchase a class for the difference in price of a Monthly Fee:

For example:

CLASS LENGTH	STANDARD CLASS PRICE	MONTHLY ISP FEE (including 10% discount)	MID & LONG TERM CLASS PRICE
4 weeks	\$105.00*	- \$72.00	\$33.00
8 weeks	\$210.00*	- \$144.00	\$66.00

MID-LONG TERM ISP PARTICIPANTS
4-8 WEEK CLASS PRICING

	COST OF THE CLASS	—	ISP MONTHLY FEE	=	REDUCED COST FOR ISP
EXAMPLE	\$105	—	\$72	=	\$33
					<small>FOR A 4 WEEK CLASS</small>

*Standard prices are subject to change depending on class.

Individuals in the Mid and Long Term ISP, who are also participating in a class, will use their assigned ISP shelves and will not move to the class' assigned shelves.

ADDITIONAL INFORMATION ABOUT THE STUDIO:

Waiver of Liability: In signing up for this 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.

Age Requirements: All ISP must be 18 years of age at the time of their session.

Cancellation Policy: Participants may cancel their session for future class credits no less than 7 days/ 1 week before the session 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.

Location: 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.

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/>

End of Session Policies: Shelves must be cleared at the end of each session if not enrolled for the next session. Anything left behind by ISP participants not registered for the next session is considered a donation to ICCGS. All tools, clay and glass will be placed in community use.