



**March 2024**

## **ICCGS Policies and Procedures**

**Registration:** Pre-registration online is required for classes and workshops. Registration using gift certificates must be done via email [info@iowaceramicscenter.org](mailto:info@iowaceramicscenter.org).

**What to Wear and Bring:** Wear appropriate clothing suitable for working with clay or glass: for example, can be easily laundered, closed toed shoes, and no uncovered thighs while working with glass. Longer hair should be kept away from the face when operating any equipment. Food is prohibited in the working spaces within the studio. Water bottles (with secure tops) are allowed. All prior-mentions are REQUIRED for safety.

**Cancellation Policy:** ICCGS reserves the right to cancel sessions due to the minimum enrollment not being met. Registrants will be notified within 48 hours or 2 days prior to the first class session or workshop event. In the event of a cancellation, participants will be notified and refunds will be issued. All workshop participants will be issued refunds the following week.

You may cancel your session for a full refund no later than one week (7 days) before the first day of class. No refunds or transfers will be allowed with less than 7 day's notice. You may email us at [info@iowaCeramicsCenter.org](mailto:info@iowaCeramicsCenter.org) about your cancellation.

**Inclement Weather:** weather closings will be posted on Social Media (Facebook, Instagram). ([www.facebook.com/iowaceramicscenter](http://www.facebook.com/iowaceramicscenter)). Students will be notified by email by 8 am for morning and afternoon classes, and by 3 pm for evening classes. Instructors will schedule the make-up class, if programming allows but is not guaranteed. All workshop participants will be issued refunds the following week for canceled workshops.

**Transfer Fee:** A \$15 processing fee is required to transfer from one session to another (if space is available). This must be done at least 7 days prior to the start. No refunds or transfers will be allowed with less than 7 day's notice. You may email us at [info@iowaCeramicsCenter.org](mailto:info@iowaCeramicsCenter.org) about your transfer request. An invoice will be sent for payment online prior to transfer.

**Completed Project Pickup:** Student work will be available for pickup 3 weeks after the end of their session/workshop. Please note that you will not be emailed or called to pick up your work. All remaining projects will be discarded after 60 days.

**For all Workshop and Summer Camp Participants:** When you pick up your items, be sure to have the date and name of the workshop with you (Summer Camps have a code). Before coming in, please check studio hours to ensure we are open. Please double check the item's details and name on the bottom before removing it from the studio.

Monday - CLOSED we are open only for Summer Camp Workshops June-August.

Tuesday - Thursday 10am-8pm

Friday - Sunday 10am-4pm

**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 (the side with the giant cherry). For all mobile workshops, the location will be stated in the description and will be held off-site.

**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. ICCGS is located on the first Floor.

**Waiver of Liability:** In signing up for this session 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 or harm to another individual. 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.

**Photo Release:** registration for an event at ICCGS may include photos to include your likeness and association with ICCGS for commercial purposes. With registration you are allowing ICCGS to grant the possible use of your likeness for commercial purposes.

### **4-8 week Class details only:**

The fee for one session provides for the following (unless otherwise specified): Studio Policies and Procedures can be found at this [LINK](#).

- For Clay Session, tuition includes class instruction, open studio access and shelf space. Clay Students are responsible for purchasing clay and all firing costs
- For Glass Session, tuition includes class instruction, open studio access, basic materials (use of frits, stringers, noodles within a responsible amount) and 18" shelf space. Glass Students are responsible for purchasing glass and all firing costs.
- Clay and Glass Students are responsible for purchasing clay, glass, personal tools and all firing costs via our store [LINK](#). Firing costs range by size vary. All firing should be paid online, prior to firing, [via our payment system](#).
- For Open Studio access, students are required to adhere to [ICCGS Open Studio Policies](#)

**Age Requirement for 4-8 week classes:** 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.

**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 the posted schedules around the studio or our online schedule prior to coming in.

**Make-up Policy for 4-8 week classes:** ICCGS is not responsible for changes in students' personal schedules. 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 4-8 week ceramic students are available for purchase. See the inclement weather statement above for circumstantial cancellation

**Payment for all Firing for 4-8 week classes:** We utilize an online payment system for all kiln firings. All firings 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 for 4-8 week classes:** Completed and fired work will only be held for 60 days after the end of session. Students must clear off their shelves by the last day of their class, so that we can assign shelves to students in the next session. All work or personal items left on shelves after the final class will become property of the studio.

Students not continuing a registration of any kind are allowed the duration of time between the last session and the next scheduled firing for GLAZING ONLY! Please plan accordingly as this does not allow you to keep your shelf. You must remove all items and bring them back into the studio to glaze. Pick up will be available in 4+ weeks after the scheduled firing.

### **Summer Camp details only:**

**Age Restrictions:** We structure our camps by age in order to target our camper's ability levels for each class. When their camp begins, children must be the minimum age requirement for their camp. In order to ensure the success and enjoyment of our Summer Camp classes, please observe the following guidelines when registering. Please check our updated policies located on our [website here](#) for any questions regarding our safety procedures.

**Drop Off/Pick Up:** for all wheel and glass workshops, check-in and check-out will take place at the main entrance. For all other classes and workshops, check-in and check-out will take place at the entrance to the ICCGS STEAM Workshop (located on the 11th Avenue side), located next to the main studio inside the Cherry Building. Parents/adults must sign their child in and out of camp every day. Sign-in begins no more than 5 minutes before the start of camp. Please be punctual with all drop-offs and pick-ups, all campers should be picked up within 5 minutes after class ends. Please call the office at 319-365-9644 if you are delayed. Unless previously arranged, campers will not be released until the end of class. For the best creative experience,

parents/adults are not allowed in the classroom studio space during class time. Parents are welcome to wait in the Cherry Building lobby until the end of class.