iowa Ceramics Center and Glass Studio
329 10th Ave SE Ste. 117
Cedar Rapids, Iowa 52401
www.iowaceramicscenter.org
319.365.9644

CLAY STUDIO GUIDE

IMPORTANT STUDENT INFORMATION

HOURS:

Monday: Closed
Tuesday - Friday: 10am - 8pm
Saturday - Sunday: 10am - 4pm

'Where Creativity and Community Meet'

The Center is a non-profit facility whose purpose is to promote education, appreciation and professional development in the ceramic and glass arts. The Center is a 501(c)(3) not for profit organization supported by earned income, grants, and private contributions.

WELCOME TO ICCGS!

FACILITY INFORMATION

ICCGS is located on the first floor of the Cherry Building in Newbo. Parking can be found on 10th & 11th Ave or in Cherry Building Customer lots/spaces.

Our facility is handicapped accessible. There is an accessible ramp off the 11th Ave entrance next to the cherry sculpture. Please contact for accommodations 72 hours ahead of time.

Bathrooms and drinking fountains are to the left down the hall. Wash your hands and arms before exiting our facilities.

This is a NON-SMOKING or VAPING facility.

If you need to use your phone to take a call, please do so in the common area outside, as cell phone use is discouraged inside the studio.

ICCGS is an open format and not responsible for damage or loss of personal property; watch personal belongings & leave valuables at home.

BECOME A FRIEND OF THE CENTER

Friend of the Center includes an annual gift and 10% discount on all classes and workshops for one calendar year (Jan – Dec). Visit our website for more information.

WEATHER POLICY

In the case of inclement weather, we will inform you of any changes to classes and studio hours through one or multiple methods:

Facebook: www.facebook.com/iowaceramicscenter
Instagram: www.instagram.com/iowa_ceramics_center
or email from info@iowaceramicscenter.org

STUDIO HEALTH & SAFETY POLICIES

- Report any problems or concerns immediately.
- We ask that you do not come into the studio if you are ill.

STUDIO HEALTH & SAFETY PROCEDURES REQUIRE:

- CLOSED TOED SHOES MUST BE WORN AT ALL TIMES
- No food consumption in working areas. The common space is located down the hall across from Illuminations.
- Drinking vessels must have a tight enclosed lid/cap.
- Personal listening devices need to be kept at a low volume to hear announcements or emergencies.
- Dry sanding is not permitted and must be done outside or in an approved area.
- View **CLEAN UP PROCEDURES** for more information.

CLASS INFORMATION

- All classes are for Ages 18+. Registrants age 14-18 must be accompanied by a paying adult registered for the class.
- *Wheel class- 12 capacity, Handbuilding class- 8 capacity- minimum registration= 5.*
- Registration includes access during *Open Studio (see Open Studio section).*
- *Class dates and times are subject to change.*

***Registration does NOT include*:** clay or firing purchases. Clay prices range from $19-24 per 25lbs. (See Firing Information for more info)

COMING TO CLASS

- Clay/Tools are not required to be purchased prior to the start of class. If you have tools, you are welcome to bring your own.
- On the first day of class, Instructors will indicate where to find tools, your shelf placement, and demonstrate how to purchase clay.
- Classes start promptly at the scheduled start time.
- Each Student enrolled in a class session will be allotted one shelf. At the end of the session, students must remove all items (see End of Class Shelf Clean Off & Item Removal Guidelines).
- if not enrolling in the next session; any items left will be considered a donation to ICCGS.
- Please factor 15-30 minutes for clean up before close.

STORE INFORMATION

Clay and firing purchases are prioritized through online ordering; in-person purchases will be accommodated as Staff availability allows. In-person sales accepts: cash, checks, Visa, American Express, MasterCard, and Discover.

Staff will be of assistance if you have issues purchasing on our online store. **Receipts must be shown to a Staff member prior to removing items from the shelves.**

OPEN STUDIO HOURS

ONLY STUDENTS CURRENTLY ENROLLED IN CLASSES OR OUR INDEPENDENT STUDIO PROGRAM MAY USE THE FACILITIES.

- On occasion, ICCGS may be closed for special events affecting Open Studio hours.
- Scheduled classes, workshops, and private events get space priority.
- While there is always room to work, access to areas may be limited. Class schedules are posted around the studio for reference or check our website prior to traveling.
- **Visitors, children, and pets may accompany you for no more than 15 minutes and are not permitted to utilize space, tools, equipment, or materials.**
- View the **END OF CLASS SHELF CLEAN OFF & ITEM REMOVAL GUIDELINES** section for more information about access to the studio following a class.

This guide was updated 4/2026. Policies and information are subject to change.

CLEAN UP PROCEDURES

It is important to keep the equipment, workspaces, and glaze areas clean. Prolonged exposure to silica dust can cause health problems for people who spend a lot of time working in the studios. Please clean your spills, trimmings, and work area before they become dust.

- The Studio has designated sinks for cleaning up clay and glaze messes.
- Thoroughly clean wheels, splash pans, stools, tools, tables, workspace & floor within a 2 ft radius.
- Turn off equipment and drying fans after use.
- Return clean items and materials to their proper locations.
- Reset your workspace according to determined procedures.

CLEANING PROCEDURES will be demonstrated in class. Thank you for your efforts in helping us maintain a clean & healthy environment for all attendees.

WET WORK

"Wet Work" means working with clay straight from the bag. Classes are structured with a "last wet clay" factored in. This allows adequate time for our staff and volunteers to get the work processed in our kilns and finished by the end of the scheduled session.

- ICCGS does not allow use of clays not sold in the Store.
- All personal work must be signed or kept track of by each student, respectively.
- **SIZE LIMIT:** work cannot exceed 16"W x 16"D x 16"H. Larger pieces will require personal firing rental(s). View the Kiln Rental Policy on our website.
- All work must be placed on the appropriate cart(s) in order to be fired.

KILN PROCESSING

Work will NOT be fired if:

- Still contains moisture, too thick, cracking, or flaking.
- If an unrecognizable or unidentified or unapproved material has been used.
- Functions as smoking paraphernalia or other inappropriate paraphernalia.
- Prematurely glazed, applied too thickly or cracking.
- Glaze is too close to or on the bottom.
- Glaze/Clay is suspected of being for the wrong kiln.
- There is no paid firing slip.

FIRING COSTS - PER CUBIC INCH

Bisque (only)	$0.01 per cu in
Low Fire (Cone 03)	$0.03 per cu in
Mid-Range (Cone 6)	$0.04 per cu in
Gas (Cone 10)	$0.10 per cu in

Costs include firing(s) and shop glaze materials. Full Kiln Rental prices are for one firing only; does not include cost for bisquing. Only covers shop glazes.

All firing purchases are prioritized through our online store.

FIRING POLICIES & PROCEDURES

- ICCGS reserves the right to enforce a **Commercial Glaze Policy** and may restrict or prohibit the use of unauthorized commercial glazes to ensure safety and kiln integrity.
- A kiln specific ticket must be filled out and placed on the cart with the appropriate work in order to be fired.
- All firings must be paid online with a credit card via a QR code or in the Store with a staff member. Include your order confirmation number and total cost on your firing ticket.
- Work not making it into any kiln gets first priority in the next scheduled firing.
- A Community Firing Board is posted in the Studio with information (updated in real time) by firing type, loading late, pick up date.
- Students are responsible to pay for any damages their work may cause to the kiln or kiln furniture.
- **Please allow up to 2 weeks for your GREENWARE piece(s) to be fired.**
- **Please allow up to 4 weeks for your GLAZED piece(s) to be glaze fired.**

All fired work is placed on the appropriate pick up carts. Left behind, unlabeled, and unidentified work is DISCARDED after 60 DAYS to make room for new work.

Many different factors can delay a firing or unloading of a kiln. Our staff and volunteers make every effort to process work in a timely manner.

GLAZING

- New students to ICCGS are shown glazing procedures towards the end of the session.
- All bisqueware must be measured for its volume before being glazed. A total volume must be calculated for multiple pieces.
- At the end of the session any unfinished work needs to be taken home and brought back when you plan to glaze. **NO EXCEPTIONS as this does not permit you to keep your shelf.**
- Students are allowed until the scheduled Last Glaze Date to finish glazing.

END OF CLASS SHELF CLEAN OFF & ITEM REMOVAL GUIDELINES

Shelf Clean Up

- Clear off the shelf completely.
- Wipe down the shelf board and face of the shelf with a clean sponge.
- Remove all personal items.
- All finished work must be taken home.
- Unwanted materials/items left will be considered a donation to ICCGS.

Taking Work Home

- Even if you are **registered for the next session you must take all items home.**
- You will be assigned a new or different shelf if you're registered for the same or different class.
- ICCGS is not responsible for storage or loss of items during session transition periods.

Glazing Policy for Non-Returning Students

- If you are not continuing registration or in any class, you may return **only to glaze** during the window between the last class and the Last Glaze Day.
- You may **NOT keep your shelf** during session turn over.
- All bisque items but be taken home and brought back only when you are ready to glaze.

Firing & Pick Up

- Finished glaze-fired work will be ready for **pick up approximately 4+ weeks** after the end of session. Check the **Community Firing Board** for updates.

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