

## **Molokai Arts Center Rules and Regulations**

The intent of this list is to insure that The Molokai Arts Center (MAC) continues to be a happy, creative and safe environment for all members. We ask that you agree to the following rules and policies.

### **Safety:**

Safety is our first priority. Make safety your first priority by always working safely and following all safety guidelines and signs. Never over exert yourself and always ask for help when assistance is needed.

Training and authorization or supervision is required to use some equipment such as operating the pug mill and slab roller or to perform some tasks such as loading or unloading the kilns. **DO NOT** operate such equipment or perform such tasks unless you have completed the training and have received the appropriate authorizations.

The 'Emergency Exit' through the 'Coffees of Hawaii' gate must be unlocked whenever the MAC facilities are being used or are occupied.

During events where the public is present all equipment not in use should be unplugged and preferably moved against the walls to provide room and reduce tinkering with the equipment. Removing the power source to the equipment will also prevent the inadvertent operation of equipment and the associated risk.

The pug mill should only be plugged into wall outlet and never an extension cord.

### **Cleaning Studio:**

Please clean up at the end of each work session. Try to leave the studio the same as, if not cleaner, than you found it.

Sweep the floor around your workspace.

Clay pieces should go into appropriate clay bucket for recycling, and if cross contaminated with other materials, should be placed in trash outside.

Wipe any dirty counters, tables and wheels.

Clean tools, hands and deposit used clay water in appropriate buckets designated for the purpose. Return tools and splash pans to the appropriate place.

Scrape bats in to clay buckets for recycled clay and replace them where found.

If you need help cleaning or are unsure of what to do, please ask someone for assistance.

Rinse out dirty towels at outside faucet before setting out to dry.

### **Studio Use and Guidelines:**

You must be at least 18 years of age to use the studio unless you have been granted authorization by the MAC Board of Directors as a result of demonstrating that you have completed special training providing you with the skills and experiences necessary to safely work in the studio.

First come first served on wheel use. Please be generous and share wheel time when possible.

Each piece you finish should have a recognizable name or stamp; this will help us organize work after firing.

You should be able to lift and load all objects you make, and ask for assistance when necessary.

Kilns are loaded often and at random times, and if green ware is dry it will be loaded as soon as space is available.

Work that is still in progress or not logged in should remain in appropriate damp closet or be covered in plastic on shelf (see attached leave of absence form).

Take responsibility for accidental breakage (please leave note).

Sanding of bisque ware and other dust generating processes should be done outside away from the studio area.

When closing up the studio unplug all equipment by unplugging the power bar the equipment is plugged to.

The MAC storage container (Seatainer) may be used on a short term basis to store an instructors materials during the time a class is being provided including a week before and after only if the studio manager has been consulted and the space is available and approved.

Instructors that use clay as a medium are required to provide hand wedging of clay as part of the class they are providing.

## **Glazing:**

When using wax, oxides or other glaze materials, protect wheels and tables by cleaning carefully. Clean the wax brush with soap and water, and dry thoroughly.

If you do not want to glaze your bisque ware, take it home until you do. Storage is limited.. All work will be discarded after six months if abandoned (see attached leave of absence form).

Kilns are loaded and fired when the appropriate sizes and numbers are reached, if a piece does not fit, it will be in a future load.

All glazed pots should be waxed 1/4 inch up the bottom side, and on the bottom where touching shelf, and should be cleaned well and be free of any glaze.

Objects with dirty bottoms or excessive glaze can not be fired and will be returned to a identified shelf for the maker to correct the issue.

Glazes can and will vary with each glaze firing. Be sure the glazing is the appropriate thickness. Putting more than one glaze on a pot should be done cautiously and only on the top half of the pot. Full coverage of two (2) glazes will result in sticking to the kiln shelf likely destroying the piece and damaging the shelf and other pieces.

If a piece has a crack, it will only get worse in the next firing.

Loss is part of the ceramic process.

## **Membership:**

Membership fees are due no later than the first Saturday of each month.

If you are not returning please notify course instructor so that we can fill your space.

Missed classes can be replaced by independent studio time

## **FINANCIAL POLICIES**

### **Payment Schedule**

Dues payments are due by the first Saturday of each month. If payment is not received by the first Saturday, your membership will be placed in a delinquent status.

### **Receipts**

When you pay your dues or other payments, the teacher or open studio volunteer on duty should issue a written receipt accepting your payment. Please verify that the amount of cash or check you have paid agrees with the receipt issued by the teacher/volunteer.

### **Delinquent and Late Accounts**

If a member's account is delinquent for thirty (30) days or more, it may be terminated without any further notice. If you are terminated, you must re-apply for enrollment and the Board of Directors will then decide to accept or reject your renewal application. If you are invited to re-enroll after a termination, you will be required to pay a re-enrollment fee of \$60 and be subject to an advance payment agreement.

### **Resignation Policy**

You may resign at any time. However, if you do not resign prior to the first of the month, you remain responsible for dues for the month.

Please email or contact the Treasurer of Molokai Arts Center to inform us of your resignation or leave of absence:

Emillia Noordhoek,  
Treasurer,  
Molokai Arts Center,  
emillia@pacifier.com,  
phone 808-553-3380

### **Insufficient funds**

If your check is returned for non-sufficient funds, you will be assessed \$25, IN ADDITION to any bank fees incurred by the Molokai Arts Center.

Contact us for more information.