

OPERATING RULES Clubhouse 4 Slipcasting	 Laguna Woods Village®
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A. General

1. Everyone doing work in the studio must fill out an annual "Hold Harmless Release and Waiver of Liability Agreement" form.
2. When entering the studio, you must sign in.
3. If there is no Volunteer Assistant of record on duty in the studio, the studio will be closed.
4. No one may enter the studio unless a Volunteer Assistant is present.
5. No relatives, friends or visitors or pets (except service dogs) of residents are permitted in the studio. Walking tours are allowed.
6. No one is allowed in the kiln room unless accompanied by a technician or instructor.
7. Only greenware poured with slip purchased in the studio in studio molds may be fired in Clubhouse 4 kilns.
8. No homemade molds.
9. No outside bisque, unless part of a Saddleback Class project approved by the clubhouse supervisor, may be fired.
10. No specialized firings are allowed outside of those for Saddleback class projects, unless approved by the clubhouse supervisor.
11. The window aisle must remain clear of chairs, carts and any other items. Working at the end of table is prohibited.
12. Areas between tables must be kept clear for accessibility/ safety.
13. Only one bottle of slip per person may be stored in the Studio.
14. The cleaning of greenware must be done in a manner that does not produce dust.
No sanding or scraping of bone dry products inside the room.
15. Wet greenware or damp bisque must not be put in the cabinets to be fired.
16. The "slip/overflow sinks" must be used when cleaning all utensils, brushes, tubs, pitchers, etc. of any product.
17. Molds must be cleaned, and banded (with a minimum of two bands) and returned to their designated shelf.
18. X-molds may not be poured during classes.
19. No molds, boards or other club materials may be removed from the studio.
20. If a mold is broken you may be asked to pay to have it replaced or mended.

B. Emeritus Students

1. No serial production (more than 3 pieces of the same kind).
2. Student Rules: (anyone enrolled in a Saddleback class is a student).
3. Non-resident may enter the room 15 minutes before the beginning of class.
Cleanup for classes must begin 20 minutes before the end of class.
Students must exit the room at the posted end of class.
4. Students may only enter the studio during the class in which they are enrolled.
5. Poured molds must be on the drying rack two hours prior to the end of class.
6. No pouring is allowed until an instructor is present. If the instructor is absent the class will be dismissed and all non-residents must leave the studio.
7. Students may not pour more than two molds during class.

8. Students may not fire more than two pieces per class session.
9. Student greenware must be clearly marked with initials or logo and current month and year.
10. If a piece is on the rejection shelf, please read the note, fix the problem or answer the question on the note and put it back with the note in the appropriate firing cabinet.

The Recreation Department reserves the right to review and adjust the operating rules to accommodate the needs of the community.