

Mudflat
New Student Handbook
FALL 2019

Welcome to Mudflat! We are happy to have you here at the studio. Listed below are policies and procedures. If you have any questions or concerns, please feel free to e-mail any of the office staff listed in the contacts section at the end.

ADULT TUITION

- Includes 25 lbs. of clay (1 bag), with glazes and both bisque and glaze firings for that clay.

ADDITIONAL CLAY

- Clay may be purchased for \$28.00 per 25 lb bag, glazes and firings included. Porcelain clay is available for \$35.00 per bag. There is a limit of 7 bags per semester.
- Recycled clay is available for purchase at \$18/ 25 lb bag
- When purchasing additional bags of clay, you can use the credit card we have on file to pay with (this is typically the card used to pay for the class.)
- If you need clay outside of your class time, and are not here when the Office is open, you can e-mail kate@mudflat.org, or call the office to order clay and have it delivered to your shelf. The same applies to tools you would like to purchase.
- **Students are not permitted to bring in any ceramic materials purchased outside of Mudflat – this includes clay, glazes, or other ceramic materials.**

OPEN LAB HOURS

- Lab hours are as follows:
 - Monday, Wednesday, Friday → 10 am- 9:30 pm
 - Tuesday & Thursday → 5:30 pm - 9:30 pm
 - Saturday & Sunday → 10 am - 7 pm
- When lab hours coincide with class hours, students in that class have priority on equipment and/or tables. We encourage you to come in during open lab hours as much as you like. Students **MUST** leave at the designated closing time. Mudflat is **CLOSED** Tuesdays and Thursdays until 5:30 pm.

- If a class is in session when you come for lab hours, ask the teacher if there is room to work in the classroom. If there is not, find one of the common areas to work (i.e. the wheels at the bottom of the stairs & tables outside the hand building room)
- Class schedules are posted outside of each classroom on the bulletin board, so you will know when class is in session.
- Occasionally, there are workshops scheduled in the classroom. There will be signs posted outside of the classroom door, or you can check on the Mudflat google calendar. Find this in the student newsletter.

STUDENT SHELF SPACE

- Each student gets a shelf located in either the main wheel room, the hand building room, or the small wheel room.
- Label your shelf with this semester's colored tag paper, with your full name.
- At the end of each semester a notice will be posted in the classrooms which will give the date by which shelves must either be retagged, if students are continuing the following semester, or cleared off if they are not enrolled.
- If you run out of storage on your shelf for in progress work, you may store in progress greenware on the shared storage shelves. This is the space located above the cubbies, and select shelves around the studio that are labeled.

CLEAN UP:

- ***Please always clean up after yourself!***
- Pour throwing/working water into the clay sink; put clay from your bucket into the appropriate recycle barrel near sinks.
- There are separate recycle barrels for high fire and low fire clay bodies.

- The best way to clean up is to get clean water in your bucket and wash the wheel, splash pans, tables, counters, and benches. Scrape up any clay from the wedging tables. Clean up the slab roller and extruder if you have used them. Throw away trim scraps from floor into garbage barrels. Please do not wash your wheel splash pans at the sinks.
- There are mops & buckets located in every classroom. These are available for student use.
- We do not store brooms in the classrooms as this can kick up dust. If there are scraps on the floor, please use the dustpan and scraper located in each classroom to pick up scraps.
- There are posters in each classroom to remind you of clean up procedures.

HEATH AND SAFETY

- We are concerned about your health and safety while you are working here at Mudflat.
- **It is important we all do our part to keep the studio clean and to minimize the amount of clay dust and glaze spills in all the work areas.** Please do not sand dry green or bisque pots anywhere inside.
- First aid kits are located in the following places: the office, the kiln room, the downstairs wheel classroom, the upstairs kitchen

WORK THAT IS READY TO BE BISQUED

- Work that is ready for the bisque kiln should be put on any cart in the studio marked “greenware”.
- After being bisque fired, work will be put on the hallway shelves, labeled with the date it got unloaded.
- It takes about **2-3 weeks for pieces** to come out of the kiln. This excludes very large pots or lots of flat pieces. The tech staff keeps track of when each cart is brought downstairs to ensure that work gets fired in order from oldest to newest.

- To keep track of your pieces, see the resource page on the Mudflat website for tips and tricks.
- All bisque ware is date stamped and will be thrown out after 2 months. Please find and collect your work and store on your shelf to ensure it does not get tossed.
- To know what is getting unloaded, and when, take a look at the posters located outside the kiln room doors.

WORK THAT IS GLAZED

- When work is ready to be glaze fired, it should be put on the appropriate carts for the type of firing (lowfire, reduction, oxidation). After being glaze fired, work will be put on the shelves in the main hallway.
- This work also takes about **2-3 weeks** to come out of the kiln. This again excludes very large pots or lots of flat pieces. These tend to take longer. Oxidations kilns get fired 2x per month based on need.

MUDFLAT LIBRARY

- Mudflat has a large collection of ceramic books available for check out. The library is located in the office. Books can be checked out for a month.
- There are also ceramic magazines & non-ceramic related books located at the *Inspiration Station* bookcase in the scenic overlook lounge. These books do not need to be checked out.

PARKING

- There are meters on Broadway during the day (25 cents per 12 minutes). Meters run from 8 am -8 pm. The meters are for 2 hours at a time, but you can stay parked at the meter for more than the two-hour limit as long as you feed the meter.
- **PAY FOR THE METER WITH YOUR PHONE!** Download the *Parkmobile* app on your phone and you can pay for your

meter through the app! Enter your car info, credit card info, and the number of the meter in the app!

- There is a paid parking lot at the Sullivan Square T stop- \$6 a day for parking.
- Parking on the side streets is limited to Somerville resident stickers. There are no “free” spots in this neighborhood.
- Meters are free on Sundays and holidays
- Watch for street cleaning signs on Mondays and Tuesdays, 8 am - noon.
- During snow emergencies, watch for signs about which side of the street to park on.

MUDFLAT KITCHEN

- Mudflat has a kitchen area for your use. There is seating, a microwave, dishes, cutlery, and a refrigerator.
- Please label food in the fridge with your name and date. The fridge is cleaned out every month, so things that are not labeled and/or are past expiration date will be tossed.
- Please keep this area clean. Mudflat does provide dish soap, so if we are out, please let a staff person know.
- Everyone is welcome to use this space, but please note, it is not for clay work.

MUDFLAT CLOSINGS FOR WEATHER

- If we feel that is unsafe for students and staff to travel to Mudflat during inclement weather, we will close or have delays in opening. To find out if we are closed, please do the following:
 - Call the office at 617-628-0589 and listen to the answering machine message.
 - Go to Mudflat’s Facebook page for updates.
 - Check on the homepage of the Mudflat website.

- If we close, and a class is missed, there will be a makeup class.
- During snow emergencies, if Mudflat is open, watch for signs about which side of the street to park on.

STUDENT NEWSLETTER

- At the beginning of each month, Mudflat sends out a student newsletter. This is a great resource to know what workshops and events are happening at Mudflat
- You will find a link to the **Mudflat Google calendar** on the student newsletter. This is a good way to know what classrooms are open and when
- If you are not receiving the student newsletter, please contact Kate (kate@mudflat.org) to be added to the list.

CONTACTS

- Lynn Gervens, Executive director: lynn@mudflat.org
- Kate Kuligowski, Administrative Assistant: kate@mudflat.org
- Gabrielle Fougere, Administrative Assistant: gab@mudflat.org

Thank you so much for taking a class at Mudflat!
For additional questions, comments, or concerns please call us at 617-628-0589 or e-mail an office staff member from the contacts above.