



## Kiln Rules and Etiquette

1. Reserve a time for the kiln use. Be sure to reserve a time using the kiln on the [kiln calendar](#). To create a new reservation online, you must enter a date, time to load, time to unload, your name, teacher, and main contact phone number. The kiln is used frequently during holiday seasons, special occasions (i.e. Valentine's Day, Mother's Day, Father's Day, end of year) and the Art Walk. Be sure to plan ahead and allow plenty of time to schedule kiln use.
2. Remove all fired pieces within 24 hours. All fired pieces need to be removed from the kiln by the classroom Art Start volunteer within 24 hours from the time they reserved the kiln. For example, if the kiln is loaded at 9:00 am, fired items must be removed by 9:00 am the following day. Please try to unload in the morning so other volunteers may use the kiln immediately.
3. Respect other classroom's artwork. Do not remove other classroom's items from the kiln unless you were specifically requested to help. Often times, pieces are placed in the kiln in a specific order. Contact the volunteer if there is a problem.
4. Please do not fire out of turn. Approaching the holidays or special events, the kiln is in high demand. Please be respectful of other's time, using the kiln in your allotted timeframe only. Sign up in advance only on the kiln calendar. Shared firing can be done if both parties have agreed.
5. Read Ceramics 101 found on the website prior to creating a project and using the kiln.
6. Kiln shelves are heavy and kiln walls are extremely delicate. Kiln shelves may be stacked up to four levels. Be VERY careful when loading or unloading shelves in the kiln. The shelves are very heavy and can easily damage the porous walls of the kiln. Don't let ceramic objects touch the kiln walls. DO NOT bump the thermocouple (the horizontal metal rod that extends out into the kiln space, half way down inside the kiln wall) or it may disable the kiln. When firing fused glass, be sure to use the white coated shelves or glass kiln paper.
7. Sweep up debris left-over from your project. Debris can affect other art projects and can leave spotting on other projects. Please be tidy and clean up after use. There is a small broom and dustpan hanging by the kiln.
8. For immediate assistance while using the kiln, please contact any of the Art Start co-leaders or contact the office.

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