

## Glass Studio Procedures

1. Sign the Studio Use Sheet
2. IF YOU ARE A NON-MEMBER USING MONITORED OPEN STUDIO, fill out Glass Studio Purchases Sheet, put it and money into envelope, deposit in black locking box in kiln room.
3. IF YOU BUY GLASS OR ACCESSORIES, fill out Glass Studio Purchases Sheet, put it and money into envelope, deposit in black locking box in kiln room.
4. IF YOU HAVE A PIECE TO FIRE, (a) fill out Glass Studio Purchases Sheet and follow directions above in step 3 (Do not forget to include the firing fee for each time your piece is fired in the kiln and the shelf paper.), and (b) Fill out Firing Instructions Sheet and leave with art piece on shelf. Put art piece on cardboard with shelf paper underneath.

NOTE: ALL PRE-SETS USED FOR THE KILN ARE FOR SYSTEM 96 GLASS. PLEASE DO NOT USE ANY OTHER FOR THE KILN UNLESS YOU ARE APPROVED TO FIRE THE KILN YOURSELF AND USE YOUR OWN SETTINGS.

Text message or call Steering Committee Members with questions or problems:

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