



# Maker Studio User Guidelines

Updated June 19, 2024

## Welcome!

Thank you for purchasing access to the Maker Studios at Art of the Lakes' Creative Arts Center!

This is an important document. Its purpose is to ensure that you understand how to use the CAC Maker Studios safely and responsibly, and can make the most of your time there. We want the studios to be a successful investment for you, for the maker community, and for Art of the Lakes. Following these guidelines will help everyone.

We wish you many hours of productive work, insightful learning, and meaningful connections as you use our Maker Studios!

## Studio Safety

Our number one priority is the safety and health of all studio users and building occupants. Please follow these steps to ensure the safety of yourself and those around you.

- 1. Take a studio orientation course first.** Orientation courses are **required** before using some studios for the first time, and are **highly recommended** for all studio usage. To register for a free orientation class, visit <https://www.artofthelakes.org/education.html>
- 2. Keep your eyes open.** Move carefully within the studio, watch out for others, and notice what's going on at all times.
- 3. No drugs or alcohol.** Being under the influence of drugs or alcohol during your studio time is strictly prohibited, and will result in immediate loss of studio privileges. Drugs and alcohol are not allowed in the studios.
- 4. When in doubt, ask for help.** If you're not sure how to use a piece of equipment, ask someone to help you. You might need to wait for a skilled artist or the studio manager.

## Sign a Waiver

You will need to sign a Waiver of Liability before using the Maker Studios. A waiver form will be provided to you at the CAC the first time you arrive to use a studio. [You can preview the form here.](#)

## Hours available

The studios are **open**

Wed. & Thurs., 9 am – 8 pm  
Fri. & Sat. 9 am – 12:30 pm

The studios are **closed**

Sun., Mon., & Tues.

We **close for**

threatening weather,  
major holidays (4th of July, Labor Day, Thanksgiving weekend)  
& the week between Christmas and New Year.

Check our social media pages for updates to these hours.

## How to schedule studio use

To schedule studio use, call Art of the Lakes at **218-864-8606** and request connection to the CAC. If no one is available when you call, leave a message with your name, email address, and requested times and dates of use.

If your requested studio time is available, an email confirming your studio use appointment will be sent to you. You can schedule studio use up to 14 days ahead of time. We can't guarantee space availability.

## Check-in / check-out

Your punch card will be kept on file at the CAC, along with your signed waiver form.

When you arrive at the CAC, check in with the attendant at the front desk and identify yourself with a photo ID **before** using your scheduled studio time. If you don't have any punches remaining, you'll need to purchase a new punch card to cover that session.

When you're finished using the studio, notify the CAC attendant at the front desk before you leave.

**One punch equals one check-in / check-out session.** Check in when you arrive, and check out when you leave the CAC for the day. The punch card is for your use only and can't be used by anyone else.

## If you need to cancel

If you must cancel an appointment, please call 24 hours ahead at 218-864-8606. You won't be charged with a "punch." Advance notice will help us accommodate other studio users.

## If you encounter problems or issues

If issues arise during your studio use, please notify the attendant at the front desk. This is especially important if you notice safety concerns, malfunctioning equipment, hazardous conditions or other significant problems.

## Frequently Asked Questions

### **Do I need experience?**

Yes. Maker Studio passes are best for those who are self-directed and have prior experience working in the studio of interest. If you're new to the art form or have not done it in a while, you should take several classes first to get familiar with the process and how the studio operates.

### **Can I share my punch card with others?**

No. The card purchaser is the only allowed user of that card.

### **How much time do I get with a punch?**

One punch is good for one check-in/check-out in a day. You must check in at the CAC desk before entering the studio, and check out when you are done for the day.

### **How far ahead can I schedule use of the studio?**

You can schedule the same day and up to 14 days ahead of time. We can't guarantee space availability. If you must cancel, please call us 24 hours ahead.

### **I'm a production maker in ceramics, fiber or glass, can I work in your studio?**

Due to limited storage space, our studios are currently not set up to accommodate production work.

### **When can I come in?**

You can come in to use the studio whenever we are open. Please note we are closed for major holidays and the full week between Christmas and New Year.

### **Are materials included?**

No. Clay can be purchased at the CAC. We have buff stoneware cone 6-10 body. Glaze firing is calculated at a rate of 5 cents per cubic inch. No outside clay or glazes allowed.

### **How do I get started?**

Schedule a tour! See the space, meet staff, ask questions!

If you've never been a student at the CAC (but have experience) take a studio orientation course. Each orientation lasts about 15-30 minutes. Sign up for orientation classes at [artofthelakes.org/education](http://artofthelakes.org/education)