

UC SAN DIEGO

CRAFT
CENTER

THE CRAFT CENTER

Policies and Procedures

University of California San Diego

Housing Dining Hospitality

October 2020

Craft Center Overview

Mission

The Craft Center welcomes everyone to a community of talented and aspiring artists where students can learn new skills and free their imaginations to explore new areas of creativity.

History

In 1972, a donated potter's wheel and kiln found their way to an assemblage of four storage sheds in a eucalyptus grove on the northern edge of the Revelle College campus that had been serving as a commuter lounge. The ceramics club took an interest, then the photography club; from these modest beginnings grew the UCSD Crafts Center, eventually the largest and most diverse on-campus not-for-credit craft center west of the Mississippi.

Over the years, long-time Director Ron Carlson, with the help of many volunteers, added new studios one by one, enlarging the complex organically among the trees while expanding the programming to include everything from glass blowing, fusing, and flame-working, jewelry and metal sculpture, to basketry, beer brewing and plastics fabrication. With over 50 class offerings per quarter and an ever-changing variety of short-term workshops to sample, the Crafts Center drew generations of UCSD students, faculty, staff, and members of the surrounding community to create, explore, and find their passion.

In 2012, the facility was closed because it did not meet current building standards, but it was sorely missed on campus and off; immediately a coalition of students, faculty, and community members formed to advocate for its replacement. Thanks to their generous contributions of time and money and the vision of campus leaders, the new Craft Center opened its doors in 2021 as part of the North Torrey Pines Living and Learning Neighborhood.

Craft Center General Policies

Eligibility

The Craft Center classes and workshops are open to UC San Diego students, graduate students, staff, faculty, alumni, and all interested members of the community over 18 years old. Generally, children are not permitted in the studios except for special youth programs appropriate for those under 18 years or for parent-child workshops.

During the summer, the Craft Center may offer craft camps for children ages 6-15. With the appropriate release signed by the parent and parent also to be enrolled, children can be enrolled in summer camp classes. Outside of the summer craft camps, children are not allowed in the studios, and they may not be left unattended in the lobby. NO EXCEPTIONS.

Accessibility

In compliance with the Americans with Disabilities Act, the Craft Center and UC San Diego are committed to making its programs accessible to persons with special needs. If you need an

accommodation to participate in a program because of a disability, please contact the craftcenter@ucsd.edu at least four weeks prior to the event or activity with information regarding the requested accommodation.

Studios

Seven studios are available for crafters to explore, including Ceramics, Culinary Arts, Jewelry, Mixed Media, Surfboard Shaping, Textile, and Woodworking.

Classes

The Craft Center offers classes each quarter in seven different studios, ranging from one-day and weekend workshops to three-week, six-week and eight-week courses. Due to limitations for studio facilities and equipment, some classes and workshops have limited enrollment. Early registration is highly recommended since many of the classes fill quickly.

Dates, times, and instructors of classes are subject to change. If a class schedule must be changed, the Craft Center staff will notify participants via email and/or by phone.

All classes are taught by professional artists who have been hired based on requirements for a specific skill set.

Please Note: Class prices vary according to the cost of materials associated with the craft and the cost of staffing necessary to teach the course.

Attendance

To receive an optimal experience from a class, attendance is important as there are no provisions for make-up sessions for missed classes.

Registration

A quarterly schedule is published to the Craft Center website prior to the start of most classes. All participants are required to set up an Online Account prior to registration. Registration for classes and workshops must be done through the Craft Center registration website or FusionGo app using personal devices. The Craft Center does not offer any registration priority to UC San Diego students and staff over community members.

Please Note: Registration is on a first-come, first-served basis. Early registration is highly recommended.

Fees

We have a three-tiered pricing structure for use and enrollment fees with reduced rates for persons affiliated with UC San Diego.

- **Fee Structure**

Tier A: Currently registered UCSD undergraduate and graduate students and their spouses. Valid UCSD I.D. is required.

Tier B: UCSD faculty/staff, UCSD alumni, members of UC San Diego Retirement Association, I.C.L., Chancellors Associates, and spouses. Valid UCSD I.D. is required.

Tier C: Persons not affiliated with the university. The Craft Center enthusiastically welcomes members of the San Diego community!

- **Open Studio Hours** are for the people who were previously enrolled in a class and were unable to finish a project, or for people who are experienced and qualified to use a studio without an instructor's supervision. Orientation is mandatory for experienced users. (*See Orientation*) Open Studio hours are assigned to a specific studio and are not transferable to the different studios. Visit Craft Center registration portal for Open Studio Hours.

Orientation

Orientations are mandatory for all Craft Center participants. **The orientation is not an instruction in a craft;** it is an explanation of the Craft Center policies and safety procedures. All beginning-level classes will include an orientation as a part of the session, and it is free for all studios. Taking a beginning-level class does not guarantee that a participant will be qualified to work independently. The instructor assesses each person's abilities at the end of the class to determine if they can work in the studio on their own and can purchase a studio pass.

Experienced members who have not taken a Craft Center class in the studio of their choice must complete an orientation before purchasing a studio pass. They must register separately for the orientation and pay the fees.

Orientations are good for one academic year with continuous membership. Orientations are available every term for the new and returning participants who are not registered for the class.

Please Note: No one should use the Craft Center or tour the studios without having been apprised of the risks and personal responsibilities through the mandatory orientation.

Liability Waivers

To reduce the potential danger of injury, the Craft Center requires all participants to sign the liability waiver. The liability waiver is a part of registration process for each class. By signing the liability waiver, the Craft Center participants accept full responsibility for their own health and safety, including reimbursing others for damages to them or their property. The Craft Center participants are responsible for replacing tools and equipment damaged by their misuse.

The Craft Center may revoke its relationship with a participant for dangerous actions or inappropriate conduct without giving a refund.

Please Note: The Craft Center does not provide insurance to its users.

Waiting Lists

If a class is filled at the time of registration, the waiting list will become available. Being on a waiting list does not guarantee registration to the class or that a new class will be made available for the current quarter. A student on the waiting list is not officially registered to the class and is not eligible to attend the studio on the first day of class.

As space becomes available, the Craft Center staff will contact the first three people on the waiting list in order and the first person to respond in the following 24 hours will get the available seat.

Please Note: Waiting lists are only valid for the current quarter. They are not carried over to the next quarter.

Cancellations

The Craft Center has the right to permanently cancel a class for insufficient enrollment. Early registration is recommended to ensure that the classes are not cancelled due to low enrollment.

Due to circumstances beyond our control (e.g. instructor illness, emergencies, facility/equipment malfunctions, or inclement weather), the Craft Center office will contact participants via email or phone prior to class. Please be sure that your Online Account information is accurate. We will attempt to make up the cancelled class; but if that is not possible, a credit will be issued. This credit can be used toward different classes or material purchases during the current quarter. Credits are non-refundable and non-transferable.

Please Note: If the University cancels academic classes (closes campus), the Craft Center will likely cancel all programming and close the facility.

Refunds

All Craft Center participants should choose their classes carefully. A full refund will be issued in case of a documented medical emergency, administrative errors, or compulsory military duty.

If a participant is not able to take a class that has been paid for, a full refund can be issued up to 72 hours or three (3) business days prior to the beginning of the first day of any given class (*see Waiting Lists*). All refund/credit requests must be submitted via email at craftcenter@ucsd.edu. Late cancellations and No Shows will not be eligible for a refund. No exceptions. The Craft Center cannot provide refunds for classes that have already begun and are currently ongoing.

Please Note: Some fees, such as processing fees, and some materials fees, are non-refundable.

Lockers

The studios have lockers that the Craft Center participants can use. Lockers can be reserved only by the Craft Center participants who registered for a class or purchased a studio pass for the current quarter. There is a limit of one locker per person per studio.

The Craft Center will provide a special lock to the reserved locker for an additional charge. The locker fees are refundable minus service fees. Damage fees will be applied in case of a broken lock.

Please Note: The Craft Center participants cannot bring their own locks for the lockers. They also cannot replace the Craft Center lock to the locker using their own lock.

On the last day of the quarter, participants must renew their locker reservations by registering for a class in the next quarter, or the locker must be cleaned out. Lockers not cleaned out by the expiration date will be opened and contents removed. All items left in expired lockers are considered abandoned and become the Craft Center property.

Please Note: The Craft Center is not responsible for theft, loss, and/or damage to locker contents.

Studio Supplies

The Craft Center provides a variety of studio supplies for classes and/or studio users. When a class is set up, the instructor decides which materials and supplies to provide with the class, and they will be included in the price of the class. Additional supplies and tools are kept at the Craft Center front desk, organized by studio, and available for purchase by studio participants.

Please Note: To assure quality control, all clay must be purchased from the Craft Center. All clay left in the Craft Center or in the locker at the end of the quarter will be recycled and turned into pug clay for use in Craft Center classes the following quarter.

Tool Rental

The holders of the Craft Center studio pass or the participants who are eligible to work independently have the option to rent the tools or the equipment of their choice. Tools and equipment can be rented in person at the Craft Center front desk. Rental fees will be applied based on the number of days to be used, but no longer than 15 consecutive days.

Rental tools and equipment can be used only after the full payment is received. The Craft Center participants must inspect rental tools and equipment at the time of payment and accept full responsibility for the condition of the tools by signing the rental agreement. The tools and equipment must be returned during the Craft Center open hours on the day they are due. Failure to return the tools and equipment by the due date will result in a late fee.

The Craft Center participants are responsible for any loss, theft, or damage of tools and equipment. Damage fees will vary according to the type of tools or equipment. The replacement fees will be equal to the retail value of damaged tools or equipment.

Please Note: Most tools are for the use at the Craft Center only. They cannot be removed from the premises. Lockers are provided for the extended use of rental tools and equipment.

The UCSD Craft Center Policies are subject to change without prior notice.