



## **RULES & REGULATIONS**

**Welcome to The Glass Furnace! A place as peaceful as the transparency of glass. The information we present you here is for your own safety and transparency; we thank you in advance for paying attention to these warnings and rules. The Glass Furnace has general liability insurance for instructors, assistants and students during their stay at The Glass Furnace**

## **COURSE INFORMATION AND GENERAL RULES**

- Class hours are between **9:00-17:00**;
- There is no class on Saturday on the first weekend; a day trip to the city will be organized for that day.
- There will be a student exhibit at the last day, Saturday. Students are encouraged to invite people for the exhibit.
- You can only attend to the course you are registered however instructors may organize an exchange of classes for one day. The education representative, **Aylin** should be informed about this issue.
- Smoking and alcohol are strictly forbidden in the school building.
- The school is often visited by media people. They may take photos or shoot during the courses and may interview the instructors and students without interrupting the lesson.
- The instructors and students should contact the session assistant for their questions and problems they can't solve individually. The session assistants are volunteers and they will do their best to make you happy during your stay. Their happiness is important to us and we believe you will help us to keep them happy.

## **THE LIBRARY AND THE MEETING ROOM**

- The library is open between **11:00-13:00** and **16:00-17:00**. Please ask for help since the book shelves are locked for security reasons. Session assistants will be responsible for the library. Please kindly obey the time schedule of the library.
- The students can use the meeting room next to the library during the day and night except during the times it is used for meetings. There is a TV set and a student computer available for students to use.
- Please find the instruction sheets for the TV Set and student computer in the Meeting Room for general usage information and warnings.
- You are welcome to use the digital database on the computer called "library\_v1.1" to search for books. Please let the assistant know if you would like to take books out or return any books you have taken out.
- The books may not be taken out of from library and the campus.
- In the case of lost books, an amount of twice the book price will be charged from the borrower.

## **DINING HALL**

Rules\_Regulations

- **Meal Times**

- **Breakfast :07:30-08:30**
- **Lunch :12:00-13:00**
- **Dinner :18:30-19:30**

- As the amount of food ordered is limited to the number of students, instructors and the staff, you must inform the session assistant one day in advance
    - if you will have a guest for lunch or dinner
    - if you wish to have breakfast and stay for dinner at The Glass Furnace (for the students who **do not** accommodate on campus)
    - if you won't be having dinner/lunch at the school (for students who accommodate on campus)
- Fee for additional breakfast is **15 TL/person.**  
Fee for additional meal is **15 TL/person.**

## **SWIMMING POOL**

- The swimming pool is open between **07:00 and 21:00.**
- It is strictly forbidden to use the pool after **21:00** for security reasons.
- Please take a shower and wear a swimming cap before using the pool.
- The water in the pool is 140 cm (55 inch) high, **it is strictly forbidden to jump into the pool.**
- Please take off your shoes before entering the pool area.
- Please do not enter the other areas of the school with swimsuits on.
- Please remember that the swimming pool is a part of the school and guests using the pool are expected to wear proper swimsuits to respect the others.
- The swimming pool can be used by your guests with a daily fee of **20TL/person.** Please ask the session assistant for availability and reservations.

## **OTHER ISSUES**

- The photocopy machine may be used by the students. Since there is no staff for this part, students should make their own copies. The fee is **10kurus/page.** The payment should be made to **Gülben** at Reception right after using the photocopy machine.
- Please contact Accounting for payments and money exchange. Please note that you can get the currency you want the following day if there is not enough cash. **Mihrac** is in charge of Accounting.
- The Glass Furnace telephones are only for office use. Please contact **Gülben** to use the phone system which tells how much the calls cost. Please note that the payment should be made right after the call.
- You can buy snacks, drinks and ice-cream from the little shop in the Agora. The shop is open between **8.30-17.30 on weekdays** and **10.30-19.30 on the weekends.** Payments should be made immediately at purchase. The shop is be *closed on Mondays.*
- The Glass Furnace assists students who want to send their pieces by a courier service and packing materials can be purchased at the school, but this process should be finalised before they leave the campus. Please contact **Nuray** for details.

## **ACCOMMODATION AND GUEST HOUSE FACILITIES**

- **Nursen** is in charge of the guest house and the facilities provided but instructors and students should contact the session assistant for problems and questions regarding these areas during office hours. Please contact the night staff only for emergencies.

- Upon arrival all students should present their ID to **Gülben** at Reception and receive their room keys. All keys must be brought back to reception when leaving. **50 tl** will be charged for missing keys.
- Each room is cleaned twice a week (Monday and Thursday)
- All towels and sheets are changed once a week. If you need more towels; please ask room service. If you have a communication problem you can inform the session assistant as well.
- Everyday rubbish bins and water jugs are checked by the room service. You can also fill up your water bottle from the bottle in the fridge in the guest house.
- Hot water is on for 24 hours in all rooms.
- There is no TV in the rooms but you may watch the TV in the Agora or the Meeting Room. Please let **Gülben** know if you would like to use your room phone for national and/or international calls.
- There are two pay phone boxes in the campus. You can use these pay phones for your domestic or international calls with your credit cards or coins.
- If there are things you can't buy from the little shop in the Agora, you may buy them from shops in the Ögümce Village which takes 10 minutes on foot.
- Non-accomodating students can also stay at the campus if there are vacant rooms. The daily fee for dormitory rooms (4 people) is **35€/person**. If there are vacancies, single rooms can be provided for **65€/person**. Please contact the session assistant if you want to stay in a single room.
- The small kitchen in the guest house is used by our guests who stay at the campus, for extra needs except the general meal time in the dining hall. Please leave the kitchen clean after using it.
- The kitchen and the fridge in the dining hall can only be used by the kitchen staff. Please use the fridge in the guest house if you need to keep anything cold.
- No food is allowed to be taken from the dining hall to the guest rooms. Please do not leave any open food out in the rooms.
- Nothing should be carried out from the rooms. (bed sheets, pillows, blankets etc...)
- Please make sure to turn off the lights, AC and water when you leave the room every time.
- You can use the laundry and ironing facilities in the guest house. Please read the directions carefully while using the washing machine.
- Students are welcome to use all facilities including sports equipment, pool table, table tennis. Necessary equipment can be maintained from the shop in Agora. Please make sure to bring everything back after using.
- I order not to disturb any guests who are resting/sleeping please kindly keep the volume down after 22.00 at the guest house.
- The students are encouraged to arrange additional events in the school campus without disturbing the neighbours. If you want to discover the school surroundings and the city, please ask the session assistant about the possibilities. For arrangements which require previous organization and reservations, a representative should define the number of participants in each class, collect the money and hand it to the session assistant one day ahead.
- If the students want to spend a night in the city, they can choose from two hotels and the school has the contact information. (one in Taksim, "Residence Hotel Taksim", phone: 0212 2527685 and one in Sultanahmet, "Yesil Ev", phone: 0212 - 5176785) . If they want to stay in a different place, they should make their own arrangements.
- The students can use public transportation to go to the city. You can find the timetable for the bus on the info board.

## STUDIOS

## **GENERAL RULES**

- **Nuray** is in charge of all the studios at The Glass Furnace but the teaching assistant and the session assistant are responsible of the student inquiries regarding the studios.
- *Please read the WARNINGS very carefully.*
- It is strictly forbidden to take food and drinks in the studios.
- Each student is provided with a locker.
- All works produced by the instructors and the workers are kept at The Glass Furnace. Please respect the value of these pieces and the instructor's effort.
- Most of the materials and tools needed during the course is provided by The Glass Furnace. The basic tools are given to students with a record. ALL TOOLS MUST BE RETURNED BEFORE THE END OF THE COURSE. Personal materials such as masks, glasses, gloves and aprons are available for purchase.
- Some materials are only for demonstration and testing. **Glass and other materials provided for the students is limited to the projects defined by the school and the instructor.** Students can buy additional materials and tools they need if the school has them in stock.
- The amount of the glass and other materials used in the studios are recorded by the instructors or assistants for school statistics.
- Some of the tools in the studio are shared by the students.
- All the studios are locked at **17:30**. Every day between **17.00-17.30** will be reserved for **students to clean up**. Please don't ask the night staff to open the studios as they are not authorized to do this.
- Please don't displace any tools and equipments. ALL TOOLS ARE LABELED ACCORDING TO THE STUDIO THEY BELONG TO. Please pay attention to these labels.
- Please ask for permission to use materials in other studios.
- **Please ask for assistance with the machines or equipment etc. that you are not familiar with.**
- Please pay attention to keep your classroom, tools&materials clean.
- Please put glass and recycle materials into the proper recycle bins.
- Please remove your watch and jewelry while working in the studios.
- Please put all the equipment and materials back, before you leave the classroom.
- Please kindly pay attention to save energy at all times. The greatest expense of the school is for energy.
- Students clean-up the studio, the tools, their lockers and the exhibit area at the end of each course. All works left in the classroom after the course belongs to The Glass Furnace.
- The Glass Furnace assists students who want to send their pieces by a courier service and packing materials can be purchased at the school, but this process should be finalized before they leave the campus. Please contact **Nuray** for details.

## **Hot Shop**

Please respect that at The Glass Furnace hotshop, education and production share the same space and equipment. Students should not ask for help from the production team.

- Class hours are between **9:00-17:00**.
- All lectures and other studio activities take place in David's Room. Please keep your personal belongings and works in this classroom.
- 
- **Please be aware of what you are doing and avoid experimental actions without help.**
- On each bench in the Hotshop is equipped with 3 sizes of wood blocks, paddels, metal and wood forks, punties, pipes and jacks. Please do not displace these equipmets.
- Although it is not mentioned on the doors, 'NO UNAUTHORISED ENTRANCE' in the Hotshop.
- Students are expected to bring hotshop glasses ( or sunglasses) and Kevlar gloves to work with, in the Hot Shop. Please ask the session assistant if you need any glasses.
- Students are recommended to wear long pants, cotton shirts, armband, and

- closed-toe shoes while working with hot glass.
- There are showers available near the Hotshop.
- Colors are available for purchase. Please inform the Production Representative **Abdullah** and fill out the form if you would like to buy colored (frit, powder, rods) glass.

### **Student Cold Shop**

Students allowed to work at the cold shop during the sessions. Students should not ask for help from the production team.

- Class hours are between **9:00-17:00**.
- All lectures and other studio activities take place in David's Room. Please keep your personal belongings and works in this classroom. Sandblasting facilities **will not** be available after **17:00** due to neighbours' complaints.
- The cold shop is only available under TA and instructor supervision. Beginners are not allowed to use the cold shop for any purpose.
- Students should wear gloves, goggles, linoleum apron and shoes appropriate for a wet floor when using the cold shop equipments.
- Please wear a cap or put your hair up.
- Do not use the diamond wheel and diamond saw with high pressure on the glass.
- Please don't use machines without turning the water on and don't leave machines on unattended. Turn it off and do not leave until after the motion has stopped.
- Please follow the instructions provided when operating the sandblasting machine. Do not forget to wear a dust mask.
- Students should contact studio supervisors for any coldworking jobs. A fee will be charged for these requests.

### **Beadmaking & Lampworking Studio**

- Class hours are between **9:00-17:00**. At the beadmaking studio, all torches are turned off at **17:00**. IT IS STRICTLY FORBIDDEN TO USE THE TORCHES AFTER **17:00**.
- Please don't forget to turn off the gas and oxygen when you are done with working.
- Students are expected to bring and use didymium glasses while working.
- Students are expected to prepare new mandrels for their own use after cleaning out the ones they have used.
- Glass rods are limited to the premade package that is given to each student approximately 2 kg. Students can not exchange the glass rods provided by The Glass Furnace as a premade package. Extra glass is available for purchase.

### **Fusing & Kilncasting Studio**

- Class hours are between **9:00-17:00**.
- Each student is provided with a glass cutting tool set.
- Please wear glasses for eye protection when cutting glass.
- Please use gloves when carrying large plates of glass.
- Please check if there is water, ½ cm deep, in lathe and a sponge before using the grinding machine and don't use it without a sponge.
- Please put away unused sheet glass and materials.
- When working with plaster, silica, glass fiber blanket or insulation materials, wear gloves and a mask.
- Students are expected to bring their own glasses, gloves and good quality, double filter dust mask.
- If skin comes in contact with glass fiber or insulation materials, wash affected areas with plenty of soap and water.
- Please do not put any plaster in the sink; throw waste plaster in garbage bins.

- Dusty materials such as glass fiber and plaster can only be used in Kilncasting Studio and Kiln rooms. Please do not bring such materials in to Fusing or any other studios.
- Glass usage for each student will be indicated by The Glass Furnace and instructor. Each student should use the same amount of glass and materials during the workshop.

### **Kilns**

- The students are not allowed to use the kilns without the presence of studio supervisor and the instructor.
- The studio supervisor or the instructor may save the kiln programs you use under available program numbers.
- Please don't interfere when the kiln is on and don't look too closely through the observation hole.
- Please use a mask when sifting or cleaning the glass release powder.
- Please be very careful not to damage the bottom surface of the kiln when loading and unloading.
- Please be careful when using fusing molds; they are extremely fragile.

### **Metal Shop and Electrician Room**

- **Nuray** is in charge of the metal shop
- Students are not allowed in either of these rooms.
- Students should contact **Nuray** for any requests of metal construction and electrical jobs for their works.
- A fee will be charged for workmanship and materials for such requests.