

[space]

February 2022

STUDIOS HANDBOOK

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Welcome to SPACE Studios!

SPACE was founded in 1968 by Bridget Riley, Peter Sedgley and Peter Townsend to provide affordable workspace for artists living in London.

Since then, SPACE has expanded considerably branching out into training, digital resources and exhibition facilities for artists and collaborative projects in public spaces. SPACE's studio office and headquarters are at the Triangle in Hackney. The gallery and programmes are based at SPACE Ilford.

Before you start using your studio space, please read these important guidelines carefully.

This handbook is to be considered in addition to the specific terms of your tenancy or licence agreement, and deals with some of the questions you may have about using the studios, code of conduct, how to contact us, and where to look for further information and advice.

SPACE is able to provide secure, affordable and well managed studio spaces for artists, but our efficiency depends to a considerable extent on the co-operation of the artists using the studios. If you have any queries or difficulties that are not addressed here then please do not hesitate to contact us.

Eline van der Vlist

Chief Executive

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Code of Conduct

SPACE has a small team of staff that oversee over 800 studio users, we will answer enquiries as quickly as possible in order of priority.

SPACE manages 21 studio buildings, some of which are leasehold buildings not directly maintained by SPACE. We will deal with maintenance and repair issues as soon as possible and in order of priority and urgency.

SPACE staff, and the contractors they employ, are entitled to be treated with dignity, respect and courtesy, and to a workplace free of rudeness, written or verbal abuse and aggression.

SPACE reserves the right to give artist tenants and their sharers notice if they engage in any serious misconduct towards staff or other tenants, including but not limited to, illegal, intolerant or threatening behaviour.

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Use of Studios

SPACE's studios are intended for use as workspaces for visual artists. SPACE's charitable status, planning consent and lease agreements allow only this use.

There is an absolute prohibition on any residential use whatsoever. Any breach of this results, not only in forfeiting the use of your studio, but may also have serious implications for SPACE's continued occupation of the building.

This means beds, bedding, clothes storage and cooking facilities are all strongly discouraged. Whilst we allow access anytime over a 24 hour period, this does not imply any permission for a continued 24 hr presence as a sole residence.

Let SPACE know if you are going to be using your studio as a registered business address.

Studios are not open to the public except for Open Studios.

The studio is for your personal use only. If you give notice on your studio it will immediately revert back to SPACE and be made available to another artist who is registered with SPACE via our usual letting method and policy.

Visitors can of course see you in your studio, but any greater public access such as Open Studios can only be arranged with prior consent from SPACE. Issues of planning, site security, fire regulations and public liability have to be considered by us in advance.

Do not under any circumstances pass the studio on to another artist. SPACE will not authorise that artist's occupation; even if it comes to light after some considerable time, they will be required to leave.

SPACE staff are entitled to inspect studios at any time without prior notice, and to check that studios are being used in accordance with the tenancy agreement.

Subletting and sharing

Sharing: If you wish to share the studio with another artist, this must be done with SPACE's consent. You should request a Licence agreement for the sharer to be a Licensee on your tenancy. You may advertise the studio share on the SPACE website. You as the tenant will remain responsible for all rent, electricity bills and correspondence connected with the studio.

Sub-letting: If you are going away for a period of time (not exceeding 12 months) and wish to sub-let, you must contact SPACE for a formal sub-let agreement. You may advertise the sub-let on the SPACE website. You as the tenant will remain responsible for all rent, electricity bills and correspondence connected with the studio.

In both cases of sharing and sub-letting we ask any artist taking on a Licence or Sub-let to register with SPACE if not already registered.

Noise and other disturbance

Please be considerate.

We do not permit the playing of music or radios, please use headphones. Refrain from holding loud conversations in your studio, either with friends or on the telephone as this may annoy and disturb neighbouring artists.

Although we make every effort to keep artists using noisy machinery away from quieter studios, some noise is an inevitable part of making work.

Smells and cooking

Please consider your neighbours if you are using strong smelling materials such as resins, this also applies to food in your studio.

Please do not cook from scratch in your studio.

Any form of heating food for more than a few minutes without good ventilation in the studio is strongly discouraged.

Any heating appliance should be covered by your risk assessment and the appropriate fire extinguishing device should be at hand.

Smoking

Smoke Free Law (Health Act 2006)

This legislation came into force Sunday 1st July 2007. This law was introduced to protect employees and the public from the harmful effects of second hand smoke. It is illegal to smoke in virtually all enclosed public places, workplaces and in public and work vehicles. Failure to comply is a criminal offence. There are penalties and fines for the offender and landlord.

SPACE must proactively enforce this law.

This means no smoking in any of the buildings or substantially enclosed areas under the control of SPACE.

This includes the communal areas of the studio buildings. At the Triangle Head Office and studios for instance, the only non-substantially enclosed spaces are the car park and the courtyard.

Contravention of the no-smoking rule will be considered a breach of your tenancy.

For government advice and guidance on this please see:
<http://www.hse.gov.uk/contact/faqs/smoking.htm>

Covid-19 guidelines

As individual leaseholders it is up to each artist to assess their own general situation and practice in line with a prudent community-focused approach and to carry out your own risk assessment, whether written or not.

It is everyone's responsibility to keep each other safe. We therefore ask that you:

- Follow the [latest NHS advice](#) and prudent practices at all times.
- Sanitise or wash your hands thoroughly with soap and water, on arrival at a SPACE building, and again regularly throughout your time there as appropriate.

- Be aware that the Maintenance Team may ask you to be absent if they are working in your studio.
- Keep your use of the kitchen areas to a minimum and that everyone brings their own cutlery and mugs. It is preferable if all items are kept in your studio and would be ideal if you had your own kettle and microwave, rather than relying on a communal one. Wipe down kitchen/dining/communal surfaces before and after use with disposable kitchen towels and with suitable detergent.
- Wipe down door handles, tools and equipment after use.
- Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze, put used tissues in the bin straight away and wash your hands afterwards.
- Continue to wear a mask and practice social distancing in communal areas.
- Restrict the number of visitors and the size of any gatherings, as this will limit the number of people using SPACE buildings.
- Do not use contractors without the consent of SPACE.
- Bring your own sanitiser and soap.

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Open Studios

SPACE positively encourages studio groups to organise Open Studios. Open Studios are a great opportunity for artists to directly reach new audiences and sell their work. Open Studios are also important in that they connect the artist community with local people.

Once a studio building decides when they would like to hold an Open Studio, a representative should be selected to organise the event and discuss publicity and dates with the Studios Team (see contact details on back page).

Open Studios are normally held over one weekend with a private view on the Friday night and the studios open between 12-6pm on the Saturday and Sunday.

It is very important that, where possible, every artist in a SPACE studio building takes part in Open Studios events.

Publicity Material

Open Studios are organised by the studio tenants and are overseen by SPACE. All publicity material needs to have SPACE, Art Council and any other funder's logo that may be relevant clearly represented.

We also suggest that publicity material has a map with directions of how to get to the building and that the full date, including the year, is present for archive purposes.

Before any artwork is sent to the printers it must be proofed by a member of SPACE staff.

SPACE donation towards Open Studios

SPACE will usually assist with publicity costs, with a set amount per artist tenant, dependent on the number of artists in the building that are taking part.

We will need proof of how the money has been spent, either by invoice or receipts, and will reimburse up to the total of bona fide tenants taking part. If costs are less than this total SPACE will refund to the total of costs only.

Public Liability Insurance

Studios tenants are responsible for getting their own Public Liability Insurance for their rented area (i.e. their studio).

SPACE carries Public Liability Insurance to cover their legal liability but in the event of an incident for which the tenant is responsible the insurers reserve the right to seek redress from them.

Work that can be shown at Open Studios

The studio tenants must only show their own work in their studios unless they are sharing/subletting when they may also show their share/sub tenants' work in their studio.

Any artist showing work that may be unsuitable for certain age groups or that may be disturbing should have a notice on their door clearly stating this.

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Studio Maintenance

Your studio should be in good order when you move in, with fully functioning strip lights and electric sockets and the plumbing (where appropriate) in proper working order. If not, please let us know.

You will likewise be responsible for leaving studios clean and in good order when you move out.

While you occupy your studio the painting and decorating of the space is your responsibility. It is also your responsibility to replace any light bulbs or fluorescent tubes and starters for your strip lights. We are happy to advise you of where to obtain these.

SPACE will cover any necessary repairs to the wiring and plumbing and to the structure of your studio.

SPACE is also responsible for repairs and maintenance to the structure of the building, including drainage and for communal areas.

It is the shared responsibility of artists to manage and keep communal areas clean. In addition, if there is damage or mess to the building owing to the actions of a tenant it will be the responsibility of that tenant to address immediately. This includes the removal of rubbish and belongings.

For Fire, Insurance and Health and Safety reasons no items must be left in corridors or other communal areas and any that are will be removed at the tenant's expense.

The cost of repairs and maintenance is a large element of your rent. It is therefore in your own interest to respect and look after your studio and the building as a whole. Although SPACE staff visit the buildings fairly regularly, we rely on artists to report any problems requiring attention without delay. Especially leaks inside studio spaces – unreported leaks can cause long term damage to the fabric of the building.

SPACE maintenance staff and contractors expect to be able to carry out their duties freely and to be treated with dignity, respect and courtesy, without rudeness, aggression or written or verbal abuse. SPACE reserves the right to give artist tenants and their sharers

notice if they engage in any serious misconduct towards staff or other tenants. Please also see 'Code of Conduct' on page 3.

Emergency Procedure

The procedure for any emergency is as follows:

Burglary

- Call 999
- Please obtain an incident number

Fire

- Sound alarm by breaking a call point
- Evacuate following the evacuation strategy
- Call 999 when safe to do so

There are fire safety and evacuation strategies, with evacuation plans for each building. The evacuation plans are posted in the buildings and all tenants should regularly remind themselves of the escape routes and the assembly point.

If you discover a major power failure, flood, security breach or similar, please call SPACE maintenance on 07956 568 525 (leave a voicemail or text if no reply/ out of hours).

Routine maintenance issues can be reported via e-mail to: maintenance@spacestudios.org.uk

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Alterations to your studio

SPACE must be consulted before you make any modification to the structure of your studio or to the electrical or plumbing installations. This includes changing or adding any locks.

You must always check with SPACE maintenance before you start any building work so that we can advise and approve where necessary.

If you change or add locks you must give SPACE a copy of any new key (including padlocks).

It is very important to observe this stipulation, since badly carried out work or even minor alterations inadequately finished can result in disasters that may affect other occupants in the building. If you wish to modify the lighting system you may be required to reinstate the original system when you leave.

Please note that tungsten spot lighting and some halogen lighting is extremely expensive to run. If you wish to install such lights be prepared for higher electricity bills. There is a limit to the electricity available in the studios do please also consider this.

Please consult with SPACE maintenance if you are running too many appliances and your power keeps tripping. To prevent electricity tripping remember to always switch off electric heaters before unplugging.

Storage

There is absolutely no storage allowed in corridors and public areas.

SPACE's insurance, compliance with fire safety legislation and your personal safety is based on all corridors, staircases and communal areas being kept completely clear.

Remember: anything left in common areas may be disposed of without warning.

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Security

Please look after your personal belongings. Do not leave bags, wallets, computers, cameras or other valuables lying around in open view, even if you are just leaving your studio for a few minutes.

If possible, store hand tools, electrical equipment and other valuable items in a locked cupboard or container (preferably metal) so that they are not in open view.

Please observe these general guidelines:

- Ensure that all common entrance/access doorways are closed and locked behind you – this is vital - ALWAYS CHECK!
- Do not under any circumstances leave entrance/access doors propped open and unattended for deliveries or visitors, not even for a few minutes! If there isn't an entry phone in your part of the building you must arrange to meet visitors at the main entrance yourself.
- Do not allow anybody into the building that you do not know. If necessary, and a name is given, then please find that artist yourself and ask them to let in their visitor.
- If site access is required by any utility company such as BT, British Gas, EDF etc. always check with the studios/ Maintenance Team. We do not allow anyone access in this way without a member of staff present. If you have any doubts, do not let them in whatever they might say. Please refer them back to the Studios/ Maintenance Team.

Reporting a crime

If you are the victim of or a witness to a crime then please report this to the police immediately and get a crime reference number. Once you have this then please notify the Studios Team. We are unable to report on your behalf and for us to tackle any ongoing problems we need to demonstrate the recorded incident(s).

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Heating

Gas bottle heaters and exposed element electrical heaters are banned from our buildings.

In all circumstances where extra heating is required in your studio, SPACE advises the use of the following types of electric heating: oil filled radiator (OFR) or a wall mounted convector heater.

If you experience electricity supply interruption from the circuit breakers on your consumer unit, please see the advice on residual-current devices (RCD's) on [page 21](#).

When choosing a heater opt for trusted brands and look out for the following features:

Tilt switch: If using a freestanding unit for the advantage of portability it should have a safety feature to switch off on toppling.

Thermostat: The oil inside an OFR radiator continues to give out heat when the power is off. To take advantage of the cost-saving benefits of this a thermostat is required which switches off when the desired temperature is reached. Please note, it is not permitted to leave a heater on in an unoccupied studio.

If you already have an appropriate heater please ensure it is safely maintained; it is advisable to renew or to PAT test electrical equipment regularly. You are strongly advised not to use a mains adaptor or extension in conjunction with an electrical heater or high wattage appliance.

If your studio is difficult to heat owing to factors such as size, aspect, high ceiling, large windows, poor insulation or outside walls, you might like to consider alternatives to convector heating. Some tenants choose to build a smaller area within a large studio that is easier to heat. Please seek our advice on this.

Watts, amps and studio supply limits: If you experience electricity supply interruption from the circuit breakers on your studio consumer unit, please see the following advice on wattage and also the information about RCD's below.

Most domestic heaters are between 500w and 3000w (3kw). One heater is often adequate for most studios, larger studios may need a high wattage or more than one heater. The electricity supply to each studio is limited (typically 30-40 amps in total – and no more than 13amps should be drawn from any individual socket circuit). There is a rough method for calculating the amps requirement from appliance wattage as follows: **watts/volts = amps**

N.B. This only applies to a typical 240v single phase fixed supply. If in doubt seek our advice or that of a qualified electrician.

In practice it is not usually possible to draw much more than 3kw in total per socket circuit (the sum of all usage on that circuit).

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SPACE Environmental Policy

We encourage recycling and where practicable SPACE provides recycling bins at the studios. Please only put relevant items in these bins as if contaminated the whole contents of the bin will not be recycled by the waste contractor.

Please take care with what you put down the studio sinks. Do not put toxic waste, including oil-based paint and white spirit, down the sinks. Check regularly for new legislation regarding waste products.

We balance environmental sustainability with costs, so whilst we seek to use 100% green sources of energy, we may also seek cheaper options to keep costs low for tenants.

We encourage all artists in SPACE studios to use heating efficiently, to conserve energy by switching off electrical items when not in use, to keep costs low where practicable and to try to reduce CO2 emissions. SPACE in turn aims to install more insulation and efficient energy systems where possible.

We encourage cycling and walking over car and public transport (esp. in our Haymerle and Brickfield Studios) and provide bike stands where possible.

The SPACE Environmental policy can be found here:
<https://spacestudios.org.uk/wp-content/uploads/2014/08/ENVIROMENTAL-Policy-OCT-2013.pdf>

REMEMBER – Renew – Reuse – Recycle!

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Fire Safety, Prevention and Fire Risk Assessment

There is a Fire Alarm system in all SPACE buildings. These are tested monthly, six monthly (25%) and annually (100%). Please report any false alarms to the Maintenance Team.

Representatives of the Fire Brigade and our Insurers may make fire inspections without prior warning. They have the authority to close the building down if they find anything that they consider constitutes a fire hazard.

The Regulatory Reform (Fire Safety) Order 2005 has shifted the responsibility for the assessment of fire safety from the Fire Brigade to the occupiers of the building. From 1st October 2006 the Fire Brigade no longer issues fire Certificates but the person or organisation in control of the premises must complete a Fire Risk Assessment.

SPACE has completed a Fire Risk Assessment of your building. SPACE also has a Fire Safety Policy. If you wish to obtain an electronic copy of these documents then please contact the Properties Director, Robert McKay Forbes
robert@spacestudios.org.uk

Whilst SPACE may lease or own the studio buildings it is renting out as self-contained units to artists, it is not therefore in total control of all parts of the property. It is SPACE's policy, which has been checked with the Fire Brigade, that by providing adequate Fire Escape routes and Fire detection/emergency systems in the communal areas, and by briefing you on these, SPACE has done as much as it can to minimise the risk of fire.

Your studio and the fire safety aspects of your practice are therefore your responsibility.

It is important that all studio occupiers take this matter seriously and we recommend that everybody compile their own Fire Risk Assessment.

Guidance can be found at: www.gov.uk/workplace-fire-safety-your-responsibilities/fire-risk-assessments

The following general information will assist you in compiling your Fire Risk Assessment.

Fire extinguishers

Fire extinguishers are sited at strategic points throughout the building. They are extremely expensive and are there for your protection. Please make a note of the one nearest to your studio and check the label before using.

Do not move the fire extinguishers, in particular, do not use them as door stops!

The extinguishers containing water should not be used on electrical or chemical fires.

The extinguishers containing carbon dioxide can be used on any kind of fire but are provided specifically for electrical fires.

Fire prevention and good H&S practice in your studio

Oil paints, turpentine and other oil-based flammable painting mediums, indeed all flammable liquids with a flash point below 32 degrees centigrade, should be stored in a metal-lidded container whenever they are not in use.

Replace lids immediately after use on all flammable liquids and keep them well away from sources of heat.

The total quantity of any such flammables must not exceed 50 litres in all, other than in a purpose built store. Quantities of flammable liquids held in any work area are to be kept to the minimum practicable and should not exceed the requirements for the day or shift worked.

No ignition source is to be present in work areas where flammable liquids are in use.

Rules on disposal of waste require that hazardous materials (including batteries etc) must not be put into the general bins. Putting them into general bins may lead to a large fine.

Please see: <https://www.gov.uk/dispose-hazardous-waste> for more information and make your own arrangements for their disposal.

Do not leave propane cylinders, empty or full, in corridors, staircases or lobbies. In the event of a fire, they not only block access to emergency exits they can also explode.

Flammable/toxic materials

If your studio practice includes the regular use of flammable items you should make sure you have an appropriate fire extinguisher for your studio.

Highly flammable materials such as fibreglass, aerosol cans and associated chemicals must be stored in a metal-lidded container or metal cabinet at all times when not in use. Paint rags and other studio debris should be disposed of regularly.

Some procedures, particularly associated with fibreglass resins, release toxic fumes. If this is a part of your regular studio practice you must ensure adequate ventilation. You must consult SPACE prior to taking on a studio if your studio practice is likely to include toxic or noxious fumes or other Health and Safety issues.

Rules and regulations concerning materials such as turpentine, white spirit and certain paints are continually being updated and it is a condition of your tenancy that you ensure that you are compliant with any such regulations.

Use of Liquefied Petroleum Gas in cylinders must conform with the advice in HSE information chemical sheet No.5 see: www.hse.gov.uk for further information.

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Use of Electrical Equipment

Multi way adaptors

All studios are provided with at least one double socket. Do not overload the sockets or make excessive use of adaptors. Never use adaptors with electric heaters or other high-consumption equipment.

Unplug appliances whilst not in use and remove all adaptor plugs or transformer plugs when you leave the studio each day. Switch off heaters before unplugging!

Block adaptor plugs are unsafe and should not be used. Use a multi-way bar extension lead instead as this will put less strain on the wall socket. When a block adaptor is used with a number of plugs, the angle and weight of the assembly increases the stress on the socket contacts. There is also a danger of electrical overload as the combined loads may exceed the ratings of the socket outlet. Although the ideal solution is to provide more wall sockets (contact SPACE Maintenance to request), a multi-way bar socket with minimum cable length is also recommended but care should be taken not to overload even this.

Multi-way bar adaptors should not be 'daisy chained' i.e. one should not be added to another.

Items should always be unplugged when not in use.

It is your responsibility to ensure that all your tools, appliances and electrical equipment, including integral cables and plugs, are maintained in good condition and tested annually.

If you use an extension cable, make sure it is the correct thickness for the electrical equipment you are using. Make sure the cable is fully unrolled as power through a coiled cable may cause it to overheat. Electric heaters and other high consumption items require a thicker cable and an inadequate cable will burn out the socket. Whenever possible use an extension lead with an integral fused switch and an indicator light.

At all times avoid extension cables trailing across the floor.

Extension cables must be unplugged when you leave the studio. They should be stored loosely coiled when not in use and fully unrolled when in use.

For more information on adaptors, and on the use of extension leads, please see: <https://www.electricalsafetyfirst.org.uk/guidance/safety-around-the-home/overloading-sockets/>

RCD Circuit breakers

Each studio has an electrical consumer unit fitted with RCD circuit breakers. These shut off the supply if excess current is drawn or if there is a current leakage (indicative of a short-circuit or wiring/electrical failure).

A tripped RCD switch can be reset manually at the consumer unit – if the fault continues reduce the draw on the circuit or isolate any suspect device and have it checked for electrical safety.

High wattage appliances, especially when used in conjunction with each other, can overload the circuit causing the circuit breaker to trip. This effect can be minimised by not using high wattage appliances such as electric heaters, kettles, toasters, microwaves or photography lights simultaneously, and/or by selecting lower wattage appliances for your studio (e.g. kettles with power rating 1kw or under, often advertised as camping kettles).

Switching off appliances before plugging/unplugging is also advisable as arcing can trip the RCD.

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Insurance

SPACE has insurance cover against fire and other perils for the structure and fabric of the building only.

SPACE's insurance does not cover your personal belongings, tools and equipment or stock of materials in your studio even in the event of fire, flood, structural damage or theft.

You should take out your own insurance to cover these eventualities. Please note that if you need to make any adaptations to your studio such as installing a mortise lock or padlock you will need to give SPACE a copy of the key.

If you employ someone in your studio you are also responsible for providing Employer's Liability Insurance.

You will also need Public Liability Insurance for your studio if members of the public are invited in.

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Rent and other charges

Tenancy Agreement

You will be signing an agreement between yourself and SPACE, which determines your use and occupation of the studio. It sets out your rent charge, the general terms and conditions of your studio occupation and the required term of notice.

Monthly rent charge

The monthly rent includes everything except electricity, which is invoiced separately.

The rent you are charged typically covers rent to the landlord, business rates and water charges, building insurance, repairs and maintenance, landlord's service charges, any professional fees such as architects, legal or surveyors' costs, trade refuse and SPACE's management costs.

All of these outgoings are liable to increase from time to time. In order to ensure that SPACE is covering its costs, studio rents are reviewed every year. This does not mean that your rent is always increased but where it is necessary SPACE endeavours to keep any increases to a minimum. According to the terms of your tenancy you are given one full calendar months' notice of any rent increase.

Deposit

You will be asked to pay a deposit equivalent to a minimum of one month's rent. This is held on your behalf until you leave. At that point the deposit will be either set against charges due or returned to you. Your final account will be worked out once you have removed all belongings and returned all sets of keys.

Rent Payment

Payment must be made to SPACE on the first of each month in advance.

Payment should be made by Standing Order through your bank.

The details of our account are as follows:

Art Services Grants Limited

Account number: 00091790

Sort Code: 51-50-14

Branch address: Nat West Bank, PO Box 1357, 169 Victoria Street, London SW1E 5BT

- Please note that SPACE does not use Direct Debit.
- We have facilities for rent payment by credit or debit card but Standing Order is preferred.
- Please always use your tenant reference for any payment so that it can be correctly allocated to your studio rent account.
- Please do not pay cash over the counter of a bank unless the bank can make a clear note of name and studio number and you can send a copy of your counterfoil to the Studios Team. We cannot allocate an unidentified payment to the correct studio account.

Electricity

Most studios are individually sub-metered. Electricity charge is per kWh plus £2 per month to cover communal electricity and standing charges.

Meters are read twice a year in March and September and artists are invoiced for their consumption accordingly. Payment should be made to Art Services Grants Ltd on receipt.

In some partitioned units a sub-meter may cover a number of studios. Where this applies electricity consumption is apportioned equally

between the users. Please bear this in mind if you are taking one of these spaces.

Non-payment of rent and electricity charges

If you fail to pay your rent or other charges after 14 days you are in breach of your tenancy agreement and you will be reminded with a monthly arrears letter. Please pay on receipt of the reminder.

If you are unable to pay your monthly rent for any reason please contact the Studios Team. We will try to come to a realistic arrangement with you to clear the arrears, taking your circumstances into account.

If you continue to fall behind in rent payments and persistently fail to respond to reminders you will be evicted from your studio. The notice period will be immediate. SPACE reserves the right to change locks on the studios to prevent re-entry.

Statements

You can request a statement of your rent account at any time by emailing the Studios Team. A rent statement will show all transactions on your account including both rent and electricity charges and payments.

Please remember that the statements may not be completely up to the minute, recent payments may not have been entered into the system.

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Giving Notice

If and when you wish to leave your studio the notice period is one full calendar months' notice in writing, i.e. on the 1st of the month to leave at the end of that month.

The final rent is due and moving out is on the final day of the month.

SPACE may need to arrange to show the studio to prospective new tenants during the notice period.

Once your keys have been returned a final electricity reading will be taken from your meter and any outstanding bills settled.

Keys must be clearly labelled and returned either in person to the Studios Office or by post in a jiffy bag. Please do not post keys in an ordinary envelope as they rip.

Only after all belongings have been removed, the studio left clean and in good order, all keys returned and all bills settled will your deposit be returned.

If the studio is not left in an acceptable condition you may be charged for clearance and redecoration.

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The staff at SPACE you may need to contact are:

Studios administration/ general enquiries:

studios@spacestudios.org.uk
020 8525 4330 (option 1 and leave a voicemail)

Studios Team:

Fiona Furness, Studios Director
Gavin Ramsey, Studios Manager
Frances Copeman, Studios Assistant

Maintenance Team:

07956 568 525 (Leave voicemail or text if no reply/ out of hours)
maintenance@spacestudios.org.uk

Derek Rochester, Head of Maintenance
Mark Molloy, Maintenance Manager
Tom Davidson, Maintenance Assistant

Properties Director: Robert McKay Forbes

Chief Executive: Eline van der Vlist

SPACE contact details:

SPACE (Art Services Grants Ltd.)
129-131 Mare Street
LONDON
E8 3RH

020 8525 4330
mail@spacestudios.org.uk
www.spacestudios.org.uk

Please note: SPACE has a formal complaints procedure.
Copies of SPACE's Equal Opportunities Policy are also available.
Please contact: mail@spacestudios.org.uk for further details.

Find out what's going on at **SPACE** and join in the conversation by following:

Instagram **@space_studios_london**

Twitter **@SPACEstudios**

Facebook **@SPACEstudiosLondon**

Using the hashtags #spacestudios #(yourstudiobuilding)

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