



## House Rules

### Studios

**Insurance:** Each artist must have adequate insurance to cover their studios and contents along with products and Public Liability insurance. A copy must be provided with studio application. Those artists planning to run workshops or other activities will need to ensure that these activities are covered.

**Security:** Open studios should have some form of secure area or cupboard in which items of value can be locked when the artist is not present. All artists are expected to respect the property of others and not use tools, materials or equipment without permission.

**Rent:** Each artist will be expected to pay their rent to Albert our landlord on time, on the first of every month and will be asked to pay one month in advance. Rentals are done on a calendar month basis, regardless of the dates of occupancy.

**Access:** Once a new resident has been accepted, dates agreed and payment of the first month's rent and key deposit received, access will initially be when another resident is on hand. This will help during the moving in period. Once the new resident(s) have met Albert and been fully inducted, keys will be provided giving 24 hour access.

**Keys:** Resident artists are responsible for the keys provided at all times. They may not get another set cut or give them to any non-residents. On leaving Oxheys, they will be expected to make arrangements to hand in their keys *to another resident, before* the end of their notice period. Key deposits will be returned once the keys have been received.

**Leaving:** 30 days notice is required to terminate, with studios expected to be left clean, free of rubbish and ready for the next occupant. Notice *must be given to Albert in writing* (not email) and *also to the collective*. In the case of an account signatory, additional notice is required to enable a change of signatory to be effected in good time.

**Utilities:** All bills are shared equally, with each artist paying an agreed amount each month, subject to revision. To keep costs down and ensure fairness to all, everyone is asked to exercise responsibility in use and to check lights and/or heaters are not left on in unoccupied spaces. Heating and boiler controls are changed only on joint agreement.

**Rubbish:** As there are no waste removal facilities, each artist is responsible for disposing of their own rubbish and any left after an event or private view. Bottles or plastics should be recycled and food or other perishable waste removed in a bin bag or carrier bag.

**Hygiene:** In the interest of hygiene and to maintain a pleasant environment for all, fruit, food waste or perishable items must not be left out overnight or put in the bins. Milk or items left in the fridge are for anyone to use but should be removed before they go off.

**Parking:** One space in the bay directly opposite is for use by Oxheys - if not available, try further down the road or in nearby streets avoiding double yellow lines!

**Housekeeping:** A 'leave as you wish to find' policy exists for use of the kitchen or coffee areas and the toilets. Everyone is expected to clean up after themselves or their guests. and to do their share of cleaning and of washing the tea cloths, rags and towels etc.

**Health & Safety:** Each artist shall be responsible for their own studio space, along with adjoining walkways which must be kept clear of obstructions and be accessible by visitors. Each artist is responsible for their own electrical equipment and for ensuring their personal fire/smoke alarms are operational, replacing batteries as necessary. Each artist is responsible for their own guests or visitors and should ensure that they are supervised at all times. Co-operation with Evelyn, as our appointed H&S Officer, is appreciated.

**Fire Exits:** Access to the Fire Exits and also the loading bay *must be kept clear* at all times. On the ground floor, rear access is via the fire door in Denise's studio - exit via the access road. (A key on the fob in the door opens the padlock on the gates). On the 1st floor the rear Fire Exit is in Julie's studio - exit via the window onto the roof using the steps.

**Disabled access:** The disabled access ramp must be left accessible *at all times* and if required, the loading bay doors opened and the ramp used to provide access. It is a steep ramp so assistance should be made available if needed.

## **Project Space**

The Project Space is a communal area which is open to visitors at times as agreed, to exhibit work by resident and local artists. It has now become a recognised, regular arts venue in Preston, known for showing a variety of events, with high quality work and offering a warm welcome. The space must be kept clean and clear of rubbish at all times and every artist is responsible for keeping it so.

When a group event or open exhibition private view is held, artists are expected to help with promoting, organising and manning the event and with preparations before and after.

## **Other communal areas**

Consumption of alcohol is permitted by the landlord *only* during a private view event and *only* within the loading bay/project space area. A no smoking policy operates throughout the premises. All artists and their guests or visitors, are expected to comply.

Tea, coffee, sugar, soap, toilet rolls etc are provided from a kitty to which each artist will be expected to contribute. Donations from guests and visitors of 50p/cup are encouraged.

Toilets must be kept clean and stocked with toilet paper, soap and towels. Everyone has responsibility for cleaning or tidying as or when necessary, for removing rubbish and for washing up. Whoever is last to leave the building must ensure it is locked up with all lights/appliances turned off and the shutters secured. Check the name board to ensure nobody still in.

The heating turns on and off automatically at set times of the day and night as agreed. The boiler thermostat and frost precaution override are set at levels to keep the bills at an affordable level. To avoid surprise high bills which everyone will have to share, these settings should not be changed unless agreed amongst all artists.