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STUDIOS HANDBOOK

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CONTENTS

INTRODUCTION	4
USE OF YOUR STUDIO	4
YOUR LICENCE.....	4
SHARING AND SUBLETTING	5
SHARING.....	5
SUBLETTING.....	5
SECURITY	6
STUDIO MAINTENANCE	7
YOUR STUDIO.....	7
COMMON AREAS.....	7
BUILDING REPAIRS AND MAINTENANCE ISSUES.....	7
STUDIO MODIFICATIONS.....	8
SIGNAGE.....	8
NOISE & DISTURBANCE	8
FOOD	9
HEALTH & SAFETY, FIRE RISK AND PREVENTION	9
FIRE EXITS.....	9
FIRE EXTINGUISHERS.....	10
FIRE ALARM.....	10
CORRIDORS & COMMON AREAS.....	10
SMOKING.....	11
HEATERS.....	11
FLAMMABLE & TOXIC MATERIALS.....	11
GOOD STUDIO PRACTICE.....	12
ELECTRICAL EQUIPMENT.....	12
EMERGENCIES	13
INSURANCE	13
INTERNET	14
RENT & OTHER CHARGES	15
MONTHLY RENTAL CHARGE.....	15
RENT PAYMENT.....	15
DEPOSIT.....	16
ELECTRICITY.....	16
STATEMENTS.....	16
ARREARS & NON-PAYMENT OF CHARGES.....	16
KEYS	17
GIVING NOTICE TO LEAVE	18
CONTACT DETAILS	19

Welcome to your Cell studio!

This handbook is designed to inform you of the basic rules that are additional to the terms of your licence agreement, and to answer some of the questions that you may have about the use of your studio. It also contains details of how to contact us.

USE OF YOUR STUDIO

Cell's studios are intended as workspaces for visual artists. In some studio buildings, other creative practices are also allowed. Your use of your studio must be restricted to the practice that you specified when registering with Cell. If your practice changes substantially, you must inform us. Cell will immediately revoke your studio access if you are found to be in breach of this rule.

Access to your studio is 24 hours a day. However, residential use of your studio is absolutely prohibited. This is a breach of your contract and any such use will result in the immediate termination of your licence. Cell's continued occupation of the building is dependent on their use as workspaces only and we take very seriously any breach of this rule.

You are allowed visitors, but the building is not open to the general public. You are responsible for anyone who you let into the building. Please do not let in anyone who is not known to you.

The use of studios for exhibition purposes is not permitted and nor is any form of unauthorised Open Studio event.

Cell staff are entitled to enter studios without prior notice whether to perform maintenance tasks or to check that studios are being used in accordance with your licence agreement.

YOUR LICENCE

You are signing a licence agreement that is between you and Cell, which determines your occupancy and use of your studio.

There is no charge for arranging your contract and the move into your studio.

This licence is personal to you and is not allowed to be passed on or extended to anyone else. Your licence does not allow you to share your studio. Do not under any circumstances pass the studio on to another artist. Cell will not authorise that artist's occupation even if this comes to light after some time.

You are committing to your studio for a fixed term, usually 10 months and you may give notice to leave at the end of this period (usually 2 months' notice).

Cell will consider requests to leave your studio within the term of your contract if there is another artist registered with us to move in to your studio. In these circumstances, there will be a charge of £21 per month of your contract not completed to cover the administration costs of curtailing your contract.

SHARING AND SUBLETTING

SHARING

Your studio licence does not allow you to share your studio. If you wish to share with a particular artist or practitioner, you will both need to register with us and when you occupy, it will be on a 'joint licence'. If you wish to share subsequently, your licence will be brought to an end and a joint licence will be issued. The artist with whom you intend to share must be registered with us.

There will be a charge of £45 made to cover the administrative costs of reissuing your licence in the middle of the contract term.

We reserve the right to refuse your request to share your studio. Reasons for this include considerations of overall limits to building occupancy and size restrictions of your studio.

SUBLETTING

Your licence does not allow you to sublet your studio - it is for your use only. We understand however that artists may be offered opportunities such as residencies and commissions abroad but do not want to give up their studios. Under such exceptional circumstances we will consider requests to under-let your studio for periods of six to twelve months to artists who are registered with us. There will be a charge of £45 to cover the administration costs of organising the under-letting.

It is your responsibility to find a suitable artist who meets Cell's studio allocation criteria for your building and you will need to provide their contact details, CV and website link to allow us to assess this (see cellprojects.org/studios/about for more info). We reserve the right to refuse a sublet if they are determined to be unsuitable for the space.

The suitable sub-lessee will then be given a licence to use your studio. You will remain responsible for rent payments, electric bills and correspondence for your studio.

SECURITY

It is important for the security of all studio occupants that you adhere to these simple guidelines:

Please be vigilant about always closing entrance doors and gates behind you. You should ALWAYS check that doors are closed and locked as you come and go.

Never prop open entrances doors, even for just a minute. If you leave the building you must close the door behind you, even if this is to receive a delivery at the gate if there is one.

Never let visitors for other studios on to the premises; this is the sole responsibility of the occupant(s) of the studio they are visiting. You are responsible and liable for any visitors to your studio. If someone asks you to let them in, please explain that they will have to contact the studio occupant directly, or if necessary please find the appropriate studio occupants yourself.

If anyone from a utility company asks for access, please refer them to Cell's office. We do not allow access in this way without a member of Cell staff being present.

STUDIO MAINTENANCE

YOUR STUDIO

Your studio should be in good clean order when you move in with fully-functioning strip lights, electric sockets and plumbing (where appropriate). The walls should have been painted back to white. If this is not the case, please let us know as soon as possible. When you leave the studio, you will likewise be responsible for returning the studio to us in good order. This means filling all holes in walls, freshly painting the walls back to white and the floor (where appropriate) back to grey.

Whilst you occupy your studio, you are responsible for the general upkeep of your studio. It is your responsibility to replace any light bulbs or fluorescent tubes and starters for your strip lights. You are also responsible for the maintenance (and replacement if damaged through use) of your studio door lock, sockets, switches and any other internal fittings.

COMMON AREAS

It is the shared responsibility of studio occupiers to keep the communal areas clean and tidy. Our cleaners will clean these areas on a weekly basis, but it is not their responsibility to tidy up after studio occupants. Please be considerate and keep these areas clear and tidy.

Please wipe down and clean sink areas and any communal kitchen areas after use. Cell's cleaners are not there to clean up after you, but to maintain the general cleanliness of the building.

BUILDING REPAIRS AND MAINTENANCE ISSUES

The cost of repairs and maintenance is a large element of your rent. It is therefore in everyone's interest to look after the building. It is both easier and cheaper for everyone to fix

problems if and when they arise. Though Cell's staff visit the buildings fairly regularly, we do still rely on studio occupants who use the space daily to inform us if there is a problem that requires attention.

Any building issues and day to day queries should be directed towards the Studios Manager at Cell HQ (258 Cambridge Heath Road, E2 9DA) between 9am-5pm Mon-Fri. (Email is the best way to do this to ensure the issue is logged.)

studiosmanager@cellprojects.org / 0207 241 3600

STUDIO MODIFICATIONS

Permission must be requested in writing/email to make any modifications to the structure of your studio. This includes changing or fitting additional locks. In this instance, you must provide Cell with a copy of any new key immediately upon fitting.

You must contact us before starting any building work. Whilst we are amenable to occupants making modifications that allow better use of their studios, we must approve all work and will be able to advise to ensure that the building and other occupants are not affected. You may be required to remove any modifications when you leave your studio.

If you wish to alter the lighting in the studio you may be required to reinstate the original system when you leave. Any electrical work must be carried out by a competent electrician and NIC certification provided. We will be able to recommend suitable contractors if required.

There is a limit on the amount of power available per studio. Cell provides a 20 or 32 amp socket ring main and a 6 amp lighting ring main for each studio.

SIGNAGE

No signage relating to your studio may be attached to the building, either internally or externally, without prior consent from Cell.

NOISE & DISTURBANCE

We make efforts in allocating our studios to keep similar practices together in order to keep your neighbours happy. Some noise is an inevitable part of making work, but please be considerate to other studio occupants.

If your practice entails frequent use of noise making tools or equipment (e.g. grinders, sanders, etc.) you must seek guidelines and permission from Cell.

Music/video for work purposes may only be played at levels inaudible in neighbouring studios, and recreational noise/music is by headphones only.

FOOD

The preparation and storage of food is prohibited in Cell's studios, and only allowed in common kitchen areas where provided. The installation of food preparation equipment (toasters, etc.) is not allowed. Additionally, no food should be left in your studio overnight as this can attract vermin.

HEALTH & SAFETY, FIRE RISK AND PREVENTION

Since 2005, the responsibility of for the assessment of fire safety has shifted from the Fire Brigade to the occupiers of a building.

Cell has completed a Fire Risk Assessment for your building. There are Fire Escape routes provided along with fire detection/emergency systems in the communal areas. Whilst Cell retains control of the common areas of the building, as licensees of studio space the responsibility for fire safety in studios falls primarily on you.

It is important that you consider the risks of fire within your studio space and you should complete a Fire Risk Assessment for your studio. An easy to follow guide to do this can be found at: <https://www.gov.uk/government/publications/fire-safety-risk-assessment-5-step-checklist>

FIRE EXITS

There are signs in the common areas that direct you to the fire exit(s). Please ensure that you know where your nearest fire exit is.

FIRE EXTINGUISHERS

These are placed at strategic points in the building. They are there for your protection and should not be moved. Please ensure you know where they are and what type of extinguisher they are.

Types of extinguisher:

- Water: DO NOT use these on chemical or electrical fires
- Carbon dioxide: these can be used on any fire but are intended specifically for use on electrical fires
- Powder: these can be used on any fire including electrical fires

DO NOT MOVE THE FIRE EXTINGUISHERS UNLESS YOU NEED TO USE IT TO TACKLE A FIRE. DO NOT USE THEM AS DOOR STOPS!

FIRE ALARM

If the fire alarm sounds, you must leave the building immediately. If you discover a fire and the alarm has not yet sounded, use the break glass call points by the exits to sound the alarm.

The smoke detectors and sensors for the fire alarm are highly sensitive. You should be aware that these devices will activate if any smoke or even excessive dust is generated within a studio or anywhere in the building.

CORRIDORS & COMMON AREAS

THERE IS ABSOLUTELY NO STORAGE ALLOWED IN CORRIDORS OR COMMON AREAS. ANYTHING LEFT IN THESE AREAS MAY BE DISPOSED OF WITHOUT WARNING. (This includes bicycles, work, materials, rubbish, etc.)

Cell's insurance and the building's fire safety is dependent on all corridors, stairwells and public spaces being kept completely clear. Anything stored in these areas could impede passage to the fire exits. It also provides potential sources of fire ignition or fuel.

Anything stored in common areas may be removed and disposed of without warning. Cell reserves the right to levy a charge for the removal and disposal of objects left in common areas, for flytipping or rubbish not placed into the bins. This will be a minimum of £100.00 and may be substantially more for larger objects.

SMOKING

There is strictly NO SMOKING in any part of the building. Smoking is illegal in all public spaces and workspaces. Contravention of this rule will be considered a breach of your licence.

HEATERS

The only heaters permitted to be used in our buildings are electric oil-filled radiators. Gas heaters and exposed element electric heaters are strictly banned for fire safety. This is an important stipulation of Cell's insurance and must be strictly adhered to.

FLAMMABLE & TOXIC MATERIALS

Any flammable materials in your studio should be stored in a suitable fire resistant metal box or cabinet. This includes oil paints, turpentine and any other flammable liquids. The total quantity of all flammable materials stored in a cabinet must not exceed 50 litres. For further information see:

<http://www.hse.gov.uk/fireandexplosion/storageflammliquids.htm>

Any hazardous materials used in your practice must be disposed of appropriately. They must not be put down the sink (e.g. turpentine, white spirit, oil-based paints, etc.) and must not be put in the general rubbish bins (including batteries, solvents, oil, etc.). You must make your own arrangements for

the disposal of all these materials. For further information see: <https://www.gov.uk/dispose-hazardous-waste>

Some procedures produce fumes or dust which is hazardous to health. Examples include the use of fibreglass resins which produce toxic fumes, or wood dust which is a carcinogen. You must ensure you have adequate ventilation and extraction before using these materials. You must consult Cell if your practice is likely to include the use of any process or material that could produce toxic or noxious fumes.

It is a condition of your licence that you comply with all regulations surrounding the use of hazardous materials and it is your responsibility to ensure you are up to date with all appropriate regulations.

GOOD STUDIO PRACTICE

Maintaining good studio practice is important for reducing fire risk in your studio. It is your responsibility to keep your studio free from potential sources of ignition. All flammables should be kept with their lids closed and in a suitable container when not in use. They should be kept away from any heat source.

Oil and turpentine soaked rags should not be left in the studio as they can be a source of ignition. Other dust and studio debris should be regularly disposed.

ELECTRICAL EQUIPMENT

All studios have at least one double socket, often more. You should be careful not to overload the sockets and circuits in your studio. The electrical supply to each studio is limited (usually 30-40 amps). Additionally, no more than 13amps should be drawn from any socket circuit. In practice, this means that high wattage appliances, such as heaters, should not be used in conjunction with one another and not on extension leads.

The rough method for calculating ampage requirements for an appliance is: $\text{watts/volts} = \text{amps}$ (e.g. a 2000W heater running on 240V will draw 8.3amps).

Most studios are now equipped with individual RCD circuit breakers. If this trips, it can be manually reset at the consumer unit in your studio. This can trip through the overloading of a circuit, a fault in electrical equipment or arcing at the plug when plugging in or unplugging appliances. Switching off appliances before unplugging or plugging in can prevent this.

It is your responsibility to ensure that the electrical equipment in your studio is safe to use. It should be PAT tested to ensure it is safe. Extension cables should only be used if fully unwound to prevent overheating.

Tripping the RCD can also sometimes trip the circuit breaker on the main board. This will usually be just for your studio. If this happens, you will need to contact Cell and a member of staff will need to come to your building to reset the switch. This will mean you need to wait for the power to be turned back on in your studio and it will not always be possible for Cell staff to attend on the same day. Cell reserves the right to levy a call-out charge of £30.00 for restoring power to your studio where it is deemed to have been caused by your actions and you have not followed these rules and regulations.

EMERGENCIES

The procedure in case of an emergency is:

FIRE:

Sound alarm

Evacuate

Call 999

BURGLARY & BREAK IN:

Call 999

In both cases, or if you discover a power failure, flood or other security breach, you should also inform Cell either by phoning 0207 241 3600 (Monday – Friday 9am – 5pm) or by email to studios@cellprojects.org (best for out-of-hours contact).

INSURANCE

Cell has insurance in case of fire and other significant events that covers the structure and fabric of the building only.

Cell's insurance does not cover the contents of your studio, personal belongings, equipment or work, even in the case of fire, flood, theft or structural damage. You should take out your own insurance to cover these eventualities. If your insurance cover requires the installation of additional locks, you will need to give Cell a copy of the key.

You should be aware that if there is damage to the property through fire or any other incident that was found to be your fault, Cell's insurance company may deem you to be responsible and the costs will fall on you. You should have your own indemnity insurance to cover this. You are also required to have this insurance in place as a term of your licence (see clause 3.9).

Acceptance of your studio entitles you to make no claim for liabilities against Cell and its directors for personal injury or loss caused to yourself or others by you whilst on the premises. In essence, Cell cannot take responsibility for accidents caused by the undertaking of your own or others practices. It is your responsibility to have insurance in place to cover these eventualities.

INTERNET

High-speed internet access is provided to all studio buildings and is included in the rental charge. Should you experience any interruption in the internet connection please contact us on 0207 241 3600 or email studiosmanager@cellprojects.org.

Our ISP, Optimity, is based locally and will usually know before us that you are experiencing a problem. In our experience they are very responsive to any issues. The faster you let us know of any problems, the faster they will get fixed.

RENT & OTHER CHARGES

MONTHLY RENTAL CHARGE

Your monthly rent includes everything except electric, for which you will be invoiced separately.

The rent charge covers rent to the landlord, business rates, water charges, electric charges for common areas, building insurance, repairs and maintenance, landlord service charges, professional fees (e.g. legal fee or surveyors fees), refuse costs and Cell's management costs.

All these costs are liable to increase over time and Cell must review rents each year to ensure that it is covering its costs. This does not mean that rents will increase each year though, and Cell tries hard to keep any increases to a minimum. Your rent is guaranteed for the initial period of your licence after which Cell will give a minimum of one month's notice of any increase in rent.

(The use of the term 'rent' in this document or in any other communication with Cell refers to the licence fee payable for your use of your studio. It is used for ease of common understanding only and it should not be considered that a lease or tenancy has been granted as a result of the use of this term.)

RENT PAYMENT

Your rent must be paid to Cell on the 1st of each month in advance. It should be made by Standing Order. Our bank details for this are:

Bank: HSBC

Name: Cell Project Space Ltd

Account number: 81533045

Sort code: 40-01-18

You should ensure that you use your tenant reference code for all payments.

DEPOSIT

You will be asked to provide a deposit equivalent to one month's rent. This is held on your behalf until you leave your studio.

When you leave your studio, your deposit will be returned or set against any outstanding charges (e.g. final electricity usage). Your final account will only be worked out once you have removed all your belongings from the building and returned all sets of keys for your studio.

Your deposit will only be returned in full if your studio is returned in acceptable condition. This means filling all holes in walls, freshly painting the walls back to white and the floor (where appropriate) back to grey. All lights, switches and locks must be in good working condition. Any alterations you have made to the studio must be removed unless agreed with Cell prior to moving out. If remedial or redecoration work is required to your studio after you have moved out, Cell may recover costs for this work from your deposit.

ELECTRICITY

Most studios are individually metered. Meters are read quarterly. You will be invoiced for your usage accordingly. Payment should be made to the same account details as your rental charge.

STATEMENTS

You may request a statement of your account with us at any time. This will show all rent and electric charges and all payments received. To request a statement you should email accounts@cellprojects.org.

We are able to provide statements from our current accounting system going back to April 2016.

ARREARS & NON-PAYMENT OF RENT OR ELECTRICITY CHARGES

If you fail to pay your monthly rent or any other charges due, you are in breach of your licence agreement. You will be sent a first reminder of your arrears 10 days after the amount was due.

Please ensure that you pay your arrears on receipt of this reminder.

If you are unable to pay your rent or any other charge for any reason, it is important that you contact us. We appreciate that there may on occasion be exceptional circumstances. The onus is on you to get in touch. We will try to come to an arrangement with you to clear your arrears, taking the situation into account.

If you continue to fall into arrears and do not respond to reminders to pay the charges due, your occupancy of your studio will be terminated. Cell reserves the right to change the locks on your studio without notice to prevent re-entry. If your arrears are not paid within 28 days of their due date, we reserve the right to remove and dispose of as we see fit the contents of the studio on the basis that all contents have been abandoned. If this incurs costs you will be liable for these, along with arrears and liability for the remainder, if any, of the contract term.

KEYS

Cell will provide at least one key for your studio and any building entrance door or gate. If the studio is larger and designated for possible occupancy by more than one person, we may provide extra keys free of charge when you first occupy your studio.

Please keep these keys safe. The security of the building and everyone's studios is dependent on restricting access to only those who should be there.

All keys provided remain the property of Cell.

GIVING NOTICE TO LEAVE

When your contract comes to an end, you may give notice to leave your studio. The notice period is set out in your contract and is either 1 or 2 months (depending on building).

Notice can only be given for full calendar months - i.e. on or in advance of the 1st of the month so that your occupancy will end at the end of a calendar month and a new occupant can move in on the 1st of the following month.

You must continue to pay your rental charge during this period. Your deposit may not be used to cover any remaining months of rent due.

If you are still within your licence period, Cell may consider allowing you to end your contract and leave your studio early. The onus will be on you to find a suitable replacement. We reserve the right to levy an early cessation administration charge of £21 per month of your contract not served.

Cell may need to show the studio to prospective new occupiers during your notice period. Where possible we will give you notice of this, but this may not always be possible.

Once all sets of keys for your studio have been returned and you have all removed all your belongings from the building, a final meter reading will be taken and your studio inspected to ensure it is in good condition. This will usually mean that all holes should be filled, the walls should be freshly painted white and the floor freshly painted grey. If your studio is not left in an acceptable condition, you will be charged for clearance and redecoration.

If you have any queries about this please contact studiosmanager@cellprojects.org.

Your keys should be returned to the Cell offices at 258 Cambridge Heath Road. They must be clearly labelled and should be returned by the end of the final day of your occupancy of your studio. Once all bills are settled, your deposit will be returned.

PRIVACY POLICY

Cell needs to hold your personal data in order to provide you with your studio. There are full details of our privacy policy available at: <https://www.cellprojects.org/privacy-policy>.

CONTACT DETAILS

CELL OFFICES & PROJECT SPACE:

258 Cambridge Heath Road
London
E2 9DA

0207 241 3600

Office hours: 9.30am - 5pm (Monday to Friday)

FOR BUILDING AND MAINTENANCE ISSUES:

The best way to have maintenance issues logged is by email:
studiosmanager@cellprojects.org

FOR ACCOUNT QUERIES:

accounts@cellprojects.org