

Members Guidelines

Create Space London is a relaxed and informal place and to preserve this atmosphere, we have a few guidelines we ask all to follow.

1. No Smoking anywhere on the premises. There is a designated smoking shelter/area in the car park located near the Stonebridge Park station entrance. However being on fire is not permitted in the anywhere, even in the smoking shelter.
2. All members should make themselves known to the reception on entering the building to ensure that they know who is in the building in case of emergency.
3. Do not treat the the space like your home, it is a shared space. Sleeping anywhere on Create Space property is forbidden.
4. Toilet facilities are in the corridor by the elevators. For hand washing facilities after dirty processes, use the sink next the screen print washout bay or in the ceramic area not the toilet or the kitchen.
5. Please clean up after yourself. Put equipment away in the proper place after use so the space is clear for other users. Wipe up any paint, ink, dust etc, as they are trip, slip and fall hazards. Also, if you have a tea or coffee, please rinse out the mug and leave by the sink. If you are painting or using any other chemicals, do not use mugs to put water or white spirit or any other chemicals in. The mugs are only to be used for drinking from. Food can only be prepared in the kitchen facilities provided.
6. No personal work, equipment or materials can be stored in the communal spaces other than work in progress while being worked on. Any work, equipment or materials left on the premises may be hacked or disposed of and is not covered by Create Spaces London's insurance. Ongoing works or large scale projects need risk assessments to be completed and prior approval. Please submit your proposals to us at info@createspacelondon.org. Members may only store personal items in the lockers provided.
7. As the space is a adult working facility there is always a possibility of ruining clothes and as such Create Space London will not be liable for damage to clothing or any other possessions damaged in this way.
8. Guests other than members are only allowed on open evenings unless approved by appointment. Please contact info@createspacelondon.org to make these arrangements. Do understand that at times visitors may be refused due to booked events or works and that unauthorised visitors will be asked to leave.
9. Anti social behaviour of any sort will not be tolerated, members must respect the identity and personal space of all members. Any incidents of antisocial behaviour must be logged Fault, Incident & Accident Book and an email must be sent to info@createspacelondon.org.
10. Music and other noise is permitted but if another user asks for the volume to be reduced then this must be done.
11. Heaters and kettles or any appliance that produces heat for any reason are not allowed in personal studio spaces. Communal ones are provided. No toasters are allowed on site at the landlord's request.
12. In case of fire, members must use the staircases to descend to the car park. The staircase entrances are located in the main hall opposite the lifts, the WMP, and the Screen print workshop. The fire assembly point is in the car park on the Harrow Rd side of the building.
13. First Aid boxes and Eye Wash kits are located in each main workshop areas. In the Wood, Metal and Plastic workshop they are next to the stereo, in the Print workshop they are above the cutting desk and in Ceramics workshop they are above the sink. Each set has an Accident Report Book. If a kit is used the accident should be logged in the Fault, Incident & Accident Book in the common seating area and email us at info@createspacelondon.org.
14. We suggest sprays should only be used outside if no spray booth is available and that white spirit or low odour turpentine be used instead of turpentine. No solvents' can be stored in communal areas, disposed of in the waste or poured down the sink. Members are responsible for the safety of their own materials and should be aware of the effect of the chemicals on others and should ensure that they are fit for purpose; if in doubt please email us at info@createspacelondon.org.
15. Only use designated boards to place notices and drawings unless prearranged, as this can be a fire risk.
16. No animals are allowed on site. The only exception to this is guide dogs.
17. Cycles must be stored in the car park at the provided bike rack. They are only allowed in the space if they are being worked upon or stored in personal space but must not encroach on communal facilities or other members space. Create Space London is not responsible for theft of cycles. Create Space is not responsible for any other valuables left on site.
18. Breakages and Faults must be logged in the Fault, Incident & Accident Book located in the common area and an email notice about incident should be sent to info@createspacelondon.org. This ensures that repairs can be made promptly. Breakages that are found to be due to user gross negligence will result in the billing of the repairs being made to that user.
19. No one should use any equipment or processes provided by Create Space London unless they; have had proper training in the use of it, are satisfied that the equipment or process is in good working order and that it complies with the relevant Health and Safety Executive Guidelines. If you have not had proper training this can be arranged by emailing info@createspacelondon.org or attending scheduled classes.

20. Only put waste in the correct bins. Paper and cardboard are recycling is located on site. Other Recycling facilities are located next to Stonebridge park tube station. Domestic general waste goes in the trash compactor by the loading bay. Wood, Metal and other building materials must be removed by your self. Create Space London does not provide a waste disposal service..
21. Don't use tools unless you're sure you know how to do so safely. If you see someone working in an unsafe way, it's your duty to stop them and let them know.
22. Don't defeat or hack safety features/equipment. This is for other people's safety as much as yours.
23. If something is broken, fix it; don't complain. If you can't fix it, email info@createspacelondon.org ASAP.
24. DONATIONS - Carefully consider the true usefulness of an item before bringing it to the space. Disposal requires effort and space is limited. Seek permission for large items.
25. If you're donating something and you would rather it was not mercilessly ripped apart, please label it accordingly.
26. Likewise, if something looks expensive or useful please don't mercilessly rip it apart without asking first.
27. Don't remove tools from the space without asking via the info@createspacelondon.org email first.
28. Workbenches should be completely clean when you leave - be considerate for the next user. Please put tools back where you found them.
29. If you think something should be thrown out, put it in the outgoing trash box. If they are full take them to the trash compactor by the loading bay.
30. Any infringements of the guidelines may result in charges, sanctions or revoking of membership, license and being asked to leave the space.