



# Mission

*"The Hand is the cutting edge of the mind."*

The quote above is taken from the Jacob Bronowski's *'The Ascent of Man'* and it is something that we firmly believe here at Create Space London.

**WHY** – Create Space London aims to give all people young and old access to and an understanding of traditional skills and modern technological processes that relate not only to art, design or technology, but also to problems of the everyday. Within these skills and processes it is the creative approach that fosters innovation in all areas of learning, industry and culture.

The environment that Create Space London offers is a place where the creative approach can be applied and developed, both in a structured way and in an open peer-to-peer manner. People can come to Create Space London to begin their own projects or take part in guided workshops and understand and creatively explore ways of doing things that we hope will ultimately lead to improving the way in which we all shape and affect our the world around us.

Aims:

For the public benefit the fostering, promotion and increase amongst the general public of the knowledge and appreciation of art and technology by, in particular the provision of:

- Education (of all types and at all levels) in the fields of the visual, creative and applied arts, design and technology; and
- Studios, Workshops, galleries and other places where art may be practised, created or exhibited.

**HOW** - We want to give everyone the chance to; be able to use practical equipment in making, receive instruction in practical processes, short-term educational programs and events, either for minimal or affordable costs.

A core of regular bookable short courses in three main areas of making, Wood Metal & Plastic, Screen Printing and Ceramics are available from our premises at the Former Willesden Green Police Station. These short courses offer an introduction to the processes and the creative approach that they involve. In addition to this there are slightly more advanced specialised courses using both traditional processes and modern CnC processes within these three main areas. At this point the crossover between these areas becomes more apparent in the processes.

The opening times are 9am-9pm (noisy processes will stop at 18:30 hours) and anyone can become a member and take advantage of the equipment that we host. Allowing artists, designers & makers of all kinds access to equipment that would otherwise be out of their reach or too costly to set on their own. This itself is an exercise in sustainability.

On a weekly basis there are directed workshop nights for all, where people will be able to come use the facilities, share their projects or knowledge and solve problems together.

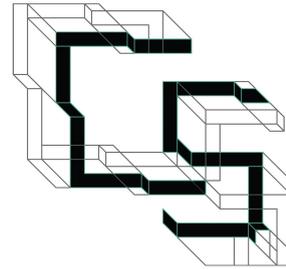
In addition to all this Create Space London also hosts a regular guest lecture program to complement the practical courses.

**Create Space London**  
Former Willesden Green Police Station  
96 High Road  
NW10 2PP

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# Create Space London

## Membership Application Form



All information stored on our database is completely confidential.

To the Trustee Directors  
CREATE SPACE LONDON

I agree that as a member of Create Space London I shall be subject to and bound by the Members Guidelines.

◆ Monthly rate agreed upon of £.....pcm.

Name \_\_\_\_\_

1<sup>st</sup> Line of Address \_\_\_\_\_

2<sup>nd</sup> Line of Address \_\_\_\_\_

3<sup>rd</sup> Line of Address \_\_\_\_\_

Post Code \_\_\_\_\_

Phone \_\_\_\_\_

Mobile \_\_\_\_\_

Email \_\_\_\_\_

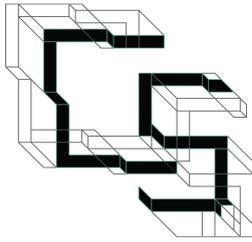
Becoming a member a Create Space London entitles you to:

- Reduced rate on the workshop programs.
- Reduced rate on Lecture programs.
- A locker to store small items.
- Open access on member's nights and weekends.
- 9am to 7pm Monday to Friday and 9am to 2pm Saturdays access to communal workshops and common area.

You will also be kept up to date with any other events, exhibitions and opportunities that Create Space London is involved in.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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## **VERY IMPORTANT PLEASE READ:**

### **Setting up your monthly Standing Order for Membership payments**

In order for Create Space London to track your payments you will need to quote a payment reference number with every membership payment. Your standing order must be set for the 1<sup>st</sup> of every calendar month.

The reference should be as follows: CSLmem and then the first and last initials of your name, for example if your name was Adam Quinn you would quote your reference as CSLmemAQ

**EXAMPLE: CSLmemAQ**

Please set up your monthly payments to:

**Create Space London**  
**Unity Trust Bank Plc**  
Branch: Birmingham  
Sort code: 60-83-01  
A/c no: 20358677

To complete your registration email us the membership form and payment confirmation in the form of a screenshot to:

**[info@createspacelondon.org](mailto:info@createspacelondon.org)**

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# 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.
2. All members should make themselves known to the reception on entering the building and sign into the log book to ensure that they know who is in the building in case of emergency.
3. Do not treat 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 upstairs. For hand washing facilities after dirty processes, use the sink in 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](mailto:info@createspacelondon.org). Members may only store personal items in the lockers provided.
7. As the space is an 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](mailto: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. All visitors need to sign the log book.
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](mailto: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 landlords request.
12. In case of fire, members must use the designated fire exits to leave the building. The fire assembly point is on Huddlestone road by the rear car park/yard gates located at the side 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](mailto: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](mailto:info@createspacelondon.org).
15. Only use designated boards to place notices and drawings unless pre-arranged, 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](mailto: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.

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19. No one should use any equipment or processes provided by Create Space London unless they; have been inducted, 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](mailto:info@createspacelondon.org) or attending scheduled classes.
20. Only put waste in the correct bins. Paper and cardboard recycling is located on site in the yard (Big Red Bin). Other Recycling facilities are located next to the big Sainsbury's on the high street. Domestic general waste goes in the bins located in the communal area/ workshops. If the bins are full please empty them into the big bin in yard.. Wood, Metal and other building materials must be removed by yourself. 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](mailto: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](mailto: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 bins in the yard.
30. Any infringement of the guidelines may result in charges, sanctions or revoking of your membership / license and being asked to leave the space.
31. The minimum membership fee is currently £25 a month.

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