

# **Kelham Island Arts Collective Members Studio Handbook**

## **Our Mission:**

To provide suitable studio and creative space for local artists as cheaply as possible and to take art into the local community.

## **Introduction**

KIAC are a centre of artistic and cultural activities, providing members with studios and access to exhibition space. We also offer opportunities to artists by providing and hosting a range of educational activities including life drawing and sculpture classes. Member artists have the opportunity to exhibit, showcase their work and engage with other professionals.

Both artists and communities are at the heart of our business, and by joining KIAC you will benefit from, and directly contribute to, one of the most exciting artists' communities in Sheffield. We currently manage a group of over 20 artist's studios and the gage exhibition space in heart of Sheffield's old industrial quarter, Kelham Island. This area is rapidly emerging as a vibrant centre of affordable arts and cultural activities, and as such has a key role to play in the city's priority economic strategy.

## **The handbook**

This handbook is intended to be a useful resource for KIAC studio occupants. This is your reference for the safe and legal use of the studio space you have at KIAC and should answer most of the commonly asked questions that arise from members using our studios. It will be updated from time with notifications of this being sent to you by email.

The handbook also forms the basis of the contract between our members and KIAC. It outlines the specific roles and responsibilities of KIAC and its members and in signing the studio agreement on the back page KIAC members agree to be bound by the contents of this handbook.

## **Your relationship to KIAC**

KIAC is a member staffed organisation whose role is to manage the studio and exhibition space that it leases for subletting to its members. The status of its members is however as independent artists, and this ensures the individual ownership of work, copyright and income derived from the sale of work. As such, KIAC members are legally responsible for ensuring that they comply with relevant health & safety legislation - see section 12 of the user guide; insurance of the contents of their studios, and employee liability insurance covering any assistants or helpers that they employ - see also section 12.

All studio occupants are automatically KIAC members, and as such are expected to play a role in ensuring that the sustainability and viability of the organisation continues. Members are encouraged to participate in regular meetings of the collective, and to accept that occasionally they may be asked to give up valuable creative time to engage in maintenance and development activities designed to enhance the creative experience and opportunity for all members. KIAC itself has no employees, and as a result processes and procedures have been designed to minimise the amount of non-creative time required of members. We ask you to bear this in mind as a KIAC member, and appreciate that as a result the rents KIAC are able to offer are significantly reduced.

## **Affordability**

KIAC is committed to the provision of affordable workspace for its members. KIAC has limited financial resources. It is important therefore that all of our studio artists support and contribute to the ethos of creating a community and providing public benefit embodied in our mission statement.

We are able to provide studio space at an affordable rate to artists by maintaining extremely cost efficient management of our site. This efficiency has always depended to a great extent on the co-operation of all artists who use the studios, and we hope that this handbook will help you to continue to help us run the studios as efficiently as possible, maintaining their affordability, safety and contributing to a great communal atmosphere to work in.

We are always looking to improve the way we work, and if you have questions or suggestions about any of the content of this handbook please contact us.

## **Contacting KIAC**

You can contact KIAC as a collective through our Facebook page, website ([www.kiac-sheffield.org](http://www.kiac-sheffield.org)) or one of KIACs' directors via email to [kiacsheffield@gmail.com](mailto:kiacsheffield@gmail.com)

## **How we contact you**

We need to be able to contact you to send you important information about the studios, and to be able to contact you quickly in case of an emergency, or to notify you of any issues that may affect your use of the studios.

Please ensure we have up to date contact details for you at all times: phone numbers (daytime and mobile), residential address, and email (where possible).

For general information mail outs we will seek to get information to you by the most effective and speedy means possible. We appreciate that not all of our members have access to internet based or email services, and so will also use communication methods such as leaving updated information in your studio space, notifying you of meetings through SMS services, and putting general information on the KIAC notice board. It is therefore important that you check these locations regularly, and ensure that notice board information remains in place until it is evidently out of date.

## **What to do in an emergency?**

Please take some time to make yourself familiar with the Emergency Action Plan posted next to the noticeboard in studio bloc 1; in the kitchen area; and in the gage exhibition space. Please save the relevant numbers on your mobile so that you have them should you need them.

# KIAC Studios – A User Guide

## **Studio allocations procedure.**

KIAC studios are allocated according to policies designed to best meet our mission statement and the practical needs of artists. KIAC will maintain a waiting list, and will advertise vacant studio space on our Facebook page, and through other relevant media, should the waiting list be empty.

When studio space becomes available it will be offered on a first come first served basis or according to length of time on the waiting list, whichever is appropriate. The prospective member will be invited to meet with at least two of KIACs' directors for a tour of the studios. The directors will discuss with the prospective member the nature of the work they wish to carry out in the studio space, and outline the ethos of the collective, and the responsibilities of members as laid down in this handbook. After the meeting the directors will decide whether to offer the space to the prospective member, and contact them as soon as possible to let them know the decision.

## **1. Signing the licence**

Before occupying a new studio, a new licensee must sign the license agreement, which includes the licence provisions and code of conduct. This is done in person at KIAC and artists must at this point pay a returnable key deposit of £30.00 This will hold the studio space for the new member until the studio is ready for occupancy or until one month has passed, whichever is soonest.

Where an existing licensee is changing studios the agreement may be dealt with by post / email and the licensee must ensure that the space they vacate is left clean and free of debris/waste.

## **2. Payment of licence fees and electricity / gas charges**

Licence fees are payable in advance no later than the 3<sup>rd</sup> day of the calendar month to which they apply. KIAC prefer direct payment to our bank account, though fees can be paid in cash, either directly to the treasurer, or through the letterbox system.

The licence fees cover your occupation, on licence, of the studio space you use, and a contribution to electricity costs and water rates.

The monthly charges are per studio or half studio, as designated by KIAC. Due to the nature of the building it is not possible to ensure that the definition 'studio' has a specified square footage, and hence not all studios are equal. We have chosen the simpler route of designating space as studios or half studios to reduce the administrative burden on the membership, and consequently have ensured that first call on studios that are to become vacant goes to existing occupants who either wish to move from a half studio to a full sized one, or whose current space is smaller than the one becoming available (see 'Changing studio').

It is essential that your licence fees are paid on time and in full.

If at any time you anticipate that you may be unable to keep up your licence fee payments, please contact us as soon as you can. We are sympathetic to the difficulties artists face in making a living and may be able to help you, but we cannot help you if you avoid the problem.

Please note that interest may be charged on late payments, in an effort to encourage artists to pay on time.

If your account remains in arrears for more than 14 days without prior agreement with the directors and the full amount you owe is not paid immediately on demand, KIAC reserve the right to terminate your studio licence agreement - without further delay or notice – and to recover the amount you owe from your deposit.

All fees are reviewed before the end of each financial year (ending March 31<sup>st</sup>) and are normally subject to increases which take account of rising building overheads and management costs. These may be higher than the rate of inflation.

We have to give you one month notice of any increases, but where at all possible we aim to give you at least two months.

### **2.a. Business rates**

KIAC has responsibility for paying the business rates on the public and communal areas of the space it occupies. These include gage gallery, the Arts Education space, all corridors and walkways, and the kitchen and seating areas. A contribution to these rate charges is included in determining the overall rental cost of the studios. Due to changes in legislation, artist's studio holders are regarded by government as small businesses, responsible for the business rate charges on their studios. Chargeable value is set by a local authority rates officer, and KIAC are legally obliged to notify the local authority each time an artist enters into agreement to take up a studio space. Artists will qualify for the 100% rate relief available through the small businesses rate relief scheme, which KIAC will assist members in applying for. This scheme provides rate relief for two years, and is expected to continue until at least 2015.

### **3. Studio deposits**

Each artist is required to pay a key deposit when they become a licence holder. The amount of deposit required is currently £30

The deposits are returned to the artist when they leave the studio and we aim to return these within two working weeks of confirmation of keys being returned, subject to the studio being returned to us in a clean and tidy state, and all outstanding accounts with KIAC paid in full.

### **4. Studio keys**

A single set of keys is provided per artist and a key deposit will be charged to each artist. This will be detailed on your licence agreement invoice.

If any additional keys are required (i.e. where a set is required for an assistant), they will need to be requested through the directors, and an additional deposit of £30 per set will be charged.

When leaving the studio, the key deposit will only be returned if you return to us the full set of keys you were issued with.

If you lose your keys during the period of your licence, we can replace them with a new set. This will be chargeable at cost. This set then takes the place of the original set of keys issued for which you have paid a key deposit. Please be aware that some of the

keys we issue are security keys and can cost up to £15 per key to replace. Replacing a full set of studio keys can therefore cost more than £30.

## **5. Sharing your studio**

Studios can be shared by more than one artist. All artists have to apply to KIAC individually and have to be named on the studio licence.

You may not permit other unlicensed artists to occupy your studio on a regular basis. If a longer-term sharing arrangement is needed, please inform the directors, who can issue a new licence.

Where two or more artists share a space, and one artist gives notice, the notice will apply to all artists in that space. Remaining artists can elect to become responsible for the licence of the entire space. Any unauthorised sharing of the studio will be considered a breach of the licence agreement.

## **6. Changes to existing licence agreements**

We will review our fees and charges and our licence provisions from time to time and we will make you aware of any changes that affect you. Changes to licence fees and other charges and revised licence provisions do not require the issue and signing of new licence agreements – your existing agreement remains valid and the notice of change forms part of it. There are however occasions where a new licence agreement needs to be issued and signed. The most common reasons are either changes to studio occupancy – one or more artists leaving a sharing agreement and / or new artists joining – or transfer to a different studio.

### **6.a Changes to occupancy**

We require for all regular users of the studios to be named on the licence agreement, to ensure that all have equal rights and responsibilities. All named artists should be paying a share of licence fees directly KIAC and pay a deposit to reflect this.

This excludes sharing arrangements of three months or less (please see 6.b below) and assistants / interns etc. (please see Section 8).

If an artist wishes to leave they are required to give one months notice in writing to the directors. If one member within a shared space wishes to leave and the remaining artists want to take over responsibility for the space, or if you want to include new artists to be able to use your studio, please contact the directors, giving one months notice of the changes requested in writing. Please include the required start date for the new licence agreement (this should be the first day of a calendar month) and the names of all artists involved – artists remaining, artists leaving and new artists joining.

New artists will be required to sign the new agreement in person with a member of the property team. Artists who have a previous agreement with us can do this via post, provided you have a good credit record and enough time is left to sign and return the agreement before the start date of the new licence.

### **6.b Temporary Share Agreements**

If you want to share your studio for a short term of up to three months, we can provide a temporary share agreement. This is useful for example if you are working on a project

with another artist or if you want to help out a friend who is without a studio for a brief period.

For the temporary share agreement we do not require the new artist to apply to us and he or she will not be included in the licence agreement. Rights and responsibilities of your licence agreement will be extended to the temporary sharer, and any breaches of our licence provisions by the temporary sharer can affect your licence as well. A temporary share agreement has to be signed by the temporary sharer in person at our office.

If the temporary sharer requires a set of keys, a refundable key deposit of £30 will also be due.

### ***6.c Transfers between KIAC studios***

Sometimes requirements change and the studio may not suit the artist's needs any longer. If you want to move to a different studio, you should contact the directors. If suitable studios are available at that time or in near future, a viewing can be arranged. While you will not be required to give the normal notice of one month on the current studio, sufficient time is required to draw up new agreements and advertise the availability of the current studio. KIAC reserves the right to decline the application to move, or to apply additional fees, if less than 10 working days remain prior to the move date. Deposits can be transferred to the new studio as long as your current studio is left in a good and clean condition.

### ***7. Studio Breaks / Temporary Licences***

On occasions an artist may need time away from their studio – maybe to save money for a bit or because you are going away on a residency.

If you would like to take a studio break please contact the Property team at the earliest possible opportunity. Studio breaks can be taken for a fixed period of 6, 9 or 12 calendar months, during which time the studio will be made available to other artists on a temporary licence.

Please note that we cannot guarantee to find a temporary licensee for the studio. For any periods that the studio is unoccupied during the period of your studio break, you will remain fully responsible for any licence fees.

If the temporary user gives notice before the end of your studio break, we will inform you of this, and you can then decide to end the studio break early and either return to the studio or give notice as well. If you decide not to return to the studio at the end of the studio break, your normal notice period of one month applies.

### ***8. Assistants / Volunteers***

Please note that you must inform the directors if your practice involves the employment of assistants, volunteers, interns etc. You are responsible for any employees whilst they are on site. This includes getting employers liability insurance – please see section 12 for further information on insurance.

If you require additional keys, this can be arranged, provided that you pay an additional key deposit for each set of keys requested. We need to be informed of the names of all key holders to any of the studios.

## **9. Giving notice**

The notice period required to end your licence agreement is one month to the end of a full calendar month – i.e. the notice will always expire on the last day of the month after it has been received by us. The period of notice is effective from the date it is acknowledged by the directors.

Notice must be given in writing. Email is perfectly acceptable, but please ensure that you request and obtain a read response from us.

Please be aware that moving out of the studio and returning keys to KIAC prior to the end of your notice period does not remove your financial obligations to us, that you agreed to when you signed the licence agreement.

### *When you move out:*

**Cleaning and condition of Studio:** You must leave the studio in the same or better condition than when you moved into it. If you have made any modifications, these can only be left with the written agreement of KIAC, otherwise they must be returned to the original state. If KIAC incurs any cost reinstating or fixing a studio space you will be recharged for this cost.

**Rubbish:** It is your responsibility to remove all your waste from the premises just as much as any other possessions. Please see also section 15 “Recycling and general waste”.

### *Returning Keys:*

All sets of keys (and any extra copies) must be returned by 5.00pm on the day of the end of your licence. Keys must either be delivered in person to a director or posted by recorded delivery in a padded envelope. If you post keys, please post them well in advance of your final date to ensure they will be with us in time, or send them special delivery to guaranteed arrive the following day.

### *Deposit refunds:*

Once we have received your keys, we will check your studio. Failure to leave the studios in a good and empty condition will result in deductions being made to your deposit. Providing that your account is not in arrears we will then process your deposit. Any amounts owing to you at the end of your licence period will normally be refunded by BACS transfer or cheque within 10 working days of your keys reaching the office. Please ensure that we have the correct bank details for BACS / correct postal address for cheque payments.

**NB:** The deposit is there to safeguard us against damage to the studio, or default on licence fee payment by licensees. It cannot be used to pay for your final month’s licence fee.

## **10. Code of Conduct**

Artists are reminded that we do have a Code of Conduct and that that is implicit within the contents of this handbook and, that each artist has signed up to as part of taking a studio licence with KIAC. In resolving any conflict situations that do occur between artists, we will refer back to the Code of Conduct to ensure all members of the KIAC community are protected.

## **11. Insurance**

KIAC ensures the buildings are insured in terms of our lease – please note this DOES NOT cover Contents insurance.

We also have Public Liability insurance in place for artists and visitors while on the premises. This only covers the public and communal spaces; you are liable for any incidents occurring within your studio space.

#### Contents Insurance

We have had very few incidences of theft within our buildings. As mentioned elsewhere here it is the collective responsibility of all our artists to ensure the studio buildings are locked securely at all times.

However, we recommend that artists with tools or equipment that they would struggle to replace if stolen or damaged consider contents insurance.

This is available through a number of companies; Artquest has a list of these here: <http://www.artquest.org.uk/money/insurance.htm>

The organisation AN offers a number of contents insurance packages for artists – for details visit their website:

<http://www.a-n.co.uk/>

#### Public Liability Insurance

KIAC public liability insurance covers the studios and common areas of the building, and the GAGE exhibition space.

KIAC cannot be held responsible for a licensee's actions or negligence, where damage is caused as a result of actions or practices that conflict with the rules and regulations set out in your licence agreement and elsewhere in this handbook.

If undertaking work in the public realm you are strongly recommended to have your own Public Liability cover, in addition to KIAC's cover for within the studio premises.

You should also insure yourself for Public Liability if you plan to run any workshops.

The organisation AN (<http://www.a-n.co.uk/>) offers its AIR and a-n magazine subscribers a very reasonable and comprehensive Public and Products Liability insurance. This is for visual and applied artists who require insurance against their legal liabilities to pay compensation arising out of injury to third parties and damage to third party property.

More details below and on their website: [http://www.a-n.co.uk/AIR\\_insurance](http://www.a-n.co.uk/AIR_insurance)

Employers Liability Insurance.

KIAC Public Liability insurance does not cover cases where artists in our studios have people working for them in the studios who are not named in our licence agreements. If you have assistants (paid or unpaid), interns, work experience students or other arrangements where people are coming into your studio you must take out Employers Liability Insurance. This does not apply if you have, for example, a photographer coming into your studio just for the day

## **12: Health and Safety**

By law you are responsible for your own health and safety, that of anyone you employ, and anyone who may be affected by risks created by your business. This means that processes, materials and certain practices you carry out in your studio can affect others in the building, and you need to ensure you are not placing yourself or others at risk.

You will have been shown and have agreed to comply with our rules and regulations including compliance with our Health and Safety Policy upon taking up a licence agreement with KIAC. You must notify KIAC of any significant changes to your studio practice, which would fundamentally change the processes and materials used in the building.

Some practices involving highly flammable or toxic processes are not allowed, due to health risks to others.

### Hot Work

KIAC are currently exploring the possibility of developing a space suitable for welding and other hot work. However, at present such work is not permitted due to the unsuitability of the general space.

### COSHH

COSHH (Control of Substances Hazardous to Health) Regulations are intended to protect people from ill health caused by exposure to hazardous substances. As a self-employed individual an artist is expected to follow the COSHH requirements even if they are not an employer.

The law states that individuals who make income from the use of potentially hazardous substances should have carried out a risk assessment. For those artists to whom COSHH applies, a written COSHH assessment should form part of our general risk assessment, and therefore we need all artists to whom COSHH applies return a written COSHH assessment to us. We will let you know if we consider this applicable to you based on your practice as identified in your application and completed licence documents. More information is available from:

<http://www.hse.gov.uk/coshh/>

<http://www.coshh-essentials.org.uk/>

### PAT (Portable Appliance Testing)

Any artist bringing their own electrical equipment on to the premises, that is more than one year old, must ensure it has a valid PAT certificate / number. If you use any electrical equipment that is not PAT compliant you may be liable for all damages caused by that equipment to our premises, as well as to other studio holders' belongings.

KIAC will endeavour to arrange for PAT testing training, and to direct artists to a source of PAT testing kits.

KIAC has found, through experience, that our attempts to comply with good health and safety practice in our buildings are, from time to time, frustrated by the actions of a few artists. Examples of poor practice, and how these can be avoided, are given on the next page. Please note that these are not the only possible examples, and apply common sense in all your actions in order to avoid health and safety management becoming either onerous or over intrusive.

## Common problems

## How you can help

Escape routes, corridors, and loadings bays used as additional storage or as a dumping ground.

Keep all your belongings in your studio. Dispose of waste correctly and responsibly.

Fire extinguishers and other objects used as door wedges.

Fire doors are marked as such and **MUST** be kept closed.

Poor storage of flammable materials in studios.

Keep flammables in a metal cupboard.

Unsafe use of flammable liquids.

Never use any form of spray paint, or aerosol, or solvent, while you have a gas or open flame heater on. You will start a fire.

Empty gas cylinders left in the studios or in the courtyard.

Gas bottles, whether empty or full must not be left anywhere in the building or external areas without prior permission. They are an extreme fire hazard. It is your responsibility to arrange collection of these.

Unsafe use of Calor gas heaters.

Make sure Calor gas heaters are serviced regularly, and when in use heaters have a clearance of at least 1 metre at all sides, and are chained securely to a wall/firm support to prevent them falling over.

Use of unsafe heaters.

Oil, Paraffin and gas heaters or any other open flame, other than boxed or cabinet type, are banned. If you are unsure, please ask the Property team.

Smoking in the studios or elsewhere in the building.

Smoking is illegal in all KIAC buildings in common with other enclosed public spaces. Artists found to be smoking in the building will have their licence revoked. Please use spaces outside the buildings if you would like to smoke (see also section 22).

Use of studios as residential accommodation.

The studios must not under any circumstances be used to as any form of residential accommodation. Artists in breach of this rule will have their licence revoked immediately.

Use of studios for social gatherings

The studios must not, under any circumstances, be used as places of social gathering for any non-arts related purposes unless this is a KIAC sponsored event. Artists in breach of this rule will have their licence revoked immediately.

Not only do the above problems place others at risk, but they put our insurance at risk, and can cost KIAC time and money in ensuring dangerous goods are moved and escape routes cleared. These costs have to be passed on to all studio artists through higher licence fees. We can and will remove items from common areas without warning and we will dispose of these items. So, please, don't leave artwork or materials outside your studio, even if it is just for a few days.

Please help us and each other to keep safe and keep licence fees low by adhering to Health and Safety guidelines.

Be Aware:

Ensure you understand the risks involved in any processes you use in the studios. Be aware of not just how this may affect you but others too. For example if you need to wear a mask because of fumes or dust, how might people in adjacent studios be affected?

Because of the open plan nature of many of the studios, it is not safe to use fume producing solvents or sprays or related processes in the studios. Please check with us first, and check the safety guidance for the products you are using. Have you disposed of your rubbish safely? Did you know that rags with oil paint and white spirit or turpentine can spontaneously combust if tightly wadded up?

More information is available from: The Health and Safety Executive:

<http://www.hse.gov.uk/index.htm>

A short fire safety guide is available from: <http://www.communities.gov.uk>

<http://www.communities.gov.uk/publications/fire/regulatoryreformfire>

KIAC and its landlord(s) conducts regular routine Fire Risk Assessments and general Risk Assessments of all its studio buildings. The information we hold from you as individuals forms an important part of that Risk Assessment.

It is also very important that you let us know if you have an accident, or near accident, in the building. Please report any obvious breaches of Health and Safety guidelines as outlined here and in your other guides to us. If you feel there are health and safety issues in the building we should be aware of please let us know.

Please also note that oil or solvent based paints or inks, turps, white spirit, wax, resins, clay, plaster or other substances which set must not be poured down sinks or drains. All of these can cause costly damage to our plumbing and drains. Ensure you inform yourself of how to recycle turpentine and white spirits.

Remember, the more cleaning and maintenance KIAC needs to do, the more this will impact on the creative time available to the members. Please be considerate in this respect, members repeatedly engaging in behaviour or activity that impacts upon the

maintenance of a clean, safe working environment for KIAC members could have their licences revoked at short notice, and incur the costs associated with cleaning up behind them.

### ***13. Heating / keeping warm in the winter months***

The buildings can get very cold during the winter months, especially where there are high ceilings and partition walls and you may need to bring in your own form of heating to enable you to work during the cold season.

Any heating equipment needs to be safe for use and has to be serviced / PAT tested. Where using electric heaters please try and find energy efficient ones, as costs are being divided and high energy consumption creates higher costs for all artists.

The use of Calor gas heaters is permitted provided they are the right design and used safely. Where ever possibly, please use those rather than electric heaters, as they are much cheaper to run.

Please be aware that the capacity of the electricity circuits is limited, and several artists use heaters at the same time, this might lead to increased tripping of the fuses. The kitchen areas are on separate circuits, so kettles, microwaves etc. should only be used there.

### ***14. Making alterations***

Members must not make any structural alterations to the studio spaces without the prior written permission of the directors. This includes any changes to the electrical or plumbing installations or the partitioning of the studio, for example.

Unauthorized changes to the studio or other parts of the premises can affect our insurance, the health and safety of others. If unauthorized changes are made by you that result in damage or affect our insurance or lease, KIAC reserves the right to end your licence agreement and charge you the full cost of reinstatement and other associated costs.

Minor alterations such as erecting some shelves are permissible, although you may be asked to remove these when you leave.

### ***15. Recycling & general waste***

KIAC does not currently have access to waste disposal or recycling facilities. Those that are visible around the Lion Works site are the result of financial arrangements between neighbour businesses and the local waste disposal / recycling companies.

When KIAC members utilise these facilities, it creates friction between KIAC and other users of the site, and this threatens our continued lease of the buildings, and therefore our provision of studio/exhibition space.

KIAC members have responsibility for the safe and legal disposal of their own studio waste. Generally we have achieved this by taking waste home and disposing of it through the domestic refuse collection system. We appreciate that this is not ideal, and the approach is unsuitable for the disposal of materials or waste covered in the provisions of COSHH.

Please recycle as much as you can, it is better for the environment, and it saves us money.

If you are producing special waste, it is your responsibility to arrange for special waste disposal.

### **16: Bicycles**

Bicycles are left at own risk at any time. Please make sure they are well secured. There is a limited amount of space available for bicycles behind the sofa's in the rest area or in your individual studios. Bicycles must not be left in corridors, as they block emergency exits.

### **17. Parking**

Parking at Lion Works is available in the unmarked spaces to the rear of the building. KIAC has no special arrangements covering parking spaces with the site owner, and cannot guarantee that parking spaces will be available.

On street parking is possible in the area around Lion Works. Please note that the businesses that share the building fronting onto Ball Street require road access as part of the nature of their business. Any blocking of their access will cause friction between KIAC and its neighbours, and this could result in the cancellation of our lease and hence our inability to provide studio spaces in the future.

KIAC members are responsible for their own parking arrangements, and those of visitors to their studios. Please ensure that the needs of other building users are not affected by your parking behaviour, as KIAC do not wish to develop more formal processes for monitoring parking problems caused by our members.

### **18. Community Matters**

One of the reasons why many artists chose a studio with KIAC is to join an artist community. We support this wherever possible, through our code of conduct, the provision of the gage exhibition space, and our involvement in Open Studios, KIAC Facebook page and website.

### **19: Open Studios**

As an essential part of KIAC's public benefit programme, we participate in the Open Up Sheffield Arts event annually. This is usually in early May. Open Up is a big event in the KIAC calendar; we open the doors to all our artists' studios and get generally very good attendances. It is a great opportunity to meet curators, collectors, fellow artists and also the public in your own studio. Some artists sell work or become involved in new exhibitions as a result of the Open Studios.

Members may be asked to assist with practical arrangements leading up to and during the Open Up period, and to help disseminate publicity - ensuring we reach as many people as possible in order to make our involvement in Open Up worthwhile – i.e. by using social media, word of mouth, your own websites. We really do need your continued input and support to continue to make Open Up successful and worthwhile for all artists.

## **20: GAGE, and Arts & Events at KIAC**

gage is KIAC's on-site contemporary gallery at Lion Works. It is a 1,500 square feet, space, and is available to external and internal artists or groups of artists on a booking basis. It is used to host a programme of curated exhibitions, and is also hired out for external events. KIAC members are able to utilise the exhibition space for free (though a 25% commission on sales does apply) subject to agreement by the directors or whoever is responsible for gage management.

gage is also available for hire to non-member artists and groups. It is important that KIAC members respect this, and ensure that they and their visitors extend to those artists and groups the courtesy and welcome that characterise the KIAC artistic community.

## **21: Site security**

All KIAC members are required, as part of their licence, to ensure that at all times they consider the security of the building, gage, and the artist's studios on the site. To ensure this, the following actions are required:

Upon leaving the building, establish whether any other artists are still in the space. If not, ensure all fire doors and internal doors are closed, and where appropriate, locked. Return internal keys to their designated spaces.

If you are the last person to leave the building, ensure that external doors, and the main doors to the studio complexes, are locked. Lock the downstairs doors behind you unless it is evident that they are in use by a neighbour company on the site.

If you answer the door buzzer, please be courteous to visitors, establish who they are visiting, and escort them to the artist they are visiting.

KIAC members are responsible for their visitors, please do not allow them to wander around the studio spaces unaccompanied or to engage in activity that is outside of the spirit and letter of this handbook, the code of conduct, and the licence agreement.

At times (including but not restricted to gage openings and classes accessed by the general public) it will be necessary to ensure that a KIAC member take responsibility for ensuring that the building is secured at the end of the event. Volunteers for this will be sought during the planning of the event, and this is not a responsibility that can be transferred to a non-KIAC member.

If you are utilising the landing space outside of the fire doors leading onto the external stairwell, please ensure that you secure those doors behind you when you have finished. Both offer a means of access to studios that are potentially unoccupied, and therefore at risk.

Failure to follow these guidelines could affect KIAC's buildings insurance and individual artists' personal contents insurance.

## **22: Communal and recreational areas.**

KIAC provides a small kitchen area, including a fridge, kettle and microwave, with comfy chairs, sofa's and a pool table (kindly lent by one of our members). There are studios near to these facilities, when using the comm/rec facilities please respect this and allow

the studio users the same quiet and pleasant working environment that you would expect.

Access to (cold water only) cleaning and water facilities is provided in the main studio area.

Please ensure that you clean up behind yourself and your visitors when using the kitchen and sink facilities.

Please ensure that you wash up your own cups/plates/cutlery and those of your visitors, rather than leaving them by the sink in the hope that others will deal with them. Failure to do this degrades the studio experience for all members (and really shouldn't have to be said to adults!!!)

### **23: Website**

Please keep in touch with our activities through our Facebook page. If you are planning an event or exhibition, either at gage or externally, please pass the details on to one of the directors in order that we can help you promote it.

### **24: Getting involved - the management committee**

KIAC members meet on a regular (usually fortnightly) basis to discuss issues relating to the management and development of the site. This is the management committee meeting. A separate committee has responsibility for the management of gage, and this reports to the fortnightly meeting, as do the directors. This process enables KIAC members to play a real part in the management and development of the site and organisation. Details of the meeting are posted on the KIAC noticeboard, and minutes sent out to all members.

KIAC also holds an annual general meeting (AGM). This will review progress against the development plan and discuss ideas for further development. It is also the point at which directors are elected. We encourage all members to attend the regular and annual meetings.

KIAC currently offers both Life Drawing and Sculpture classes to the general public. Both present occasions for KIAC members to assist in the delivery of these classes. These are valuable opportunities for KIAC members to enhance their artistic CV's through involvement in education. If you are interested please contact the directors.

If you wish to avail yourself the opportunity to participate in the classes access to these is available to KIAC members at a low rate. Please keep an eye on the notice board and timetable by the main door for information.

### **25: Updates**

KIAC is always looking to improve the way it works. Some of the information here will no doubt change over time, and we will update you from time to time as needed.

Please keep this handbook and any updates you receive in a safe place so you can refer to it as needed. Your feedback is also appreciated; please email [kiacsheffield@gmail.com](mailto:kiacsheffield@gmail.com) with any comments on the handbook.