

Conditions of Use

As the contracted Skyroom user you must ensure that you are aware of and abide by the following conditions and rules.

Arrival and Departure

The start time of your booking marks the time you enter the Skyroom suite from the courtyard and **the finish time is the time you exit into the courtyard**. This ensures that all space users have sole use of all facilities for their scheduled time.

The gate to the mews must be **deadlocked at all times**.

Conditions

The contracted Skyroom user will:

1. Only use the Skyroom for **researching / solo writing practice**; this therefore excludes using the hours for external facilitation of workshops, teaching or therapy work.
2. Have **sole use of the Skyroom**, and shared use of the 1st floor kitchenette with bathroom with studio users (read more below).
3. Have **access to no other areas** of the property unless agreed in their contract.
4. Take sole **responsibility for valuables** belonging to themselves.
5. Ensure that they have an **agreement or are covered by the relevant insurance** with respect to their practices.
6. Ensure that they take all **appropriate precautions** to ensure health and safety in their practices.
7. Inform Caroline Salem if they find / cause any **damage to property or equipment**.
8. We advise that you protect yourself and other studio users by using Lateral Flow tests, to avoid the possibility of working in the spaces while infected with Covid.

Skyroom Rules

1. **Shoes must be taken off** on entry into building, as shoes must not be worn anywhere in the Skyroom suite.
2. **Shoes must be worn** when walking through the courtyard, whether sitting outside or going to open gate for others.
3. **Studio users have priority in using kitchenette and bathroom** during their hire. Skyroom users can still access these spaces during this time, but we ask to please use them briefly and return swiftly to the Skyroom (e.g. don't use the shower, take food and drinks up to the Skyroom instead of sitting in the kitchenette).
4. **Studio users also have priority on noise**: when the studio is in use, we request that the Skyroom user works silently. You will hear sound and music from the studio, and possibly conversations from the kitchenette. You may want to bring headphones or noise canceling devices, if you wish to work in silence.
5. The **kitchenette area** should be left as found; the surface wiped and cleared, crockery and cutlery washed-up.
6. **No smoking** anywhere inside the building or in courtyard.
7. Smokers **must locate to the Mews** and dispose of butt ends in black bins.
8. **Cycles** may be left **locked** in the courtyard, **at the owners risk**.
9. Please **open the windows 10 minutes before the end of your session**, to allow for some ventilation in the space before the next booking.