These Terms and Conditions govern participation in the ROOM Artist Residency, delivered by The Old Courts in partnership with TERM Art Classes. By accepting a residency placement, participating artists agree to the following:

## **1. Availability and Use of Facilities**

* All resources, studio spaces, and services are offered subject to availability. The Old Courts reserves the right to modify, suspend, or terminate any part of the residency offer or facilities without prior notice.
* Artists must use the space in line with the intended purpose of supporting artistic development, community engagement, and creative experimentation.

## **2. Commitment and Attendance**

* Artists must use the space consistently throughout their residency, attending regularly and progressing their proposed project.
* Studio access hours are:
 **Mon – Wed: 8am – 9pm**
 **Thurs – Sat: 8am – 10.30pm**
 **Closed: Sunday**
* Artists must check in and out via the designated logbook for safety and security purposes.

## **3. Legality and Compliance**

* All activities conducted on site must be lawful under local, national, and international laws.
* Artists are responsible for ensuring their practice complies with relevant laws and regulations, including copyright and health and safety.

## **4. Health and Safety**

* All artists must attend a safety induction upon arrival.
* Artists are required to follow the Health and Safety Policy, including proper use of tools, ventilation (e.g., for spray paint), and waste disposal.
* No naked flames or flammable materials are permitted. This includes candles, lighters, smoke machines, and indoor vaping.
* Any hazards, incidents, or near misses must be reported immediately to staff.

## **5. Insurance and Liability**

* Artists are responsible for their own materials, tools, and artworks. The Old Courts does not accept liability for lost, stolen, or damaged items.
* Artists agree to indemnify The Old Courts from any liability or damage resulting from misuse of the space or equipment.

## **6. Shared Studio Etiquette**

* Artists are working in shared, semi-public spaces. Respect for fellow residents, staff, and visitors is required at all times.
* No items of significant value should be left in the studio unattended.
* Artists must keep their workspaces tidy and not obstruct shared areas.
* Artists should only use their designated area unless otherwise agreed.

## **7. Safeguarding**

* Artists must adhere to the Safeguarding Policy, especially when interacting with vulnerable individuals or the public.
* Any safeguarding concerns must be reported promptly.

## **8. Equality, Diversity & Inclusion**

* Discrimination, harassment, or exclusionary behaviour of any kind will not be tolerated.
* All artists must act in line with the Equality, Diversity & Inclusion Policy and promote a respectful, inclusive environment.

## **9. Environmental Responsibilities**

* Artists are expected to minimise waste, conserve resources, and use sustainable materials where possible.
* Recycling must be used correctly, and hazardous materials must be disposed of safely.

## **10. Public Engagement**

* Artists are encouraged to engage with the public through open studios, informal talks, or final exhibitions.
* Artists should be open to dialogue, feedback, and interaction where appropriate.

## **11. Feedback and Evaluation**

* As this is a pilot programme, feedback from artists will help shape future opportunities. Artists are expected to complete a short evaluation at the end of their residency.

## **12. Internal Safety and Operational Protocols (Staff-Facing)**

* A staff member will conduct a basic induction with each artist including:
	+ Fire exits and fire extinguisher locations
	+ Smoking areas
	+ Emergency procedures
	+ Emergency contact information for each main resident
* Internal rehearsal space procedures (if used) include:
	+ Monday equipment checks by Derek
	+ Internal gate to Bailiff Bar to be locked
	+ Fire exits unlocked and checked
	+ Radios distributed to responsible staff and artists
	+ Equipment checklist to be completed after each session

## **13. Termination**

* Breaches of these Terms and Conditions may result in removal from the residency programme without notice.
* The Old Courts reserves the right to take further action where necessary.

## **14. Acknowledgement**

* By participating in the TERM ROOM residency, artists confirm they have read, understood, and agree to comply with these Terms and Conditions.