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# Sketch House

**Main office for bookings and payments:**

University of the Arts London  
272 High Holborn, Holborn, London  
WC1V 7EY  
Tel: 020 7514 8465  
Email: [summer.stays@arts.ac.uk](mailto:summer.stays@arts.ac.uk)

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**Hall Manager: Lloyd Boman**

**Address:** 36 Clifton Terrace, Finsbury Park, London, N4 3JP

**Tel:** 020 3763 1954

**Nearest tube station:** Finsbury Park (Victoria Line & Piccadilly Line)

## **Room facilities – Regular summer guests/students**

- Standard rooms (with en-suite facilities) differ in size - standard, large and premium
- Iron and ironing board are available in every kitchen
- Windows are fitted with an opening restrictor which should not be tempered with
- Please note our rooms are not air conditioned
- Laundry facilities
- CCTV coverage of the site
- Super-fast wifi
- Cooking areas available in each flat. Kitchen utensils and crockery are not provided

## **Hall Facilities**

- Kitchens are fully equipped with appliances but **exclude** crockery and general cooking utensils
- Laundry facilities are available (there is no detergent available in the laundry room, guests are required to supply their own)
- All guests can use communal areas including the common room and courtyard. Please note that during the summer months these areas can become quite busy.

# ual:

## **Cleaning**

- Common areas such as the residents lounge will be cleaned and rubbish emptied
- Bedrooms are cleaned on departure/change of guest
- Residents are asked to place all rubbish in the containers provided
- Please remember to remove any food items you may have stored in the fridge prior to your departure

## **Check in/out**

- Guests can check in from 14:00. Check out on the day of departure is no later than 10:00 am
- Residents may be asked by reception staff to prove their age, produce official ID or passport

## **Reception and Hall Security**

- Reception is managed from 08.30am until 6.30pm, outside of these hours security will be on site to deal with any queries
- 24 hour security is based in reception
- The front door and all doors into the residential blocks have a security fob system. CCTV cameras are in operation across the site
- Please look after your keys and do not loan them to anyone. Always check that you have your keys before leaving your room.
- If you lock yourself out of the building, you can use the entry phone system to call reception to let you in. If you lock yourself, out of your room or flat and cannot gain access, contact reception or security.
- Please ensure you only allow known guests/visitors into the building.
- For fire safety reasons residents' guests must be signed in at reception and vacate the premises by 23:00
- Late night arrivals will be checked in by security, you do not need to make any special arrangements

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## **Please note:**

- Pets and other animals are not allowed with the exception of support dogs
- Sketch House is a no smoking building
- Residents are asked to comply with fire regulations including any fire drills that take place during their stay.
- Room safes are not provided. Please take care of any valuables and remember to always lock your bedroom door (they are not self-closing)
- London is an exciting and vibrant city, but for your personal safety, ensure you are aware of what is going on around you, try not to show valuables items in public and avoid using your mobile phone in the street.

## **The boring details**

- University of Arts London reserves the right for its staff, hall staff and contractors to access the rooms for cleaning or maintenance reasons, to assist in the general management of the hall or in an emergency situation. Prior notice will be given where practicable.
- University of Arts London reserves the right to move guests to alternative rooms without charge at any time during the period of the booking.
- We ask all our residents to be mindful of their neighbours and keep noise to a minimum between 23:00 and 08:00. If residents continue to disturb other guests University of Arts London reserves the right to take further action which may include the resident's removal from site
- Resident are responsible for the behaviour of their visitors. We reserve the right to ask any resident or guest associated to the resident, to leave the premises should their behaviour cause or threaten injury, disruption or distress.
- Under no circumstances should residents climb through windows onto walkways and roofs
- All roofs are strictly out-of-bounds; anyone found using them will be reported and asked to leave the residence.
- The University will not take any responsibility for the misuse of windows or roofs that may lead to any personal injury or fatality caused to the resident concerned.
- Residents should acquaint themselves with the means of escape from the building in case of fire. In such cases your means of escape from each flat is via the main block staircase. Do not use the lift.

# ual:

- Within each room there are smoke detectors, which are sensitive to any smoke. The smoke detectors must not be tampered or interfered with in any way.
- When using the bathroom please ensure that the door is closed to avoid activating the smoke alarm
- If the fire alarm sounds residents must leave the building and follow the directions of staff or emergency services personnel
- Hallways and flat corridors must always be kept clear of obstructions (for example suitcases, rubbish bags, and other items of furniture)
- Any items left in such locations will be removed and disposed of without notice.
- Fire extinguishers or alarms that are set off maliciously will not be tolerated.
- Anyone found causing damage to the building will be required to leave the residence immediately
- Charges will be made for any room items that are missing or damaged, graffiti or vandalism.
- We reserve the right to charge for additional cleaning costs should they be incurred by us.
- If your room key/fob is lost or unreturned a fee of £10 will be charged for a replacement key/fob. We reserve the right to not issue a new key/fob prior to full payment being made for original issued keys .
- No items, including temporary items, may be fixed to any walls without consent of the management.
- No audio/video recordings may be made without a written permission of University of the Arts London
- No drugs (except for medical purposes) are permitted on the Premises.
- No pyrotechnics and no smoke machines may be used unless approved by University of the Arts London or the hall of residence staff.
- The premises must not be used for any illegal or immoral purpose.
- Gas and liquid fuel heaters, candles, kettles, irons, rice cookers and cooking appliances must not, in any circumstances, be used in study bedrooms. Electric fires and heaters must not be used in study bedrooms unless provided by the residence.
- Residents may not use or keep or bring onto the Premises any firearms (even if licensed), BB guns, air pistols, air rifles or any other item which is a weapon, replica weapon or which the University of the Arts could reasonably believe could be used as a weapon.
- Unaccompanied children discovered on site will be referred to the appropriate authorities. The University of the Arts will not assume responsibility for the welfare of any unaccompanied child.
- University of the Arts, London, and its employees will not accept any responsibility for any loss of or damage to personal possessions of the resident. The resident is to take responsibility for all of their valuables. Residents must take out their own insurance for personal possessions.
- University of Arts London reserves the right to terminate the reservation at any time if the premises are found to be used for any illegal purpose. In such circumstances, monies paid will not be refunded and outstanding debts must be settled immediately.

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- Residents should not cause any blockage or hindrance of free movement along any hallway, common Passageway or stairs in the accommodation. These should be kept free at all times in case of emergencies. Any items left in such locations will be removed and disposed of without notice. This includes trolleys, artwork, rubbish and any other personal effects.
- University of Arts London will not tolerate the setting off of fire extinguishers or fire alarms without good cause. These actions are not only costly, but also a waste of Emergency Services' resources. Behaviour of this nature is unacceptable and may result in the offending resident receiving an invoice for any and all costs associated with false, accidental or malicious use of fire alarms or fire-fighting equipment.

## **Insurance**

University of Arts London and its employees will not accept any responsibility for any loss of or damage to personal possessions of the resident. The resident is to take responsibility for all its valuables. Residents must take out their own insurance for personal possessions.

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## Travel Information

To plan your route to the hall please use the Transport for London Journey Planner at <http://journeyplanner.tfl.gov>.

The nearest Underground Stations are: Finsbury Park (Northern Line & Piccadilly Line)

Buses that pass close to Sketch House (you can get any of the following buses from Wells Terrace Bus station; many also leave from Finsbury Park): 210, W3, W7.

## The nearest Underground Station is:

### Finsbury Park (Northern Line & Piccadilly line)

*After exiting through the ticket barriers, **follow signs to exit Wells Terrace**, once you exit walk straight ahead onto Clifton Terrace. Sketch House main entrance is situated at the end of Clifton Terrace on the right hand side, as you turn onto Lennox Road*

