

# **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: [L.castanheira@arts.ac.uk](mailto:L.castanheira@arts.ac.uk)

**Hall Manager: Louise Nash**

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

**Tel:** 020 3763 1954

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

### **Room facilities:**

Rooms available:

- Standard rooms (with en-suite facilities) differ in size - standard, large and premium
- Studios (with own kitchen and en-suite facilities) – available for single or double occupancy – standard and large sizes
- Linen of one quilt/duvet, one pillow, sheets, one bath towel and one hand towel is provided
- A small bag of toiletries & a complimentary welcome pack is included

### **Hall Facilities**

- Kitchens are fully equipped with appliances but crockery or general cooking utensils are not provided
- Laundry facilities are available (there is no detergent available in the laundry room, guests are required to supply their own)
- Luggage facilities not available

### **Checking in/out & Hall Security**

- Residents may be asked by reception staff to prove their age and asked to produce official ID or a passport
- Check in from 14:00 and check out is at 10:00am
- There is a 24 hour security system and the front desk manned at all times by staff or security guard
- Late night arrivals will be checked in by security staff, you do not need to make special arrangement for keys

### **Please note:**

- You must be 18 or over to stay at this hall if you are traveling on your own, unless, you are studying with us on a short course over the summer on any of our colleges and are aged between 16 and 17 years of age. Students of this age group will be allocated to specific flats allocated specially to their use. Terms & conditions apply as advised at the time of booking.
- Any under aged groups are able to stay providing they are with adult chaperones.
- No smoking policy at the hall

- Rooms aren't equipped with a lockable drawer, cupboard, or safes, but rooms can be locked. Please look after your valuables.

### **All residents are required to familiarise themselves with the following information:**

#### **Caretakers and Security**

Sketch House is managed by Fresh Student Living; you can find staff in reception from 09.00 to 18.00 Monday to Sunday. Over the summer, reception cover times may change. During office hours, evenings and weekends, we will have also security officers manning the reception and patrolling the building.

#### **Telephones/Email**

There are no telephones in the rooms. For email, there is a connection point for connecting via Ask4 the internet providers. Information to set up this service can be obtained from reception. Internet charge information is available on the Accommodation website.

#### **Bedrooms (en-suites and studios)**

Rooms and common parts of your flat and the main common area are checked on your departure, and charges will be made for any items missing or damaged. Please make sure that any items moved are returned to their original place before you leave. Residents are expected to leave their rooms in a clean, tidy, and acceptable condition. We reserve the right to charge for additional cleaning costs should they be incurred by us.

Residents do not have exclusive use or occupation of the room. 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 to the resident where practicable. University of Arts London reserves the right to require the resident to move to an alternative room or rooms, without an additional charge, at any time during the period of the booking.

#### **Graffiti / Vandalism**

This will not be tolerated. Any repairs resulting from vandalism will be charged back to you. Any items stolen, graffiti found or vandalism to the property will be invoiced to you, on a flat or floor basis, unless those responsible are found, in which case they will pay the total cost of repair or replacement themselves. Anyone found causing damage to the building will be required to leave the residence immediately. 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.

## **Laundry**

Laundry facilities are available. To use the machines, you will be required to buy a card for £2 from the machine in the laundry room. It costs £2 per wash, and £1 to use the dryers. Residents are asked to ensure that they remove washing quickly from the machines so as not to inconvenience others who need to use them. Unfortunately, washing powder is NOT available to purchase in the laundry room. There is an iron and ironing board in all flats for guests to use - please do not remove these from the flats.

## **Common Room**

This is located through the reception double doors and to the right of the central lifts. There is one TV screen and a remote control available. There are also game tables (table tennis, pool table and football table); game accessories can be signed out at the main reception desk.

## **Pets**

Pets and other animals are not allowed with the exception of support dogs.

## **Cleaning and Rubbish Removal**

Common areas, such as the resident's lounge, will be cleaned and rubbish emptied regularly. Rooms are cleaned weekly and on departure/change of guest. Residents are asked to place all rubbish in the containers provided.

## **Security, Keys and Visitors**

24 hour security is based in reception. The front door and all doors into the residential area have a secure fob system. There are also CCTV cameras covering the site.

For access to your flat and study bedroom you will be given a room fob/key when you first arrive. To maintain the security of the whole building for yourself and your neighbours, it is important that you look after your keys & access card. Do not loan them to anyone else or lose them. Always check you have your keys before leaving your room and treat your room door as a street door.

If your room key/fob is lost or unreturned a fee of £15 will be charged for a replacement key/fob. We reserve the right to not issue a new key/fob prior to full payment for the lost one.

Please ensure that you only let your own visitors into the building; do not let strangers in. For fire safety reasons all visitors must be signed in and out in the visitors log book which is located at reception. Please note that unless a visitor has been signed in and out officially using this visitor log book, that person has no right to be in a guest room and our security or reception staff have the authority to ask that person to leave the premises. The resident is responsible for the behaviour of his/her 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 to any person or damage to any property.

Residents are asked to comply with fire regulations including any fire drills that take place during their stay.

## **Safety and Security**

For all our safety and security, please make sure that you close and lock all windows and doors when you leave your flat. Also take care when leaving windows open if you are not in the room.

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 valuable items in public and avoid using your mobile phone in the street.

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 on the site mobile, 07717 686 560

## **Windows and Roof Access**

Windows are fitted with an opening restrictor, which should not be tampered with. Under no circumstances should they be used for climbing out of onto the walkway or roofs.

All roofs are strictly out-of-bounds; anyone found using them would be reported and asked to leave the residence. The University and Fresh Student Living 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.

## **Noise/Nuisance**

All residents should be able to occupy their accommodation without harassment from others or disturbance by noise or nuisance. Should any residents cause disturbance or inconvenience to others then The University or Fresh Student Living staff will not hesitate to ask this resident to leave the residence. There should be no noise after 11:00pm and 08:00 am.

## **Fire**

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.

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. If smoke is detected, the building's fire alarm will sound and the residents must then leave their flat, closing the door behind them and making their way to the assembly point as detailed on the back of each bedroom door. Residents should not return until advised to do so by staff or the Fire Brigade.

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.

### **Restrictions**

- Smoking is not permitted in any part of the premises, unless indicated otherwise. The external courtyard has smoking shelters for guests to use.
- No items, including temporary items, may be fixed to any walls without consent of the management - pin boards are provided in all bedrooms
- No audio/video recordings may be made without a written permission of University 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 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 and University of Arts London will not assume responsibility for the welfare of any unaccompanied child.

### **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.

### **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

After exiting through the ticket barriers, follow signs to exit Seven Sisters Road, once you exit the station, turn left and keep walking under the railway bridge until you reach Wells Terrace. Turn left on Wells Terrace and then right into Clifton Terrace. Sketch House is on your right at the end of the Clifton terrace as marked in the map with an arrow in white.

