

Agile City: Civic House Access Document

Overview

Based in north Glasgow, Agile City runs two buildings – Civic House & Glue Factory – work and event space for architecture, design, making, food, film and music. This access document will focus on Civic House, which will house Glasgow Short Film Festival events. Our mission is to create the space and facilities that support people to turn ideas into action and build a positive future for Glasgow.

As a society we face huge challenges that require people to work together to create positive social impact. Our contribution to this endeavour is progressed through three objectives:

- **Create high-quality, flexible and vibrant space for work and events** for people working across architecture, design, food, film, making, and music.
- **Host a progressive event programme** to share ideas and build community across themes of city making, sustainability, cultural and social enterprise.
- **Initiate ambitious projects** that test how buildings, spaces and cities are produced in more equitable ways and contribute to the regeneration of our local area.

Business Hours

Our standard business hours are 09:00 – 17:00 (Monday to Friday)

Contact phone number: 07491 577044

Address: Civic House, 26 Civic Street, Glasgow, G4 9SH.

Email contact: hello@agile-city.com

Noise

Civic House is a multi-use building hosting a co-working space, canteen, venue, and meeting room. Although we can estimate noise levels, these may fluctuate depending on events happening in the space.

Parking

There is no dedicated or free parking at Civic House, but there is a loading bay in front of the building. Paid parking bays can be found on Civic St and adjoining roads.

Toilets

Ground floor: 1 x accessible toilet, 1 x mixed block with 3 open cubicles. Baby changing is in the downstairs accessible toilet.

First floor: 2 x individual toilets, 1 x shower and drying cabinet.

Condition of Building

Civic House was built as a print works in 1920. Since 2018 it has been redeveloped to open up the internal spaces and insulate the exterior of the building.

The original interior materials have been left exposed, to celebrate their natural qualities and make a clear distinction between old and new finishes.

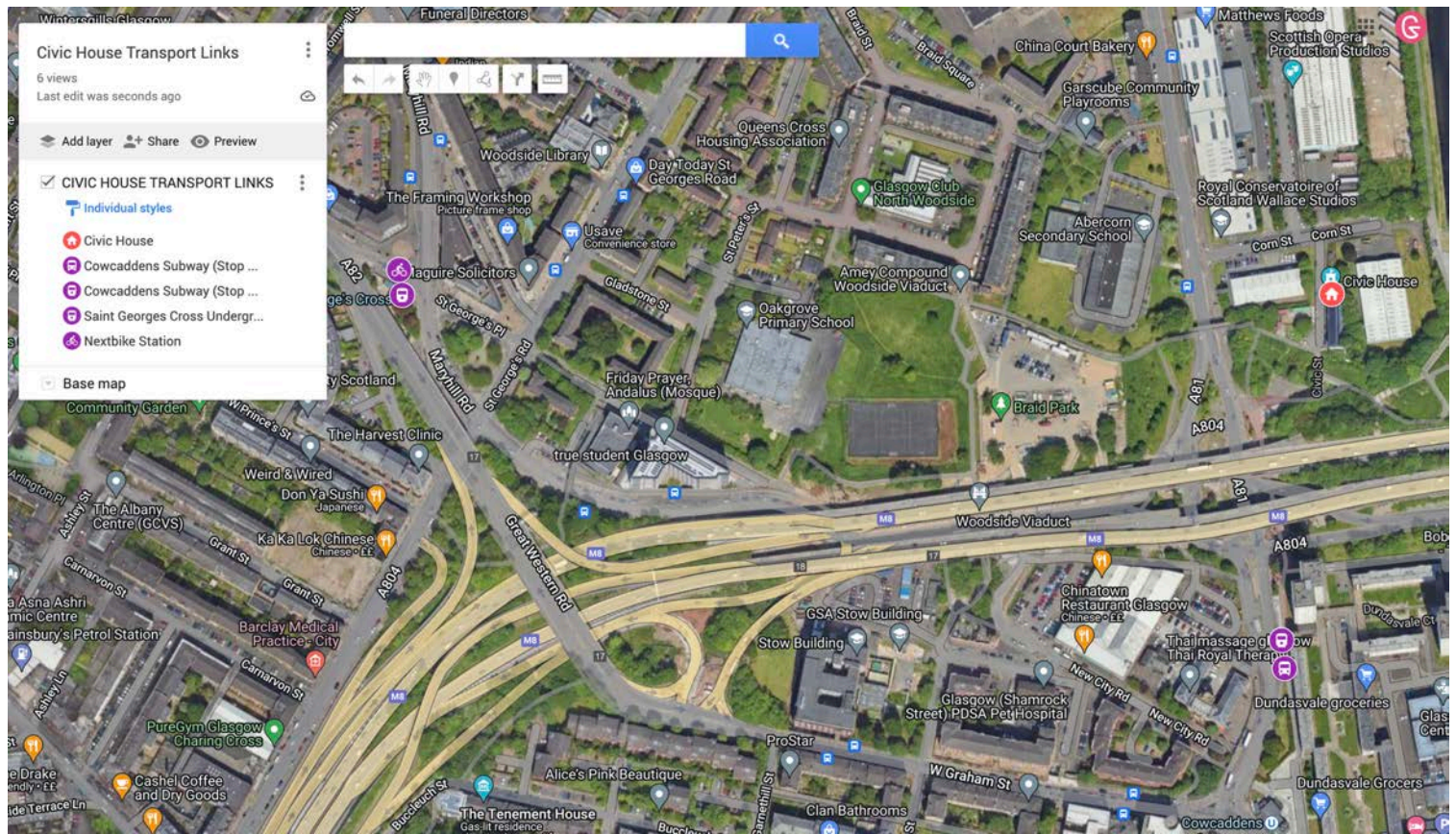
Fire Safety

There is a full fire alarm system installed which covers the entire building, emergency lights covering all exits, and extinguishers on site.

Please refer to the fire plan that is displayed in each space of the building for locations of fire escape routes and alarm call points.

An induction will be carried out and signed off for customers. Moving, tampering or removing any Health & Safety or fire safety equipment during a hire may result in deposits being withheld.

Transport / Getting here



Address: Civic House, 26 Civic Street, Glasgow, G4 9SH.

Bus: No. 7, 68, 71A, 72, 75 and M3 bus routes from Buchanan Bus Station (Garscube Road bus stop).

Subway: 3 min walk from Cowcaddens subway station, 7 Minute walk from St George's Cross subway station.

Train: 7 min walk from both Charing Cross and Queen Street Train Station.

Car: 2 minute drive from M8 motorway (Junction 17)

Bike: *NextBike* station 15 min walk from Civic House heading north on Garscube Road.

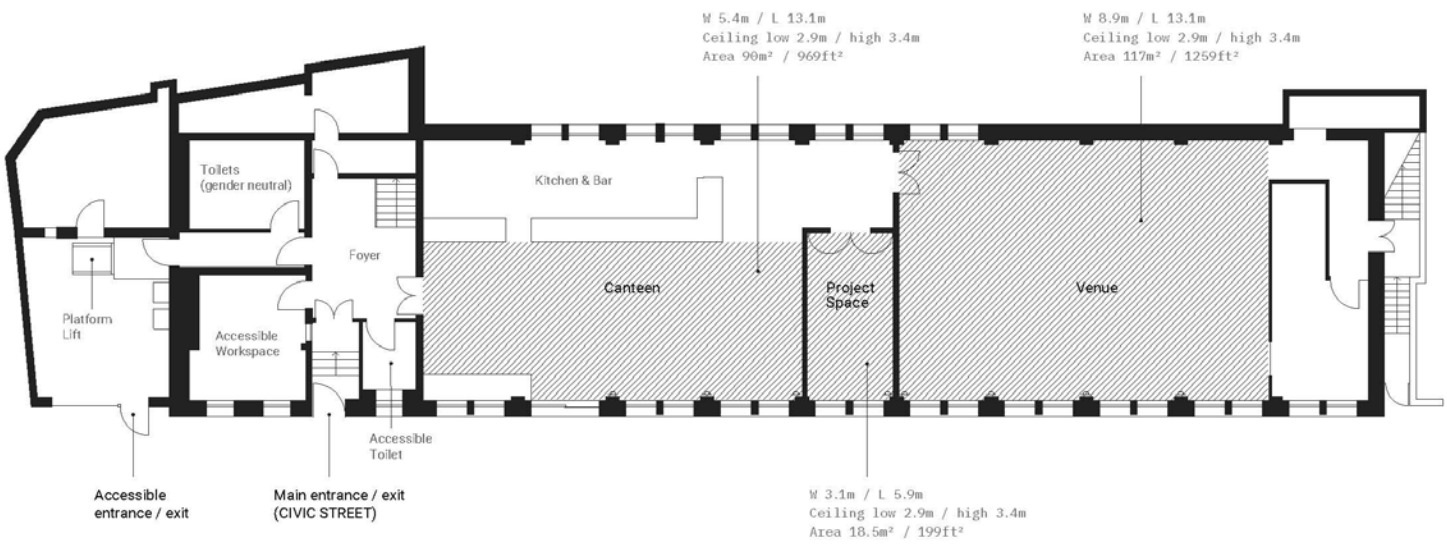
View transport links map online here: https://www.google.com/maps/d/edit?mid=1Y5qNWLeTjLUyjF8GJR_NG1p2pBgsmM&usp=sharing

Ground Floor

The ground floor is predominantly Civic House’s events space. There is one entrance/exit with stairs that is painted red and one accessible entrance/exit that is painted black. The ground floor has gender neutral accessible toilets, baby changing facilities, gender neutral toilets, the canteen, a project space, and a larger event venue.

Please note: Civic House was built in the 1920s without accessibility in mind. As we develop the building, we are also working to improve its accessibility. Civic House is split over two levels, connected via stairs. There are currently no lifts between floors, automatic / assisted doors, or dedicated Blue Badge Parking. On the ground floor there is a platform lift adjacent to the main entrance, an accessible toilet, and assistance can be provided by staff.

Agile City	Civic House		Floor Plan
------------	-------------	--	------------



Ground Floor	Hire Area	Double Socket	Scale 1:200 at A4	0 2m	North
--------------	-----------	---------------	-------------------	-------	-------

Main Entrance/Exit (with stairs) and Foyer

To access the space via stairs enter through the main entrance/exit through a red doorway measuring 97cm with four stairs and no bannister then through double doors measuring 126cm. This will take you to the Foyer which has soft lighting. There may be Civic House staff on hand to help through the door marked reception. The Foyer measures 5.1m by 3.6m wide and doesn't have any seating. The floor is a smooth, concrete texture. Stairs leading to the first floor are located in the Foyer. The ground outside both entrances/exits is at times uneven.



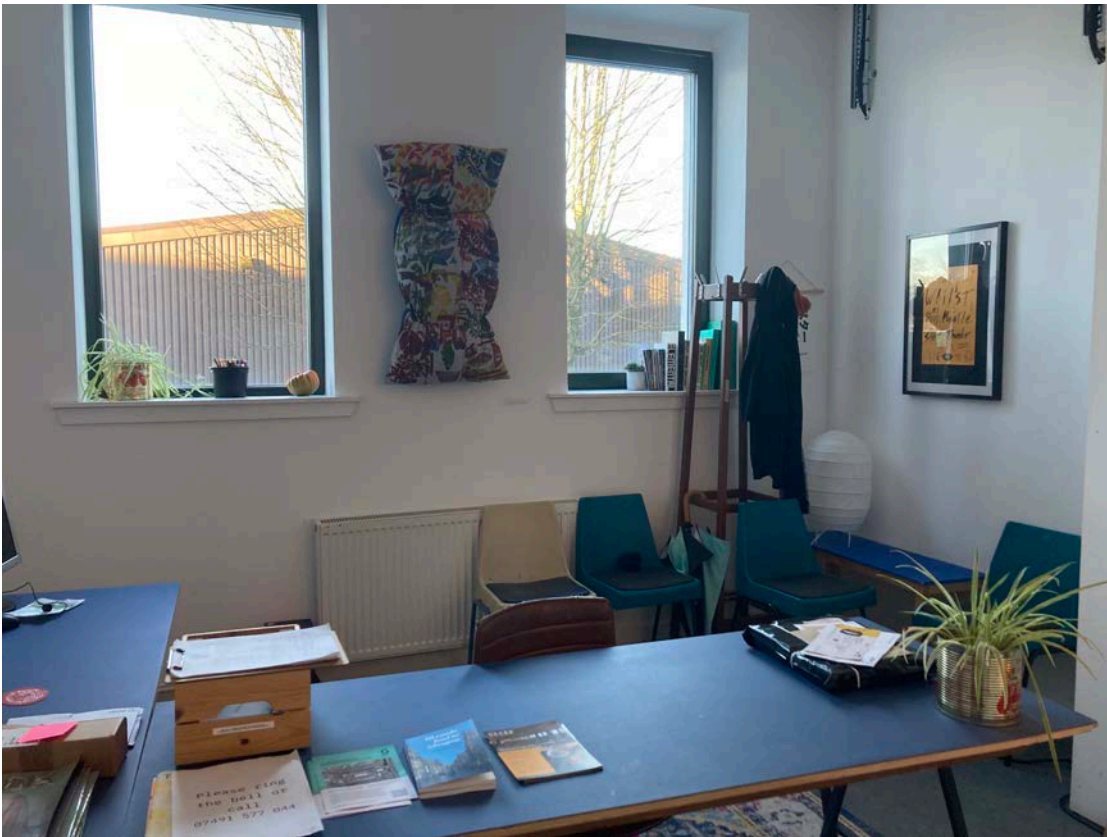
Main entrance (red door) and accessible entrance (black door).



Stairs leading to main entrance/exit



Foyer



Reception

Main Accessible Entrance/Exit

The accessible entrance/exit is located to the left of the main entrance/exit, please enter through a black doorway that is 104cm wide and has a lip. This will take you to a platform lift, this room has bright white lighting. After the platform lift you will move through a door measuring 88cm wide to a corridor measuring 122cm wide. After the corridor you will move through a door measuring 88cm wide and enter the Foyer. The Foyer leads to the main entrance/exit, accessible toilets, baby changing, stairs leading to the first floor, canteen, and reception.

Please note: The accessible entrance is kept locked for security reasons. If you require use of the accessible entrance please call Civic House staff on 07491 577044 and they will come and unlock the entrance.



Main accessible entrance/exit



Lip over main accessible entrance/exit door



Platform lift



Corridor leading from accessible entrance/exit to Foyer

Corridor

There is one corridor that connects the accessible entrance to the Foyer. It also has the entrance for the gender neutral toilets. This corridor is 122cm wide. When entering the building through the accessible entrance there are two doors to go through to enter the Foyer, both measuring 88cm wide.

Reception

Civic House staff will be located in the reception Monday to Friday, 9am to 5pm and will be happy to assist with any Civic House related queries and/or access needs you may have. The reception has one door which is the entrance and exit measuring 88cm wide. This room is naturally bright due to a large window. There are 3 seats in reception. If no one is present at reception please call 07491 577044 if it is during office hours (Monday to Friday, 9am to 5pm). Otherwise please head to the project room where the GSFF staff will be located.



Reception seating

Accessible Toilet

There is one accessible toilet accessed from the Foyer through a door measuring 88cm wide. This room is brightly lit with white light and has a frosted window. This room has free sanitary products, baby changing, and an emergency cord if needed. The floor is smooth concrete.



Accessible gender neutral toilet



Accessible gender neutral toilet entrance from Foyer

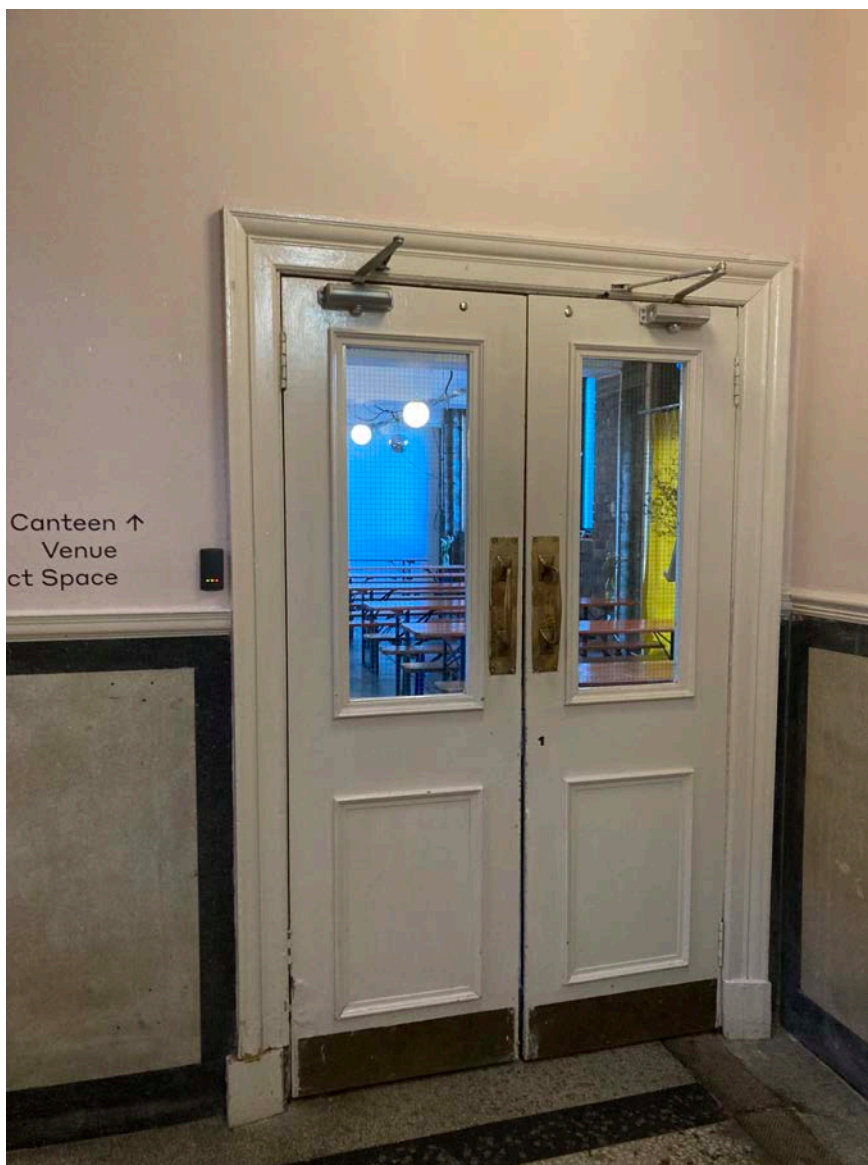


Gender Neutral Toilets

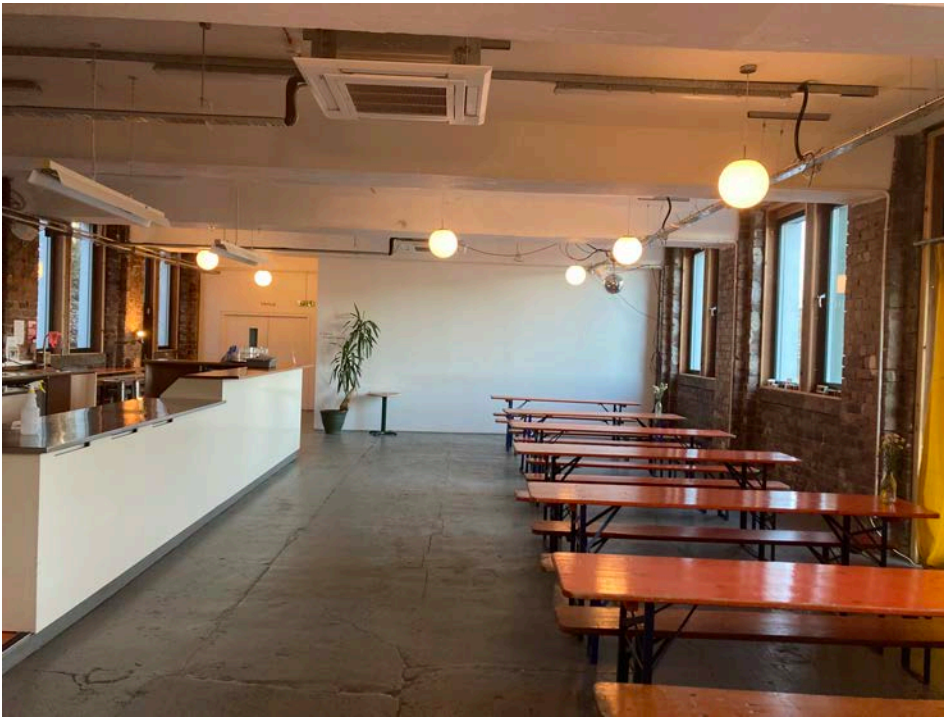
There is one block of gender neutral toilets with 3 cubicles. You can access these toilets through the corridor leading off from the Foyer through a door measuring 88cm wide. This room is lit with bright white lighting. There are free sanitary products in these toilets.

Canteen

The Canteen is accessed from the Foyer through double doors that are 117cm wide total. This Canteen has 8 tables with bench seating. These benches can easily be moved to make space for wheelchair users. This room might have strong smells due to the food preparation and it is a loud space. The room is 5.4m by 13.1m in size. It has lots of windows along two walls and is naturally well lit. The floor is smooth concrete. There are three visitor usable double doorways in the canteen: one leads back into the Foyer towards the main exit and measures 117cm, one leads to the Project Space and measures 139cm, and one leads onto the Venue space and measures 172cm.



Entrance to Canteen from Foyer



Canteen

Project Space

The Project Space is accessed from the Canteen through double doors measuring a total of 139cm, the space is 3.1m by 5.9m, it has a large window at the back so will be well lit with natural light during the day. The project space is not used for events but will have a small amount of seating available if needed. As it will be used as a box office this will sometimes be a busy space. The floor is smooth concrete. The project space only has one entrance/exit.



Project Space

Venue

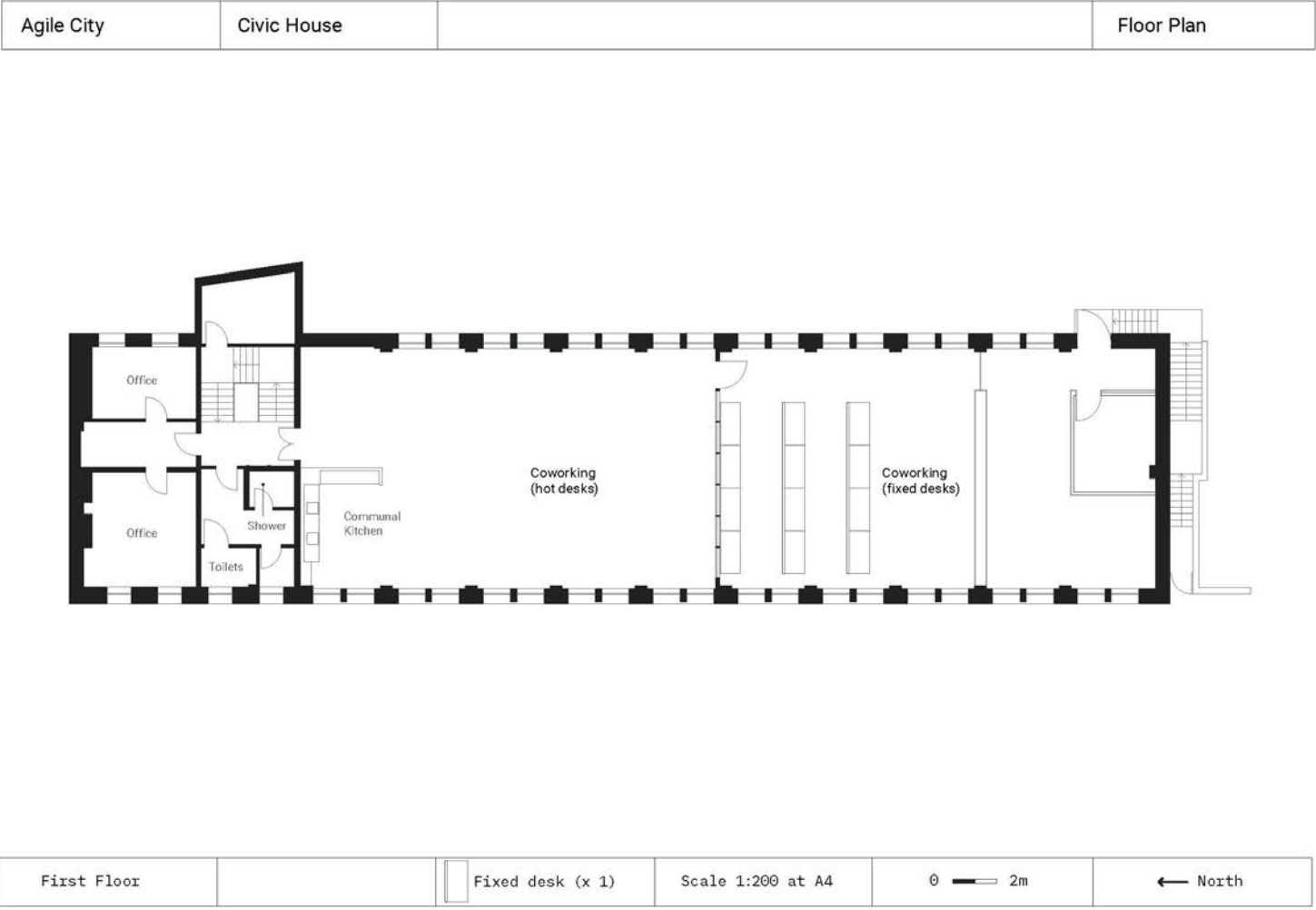
The Venue space is accessed from the Canteen through double doors measuring a total of 172cm, the space is 8.9m x 13.1m. The space will be blacked out for GSFF. The Venue space has capacity for 115/120 people seated, the seating is fold out chairs which can be easily moved for wheelchair users. The floor is smooth concrete. The Venue space only has one visitor usable door which is an entrance and an exit. When chairs are laid out, there will be a 1.5m gap on the left hand side of the room which will allow space for a wheelchair user. There is a fire exit in the back left hand side of the room, this is not wheelchair user accessible.



Venue (larger event space)

FIRST FLOOR

The first floor is only accessible by 21 stairs which you access via. the Foyer. The stairs have a bannister running along one side. The first floor has individual toilet facilities and a co-working space.



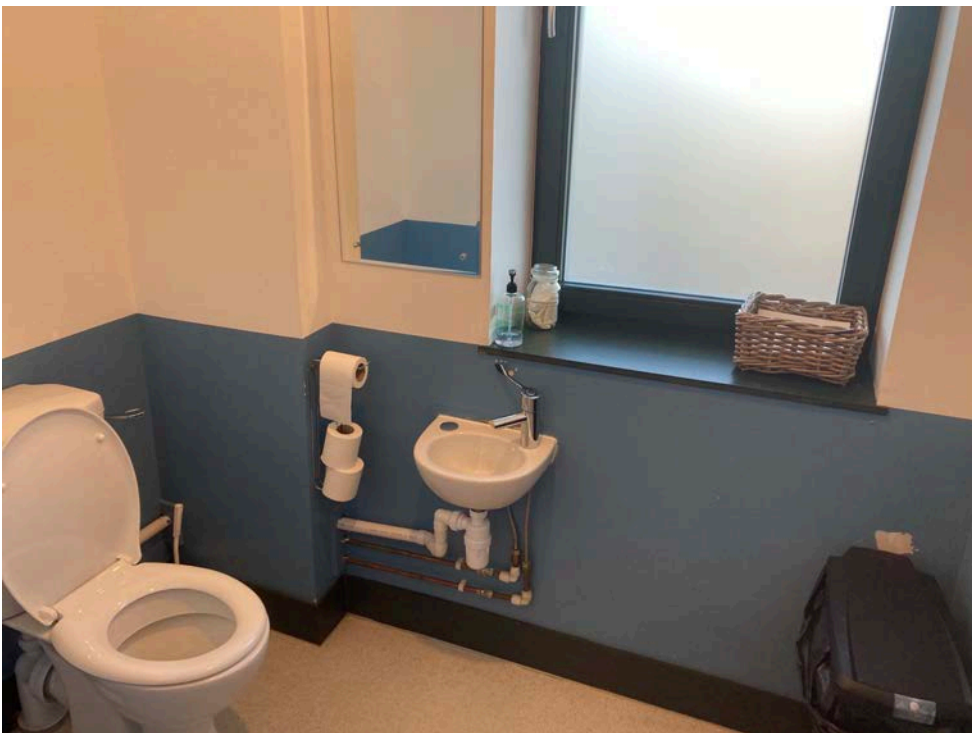
Stairs leading to First Floor from Foyer

GENDER NEUTRAL TOILETS

There are two private toilet cubicles which can be accessed through doors measuring 67cm wide, the main entrance to these toilets is through a door measuring 80cm wide. These toilets have natural lighting and there are free sanitary products available.



Gender neutral toilets First Floor



Co-working (Hot desk)

The co-working space can be accessed through double doors measuring a total of 121cm. This co-working space will be used for the children's workshops during GSFF. It is lit with soft lighting although can get very bright during the day due to windows running along two sides of the walls. The floor is made of wood. There is a communal kitchen but it is unlikely there will be strong smells as it will not be in use as a co-working space.



Co-Working space / Workshop Venue entrance



Co-Working space / Workshop Venue