



Thank you for reserving the Music Hall. We hope you enjoy using the space to create or present your work. With the support of Carol Hall, the Grisham Foundation, Lynn Ahrens, and Stephen Flaherty, the Music Hall at DGF is available for writers at no cost. We ask for your help maintaining the condition of the space so that it can be a resource to artists for many years to come.

Rules of the Music Hall at DGF

Safety

- I will remain present in the space while any of my guests are present in the space.
- I am responsible for the conduct of my guests. I will notify my guests of these Rules and ensure that my guests adhere to the Rules.
- I will ensure that all DGF property remains in the space and in the condition I found it.
- I understand and agree that DGF assumes no responsibility for any property brought to the space.
- I will not permit access to any individuals unknown to me.

Respect & Courtesy

- I will respect others' use of the space for the time period reserved and respect the time of staff working in the office by beginning and ending on time.
- I will respect the productivity of DGF staff by encouraging my guests to arrive within ten minutes of my reservation time and remain within the Music Hall during the time of my reservation.
- I will be responsible for maintaining the good condition of the space and clean up after myself.
- I will give at least 48-hour notice for canceling time slots I am unable to use.
- I will be conscious of the need for privacy and confidentiality of others' work.