



## How To Request Rehearsal Spaces at DGF

Thank you for reserving space with the Dramatists Guild Foundation (DGF). We hope you enjoy using the space to create or present your work. Thanks to the support of Carol Hall and the Grisham Foundation we are able to make our spaces available to Dramatists at no cost.

Please read the DGF Rehearsal Space Guidelines before requesting space:

<https://dgf.org/wp-content/uploads/2022/09/DGF-Rehearsal-Space-Guidelines.pdf>

Link to all DGF Rehearsal Space Calendars:

[https://www.supersaas.com/schedule/DGF\\_Rehearsal\\_Spaces](https://www.supersaas.com/schedule/DGF_Rehearsal_Spaces)

- The DGF Rehearsal Spaces are available for all dramatists to use: playwrights, librettists, lyricists and composers.
- Dramatists must have an account in order to use the DGF Rehearsal Space Calendars. When a writer goes to the DGF Rehearsal Space Calendars page, they will be asked to sign in or create an account. Creating an account is free.
- Once logged in, a writer may select the specific room they wish to request space in.
- The calendar defaults to a weekly view, but in the top right corner there is a monthly view as well. In all views, white denotes days/time that is available, black denotes days/time that is closed, and a color denotes days/time where a reservation/request exists.
- Select a date and time you would like to reserve by clicking on the calendar. A small pop-up box will appear with the date, start, and end time (the default reservation length is one hour), a blank area for a description of your reservation (what you are using the space for:), your full name and mobile number . When you've input all of the information, click Create Reservation at the bottom of the box.
- Next you'll be asked to fill out a form to give reservation details (what you are using the space for, how many people will be in the space including you), resources you may need (extra chairs, music stands), and space to leave a note about any other needs you may have or things we should know.
- Within the reservation form is an Acknowledgement of Terms of Use, Waiver and Release. Within this document is a link to the Rehearsal Space Guidelines. All writers must read both before typing their full name at the bottom and selecting I AGREE.
- When finished, click on Confirm Reservation.
- You'll be brought back to the calendar and will see your request as time blocked off on the calendar, but the color will be transparent and the information will be in italics. You will also see near the top of the page "Reserving pending approval." DGF will acknowledge all pending requests and you'll be notified if the request has been approved within 24 hours. \*DGF may move a reservation request into another space.\* (See Rehearsal Space Guidelines)

- When a pending request has been approved, the reservation will be in a solid color on the calendar and the reservation info will no longer be italicized.
- You will receive a reminder email 24 hours before your reservation. Cancellations must be done at least 12 hours before your reservation or there will be late cancellation fees. (See Rehearsal Space Guidelines)