



DGF Writing Room Guidelines

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.

Our writing rooms are located at: 520 8th Avenue, Suite 2401, New York, NY 10018.

In order to serve as many Dramatists as possible, we have established these guidelines and procedures.

RESERVATION GUIDELINES

1. All Dramatists requesting space must do so through our booking platform (SuperSaaS), which is free to use. The link to our calendars and for creating a user account is:
[supersaas.com/schedule/DGF Rehearsal Spaces](https://supersaas.com/schedule/DGF_Rehearsal_Spaces).
2. All reservations are pending until approved by DGF. Dramatists will receive an acknowledgment of their request and notification of whether or not it is confirmed within 24 hours. Dramatists can look at their reservation requests on the space calendars and it will reflect if the status is pending or approved. Please see the guidelines below regarding reservation time limits and the number of reservations allowed.

Uses for the spaces:

- a. The Music Hall has a capacity of 10-42 people and will be available for readings, presentations, and large or meetings.
 - b. The Composers Corner has a capacity of 3-12 people and will be available for rehearsals, meetings, solo, team or group writing.
 - c. The Writers Den has a capacity of 1-4 people and will be available for rehearsals, meetings, solo, team or group writing.
3. Booking for all DGF writing rooms will be available through the online booking platform three (3) weeks in advance. Please note that the writing rooms are not for dancing. For the safety of all and the

preservation of the floors, dancing is not allowed. Please bear in mind that DGF reserves the right to use the spaces before the public. If a reservation is in place for more than 3 weeks in advance, it is an internal DGF request.

4. DGF writing rooms will be closed for all observed federal holidays and the weekend preceding them.

***In the best interest of all Dramatists we serve, space request locations may be moved by DGF staff to best accommodate reservation requests.*

5. Dramatists are permitted to have up to seven (7) reservations a month. This applies to collaborations and individual projects. Up to 3 reservations can be reserved for the Music Hall.
6. There is a minimum reservation limit of one (1) hour in all writing rooms. The Music Hall has a maximum reservation limit of six (6) hours. The Composers Corner has a maximum reservation limit of four (4) hours. The Writers Den has a maximum reservation limit of four (4) hours.
7. There is an automatic 30 minute buffer period built in between reservations in all writing rooms to allow DGF time to prepare the space for the next reservation.
8. Writers may have only one reservation each day.
9. The writer who made the reservation must be present during the entire reservation.
10. Upon entrance at DGF all Dramatists and guests must check in at reception. (Reminder: all guests are required to show photo ID in the 520 8th Avenue main lobby when entering the building.)
11. We encourage visitors to wear a face mask in public DGF spaces such as the reception area, hallways and restrooms, to be mindful of others.
12. In compliance with ADA, service animals are permitted in the DGF offices and writing rooms. Aside from service animals, writers may only bring hypoallergenic animals and must notify DGF at least 24 hours in advance by emailing writingrooms@dgf.org.
13. All trash and recycling should be put in the appropriate receptacles. Check that no personal belongings are left in rehearsal spaces overnight. *DGF is not responsible for any personal belongings left on the premises.*
14. Food and drink are allowed in the writing rooms, and all guests are asked to be mindful of keeping the spaces clean.
15. Please leave each writing room as you found it. At the time of checkout, all furniture and items should be in the place where it was originally. At no time may any furniture be removed from the rooms.
16. Please do not open the windows. We understand that it can get hot in the spaces but we are on the 24th floor and trying to avoid pigeons.

CANCELLATION POLICY

We understand that unanticipated events occasionally occur in life. In our desire to be effective and fair to all Dramatists, we have a late cancellation policy.

1. If you arrive late, your reservation will still end at the original scheduled time.
2. In order to be courteous to fellow Dramatists and to DGF, please give at least 12 hours notice of cancellation. To notify DGF about a cancellation, Dramatists may change or delete a reservation through the online booking platform. (This is only available until 12 hours before the reservation.) Dramatists may also email writingrooms@dgf.org indicating the reason for cancellation.
3. If a Dramatist cancels their reservation with less than 12 hours notice/no-show for a reservation twice, they will be asked to provide credit card information before using the DGF spaces again. (We only accept major credit cards at this time.)
 - a. Going forward, the writer will be charged a \$10 fee anytime they cancel late/no-show again.
 - b. All fees must be paid before other reservations will be honored.

PRINTING POLICY

In addition to offering free space to dramatists, DGF is offering affordable printing services for Dramatists while they are using the spaces and ask that they honor the following Printing Policy.

Purchasing printing credit

1. Printing credit may be purchased during the following DGF business hours:
 - Mon-Thu 10am-5pm
 - Fri 10am-1pm
2. Dramatists are allowed 10 double-sided free pages of printing. After 10 pages, Dramatists can purchase printing credit.
3. Dramatists may purchase printing credit of \$.20 per double-sided page with a minimum charge of \$10 (for 50 pages). (We only accept major credit cards and debit cards. No cash or digital payments.)
4. Printing can ONLY be done during a writer's scheduled reservation.