02 / BOOKING FIELD GUIDE

BOOK THE RIGHT SPACE.

Choose your room, follow the booking screens, and know when your reservation is confirmed.

A — STUDIO A

CYC SHOOTS / PHOTOS / MUSIC VIDEOS

Choose it for a white-cyc production or a larger shooting setup. Approximately 48 x 48 ft (about 2,300 sq ft), estimated.

$180/hr starting | Members $90/hr

B — STUDIO B

INTERVIEWS / SMALL SHOOTS / PREP

Choose it for a smaller setup, production office, wardrobe or a separate hair-and-makeup room.

$80/hr starting | Members $40/hr

A+B — FULL STUDIO

SHOOT + A SEPARATE PREP ROOM

Choose it when you need both Studio A and Studio B reserved together. Example: film on the cyc while talent preps in B.

$250/hr starting | Members $125/hr

STARTING RATES BEFORE EXTRAS / CLICK A ROOM TO BOOK

02 / SPACE SELECTOR

OTHER WAYS IN.

Choose by what you need to do, not just by the lowest rate.

PODCAST

You want to record a podcast.

Choose a package for room rental, assisted recording or production support. Check exactly what the package includes.

Open Podcast packages

COMMONS

Your shoot can be flexible.

Paid shared standby studio time. Privacy is not guaranteed; dedicated studio bookings take priority. Choose A/B/Full if timing and privacy are essential.

Open Commons

CO-CREATE

You need a place to work.

Free member coworking with a booked day pass, 9 a.m.-6 p.m. This reserves workspace access, not a studio.

Open Coworking

THE ANNEX

You need the separate warehouse.

For screenings, installations, launches and larger productions. Share the plan and layout for an event; the team must confirm suitability.

Open The Annex

EVENT REQUEST

You want to host a show or gathering.

Submit the actual date, hours, total headcount and requirements. Hosting is separate from attending member programming.

Open Event request

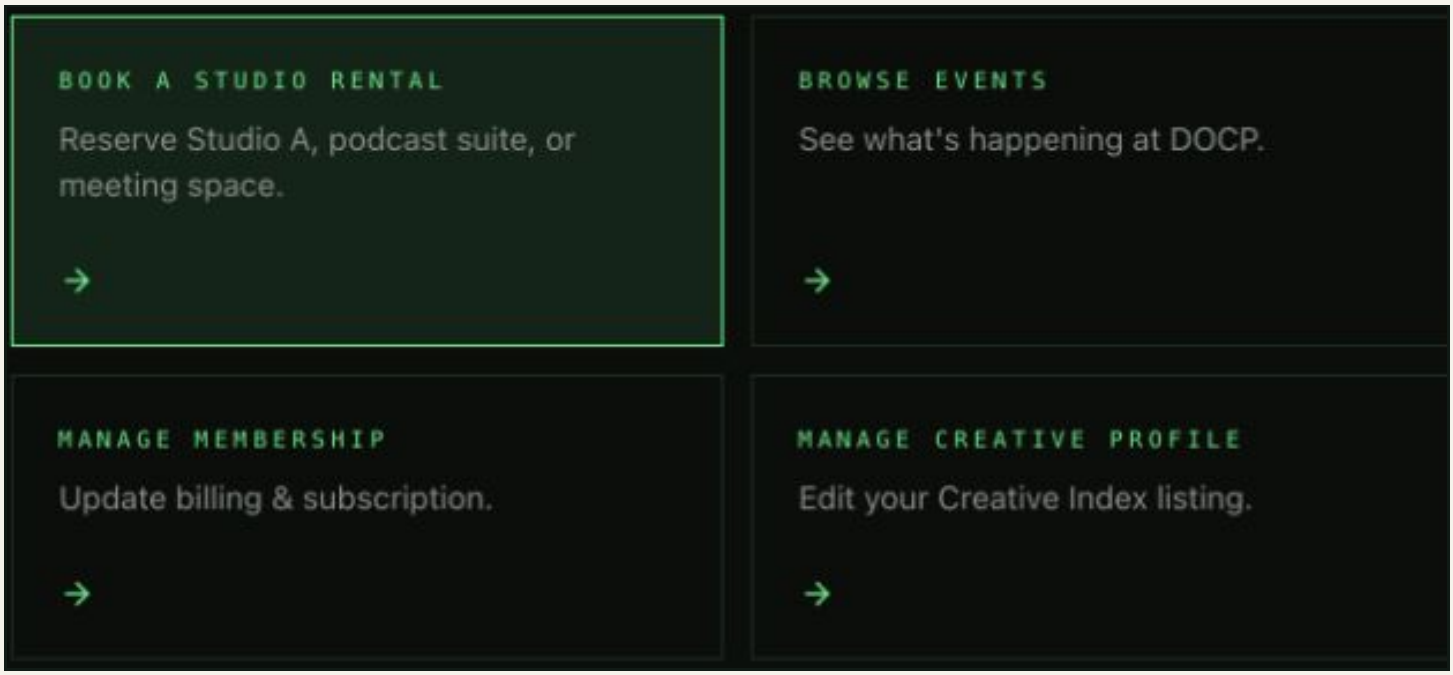
Compare spaces

Tour / meeting

STEP 01 / BEFORE YOU BOOK

START WITH YOUR ACCOUNT.

Sign in first so the site can apply your eligible benefits.



ACCOUNT PORTAL / BOOK A STUDIO RENTAL AND MANAGE MEMBERSHIP

1 / Sign in

Open Sign in and use the email attached to your account and membership. If you are already signed in, the account portal may open automatically.

2 / Check membership

Open My membership. If the expected membership is missing, contact the team before buying another one.

3 / Prepare your booking

Have your date, arrival/departure, total crew and talent, production description, gear needs and parking needs ready.

Sign in | My membership | Compare spaces | Email the team

STEP 02 / RESOURCE + DATE

CHOOSE THE ROOM AND DAY.

Example: Studio A. Use the room-specific links on pages 1-2.



01 / RESOURCE



02 / AVAILABILITY

1 / Confirm the selected room

The highlighted resource is the room you are booking. Full Studio reserves A and B together; Studio A alone does not reserve B.

2 / Select an available date

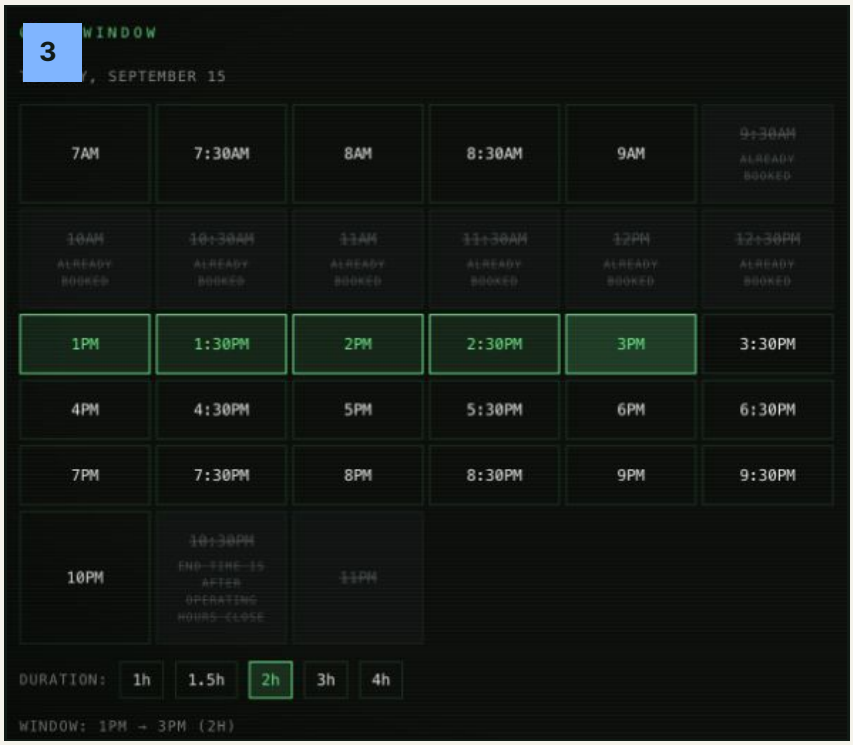
Wait for availability to load. Use the month arrows, then click the date. The example calendar is illustrative; check live availability for your own date.

Studio A | Studio B | Full Studio | The Annex

STEP 03 / START + DURATION

RESERVE THE WHOLE WINDOW.

Include load-in, lighting, setup, the shoot, cleanup and load-out.



EXAMPLE / 1 P.M.-3 P.M. / 2 HOURS

Pick a start

Click an available start time. Grayed-out periods cannot be selected.

Pick a duration

Choose a duration button or an available end time. Check the resulting window.

Check the total time

The screenshot shows a two-hour reservation, not two hours of shooting plus free setup.

PLANNING EXAMPLE / SIX-HOUR RESERVATION

SETUP / 1H	SHOOT / 4H	PACK / 1H

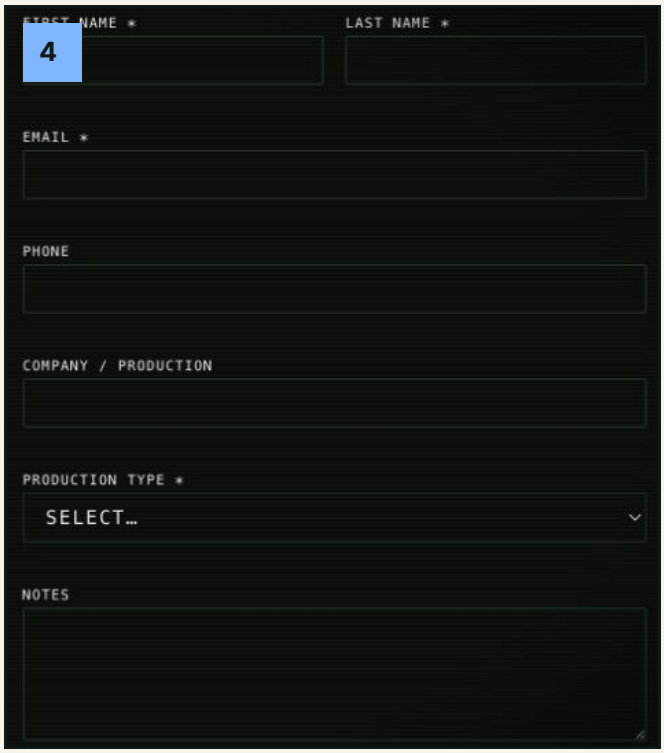
Use My bookings > Modify reservation to add available time and pay the balance. During an active session, keep the start and time already used; extend the end or add spaces for the remaining session.

My bookings **Email the team**

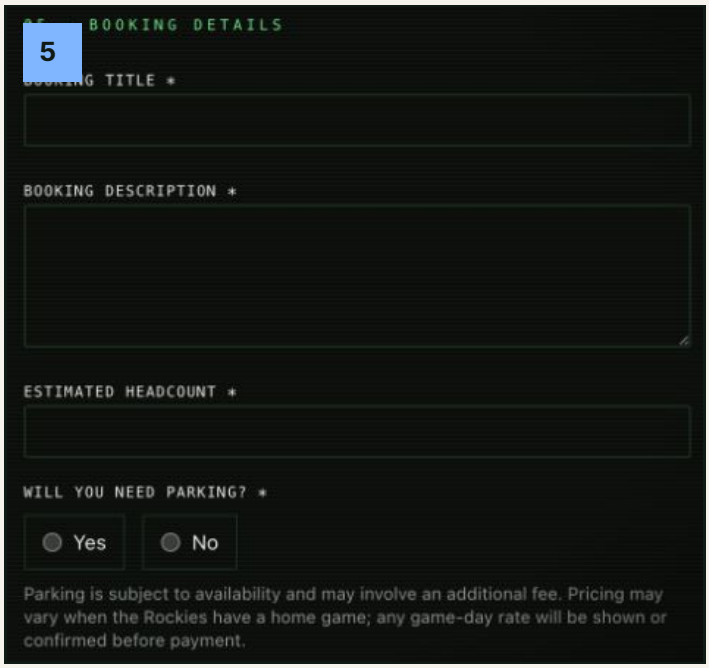
STEP 04 / CONTACT + PRODUCTION

TELL US WHAT IS HAPPENING.

Complete every required field marked with an asterisk.



04 / CONTACT



05 / BOOKING DETAILS

Contact

Use the booking contact name and email. Add a phone number, company/production name and the appropriate production type.

Production details

Give the booking a clear title. Describe the shoot, count everyone on site, and answer the parking question. Include special requests in notes.

Gear and extras

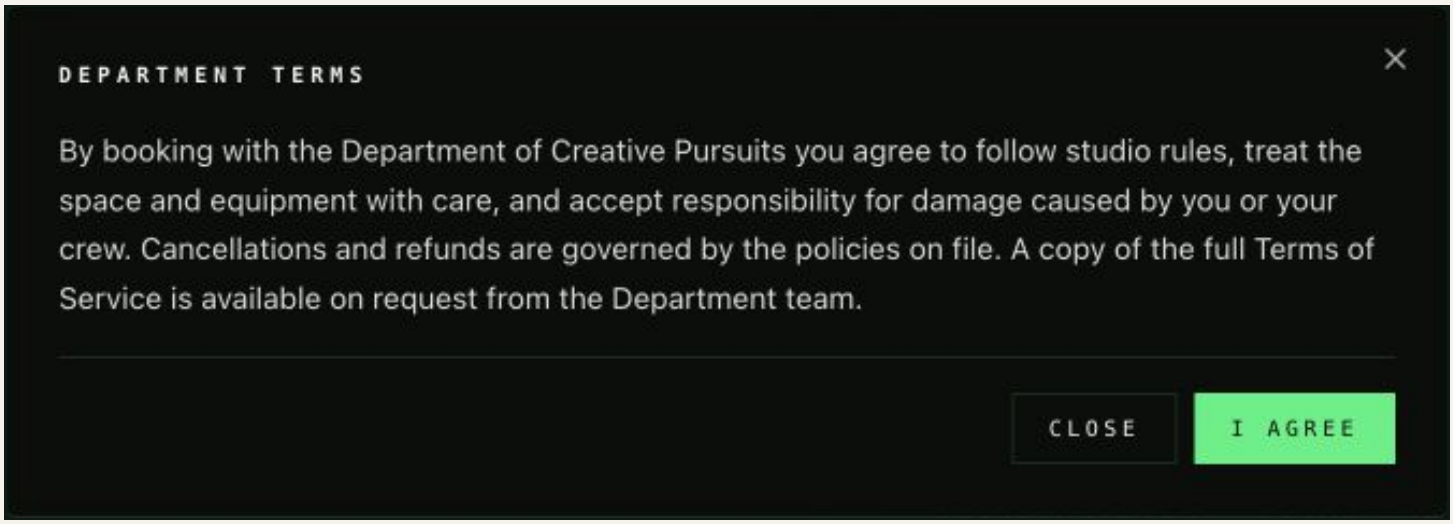
Select available add-ons when offered. If an item or crew service is not listed, ask for availability and price before booking. Member basics do not make all gear free.

Email the team | Podcast packages

STEP 05 / REVIEW + CHECKOUT

CHECK IT. THEN CONFIRM.

Read your actual price and agreement before committing.



RENTAL TERMS DIALOG / READ BEFORE ACCEPTING

1 / Review the price

Confirm the room, date, duration, member discount, extras and total after pricing finishes loading. Standard membership is 50% off A/B/Full rental, not a free room.

2 / Read the agreement

Open DOCP studio rental terms. If only a short summary is shown, request the full cancellation/refund rules and applicable agreement from the team before accepting.

3 / Complete the booking flow

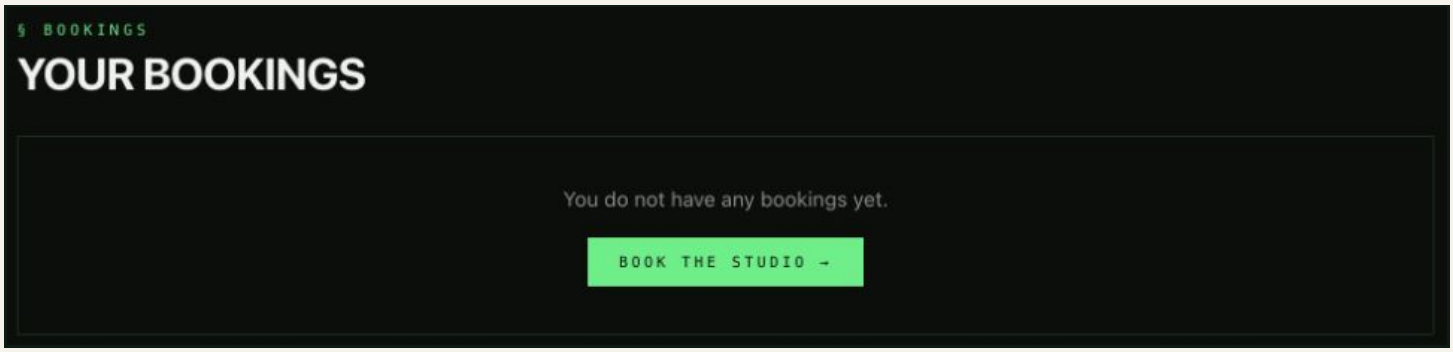
When you agree, accept the required terms and use Book. Complete the payment and/or signing steps the site presents. Follow through until you receive confirmation.

Email the team **My bookings**

STEP 06 / CONFIRMATION + ARRIVAL

KNOW YOU ARE BOOKED.

A selected time, unfinished checkout or request is not a confirmed reservation.



MY BOOKINGS / EXAMPLE EMPTY STATE, NOT A CONFIRMATION

1 / Find the reservation

Open My bookings using the same account. Check your confirmation email and verify the correct room, date and times. If nothing appears after completing the flow, contact the team.

2 / Find arrival instructions

Open the access link from My bookings. The 30-minute courtesy buffer before and after is not booked studio, setup or cleanup time. Respect other bookings. Contact us if your access link fails.

3 / Need to change something?

Open Modify reservation in My bookings. Choose the new date, space windows or extras; review the total and pay any balance. Shortening does not automatically refund. See the next page for the full process.

Events and holds follow their own status

An event request still needs review. If a hold option is offered, read its expiry and conversion instructions; a hold is not a completed paid booking.

My bookings | Support | Email the team

STEP 07 / MANAGE YOUR RESERVATION

CHANGE IT YOURSELF.

Review availability and any balance before confirming a new plan.

1 / Open your booking

Sign in to the booking account. Open My bookings, find the reservation and choose Modify reservation. Use Cancel if you no longer need it. Event, Full Building and Full Campus requests follow staff review.

2 / Set each space window

Choose the new date and main booking hours. Add other spaces with the hours you need inside that window. Studio A and B can have different times. Choose any available gear or parking additions and quantities.

3 / Review availability and price

The site checks every space for conflicts. Overlapping A/B hours use Full Studio pricing. Amounts already paid reduce your balance. The original booking remains in place while a price increase awaits payment.

4 / Pay and check confirmation

Pay any balance before the change is confirmed. A shorter booking does not trigger an automatic refund. The saved schedule updates the portal, calendar and door access; you and the team receive confirmation.

Example / paid A booking changes to A + B

Original: 4 hours Studio A, $720 paid. New: 6 hours A, with B for 4 of those hours. Price: 4 hours Full Studio x $250 + 2 hours A x $180 = $1,360. Less $720 paid = $640 due. Illustrative public hourly rates, before other extras.

My bookings | Studio resources | Email the team