

Dear member of Forsøgsstationen 23/24

Code and username:

Our booking system is called Halbooking and you access it here:

<https://forsoegsstationen.halbooking.dk/newlook/default.asp>

To book the spaces you use your username together with your e-mail to create your own password. If you become a member at Forsøgsstationen in the next season, we recommend that you change your password.

Rules:

You can book max 4 hours per day, 3 times a week on different days and a maximum of 1 month into the future. Even if you book fewer hours than 4 you won't be able to book more days or more than one space a day. Please use the last 5-10 minutes of your booking to clear up, so the next user can start on time.

Long-term rent/Forsøg (experiment):

If you want to rent a space you'll have to contact the administration.

If you want to test something out (make a "forsøg"/experiment), fill out the form here: Read more here: <https://www.forsoegsstationen.dk/en/statement-of-intent-application/>

How do I book:

You book via <https://forsoegsstationen.halbooking.dk/newlook/default.asp> → click on the login icon in the top right corner → use the "glemt login"-link to create your own password → log in → book rooms under "Quick book" → see free rooms by their colours **red** = occupied / **green** = available and book → confirm your booking and you will receive an e-mail confirmation. Now you can see the booking under "Dine bookinger" and here you can erase bookings by pressing the little red cross next to your booking.

Cancellations:

Forsøgsstationen is very busy and there are a lot of members, groups and theatres who are using the place, so reserve only the rooms you want to use. **Please cancel bookings at least 12 hours prior to the booking** if you don't need them anyway, in order for others to use the space instead. If you cancel late please let other members know in our internal facebook group: <https://www.facebook.com/groups/944010352410912>

If you have booked a space and do not show up before a quarter after the booking starts, it is allowed for other members to take the space and you forfeit the reservation.

If a member repeatedly does not cancel the reservations, that they don't use (12 hours before in the BOOKNINGSKALENDEREN at the latest), their membership at Forsøgsstationen may be suspended.

