

# Magnet Training Center

Thanks for expressing interest in using a room for your rehearsal.

We are located at 22 W 32nd Street, 10th Floor, between 5th and Broadway.

## **When Can I Reserve A Room for Rehearsal?**

Classrooms can be reserved up to two calendar months in advance. What does that mean? It means on January 1st, we will show availability up to February 28th on our reservation tool (more on that below). On February 1st, we open up reservations until March 31st. On March 1st, you can make a reservation for dates up until April 30th. And so on, based on availability.

For any comments or questions please call our office: 212-244-2400

## **What Payment Methods Do You Accept?**

You may pay by credit card only. We do not accept cash. You can pay online through the reservation tool (explained below) after your reservation is confirmed (also explained below).

## **What Are The Rates?**

We have a pretty simple rate structure - our classrooms are available when we're not using them for classes, which means availability mostly falls within weekday discounted 'Off-Peak' rates.

The only time that 'Peak' rates apply are Monday-Thursday 6pm-10pm and weekends 11am to 11pm. But since that's when we usually hold Magnet classes, rooms are rarely available between 7-10pm - but it is possible so check back on the calendar if you're interested in a Monday-Thursday booking between 6-11pm.

### **Off-Peak**

Monday -Thursday 11am-6pm

Friday 11am-11pm

During these times enjoy our discounted rates!

Classroom A - \$20.00 an hour

Classrooms B, C, D, H & I - \$20.00 an hour

Classrooms G & J - \$15.00 an hour

Classrooms E, F - \$15.00 an hour

### **Peak**

Monday-Thursday 6pm-11pm

Saturday & Sunday 11am-11pm

Classroom A - \$35.00 an hour

Classrooms B, C, D, H, & I - \$25.00 an hour

Classrooms G & J - \$25.00 an hour

Classrooms E & F - \$20.00 an hour

### **What Types Of Activities Are Allowed?**

All our classrooms are carpeted, and ideally suited to improv rehearsals, group meetings, scene rehearsals, scene study classes and writing sessions. They are not used for dance rehearsals (remember, they are carpeted), or movement classes. They are not available for use with exercise or fitness classes or anything that requires loud music to be played.

### **Cancellation Policy**

We have a 24-hour cancellation policy. This allows you to cancel with at least 24 hours notice without payment. If you cancel less than 24 hours in advance, you will be required to pay your full rate.

### **Need to See More?**

We love our classrooms. Below you'll see photos of them!

We hope to see you soon!

### **Room Sizes and Descriptions**

#### **Biggest Room**

**Classroom A** - This room is 21' x 35'. It has a raised wood stage with a naked wood flat upstage center. There is an electronic keyboard, basic stage lights, sound system and basic light and sound boards. The room capacity is 50 people, there are 40 chairs. This is not a performance space where you can put up a show. It is not a theater, but it is great for larger rehearsals.

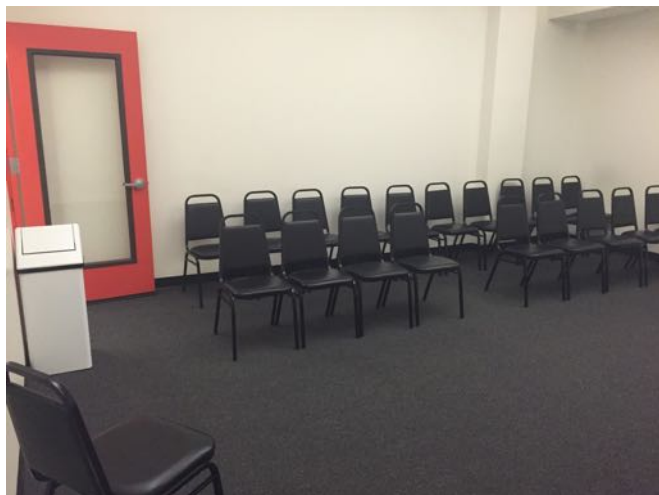


This is a photo of Room A

\$20.00 an hour (\$35.00 an hour 'Peak')

## Large Classrooms

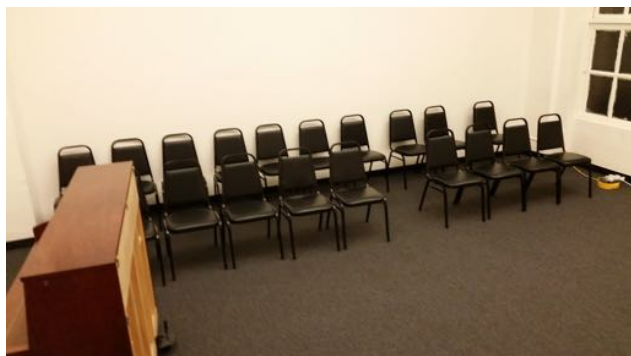
**Classrooms B, C, H, I,** - These are rooms are all approximately 20' x 18'. Each is equipped with 18 chairs and has a 22 person capacity. These rooms are ideal for improv rehearsal, casting sessions, scene rehearsals and larger group meetings.



This is a photo of Room I  
\$20.00 an hour (\$25.00 an hour 'Peak')

## Mid-Size Classrooms

**Classroom Room D** - This is mid-sized classroom, approximately 21' x 18', with large frosted panel windows. This room is equipped with an upright piano. The room capacity is 22 people.



This is a photo of Classroom D  
\$20.00 an hour (\$25.00 an hour 'Peak')

**Classrooms G&J** - These are regular mid-sized classrooms with large clear windows. Room G is approximately 14' x 20' and Room J is approximately 14' x 23'. Each classroom has enough chairs for its maximum capacity of 16 people.



This is a photo of Classroom J  
\$15.00 an hour (\$25.00 an hour 'Peak')

### **Smaller Classrooms**

**Classrooms E & F** - These are our smaller classrooms, ideal for writing sessions, smaller improv group rehearsals or coaching sessions. Classroom F is approximately 16' x 12'. Classroom E is smaller, approximately 12' x 12'. Each is equipped with 1 folding table enough chairs for its maximum capacity of 12 people.



This is a photo of Classroom E  
\$15.00 an hour (\$20.00 an hour 'Peak')

[How to Request A Rehearsal Space - Our Online Tool Tutorial](#)

## To Request A Reservation

We use an online tool to manage space requests. It's pretty intuitive, but we wanted to share this guide to make it easy for you and answer any questions that might pop up.



1) Visit [tinyurl.com/magnetspaces](http://tinyurl.com/magnetspaces). On the right side of the page, you'll notice a calendar. Click on the date you'd like to book:

2) On that day, open areas mean there is availability during that time. Click on that area within the calendar. A window will appear.

Magnet Training Center administrator

6:00pm – 7:00pm  
A -- Musical Improv Level 1 Class Show

7:00pm – 8:00pm  
A -- McKinsey Corporate Class

9:00pm – 10:00pm  
A -- Level Three: Long Form

10:30pm – 11:30pm  
A -- The Circuit

5:30pm – 11:30pm  
D -- HOLD for Class Shows -- Magnet Training

5:00pm – 8:00pm  
E -- The Sketch Project -- Chet & Jana

**New Reservation** ✖

When: 4/24/2015 6:00pm to 4/24/2015 9:00pm

Description:

Full name: Magnet Training Center

Magnet Training Center Rooms: Room B

Confirm:  Send email

Repeat: None

Create Reservation Cancel

3) Fill out the appropriate information.

***Make sure to select the correct times.***

When  to

***In the description box write your name and a one word description of your activity (e.g. rehearsal, meeting, writing).***

**Also make sure to select the correct Room from the dropdown menu.**

Magnet Training Center Rooms Room B

**If future dates/times are available in the same room, you can use the "repeat" feature.**

Repeat Weekly until

4) Once you've verified all of the information is correct, select the "Create Reservation" button, Create Reservation. You're not done, though! Almost!

You will be directed to this page:

Full Name

What is the nature of your room rental?  
Improv or Acting Activity

Please note we can not accommodate dance or fitness classes in our rooms.

Please describe the purpose of your room rental \*

Date of Reservation

Time of Reservation

Intended Method of Payment  
 Credit Card  
 Paypal  
 Cash

PRICE INFORMATION IS OUTLINED BELOW

What Room Would You Like to Reserve?  
Room A (our large studio)

About Our Rooms

Room A  
This is our performance studio and our largest room. The maximum room capacity is 50 people.  
Rental Price: \$25.00 an hour

Rooms B,C, D, G,H, I, J  
These are our mid-sized classrooms. These rooms are equipped with 18 chairs. The maximum room capacity is 25 people. These rooms are ideal for improv rehearsal.  
Rental Price: \$25.00 an hour

Room E,S,F  
These are our smaller writing rooms. These rooms are each equipped with a table and chairs. The maximum room capacity is 18 people. These rooms are ideal for sketch writing or an improv rehearsal.  
Rental Price: \$20.00 an hour.

OFF PEAK RATES  
Monday - Thursday 11am-6pm  
Friday 11am-10pm  
During these times enjoy our discounted rates!  
Room E&F- \$15.00 an hour (off peak)  
Room G&H- \$15.00 an hour (off peak)  
All other Rooms \$20.00 an hour (off peak)

Cancellation Policy  
We have a 24-hour cancellation policy. If you cancel less than 24 hours in advance, you will be required to pay your full rate plus you may incur additional cancellation fees from Pay Pal.

Email \*

Submit Cancel

5) Fill out **all** fields and hit the submit button.

Submit

- This page also has our room rate information.

6) The Magnet Administrators will review your request to confirm your reservation within 24 hours. (For same day bookings, please call to avoid any delays.) Along with your confirmation, you will receive a payment link, allowing you to pay by credit card to our secure third-party payment provider. You may also make a credit card payment by calling our office: 212-244-2400. If you make a request that is not approved, the administrator will notify you of the reason.

That's it. We hope you find a great place for your rehearsal.

Please feel free to call the office with any questions, 212-244-2400.

Thanks,

Magnet Training Center