



Dance Program

Office for the Arts at Harvard

60 Garden Street | Cambridge | Massachusetts 02138 | T 617 495 8683 | [f Harvard Dance Program](#) | [@harvarddance](#)
ofa.fas.harvard.edu/dance

HARVARD DANCE CENTER – 60 GARDEN STREET

Dance Program Office Hours: Monday-Friday, 9:30am-5:30pm

POLICIES AND PROCEDURES

DANCE PROGRAM STAFF:

Jill Johnson, Dance Director, Senior Lecturer, Department of Music

Administrative Manager for Dance: Erick R. Lopez

Program Assistant for Dance: Elizabeth Epsen

Production Supervisor: Jon Gonda

EMERGENCY NUMBERS:

Harvard University Police: 495-1212

University Health Services: 495-5711

Harvard Dance Center: (Mon-Fri, 9:30am-5:30pm): 495-8683

Office for the Arts (Mon-Fri, 9am–5pm): 495-8676

Policies and Procedures

1. Availability

The Harvard Dance Center is managed by the Dance Program (OFA). Use of facilities must be requested through RoomBook or arranged through the Program Assistant for Dance. An inventory of equipment and a site survey will be done to ascertain that nothing has been damaged or is missing. The removal of any property left by the user and the repair of damage to the facilities will be carried out by the OFA at the user organization's expense.

Space is allocated in the following priority:

Dance Program Courses and Events

Faculty & Guest Artist Choreographers

Student Choreographers for Dance Program Concerts

Students enrolled in Dance Program credit courses

Approved Harvard Academic Courses

Student Dance Groups (officially recognized by the Dean's Office)

Ad hoc spaces

The Harvard Dance Center is available during the academic year. Please consult the Dance Office for availability during breaks, holidays, and reading periods.

Harvard Dance Center (Studio 1, Studio 2, and Green Room), 60 Garden St.

Hours students may reserve are the following:

- Monday-Sunday: 9:30am-11:45pm

Director's Studio, OFA, 74 Mt. Auburn St.

Hours students may reserve are the following:

- Monday-Thursday: 4:30-11:00pm
- Friday closed
- Saturday: 9am-5:00pm
- Sunday: Noon-11:00pm

2. Reservations

For Approved Student Dance Groups:

- You are assigned a weekly two-hour rehearsal slot at the beginning of each academic year. Space is available on an ad hoc basis after that.
- Studio reservations should be made via "Roombook" (online scheduler) at <http://roombook.harvard.edu>. You must be an officer listed in theHub (hehub.college.harvard.edu) to make a reservation or see the schedule. Please contact Amy Vest, Director of Student Programming, at avest@fas.harvard.edu if you need assistance registering.
- Reservations that come through RoomBook will have priority.
- Ad hoc slots will be in increments of up to 2-2.5 hours.
- Student group leaders and group liaisons may reserve *ad hoc* slots up to 2 weeks in advance. **Note: Friday, Saturday & Sunday rehearsals must be scheduled no later than 3pm the Thursday prior.**
- **Total rehearsal hours must not exceed 16 hours per week.**
- **Total rehearsal hours must not exceed 5 hours per day.**

For Non Student Dance Groups:

- You may contact the Program Assistant for Dance at dance@fas.harvard.edu to reserve space.
- Ad hoc slots will be in increments of up to 2-2.5 hours and may be reserved up to 2 weeks in advance. **Note: Friday, Saturday & Sunday rehearsals must be scheduled no later than 3pm the Thursday prior.**

- **Total rehearsal hours must not exceed 16 hours per week.**
- **Total rehearsal hours must not exceed 5 hours per day.**

3. Cancellation Policy

If your group is unable to use the Dance Center when you have reserved it, you must notify the Dance Assistant so that the space can be made available to your fellow dance companies. Please give at least 24 hours notice.

4. Access and Security

Access to the Dance Center is available during hours when the Dance Office is open. Otherwise, tap card access will be required to gain entry. Once you have submitted your name as it appears on your HUID through the Dance Office, you may use your Harvard ID to tap in. If you have guests working with your group, be sure to have an assigned member of your group standing near the entrance to let this person in. **PLEASE DO NOT PROP OPEN THE MAIN ENTRANCE DOORS OR DOOR TO LOWER LEVEL. IT WILL SET OFF AN OFF-SITE ALARM = NOT COOL.**

All student dance groups need to provide a complete list of members within one week of starting rehearsals, by emailing the Program Assistant for Dance at dance@fas.harvard.edu. PLEASE PROVIDE MEMBERS' NAME AS IT APPEARS ON THEIR HUID CARD. **ONLY PROVIDE NAMES, DO NOT INCLUDE ID NUMBERS.**

5. Posting Signs

Post flyers on designated bulletin boards.

6. Valuables

The OFA and the Dance Program assumes no responsibility for any possessions or personal belongings left in the Dance Center. Do not leave valuables (wallets, purses, watches, computers, iPads, phones, etc.) unattended. Lost and found is located in the Dance Office, and items are kept for 30 days.

Dance Center Property

1. Sound System

All student dance groups must have an orientation with a staff member on proper use of the sound system before starting rehearsals. Each group will be held responsible for the condition of this equipment. Please turn off equipment properly once you are done– it saves electricity and the health of our equipment.

2. Piano

Any organization using Dance Center studios will be held responsible for damage to the pianos and inappropriate use will not be tolerated. Please also do not reposition the piano. If the piano must be moved, one of the Dance staff will move it. NOTHING should be placed on top of the pianos.

3. Floor and Footwear

NO STREET SHOES ALLOWED! Please leave all street shoes and jackets outside of the studios. Tap and character shoes are permissible in the green room only. For your convenience, lockers are provided for student use in the dressing rooms on the lower level, and the cubbies are located outside Studio 1.

Footwear which is permissible for use in Studio 1 or Studio 2: soft-soled dance shoes, socks, or pointe shoes. If you have any questions or tips about wearing socks over running shoes, please let us know ☺.

4. Lights

If your group is the last to use the space on any given day, be sure to turn off all studio lights.

5. Safety/Emergency Measures

Harvard University Police should be called in the event of an emergency: (617) 495-1212.

Harvard Dance Center, Studios One & Two

- There are two emergency exits at the Harvard Dance Center
 1. The front (main) doors
 2. The “back” (in between the first and second floors), located on Bond Street.
- The emergency/fire meeting place is the Harvard Astrophysics parking lot at the top of the hill, beside the dance center.
 - If you are exiting the building out of the main entrance, you would turn left and walk past the Astrophysics building (on your left) to the parking lot at the top of the hill
 - If you exit the building on Bond Street (back side), turn right, walk along Bond Street, turn right on Concord Avenue, walk along Concord Avenue, Turn Right on Madison Street, and the Astrophysics parking lot would be on your right.

OFA, 74 Mt. Auburn Street, Director’s Studio

- The emergency exit is the door on Holyoke Street (Door to balcony overlooking Mt. Auburn Street should not be used at all).
- In the case of an emergency, an alarm will sound when these doors open
- If the alarm is accidentally triggered, please let the security guard know right away.
- The emergency/fire meeting place is across the street (Mt. Auburn Street) in front of the Boloco restaurant.

DO NOT USE THE EMERGENCY EXIT DOORS UNDER ANY OTHER CONDITIONS – ALARM WILL SOUND.

In addition, emergency buttons are installed throughout the Dance Center, in both studios, locker rooms, and the green room. Hitting these buttons will result in a silent alarm to the Harvard University police, indicating the precise location of the incident.

Security personnel are present outside office hours at both Dance Center locations (6pm-Midnight). If you have any questions at all about safety or security, please do not hesitate to let any of the Dance staff know.

6. Ventilation/Heat

The thermostats are not controlled locally, so please do not adjust them in the studios. Please address complaints about temperature to the Dance Program staff.

7. Studio Furniture/Trash

Please return all barres, chairs, etc. to their original locations. Please make sure to place all trash in the waste bins. Bins for larger trash items (or overflow) are located beside the vending machines near the main entrance to the Dance Center.

8. Dressing Rooms

Dressing rooms, bathrooms, and green room are located on the lower level of the Dance Center. These areas can be accessed by tapping your Harvard ID at the door to the right of Studio 1, just past the Dance Office. Lockers are available. Please bring your own locks.

If you have a need for gender-neutral dressing rooms, please any of the Dance staff know and we can help you make arrangements to support this.

9. Costume Storage

Costume storage for student dance groups is available through the Dance Program. The storage area is also on the lower level of the Dance Center. Contact the Dance Office and or check in, in person to gain access to the storage area.

10. Informal Showings & Performances

Groups who like to schedule an informal showing must speak with the Program Assistant for Dance and Administrative Manager before requesting space to talk through logistics.

Performances at the Dance Center are offered to selected student groups in residence only. Residencies for the 2015-16 academic calendar have been awarded. Please speak to the Dance Program staff for information on the application process for the following year.

Groups with performance slots must have a production meeting and a business meeting with the Production Supervisor, Administrative Manager for Dance, and the Program Assistant for Dance.

11. Taking Care of the Dance Center

The Harvard Dance Center is a shared space used by the entire Harvard dance community. In order to keep it an open space for student use, we need your help in keeping it maintained. We ask that you always leave the space in pristine condition for the next group of dancers so that we can all enjoy this beautiful facility. Thank you for your help!!

12. Important Websites

Dance Program: www.ofa.fas.harvard.edu/dance

Harvard Box Office: www.ofa.fas.harvard.edu/boxoffice

Room Reservations: <http://roombook.fas.harvard.edu/>

THANK YOU FOR YOUR COOPERATION AND WE LOOK FORWARD TO SEEING YOU AT THE DANCE CENTER!!