

# HARVARD DANCE CENTER

66 Garden Street | Cambridge | Massachusetts 02138 | 617 495 8683 | [www.ofa.fas.harvard.edu/dance](http://www.ofa.fas.harvard.edu/dance)

## 2021-2022 DANCE CENTER HANDBOOK

### DANCE CENTER STAFF

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#### **General Dance Office:**

[dance@fas.harvard.edu](mailto:dance@fas.harvard.edu) or 617-495-8683

### ALL ARE WELCOME

The Harvard Dance Center is a space where every student can be fully self-expressed without fear of being made to feel uncomfortable, unwelcome, or unsafe based on race, ethnicity, cultural background or tradition, biological sex, sexual orientation, gender identity or expression, age, or physical or mental ability; a space where the social contract supports each person's self-respect and dignity, and encourages everyone to respect others.

We are anti-racist and are actively challenging our own assumptions and biases as we work toward true equity for all. In that spirit, we do not tolerate racism, discrimination, bias, and intolerance of any kind from anyone in, associated with, or visiting the Harvard Dance Center in person or virtual spaces.

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## A note on returning to the Dance Center Studios

As you know, Harvard has implemented several new protocols for returning to campus amidst the ongoing pandemic. All Harvard community members on campus are required to be vaccinated, with limited exemptions for health or religious reasons. Face masks remain a requirement for all indoor activity, including all Dance Center activity. Physical distancing is no longer required for vaccinated individuals. And Harvard has implemented specific policies around visitors that relate to whether the visitor is on campus for 7 days or more (see pages 8-9).

The Dance Center is approaching its reopening with equal parts excitement and caution. Our intention is to welcome you back in the safest way possible via a phased reentry process that allows more space for those who need to physically distance themselves, that decreases density and possible exposure, and which also takes into account the increase of students on campus and our ever-growing dance community. Our hope is that curtailments and/or additional protocols may be eased as activities resume and we are able to assess the real-time landscape. **The goal is to be safe, equitable, inclusive, responsive, and adaptive.**

We are here to answer any questions or concerns you may have about the guidelines and policies, and we welcome your input and feedback throughout the semester. Thank you for entering into the social contract of keeping our community safe and healthy.

We're in this together!

## Agreement of Upholding the Dance Center Guidelines & Policies

- Please submit after thoroughly reading through this 2021-22 Dance Center Hand Book and before your first reservation.
- Student-led dance groups must designate a representative, preferably a director or board member, who will be responsible for communicating and upholding the guidelines, as well as reporting back to the Dance staff ([dance@fas.harvard.edu](mailto:dance@fas.harvard.edu)) any issues that arose.
- Ad hoc reservations not affiliated with a student-led dance group must also designate a representative who will be responsible for communicating and upholding the guidelines during the use of the studio, as well as reporting back to Dance staff ([dance@fas.harvard.edu](mailto:dance@fas.harvard.edu)) any issues that arose.
- [CLICK HERE TO SUBMIT THE AGREEMENT OF UPHOLDING THE DANCE CENTER GUIDELINES & POLICIES](#)

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## USE OF THE DANCE CENTER STUDIO SPACES

Use of Harvard Dance Center studios and the Director's Studios at the OFA's main office (74 Mt. Auburn St.) must be requested through [RoomBook](#) or arranged through Dance Center staff. See the "Reservations" section on page 5 for instructions on process.

### Order of Space Allocation

1. Dance Center classes, events, and programs
2. Faculty & guest artist choreographers and residencies
3. Academic courses and course work
4. Student-led dance group regular recurring slots (officially recognized by the Dean of Student's Office)
5. All other ad hoc requests for space

### Hours

The Harvard Dance Center is open and available to students during the academic year. For booking space during academic year breaks, including reading and exam periods, please consult the Dance Office.

The following are the hours studio space may be requested:

Harvard Dance Center (Studio 1, Studio 2, and Green Room), 66 Garden St.

- Monday-Sunday: 9:00am-11:45pm

UDPATED: Director's Studio at the OFA's main office, 74 Mt. Auburn St.

- Monday-Thursday: **6:00pm**-11:00pm
- Friday: **6:00pm**-9pm
- Saturday: 9am-5:00pm
- Sunday: Noon-11:00pm

**IMPORTANT: Please review our Staggered Schedule Policy (page 5) before reserving space.**

### Accessibility

The Dance Center's main floor, housing Studio 1 and two all-gender restrooms, is wheelchair accessible. There is elevator access to the lower floor housing Studio 2, Green Room, and dressing rooms through the QRAC gym. If you or any of your members need elevator access to the lower floor, please email [dance@fas.harvard.edu](mailto:dance@fas.harvard.edu) for arrangements. Please note that the Director's Studio at 74 Mt. Auburn st. is not wheelchair accessible. The Dance Staff is happy to talk to you or your group about any other accommodations needed as well as best practices for disability inclusion and access.

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## RESERVATIONS

### Guidelines for Studio Space Usage

- Each individual reservation should not exceed 2 hours.
- Total rehearsal hours should not exceed 16 hours per week and should not exceed 6 hours per day.
- Friday, Saturday & Sunday rehearsals should be scheduled no later than 3pm the Thursday prior in order to get official approval.

### Requesting Reservations Beyond the 16-hours/week Allotment

- Updated policy as of Spring 2022
- If a student-led dance group has reached the 16-hour maximum for the upcoming week, you may request additional time no earlier than 3 days in advance to the requested time. For example, requests for the Monday of the following week must be made by the Friday prior, no later than 3pm ET. Additional hours will apply to the current week only.
- To request additional hours for the upcoming week, identify your request with a “+” in RoomBook (i.e. “+ Danny Rivera Rehearsal”). Please email Danny Rivera [danielrivera@fas.harvard.edu](mailto:danielrivera@fas.harvard.edu) with any questions.

### Updated Capacity Information

- To allow for more space between dancers and maximize safety, the Dance Center will be operating at an approximately 30% reduced capacity as part of its phased return to campus.
- Our updated capacities per studio are as follows:
  - HDC Studio 1 - 55 max
  - HDC Studio 2 - 20 max
  - HDC Green Room - 15 max
  - HDC Conference Room - 8 max
  - OFA Director’s Studio - 15 max

### Updated Staggered Reservation Policy

- The Dance Center will be requiring all studio reservations to follow a staggered schedule in order to prevent as much cross-over as possible between reservations and reduce density. This is part of the Dance Center’s phased return to campus.
- Please reserve space either in one-hour or two-hour increments on the following schedule:
  - **HDC Studio 1, reservations must be made on the hour**
    - i.e. 10-11am, 6-8pm
  - **HDC Studio 2, reservations must be made fifteen minutes after the hour**
    - i.e. 10:15am-11:15am, 6:15pm-8:15pm
  - **Green Room, reservations must be made thirty minutes after the hour**
    - i.e. 10:30am-11:30am, 6:30am-8:30pm

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- We will do our best to notify any reservations if they are not requested on the Staggered Schedule. Requests must then be modified to follow our policy.
- Reservations scheduled outside of the staggered schedule will not be approved unless necessary exceptions are communicated and confirmed with the Dance Center.
- Please email us at [dance@fas.harvard.edu](mailto:dance@fas.harvard.edu) for any questions regarding our staggered schedule policy.

## Agreement on Upholding the Dance Center Guidelines & Policies

- Student groups are required to assign a representative (preferably a director or board member) to submit our Agreement on [Upholding the Dance Center Guidelines & Policies](#). This person will be responsible for sharing and communicating our policies for the semester with all individuals of their student group, as well as reporting back to Dance staff ([dance@fas.harvard.edu](mailto:dance@fas.harvard.edu)) any issues that arose.
- Students reserving the space who are not part of a student-led dance group must also assign a representative and submit the Agreement on Upholding the Dance Center Guidelines & Policies.

## Request process for student-led dance groups

- At the beginning of each semester, student-led dance groups are offered a weekly rehearsal slot (up to 2 hours) based on your request and availability from your submission in the [Student-Led Dance Group Weekly Recurring Request Form](#) (also available from the Student Group webpage).
- Space is available for request through [RoomBook](#) on an ad hoc basis after that.
- All undergraduates in the College can log into RoomBook with their HUID and PIN.
- You must be an officer listed in [theHub](#) ([thehub.college.harvard.edu](http://thehub.college.harvard.edu)) to make a reservation for a student group.
- For questions about becoming an officially recognized student group and being an officer listed in theHub, please contact JonRobert (JR) Bagley, at [jonrobert\\_bagley@harvard.edu](mailto:jonrobert_bagley@harvard.edu)
- Please see the Staggered Schedule Policy (see page 5) to create reservations that follow our required time slots.
- Student group leaders and group liaisons may request ad hoc slots up to 2 weeks in advance in RoomBook.
- Dance staff will send you an email through RoomBook confirming your reservation details.

## Request process for students not affiliated with a student group

- Contact Danny Rivera at [danielrivera@fas.harvard.edu](mailto:danielrivera@fas.harvard.edu) or [dance@fas.harvard.edu](mailto:dance@fas.harvard.edu) to reserve space or fill out the [Individual Ad-Hoc Request Form](#) (also available from the Student Group webpage).
- You will then be sent an email confirming your reservation details.

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## CANCELLATION POLICY

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

## SWIPE ACCESS & SIGN-IN

The front door of the Dance Center is open from 9:30am-8pm, M-F, and 9:30am-2pm, Sat. It is closed all day on Sunday. If you have a reservation during a time when the front door is scheduled to be locked, card access will be required to gain entry. Please submit a list of your members' HUID numbers (without their names, for security purposes), to [dance@fas.harvard.edu](mailto:dance@fas.harvard.edu). Please be mindful that this takes about a week to process. PLEASE DO NOT PROP OPEN THE MAIN ENTRANCE DOORS OR DOOR TO LOWER LEVEL. IT WILL SET OFF AN OFF-SITE ALARM.

The Director's Studio at the OFA's main office, 74 Mt. Auburn St., front door will be open during studio availability times. You are required to sign in with the security guard. Please do not arrive more than 10 minutes prior to a 6pm reservation on M-F (see page 8 for Dedensifying the Hallways & Waiting Spaces).

## UPDATED GUIDELINES FOR 2021-2022 COVID SAFETY

### Face Mask Policy & Support

- Harvard Dance Center will continue to require masks indoors regardless of vaccination status, in alignment with Harvard University's policy. Face coverings are also required to be worn at all times in the Director's Studio at the OFA's main office.
- You are encouraged to bring extra face masks for class since damp face masks from sweat can make it harder to breathe and are less effective. The Dance Center will have disposable face masks on-hand if needed.

### Physical Distancing

- Those who are unvaccinated must practice physical distancing of at least 6 feet from others.
- Capacity in the studios and foot traffic has been reduced in order to allow for those who need to physically distance to do so.

### Sanitation

- The Dance Center is professionally cleaned every day.
- Hand sanitization dispensers are provided near all studios and frequent hand washing is strongly encouraged.

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- Clorox wipes will be available for students to wipe down barres and equipment before and after use.

## Water Bottles & Food

- Please bring your own filled water bottle(s). Water fountains at the Dance Center studios are currently disabled due to COVID safety protocols. There is a water bubbler at the Director's Studio.
- Food and drink other than water are not allowed in the studios, hallways, or dressing rooms.
- The Conference Room at the Dance Center will act as a designated eating and drinking space but will only be open during office hours. Face coverings are required for all guests in the Conference Room unless you are actively eating or drinking. Unvaccinated guests should distance from other guests while eating or drinking. Please observe signage by the door regarding reduced capacity in the Conference Room.

## Reduced Capacity

- To allow for more space between dancers and to allow for those who need to physically distance to do so, each studio and dressing room has been reduced by about 30%.
- There will be signs posted for space usage and reduced maximum capacity in each space.

## Foot Traffic

- Please pay attention to signage at the Dance Center indicating specific traffic flow for reduction of hallway and stairwell density. For example, the front door to Studio 1 will be an enter-only door and the back door and back stairwell door will be exit-only doors. Please plan accordingly!

## Dedensifying the Hallways & Waiting Spaces

For increasing safety at both the Dance Center and Director's Studio at OFA's main office, we are reducing density in the hallway and common spaces this semester by asking students not to congregate in these tight spaces.

- **All students should arrive no more than 10 minutes early to their class/rehearsal/studio reservation.**
- Students should go directly to the studio (except to go to the restroom or dressing room) and not linger in the hallway or waiting area.
- Students should not linger afterwards, but depart the building promptly after the class/rehearsal/reservation is ended.

## Policy on Short-Term Visiting Guest Artists

- Short-term visiting guest artists are those who visit campus to teach a class or choreograph for your group for less than 7 days total, regardless of whether those days are consecutive.

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- If you are planning to invite a short-term visiting guest artist, you must first email Elizabeth Epsen at [epsen@fas.harvard.edu](mailto:epsen@fas.harvard.edu) to receive approval.
- The Dance Staff will then need to be in direct communication with the guest artist for a full attestation process which will involve verifying vaccination information, a request for a negative COVID test prior to arrival, and a submission of an attestation form within 24 hours of arrival.

## Policy on Non-Harvard Affiliated Participants

Harvard's requirements around visitors on campus for more than 7 days involve a complex administrative process that places the person into Harvard's testing cadence. While we think it's wonderful that many student groups welcome participants from other schools, unfortunately, we don't have the staff capacity to be able to track and administer this process for all student groups. Therefore, the Dance Center will not be permitting any non-Harvard students to participate in student-led dance groups or any studio activity for the 2021-22 academic year.

## EMERGENCY MEASURES

- In the event of an emergency, call **Harvard University Police (HUPD): (617) 495-1212**.
- Security personnel are present from 6pm-Midnight.
- Blue emergency buttons are installed throughout the Dance Center, in both studios, dressing 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.
- In case of injury, ice is available in the downstairs Green Room. Bags for ice are stored under the sink.

If you have any questions at all about safety or security, please do not hesitate to let any of the Dance staff know.

### Emergency Exits: Harvard Dance Center, Studios 1 & 2

- There are two emergency exits at the Harvard Dance Center
- 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 CFA 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.

### Emergency Exits: Director's Studio at OFA's main office, 74 Mt. Auburn Street,

- 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.

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- The emergency/fire meeting place is across the street (Mt. Auburn Street) in front of the Playa Bowls.
- DO NOT USE THE EMERGENCY EXIT DOORS UNDER ANY OTHER CONDITIONS – ALARM WILL SOUND.

## VALUABLES

The OFA Main Office at 74 Mt. Auburn and the Dance Center assume 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.

## Cubbie Usage Update

- We will not be using the cubbies outside of Studio 1 for the storage of boots, coats, etc. Instead, please remove your outside shoes and/or weather attire before entering the studios and carry said items into the studio space.
- We will have designated areas for you to place your items inside each studio. Please do not leave wet clothing/shoes on the floors of Studio 1 or Studio 2 as it will damage the Marley floor.
- Individuals using Studio 2 or the Green Room are allowed to store their items inside the locker rooms downstairs.

## DANCE CENTER PROPERTY

An inventory of equipment and a site survey will be done by Dance staff every morning to ascertain that nothing has been damaged or is missing. The removal of any property done by the user and the repair of damage to the facilities will be carried out by the OFA and Dance Center at the user organization's expense.

## SOUND SYSTEM/AV EQUIPMENT

Please do not move or reconfigure the A/V equipment including the monitors. Please do not take the adapters that are there for community use. For audio, simply plug in the audio jack into your device. All student dance groups using the Dance Center's sound system must have an orientation with a staff member on proper use before starting rehearsals. This will be done at the first orientation meeting for student-led dance group leaders convened at the Dance Center. Each group will be held responsible for the condition of this equipment. Please turn off equipment in the Director's Studio and Studio 2 only. It saves electricity and the health of our equipment.

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## **PIANO**

We ask that you do not reposition the piano. If the piano must be moved, please ask a Dance staff member to move it ahead of your reservation. NOTHING should be placed on top of the pianos. Any organization using Dance Center studios will be held responsible for damage to the pianos.

## **FOOD**

NO food or drinks other than water are allowed in any of the Dance studios, dressing rooms, or hallways. Thank you!

## **FLOOR AND FOOTWEAR**

Due to the delicate nature of the Marley floors, and to keep dancers safe, street shoes are NOT permitted to be worn in the studios.

- Footwear which is permissible for use in Studio 1 or Studio 2: soft-soled dance shoes, socks, or pointe shoes.
- Sneakers are only allowed if socks are worn over them. The Dance Center has extra socks on-hand if you need them. If you have any questions or tips about wearing socks over running shoes, please let us know.
- Tap and character shoes are permissible in the *Green Room* only (unless your shoes have been specially approved).
- Resin is not allowed.

## **LIGHTS**

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

## **VENTILATION/HEAT**

Thermostats in all HDC spaces are controlled off site. Please do not adjust the thermostats in any spaces at HDC. Please let Dance staff know in person or via email if there is any issue with temperatures in any spaces.

## **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 by the bathrooms near the main entrance to the Dance Center.

## **DRESSING ROOMS/ALL GENDER RESTROOMS**

There are dressing rooms with lockers and bathroom stalls on the lower level of the Dance Center. Please bring your own locks. For COVID safety, the Fall '21 semester has a reduced capacity of 8 people per dressing room at any given time.

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There are two all-genders private restrooms on the first floor of the Dance Center. The Director's Studio at OFA's main office (74 Mt. Auburn) also has two all-genders private restrooms on the first floor but does not have dressing rooms.

## **COSTUME STORAGE**

Costume storage at the Dance Center is available for student dance groups. Each student dance group is responsible for their own inventory and for keeping their area and costumes neat and organized. The storage area is also on the lower level of the Dance Center.

Costume closet guidelines are as follows:

- Each group is allowed three (3) plastic storage bins, plus more if space allows. Bins should be clearly labeled, have secure lids, and be able to be lifted by one person. Plastic bins are available upon request. We strongly encourage you to not use cardboard boxes as they are subject to damage and wear.
- If you have items that require hanging, we have very limited closet rod space. All loose items should be clearly labeled with group's name.
- The closet is locked and requires a staff member to let you in. Access is only available by appointment during Dance Office hours. Staff must lock up after you, so please be efficient when retrieving or putting away costumes. Please send a list of people who are authorized to access your costumes.
- If you padlock your boxes, you must provide the Dance Staff with a combination or key. This is to ensure that they aren't lost between leadership changes and to allow us emergency access (e.g. in case of flooding).
- We will not store dangerous or hazardous materials, or personal possessions. Other objects (props, instruments, files, etc.) will be stored at the discretion of the Dance Center.
- Please keep the storage area neat. Failure to put away boxes properly, disregard of other groups' belongings, or any abuse of these rules will result in your storage privileges being taken away.

## **BORROWING PROPS & ITEMS**

Please email Elizabeth Epsen at [epsen@fas.harvard.edu](mailto:epsen@fas.harvard.edu) minimum of 3 days (Business days, M-F) in advance with pick-up time/date, return time/date, destination, and purpose.

## **POSTING FLYERS**

- Flyers may be posted on the bulletin board in the Green Room. Please do not post or leave flyers in the hallways or other spaces.

## **INFORMAL SHOWINGS & PERFORMANCES**

Groups who would like to schedule an informal showing must speak with Elizabeth Epsen, Communications and Programs Coordinator for Dance before requesting space to talk through logistics. This will be limited in the Fall '21 and Spring '22 semester due to COVID safety.

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Performances at the Dance Center are offered to selected student groups in residence only. Please speak to the Dance staff for information on the application process for a [Harvard Dance Center residency](#).

## Audience Updates for Dance Center Residency

- Fall 2021 and Spring 2022 reduced capacity: 108 max. (100 seat maximum for risers + 8 chairs in front row).
- Case by case assessment for alternate seating set-ups.
- Mask Policies will be required for all audience participants.
- Health Attestation Forms (contact the Dance Center for more information) shall be sent to ticket holders one day prior to arrival at the Dance Center, with proof of completion upon arrival.
- The Dance Center welcomes conversation about hybrid audience models offering virtual access to performances where possible.

## 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 and safe for all. 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!!

**THANK YOU FOR YOUR STEWARDSHIP OF THE DANCE CENTER AND ITS COMMUNITY!**

## IMPORTANT WEBSITES

Harvard Dance Center: [www.ofa.fas.harvard.edu/dance](http://www.ofa.fas.harvard.edu/dance)

Office for the Arts: <https://ofa.fas.harvard.edu/>

Harvard Box Office: [www.ofa.fas.harvard.edu/boxoffice](http://www.ofa.fas.harvard.edu/boxoffice)

RoomBook: <http://roombook.fas.harvard.edu/>

TheHub: <https://thehub.college.harvard.edu/>

Office of Diversity Education and Support: <https://diversity.college.harvard.edu/>

Office for Gender Equity: <https://oge.harvard.edu/>

BGLTQ Office of Student Life: <https://bglqt.fas.harvard.edu/>

University Disability Resources: <https://accessibility.harvard.edu/>