

HARVARD DANCE CENTER

66 Garden Street | Cambridge | Massachusetts 02138 | 617 495 8683 | www.ofa.fas.harvard.edu/dance

HARVARD DANCE CENTER HANDBOOK

DANCE STAFF:

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For all general inquiries contact the Dance Office: dance@fas.harvard.edu or 617-495-8683

EMERGENCY NUMBERS:

Harvard University Police: (617) 495-1212

University Health Services: (617) 495-5711

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POLICIES AND PROCEDURES

1. USE OF THE DANCE CENTER STUDIO SPACES

Use of Harvard Dance Center studios and the OFA Director's Studios must be requested through RoomBook or arranged through the Communications and Programs Coordinator for Dance and/or Dance Intern.

Space is allocated in the following priority:

- Dance Center Classes and Events
- Faculty & Guest Artist Choreographers
- Student Choreographers for Dance Center Residencies
- Students enrolled in Dance Center credit courses
- Student Dance Groups (officially recognized by the Dean of Student's Office)
- Approved Harvard Academic Courses
- Ad hoc spaces

2. HOURS

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

The following are the hours students may reserve are the following (based on availability):

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

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

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

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

3. RESERVATIONS

For All Reservations:

- All reservations should be in increments of up to 2.5 hours.
- Total rehearsal hours must not exceed 16 hours per week and should not exceed 5 hours per day.

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- Friday, Saturday & Sunday rehearsals should be scheduled no later than 3pm the Thursday prior in order to get official approval.

For Individual Students Not in Student-Led Dance Groups:

- You may contact dance@fas.harvard.edu to reserve space or fill out the [Individual Ad-Hoc Request Form](#) (also available from the Student Group webpage).

For Approved Student-Led Dance Groups:

- At the beginning of each semester, you are assigned a weekly 2.5 hour rehearsal slot. Space is available on an ad hoc basis after that. To request your recurring rehearsal time please fill out the [Student-Led Dance Group Weekly Recurring Request Form](#) (also available from the Student Group webpage).
- Recurring reservations for Spring 2020 will be confirmed by **01/17/2020**.
- Studio reservations should be made via "RoomBook" (online scheduler) at <http://roombook.harvard.edu>. 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) to make a reservation for a student group. Please contact Julie Leist at jleist@fas.harvard.edu or Jonrobert Bagley at jonrobert_bagley@harvard.edu if you need assistance registering.
- Reservations that come through RoomBook will have priority.
- Student group leaders and group liaisons may reserve ad hoc slots up to 2 weeks in advance.

4. CANCELLATION POLICY

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

5. USING THE OFFICE FOR THE ARTS (OFA) DIRECTOR'S STUDIO

- Please be sure if you are in the space after hours to check in and out with the Security Guard.
- Please be sure no equipment or furniture (including ballet barres) are placed in front of the exit doors.
- Please note that a reservation for use of the Director's Studio does not include access to any other common areas at the OFA (74 Mt. Auburn Street).

6. 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.

If you would like your members to have swipe access, please send a list with members HUID's only (no names) to dance@fas.harvard.edu.

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7. 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
- The emergency/fire meeting place is across the street (Mt. Auburn Street) in front of the Zambrero 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 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.

8. POSTING SIGNS

Flyers may be posted on the bulletin board in the Green Room.

9. VALUABLES

The OFA 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.

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DANCE CENTER PROPERTY

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 and Dance Center at the user organization's expense.

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. Please do not place anything on top of the pianos.

3. FOOD

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

4. FLOOR AND FOOTWEAR

NO STREET SHOES ARE ALLOWED IN THE STUDIOS. Please ask your members and anyone involved in your rehearsals to leave street shoes and jackets outside of the studios. Sneakers are only allowed if socks are worn over them. Tap and character shoes are permissible in the green room only (unless your shoes have been specially approved). 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-sole, light-colored dance shoes (black jazz shoes are not allowed due to streaking on Marley floor), socks, or pointe shoes. If you have any questions or tips about wearing socks over running shoes, please let us know .

5. LIGHTS

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

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 by the bathrooms 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. Lockers are available. Please bring your own locks.

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There are two gender-neutral restrooms on the first floor. If you have a need for gender-neutral dressing rooms, please let any of the Dance staff know and we can help you make arrangements to support this.

9. 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:

1. 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 reserve the right to reject bins as too large or not suitable. PLEASE NO CARDBOARD BOXES. They are subject to damage and wear.
2. 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.
3. 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.
4. If you padlock your boxes, you must provide the Dance Program 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).
5. 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.
6. 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.

10. BORROWING PROPS & ITEMS

Groups must email epsen@fas.harvard.edu AND harvarddance@gmail.com a minimum of 3 business days (M-F) in advance.

In the email include: (1) name, (2) organization title, (3) pick-up time/date, (4) return time/date, (5) destination, (6) purpose, and (7) the following statement – "I (NAME) and my organization (ORG) fully assume responsibility for any risks and costs."

11. INFORMAL SHOWINGS & PERFORMANCES

Groups who like to schedule an informal showing must speak with the Program Coordinator 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. Please speak to the Dance staff for information on the application process for a Harvard Dance Center residency.

12. 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!!

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IMPORTANT WEBSITES

Harvard Dance Center: www.ofa.fas.harvard.edu/dance

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

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

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

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