

2025-2026

HARVARD DANCE CENTER &

OFA DIRECTOR'S STUDIO

HANDBOOK

Issued August 1, 2025

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STAFF

Several Office for the Arts (OFA) and Theater, Dance & Media (TDM) staff members collaborate regularly in the stewardship of their respective programs and to support the dance activity taking place at the Harvard Dance Center and the OFA Director's Studio. The following staff members are collectively referred to as "Staff at the Dance Center" in this handbook and in communications.

TDM DANCE CENTER STAFF—

Dara Badon (she/her), Event & Production Administrative Coordinator

Marti McIntosh (she/her), Manager of Administrative Initiatives & Finance

Cindy Wade (they/them), Production Technician

General TDM Spaces Contact

tdm_spaces@fas.harvard.edu

Harvard Dance Center Phone

(617) 495-8683

OFA DANCE PROGRAM STAFF—

Elizabeth Epsen (she/her), Manager of College Dance

Christina Listro (she/her), Administrative Assistant, Office for the Arts

General OFA Dance Program Contact

dance@fas.harvard.edu

ADDITIONAL CONTACTS

The Staff at the Dance Center are your primary contacts for any questions, comments, concerns, or conversations. The following are additional contacts that are useful to have and can connect you to other resources and support outside Theater, Dance & Media and the OFA Dance Program.

Office for the Arts General Email

ofa@fas.harvard.edu

EMS RoomBook System Administrative Team

emsadmin@fas.harvard.edu

JR Bagley, Associate Director at the SOCH, Student Organizations and Resources

jonrobert_bagley@harvard.edu

ALL ARE WELCOME

The Harvard Dance Center and OFA Director's Studio are spaces 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, sexual orientation, gender identity or expression, age, or physical or mental ability; and 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 and OFA Director's Studio in person or in virtual spaces.

Please review the following Handbook and sign our “Agreement to Uphold HDC Guidelines & Policies” prior to your first visit to the studios!

DANCE STUDIO SPACES

The Staff at the Dance Center manages and maintains four (4) studios at two (2) locations:

Harvard Dance Center, 66 Garden Street – *Managed by TDM*

- Studio 1, Studio 2, and Studio 3

OFA Main Office, 74 Mt. Auburn Street, 3rd Floor – *Managed by OFA*

- The OFA Director's Studio

Studio reservations must be arranged and approved by Staff at the Dance Center. Please refer to the [“STUDIO RESERVATIONS”](#) section on page 4 for instructions on this process.

Hours

The Harvard Dance Center and OFA Director's Studio are open and available to students, staff, faculty, and other active Harvard affiliates during the academic year. For booking space during academic breaks, including Reading and Exam periods, please consult with Staff at the Dance Center.

The following are the hours studio space may be utilized and requested:

Studio 1, Studio 2, and Studio 3 (Harvard Dance Center)

- Monday-Sunday: 8:30am-11:45pm

OFA Director's Studio (OFA Main Office)

- Monday-Friday: 10:00am-10:50pm
- Saturday: 9:15am-10:50pm
- Sunday: 10:15am-10:50pm

Note that for the Dance Center, some of the above hours require HUID swipe clearance for building access. Please refer to the [“SWIPE ACCESS & SIGN-IN”](#) section on page 13 for further details.

The Dance Center Office is open Monday through Friday, 10am-6pm, and the OFA Main Office is open Monday through Friday, 9am-5pm for any questions or conversation!

Order of Space Allocation

The following list indicates the order of prioritization for space allocation in the studio booking process:

1. Academic courses, course work, sections, and curricular activity
2. OFA Dance Program classes, events, and programs
3. Faculty & guest artist choreographers and residencies
4. Facilities and Operations work

5. Regular Recurring Reservations for officially recognized student-led dance groups
6. All other Ad Hoc requests for space

*Please note, academic coursework does not take place at the OFA Director's Studio; this order of space allocation primarily applies to Dance Center studios.

Accessibility

The Dance Center's main floor – housing Studio 1 and two all-gender restrooms – is accessible to wheelchairs and other mobility devices. The lower floor, which houses Studio 2, Studio 3, the Costume Closet, and two all-gender dressing rooms, is accessible via elevator through the Quadrangle Recreational Athletic Center (QRAC) gym. If you or any of your members need elevator access to the lower floor, please email tdm_spaces@fas.harvard.edu to explore and confirm those arrangements.

The OFA Director's Studio is located on the third floor of the building and is not wheelchair and mobility device accessible. OFA Dance Program 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. Connect with us at dance@fas.harvard.edu.

For student-led dance groups regularly using the studio spaces, at least one representative from each group is required to attend the OFA Dance Program's Disability Inclusion Workshop led by University Disability Resources (UDR) at the beginning of the school year. If you're not able to attend, please email Elizabeth Epsen at epsen@fas.harvard.edu to coordinate a time to watch the workshop recording.

**Fall '25 Disability Inclusion Workshop:
Monday, September 8, 6-7:30pm, at Smith Campus Center's Mt. Auburn Room**

STUDIO RESERVATIONS

Our studio reservation guidelines aim to ensure that the Dance Center and OFA Director's Studio offer the broadest and most equitable access to studio space possible for our ever-growing dance community and lead with an approach that is responsive and community centered. These guidelines have been developed iteratively and with input from the community and student-led dance group leaders whom they support. Dialogue is welcome!

For general questions around studio use, please contact tdm_spaces@fas.harvard.edu for studios at the Dance Center and dance@fas.harvard.edu for the OFA Director's Studio.

With respect to operations, liability, and community safety, all studio use must be arranged by the outlined request procedures, and all requests are only approved upon receipt of a reservation confirmation email.

Studio Request Eligibility

Dance Center studios and the OFA Director's Studio can only be requested and reserved by current and active Harvard affiliates. If a studio reservation includes non-active and/or non-Harvard affiliates, a current Harvard affiliate must be present and assumes responsibility for any non-affiliates involved.

Studio Capacity Information

The studio capacities for movement and dance in each space are as follows:

- HDC Studio 1 - 70 max
- HDC Studio 2 - 30 max
- HDC Studio 3 - 15 max
- OFA Director's Studio - 25 max

If you would like to open your reservation to observers in addition to movers/dancers, please contact Staff at the Dance Center for updated studio capacity information.

Types of Requests Permitted

- Class projects and/or research for TDM courses and faculty
- Student group rehearsals, classes, workshops and intensives
- Individual trainings, rehearsals, classes

Types of Requests NOT Permitted

- Any activities, workshops, or events open to the public (not including Student-Led Dance Group Residency performances and Informal Showings)
- Any activities involving minors
- Any activities charging admission (not including Student-Led Dance Group Residency performances)

Guidelines for Studio Space Usage – 2-Hour Maximum Per Request

The following time-based guidelines are calculated by group affiliation (or by requestor, with Ad Hoc) and designed to provide the broadest access, opportunity, and flexibility possible for all members of our community. All requestors, especially student group leaders, are responsible for tracking their own daily and weekly hours.

- MAXIMUM TIME PER RESERVATION: 2 hours
- CONSECUTIVE RESERVATIONS: Studio reservations may only be requested in succession if they are in different studios
 - Example: 11am-1pm in Studio 1, then 1-3pm in Studio 2.
- SAME STUDIO USE: If a particular studio best matches your group's needs, a minimum of one (1) hour must be recognized between requests to use the same studio
 - Example: 11am-1pm in Studio 1, then 2-4pm in Studio 1.

- CONCURRENT RESERVATIONS: Groups may have one (1) concurrent or overlapping reservation in or across multiple studios
 - Example: 11am-1pm in Studio 1 and 11am-1pm in the OFA Director's Studio would be permitted; 11am-1pm in Studio 1 and 12-2pm in the OFA Director's Studio would be permitted; but 11am-1pm in Studio 1, 11am-1pm in the OFA Director's Studio, and 12-2pm in Studio 2 would not be permitted and exceed this concurrent maximum.

Guidelines for Studio Space Usage – Per Day and Per Week

- MAXIMUM TIME PER DAY: 6 hours
- MAXIMUM TIME PER WEEK: 20 hours
 - Weeks are reviewed in a Monday to Sunday timeframe (i.e. Monday, April 1 – Sunday, April 7)
- WEEKEND REQUESTS: Friday, Saturday, and Sunday rehearsals must be requested by 12pm the Thursday prior for guaranteed review.

Request Process for Recognized Student-Led Dance Groups

Student-Led Dance Groups may make requests for studio space throughout the semester by using the University-wide online platform [RoomBook](#).

You must be an officer listed in the [Student Organization Center Online \(SOCO\) platform](#) and/or affiliated with FAS to make a reservation for a student group via RoomBook. For questions about becoming an officer listed in SOCO and/or becoming a recognized student organization, please contact JonRobert (JR) Bagley, at jonrobert_bagley@harvard.edu. For non-FAS affiliates in dance group leadership positions with studio reservation responsibilities, please submit your requests via the [Ad Hoc Request Form](#) and be sure to include your group affiliation in the "Reason for Reservation" section of the form.

- TWO WEEK ADVANCE BOOKING: Studio reservations can be requested up to 2 weeks in advance of the date at present via RoomBook.
- NAMING CONVENTION: All RoomBook requests must include the name of the student group name making the request in the submission to properly identify it for Staff at the Dance Center and fellow student leaders.
- CONFIRMATION: Staff will confirm the request via a RoomBook notification email with reservation details. No request is official until this confirmation email is received.

Request Process for Studio Use Not Affiliated with a Student Group

Requests for studio use by individuals or for non-student-group purposes must be submitted via the [Ad Hoc Request Form](#) to be reviewed and scheduled. The form may also be found via the [OFA Dance Program's Student-Led Dance Group webpage](#).

- **GUIDELINES:** All studio reservation guidelines included in this Handbook are applied to and expected of all Ad Hoc studio requests.
- **CONFIRMATION:** You will receive an email confirming your reservation details once your request has been scheduled. No request is official until this confirmation email is received.
- **QUESTIONS:** Contact tdm_spaces@fas.harvard.edu for questions regarding the Dance Center and dance@fas.harvard.edu for questions regarding the OFA Director's Studio.

Request Process for Student Groups in Process of Becoming DSO-Recognized

Forming student-led dance groups who are on track to become a Recognized Student Organization (RSO) can request one (1) 2-hour regular rehearsal slot after they apply for their official recognition through the DSO and send Staff at the Dance Center proof of their submission. These groups may request additional hours within the same time-based guidelines through the [Ad Hoc Request Form](#).

Recurring Reservation Requests

In addition to RoomBook requests, Student-Led Dance Groups are offered up to two (2) weekly recurring rehearsal slots of up to 2 hours each semester, arranged by Staff at the Dance Center before the start of the term. ONLY Dean of Students Office (DSO)-recognized Student-Led Dance Groups, Student-Led Dance Groups who have officially applied to become DSO recognized, and University-recognized dance organizations are allotted weekly recurring studio reservations.

Please complete the [Weekly Recurring Reservation Request Form](#) to request a weekly rehearsal slot. The form may also be found via the [OFA Dance Program's Student-Led Dance Group webpage](#). This recurring reservation will always be counted towards the 6-hour per day maximum and 20-hour per week maximum. After the initial scheduling process at the start of each semester, requests will be reviewed and scheduled on a rolling basis, contingent on availability, and until the fourth week of the term.

REQUEST REVIEW TIMELINE

While requests are received via an automated channel (i.e. RoomBook, the Ad Hoc form), all requests undergo a manual review process during the respective HDC and OFA Office hours. Please allow for a 3-day grace period for when your studio request can be confirmed as our dance community is ever-increasing and staff capacity is limited. Reservations requested less than 2 business days in advance after 12pm on the given day may not be able to be accommodated. Reservations requests for weekend studio use must be submitted by 12pm on Thursday of that week.

Additionally, requests submitted for any studio space beyond the 2-week request review window will not be reviewed nor confirmed until the requested reservation date falls within said 2-week window. If you would like to discuss any specialized events or

programming that may benefit from more advanced planning outside of this timeline, please email tdm_spaces@fas.harvard.edu.

CANCELLATION POLICY

If you need to change or cancel a request made via RoomBook, you can do so by clicking to the “My Events” header on the left menu of your RoomBook dashboard.

If you need to cancel a request made via the Ad Hoc form, you must notify the Staff at the Dance Center so that we can update the schedules and make the space available to others within our community. Please give at least 24 hours’ notice whenever possible. Non-cancelled reservations will still count toward daily and weekly studio hour allotments.

Please note that the cancellation of studio reservations may occur due to necessary repairs, maintenance, or other TDM, OFA, or broader university needs. In this scenario, Staff at the Dance Center will make the best effort to arrange a make-up studio reservation with the impacted party!

SCHEDULING CONFLICTS

When there appears to be a scheduling conflict and two or more parties believe they each have reserved the studio space at the same time, please proceed as follows:

1. Refer to the room card posted outside the studio.
2. If the room card is out of date, each group should check their confirmation email that would be either from the dance@fas.harvard.edu (OFA Director’s Studio reservations) or tdm_spaces@fas.harvard.edu (HDC reservations). Since it is not possible to double-book within RoomBook, it’s likely that one group was confirmed and the other may have accidentally misread their confirmation email. This should be resolved by checking the emails!
3. If you’re an undergraduate student-led dance group and you can’t find the email, you should be able to see who has the reservation directly in RoomBook.
4. If you can’t find the confirmation email and can’t access RoomBook to determine who has the space, it is recommended you share the reservation, either by splitting the time (one group takes first hour, and second group takes second hour) or by sharing the space (i.e. split the space in half, and if using music, take turns with who is using music).

Please note that Securitas is not meant to resolve or determine who has the right to the space, and they should not be involved. If you run into any issues, especially during evening times or on weekends when staff are out of office, please respectfully let us know so we can try to help troubleshoot anything and work towards improved

experiences wherever possible. These are shared spaces, and we're counting on you to be stewards and help resolve conflicts in the spirit of generosity and community!

SHARED RESPONSIBILITIES AND RESOURCES

The Dance Center studios and the OFA Director's Studio are shared community spaces that host curricular activity (including credit courses, productions, thesis projects, and rehearsals), non-credit community classes, workshops, events, and studio reservations held by student-led dance groups and individuals.

Please remain mindful of equipment and facilities when using this space. An inventory of equipment and a site survey will be done by Staff at the Dance Center every morning to ascertain that nothing has been damaged or is missing. The repair of damage to the facilities will be carried out by Theater, Dance & Media (for damages at Harvard Dance Center) and the OFA (for the OFA Director's Studio) at the individual's or user organization's expense. No property shall be rearranged or removed.

Being community spaces, please always leave the studios in pristine condition for the next group of dancers so that we can all continue to enjoy these beautiful facilities. Thank you for your help in keeping the studios maintained and safe for all!

Sound System / AV Equipment

Each studio is equipped with audio systems that support playback via a personal device, and some spaces have an in-studio device that can additionally provide audio as well as video. "A/V Cart Instructions" placards are available in the Dance Center studios for your reference.

- STUDIO 1 and STUDIO 2: In-studio device for audio and video playback. Bluetooth and aux cord connection, including adapters, are available for personal devices.
- STUDIO 3: Personal device needed, no video playback. Bluetooth and aux cord connection, including adapters, are available.
- OFA DIRECTOR'S STUDIO: Personal device needed. Bluetooth and aux cord connection, including adapters, are available. Please turn off sound system after use to ensure the health of our equipment.

When using a personal device, speaker volume is managed by you via said device. Do NOT move or reconfigure the A/V equipment, including the monitors, while in the studios.

All student-led dance groups using Dance Center studios must have an orientation with a staff member on proper equipment use before the first studio reservation. A formal orientation meeting will be held for student-led dance group leaders at the beginning of each academic year. All groups will be held responsible for the condition of the studio and its equipment.

Piano

Our pianos are tuned once a semester. To maintain their sound quality, please do not move or reposition the piano in the studio. In addition, nothing – especially liquids – should be placed on top of the pianos. Any organization using Dance Center studios and/or the OFA Director's Studio will be held responsible for damage to the pianos.

Food and Drink

Aside from water, food or drinks are not allowed in any of the dance studios or dressing rooms. Please keep all eating to the hallways or the HDC Conference Room. Thank you!

Flooring and Footwear

When requesting reservations and using the studios, please keep in mind the following information on how each space supports dance footwear:

- STUDIO 1: Due to the specific brand of Marley and the multi-purpose nature of space, hard-soled shoes (i.e. tap shoes, character shoes, heels, combat boots, etc.) are not permitted for general studio reservations at this time. Please direct any studio requests wishing to incorporate hard-soled shoes to the other studios.
- STUDIO 2, STUDIO 3, and OFA DIRECTOR'S STUDIO: All dance shoes are permitted.

With all studios and all dance shoes, we ask that you additionally observe the following guidelines to preserve the studio flooring lifespans, maintain the studios' conditions for your fellow dancers, and ensure that Staff at the Dance Center can properly tend to and update the facilities.

- SCUFFS: If you notice your shoes leaving scuffs, impressions, or damages, please either remove them or wear socks over your shoes to prevent further marking of the floor, and please immediately notify Staff at the Dance Center via email at tdm_spaces@fas.harvard.edu (Dance Center) or dance@fas.harvard.edu (OFA Director's Studio).
- OUTDOOR SHOES: Shoes worn outside are not permitted on studio flooring of any kind to prevent dirt, winter road salt, or debris from being tracked in. Clean sneakers are welcome!
- ROSIN: Rosin is not allowed.

If you have any questions, including if you are unsure of a studio's ability to support your dance footwear or if you would like to explore the possibility of using your dance footwear in a particular space, please contact Staff at the Dance Center.

Lights

Please turn off all studio lights as you exit if no one is entering the studio immediately after you and especially if you are the last reservation for the day. Studio reservation schedules are posted outside of each studio daily.

Ventilation / Heat

Thermostats in all dance spaces are controlled off site by Harvard Facilities Management. Please do not adjust the thermostats in any spaces at the Dance Center or OFA Director's Studio. If there is any issue with temperatures in the studio(s), please let staff know in person or via email so that we may address concerns on your behalf.

Items in Studio / Trash Disposal

- BARRES: Please return all barres and chairs to their original locations after use.
- OTHER ITEMS: Any other items stored in the studio – such as drums, microphones, sets, etc. – are not to be moved or used without permission.
- TRASH: Please make sure to place all trash in the waste bins. At the Dance Center, bins for larger trash items (or overflow) are located on the main level around the corner from the front entrance, by the bathrooms.

Hallway Cubbies and Coat Hooks

The main hallway at the Dance Center has an assortment of coat hooks and cubbies that are available for community use. Please make use of them while enjoying studio time and make sure to collect your belongings on your way out of the building. Do not leave items on the floor in the hallways.

All-Gender Dressing Rooms and Restrooms

There are two all-gender dressing rooms with lockers and bathroom stalls on the lower level of the Dance Center. In addition, there are two all-gender, private restrooms on the first floor of the Dance Center.

For those reserving the OFA Director's Studio, the OFA's Main Office (74 Mt. Auburn, 2nd Floor) has two all-gender, private restrooms. Since there are no formal dressing rooms available, we recommend students come dressed for studio use.

Lockers

The Dance Center lockers are available for dressing room use during studio hours, and though you are welcome to bring a personal lock for additional security, overnight storage, with or without locks, is not permitted. If a locked locker appears to be abandoned, Staff at the Dance Center are at liberty to break the locks open, and items will be moved to Lost and Found. Please refer to the [“VALUABLES”](#) section on page 15 for more information.

Costume Storage for Student-Led Dance Groups

Limited costume storage is available for Student-Led Dance Groups in the Dance Center's locked Costume Closet on the lower level. Each student dance group is responsible for their own inventory and for keeping their area and costumes well-ordered. Access to the Costume Closet must be coordinated through Staff at the Dance Center. Costume Closet guidelines are as follows:

- **MAXIMUM STORAGE:** Each group is allowed up to three (3) plastic storage bins.
- **PERMITTED STORAGE CONTAINERS:** All contents must be in a bin that closes. Plastic bins are provided upon request. Bins should be clearly labeled, have secure lids, and be able to be lifted by one person. Other types of storage containers like garbage bags, cardboard boxes, or duffel bags are not permitted due to their inefficiency of space and vulnerability to pests. Props and sets are not allowed unless they are enclosed in a bin or they are used regularly for the dance group's type of practice. Please email dance@fas.harvard.edu in advance if this is the case.
- **ACCESS:** The closet is locked and requires a staff member to let you in. Access is only available by appointment during Dance Center office hours. Staff must lock up after you, so please be efficient when retrieving or putting away costumes.
- **SECURITY:** If you padlock your boxes, you must provide the 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).
- **RESTRICTIONS:** We will not store dangerous or hazardous materials, or personal possessions. Other dance objects will be stored at the discretion of Staff at the Dance Center.

The Costume Closet is a shared communal space. We ask all users to help us keep it neat and organized. Failure to put away bins properly, disregard of other groups' belongings, or any abuse of these rules will result in revocation of storage privileges. If items are left unidentified, especially during coordinated Costume Closet cleaning efforts, Staff at the Dance Center may discard or donate items at their discretion.

Postering for Student-Led Dance Groups

- Student-led dance groups may poster on the "Student Activity!" bulletin board located in the main hallway of the Dance Center as well as on the Studio 3 bulletin board. Please be mindful of the quantity of events and programming hosted by dance groups. Limit of one poster per event. Please do not poster over other events.

- For students involved in the OFA Student-Led Dance Group Residency who would like to post signage on the walls, only painter's tape is permitted as an adhesive. Painter's tape is available upon request in the Dance Center office.
- Staff at the Dance Center will remove posters for events that have already occurred.

SWIPE ACCESS & SIGN-IN

HUID card access is required to gain entry to the Dance Center before 9:30am and after 8pm on weekdays; before 9:30am and after 2pm on Saturdays; and all day on Sunday. Please read the following for instructions on requesting and obtaining HUID swipe access.

- HUID SWIPE ACCESS: Please submit your HUID and any student group you are affiliated with to the [HDC HUID Registration form](#) to gain swipe access. Requesting swipe access is a one-time process and grants clearance for the full academic year it is requested in.
- AD HOC REQUESTS: Submitting an HUID is part of the Ad Hoc Studio Request form, and a separate form submission is not required.
- OFA DIRECTOR'S STUDIO ACCESS: The OFA's main entrance will be open during studio availability times and swipe access should not be required. All individuals will need to sign-in with the security guard before proceeding upstairs.

As Staff at the Dance Center collaborate with Yard Operations colleagues to arrange swipe access, please request HUID card access at least one week in advance of your first anticipated swipe-required studio reservation to guarantee registration. If a person requests studio space and is not able to be granted HUID access in time for the requested reservation, staff will either defer to alternative times wherein swipe access will not be required or will be unable to schedule the request altogether.

Dancing with Rats

PLEASE DO NOT PROP OPEN THE MAIN ENTRANCE DOORS AT HDC OR DOOR TO LOWER LEVEL. Propped doors not only present safety concerns but permit pests and critters to enter the building. Please do your part to ensure that any dancing with rats is kept out of Dance Center studios!

If you or fellow dancers need access to the building during swipe-only hours, please refer to the [“SWIPE ACCESS & SIGN-IN”](#) instructions in the previous section. If a group member does not have an HUID that can be programmed, please coordinate internally to open the door upon arrival and refrain from propping open the door.

HEALTH AND SAFETY INFORMATION

The Dance Center continues to monitor and be in alignment with University policies and guidelines around campus public health at large. Our goal remains to be safe, equitable,

inclusive, responsive, and adaptive. Below outlines in more detail our health and safety guidelines, including emergency measures in the following section.

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 agreeing to the social contract of keeping our community safe and healthy.

Face Coverings Policy & Support

- General use face coverings are optional in most indoor spaces on Harvard premises, including the Harvard Dance Center and Office for the Arts Main Office building.
- All persons are welcome to continue wearing a mask of any type for their own protection, or to protect someone else, if they choose to do so. Nobody should be made to feel uncomfortable, unwelcome, or marginalized because they choose to wear a mask.
- These policies are subject to change based on University guidance. For updated information on health safety and campus public health at large, please visit Harvard's [Environmental Health & Safety website](#).

Sanitation

- The Dance Center and OFA Director's Studio are professionally cleaned every day.
- A hand sanitization dispenser is located near the entrance to HDC Studio 1 and frequent hand washing is strongly encouraged.

EMERGENCY MEASURES

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

- In case of emergency, call 911 in accordance with University protocol. If possible, please notify Harvard University Police (HUPD) at (617) 495-1212 afterwards.
- Security personnel are present from 6pm-midnight at Harvard Dance Center and until studio closing at OFA Main Office every day.
- Blue emergency buttons are installed throughout the Dance Center in all three studios and dressing rooms. 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

- DANCE CENTER: First Aid Kits are located in all three Studios and the HDC Office. Additional ice is available in the HDC Conference Room fridge as well as the ice machine located in Studio 3; bags for the ice are located in the fridge and

below the sink, respectively.

- OFA DIRECTOR'S STUDIO: A First Aid Kit is located in the studio on the shelf beside the stairwell window.

Emergency Exits: Harvard Dance Center

- In the case of an evacuation, there are two emergency exits at the Harvard Dance Center: the front (main) doors and the "back" doors (in the stairwell between the first and second floors; to the left of Studio 1's mirror and to the left when exiting Studio 2), leading to Bond Street.
- If necessary, you may also use the exit through the QRAC lower-level door next to the Costume Closet. This door will bring you into the lower level of the gym; follow emergency exit signs to then leave the building from this location.
- The emergency/fire meeting place is the Harvard Astrophysics parking lot up the hill from the Dance Center.
 - If you are exiting the Dance Center from the main entrance, turn left and walk past the Center for Astrophysics building 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 onto the walking pathway up the hill to the Center for Astrophysics and then turn left to head up to the parking lot.

Emergency Exits: OFA Director's Studio

- The emergency exit is the first-floor door on Holyoke Street, which is directly across from the stairs that lead to the studio. The 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 in front of the Playa Bowls, located at 71 Mt. Auburn St.
- DO NOT USE THE EMERGENCY EXIT DOORS UNDER ANY OTHER CONDITIONS – ALARM WILL SOUND.

VALUABLES

Theater, Dance & Media and the Office for the Arts assume no responsibility for any possessions or personal belongings left in the studios or throughout the respective buildings. Do not leave valuables (wallets, purses, watches, computers, iPads, phones, etc.) unattended. A Lost and Found bin is located just outside Studio 1 at the Dance Center, and items are kept through the duration of the semester within capacity limits. If not claimed, items will be donated at the end of each semester.

PERFORMANCES & INFORMAL SHOWINGS

The OFA Dance Program facilitates performance and informal showing opportunities at the Harvard Dance Center through its Student-Led Dance Group Residency program and Informal Showing program.

For information about each opportunity and application process, please visit the [Student-Led Dance Group webpage](#). You may email Elizabeth Epsen at epsen@fas.harvard.edu for questions about or to talk through each opportunity.

IMPORTANT WEBSITES & FURTHER RESOURCES

Theater, Dance & Media: <https://tdm.fas.harvard.edu/>
OFA Dance Program: www.ofa.fas.harvard.edu/dance
Office for the Arts: <https://ofa.fas.harvard.edu/>
Harvard Box Office: www.ofa.fas.harvard.edu/boxoffice
RoomBook: <http://roombook.fas.harvard.edu/>
Student Organization Center Online (SOCO): <https://soco.college.harvard.edu/>
Office of Culture and Community: <https://dso.college.harvard.edu/office-culture-community>
Harvard Foundation: <https://dso.college.harvard.edu/office-culture-community/harvard-foundation>*
Harvard Office for Community and Campus Life: <https://sites.harvard.edu/ccl/>
Office for Gender Equity: <https://oge.harvard.edu/>
University Disability Resources: <https://accessibility.harvard.edu/>
Harvard Disability Access Office (formerly the Accessible Education Office, AEO): <https://dao.fas.harvard.edu>

*Staffed by Staff from the former Harvard College Women's Center, the Harvard Foundation for Intercultural and Race Relations, and the Office of BGLTQ Student Life

AGREEMENT TO UPHOLD DANCE STUDIO GUIDELINES & POLICIES

- Please submit the [Agreement to Uphold Dance Studio Guidelines & Policies](#) after thoroughly reading through this Handbook and before your first reservation. This is a one-time annual submission that will be applied to all reservation requests for the academic year made by you the individual or by the group you are submitting the agreement on behalf of. Reservation requests will not be confirmed or scheduled without a completed agreement form.
- Student-led dance groups must designate a representative, preferably a director or board member, who will be responsible for communicating and upholding these guidelines, along with any updates to said guidelines, as well as reporting back to Staff at the Dance Center for any issues that may arise.
- All Ad Hoc reservations must also designate a representative, typically the person submitting the request, who will be responsible for communicating and upholding the guidelines during the use of the studio, as well as reporting back to Staff at the Dance Center for any issues that may arise. This agreement is reiterated in every Ad Hoc request submission.

COMPLETE AND SUBMIT THE AGREEMENT TO UPHOLD DANCE STUDIO GUIDELINES & POLICIES

THANK YOU FOR YOUR STEWARDSHIP OF DANCE AT HARVARD AND IN OUR SHARED COMMUNITY!