

2022-2023

HARVARD DANCE CENTER

HANDBOOK

Issued October 11, 2022

HARVARD DANCE CENTER

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

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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.

Please review the following Handbook and sign our [Agreement to Uphold HDC Guidelines & Policies](#) (located on page 10).

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DANCE CENTER STUDIO SPACES

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

Harvard Dance Center, 66 Garden Street

- Studio 1, Studio 2, and the Green Room

Office for the Arts (OFA) Main Office, 74 Mt. Auburn Street

- The Director's Studio

Studio reservations must be approved through or arranged by Dance Center staff. See the ["Reservations"](#) section on page 3 for instructions on process.

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 Street

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

Director's Studio at the OFA's main office, 74 Mt. Auburn Street

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

The Dance Center Office is open Monday through Friday, 9:30am-5:30pm for any questions or conversation!

Order of Space Allocation

1. Dance Center classes, events, and programs
2. Faculty & guest artist choreographers and residencies
3. Academic courses, course work, and sections
4. Regular Recurring Slots for officially recognized student-led dance groups
5. Regular Recurring Slots for students conducting research related to their academic pursuits
6. All other Ad Hoc requests for space

Accessibility

The Dance Center's main floor – housing Studio 1 and two all-gender restrooms – is wheelchair accessible. There is elevator access through the QRAC gym to the lower floor – housing Studio 2, Green Room, the Costume Closet, and dressing rooms. If you

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or any of your members need elevator access to the lower floor, please email dance@fas.harvard.edu for arrangements.

The Director's Studio at 74 Mt. Auburn St. is located on the third floor of the building and 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.

RESERVATIONS

This spirit behind the following studio reservation guidelines is to ensure that the Dance Center offers as much access to our limited studio space as possible, and to lead with an approach that is responsive, equitable, and community-centered. The goal is to offer a studio-use framework that allows the broadest and most equitable access across our every growing dance community. These guidelines have been developed iteratively and with input and agreement from the community and student-led dance group leaders whom it supports. This is a living document and feedback is welcomed!

Studio Capacity Information

- Our capacities per studio are as follows:
 - HDC Studio 1 - 70 max
 - HDC Studio 2 - 30 max
 - HDC Green Room - 15 max
 - HDC Conference Room - 8 max
 - Director's Studio at the OFA Main Office - 20 max

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

The following guidelines are designed to provide the broadest access, opportunity, and flexibility for all members of our community.

- **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, 1-3pm in Studio 2, and 2-4pm in Studio 1.
- **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 not have concurrent or overlapping reservations in or across multiple studios
 - Example: 11am-1pm in Studio 1 and 11am-1pm in the Director's Studio is not permitted, as well as 11am-1pm in Studio 1 and 12-2pm in the Director's Studio is not permitted.

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Guidelines for Studio Space Usage – Monday to Sunday

- MAXIMUM TIME PER DAY: 6 hours
- MAXIMUM TIME PER WEEK: 16 hours
- WEEKEND REQUESTS: Friday, Saturday, and Sunday rehearsals must be requested by 3pm the Thursday prior for guaranteed review.

Requesting Reservations Beyond the Maximum Hours per Week – Monday to Sunday

- If a student-led dance group has reached the 16-hour maximum for the active week, additional time for that week may be requested no earlier than 3 days in advance of the desired time.

Surplus Time	Request By
Monday	Friday prior
Tuesday	Saturday prior
Wednesday	Sunday prior
Thursday	Monday
Friday	Tuesday
Saturday	Wednesday
Sunday	Thursday

- NAMING CONVENTION: To indicate surplus hour requests, identify your request with a “+” in RoomBook (e.g., “+ Name of Student Group”).
- Surplus hours may not exceed the 2-hour maximum per reservation nor the 6-hour maximum time per day guidelines.

Recurring Reservation Requests

Student-Led Dance Groups are offered one weekly regular recurring rehearsal slot, arranged through the Dance Center at the beginning of each semester. Due to limitations in studio space resources and the particular communal needs of these groups, ONLY Dean of Students Office (DSO)-recognized Student-Led Dance Groups, and those Student-Led Dance Groups who have currently applied to become DSO recognized, are allotted a weekly recurring studio reservation.

Please complete the [Weekly Recurring Reservation Request Form](#) to request a weekly rehearsal slot (up to 2 hours). The form may also be found via the Dance Center’s Student Group webpage. This recurring reservation will always be counted towards the 6-hour per day maximum and 16-hour per week maximum, and after the initial review process at the start of each semester, these requests will be reviewed on a rolling basis.

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Request Process for Recognized Student-Led Dance Groups

In addition to the recurring reservation, Student-Led Dance Groups may make additional requests for studio space throughout the rest of the semester by using the University-wide online platform RoomBook.

You must be an officer listed in the [Student Organization Center Online \(SOCO\) platform](#) (the replacement server for TheHub) to make a reservation for a student group. 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.

- STUDIO RESERVATIONS / TWO WEEK ADVANCE NOTICE: Additional space beyond the recurring reservation may be requested up to 2 weeks in advance in RoomBook.
- NAMING CONVENTION: All requests must identify the student group in making their RoomBook request.
- CONFIRMATION: Dance staff will confirm the request via email through RoomBook with reservation details. No request is official until this confirmation email is received.

Request Process for Students Not Affiliated with a Student Group

- RESERVATIONS: Studio requests should be submitted via the [Individual Ad Hoc Request Form](#). The form may also be found via the Dance Center's student group webpage.
- CONFIRMATION: You will be sent an email confirming your reservation details.
- QUESTIONS: Contact Dara Badon at dmbadon@fas.harvard.edu or dance@fas.harvard.edu.

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

- Forming student-led dance groups who are on track to become a RSO can request a 2-hour regular rehearsal slot *after they apply for their official recognition through the DSO and send us proof of their submission*. These groups may request additional hours afforded to all groups within the same guidelines (max up to 6 hours a day; 16 hours a week) through the [standard ad hoc request form](#). This is the process through which your and other forming groups' additional requests will be approved.
- Before the application is submitted, and for all additional hours outside of the recurring reservation, in-process groups may request rehearsal space through the standard [Fall 2022 Ad Hoc Request Form](#).

CANCELLATION POLICY

If you or 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 others within our community. Please give at least 24 hours' notice.

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SHARED RESPONSIBILITIES WHEN AT THE DANCE CENTER

The Dance Center and its studios are a shared community space that host curricular classes, 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 Dance staff every morning to ascertain that nothing has been damaged or is missing. The repair of damage to the facilities will be carried out by the OFA and Dance Center at the user organization's expense. No property shall be removed without advance permission granted by Dance Center staff.

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!

Sound System / AV Equipment

For audio, simply plug in the audio jack into your device. Adapters are provided for ease of use and convenience. Speaker volume is managed by you via your device. When done in the Director's Studio or HDC Studio 2, please turn off equipment. It saves electricity and the health of our equipment.

Please do not move or reconfigure the A/V equipment, including the monitors. Be mindful to unplug the adapters from your device and leave them behind for the next user.

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 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 will be held responsible for damage to the pianos.

Food and Drink

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

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Floor and Footwear

To preserve the lifespan of the Marley floors, and to keep dancers safe, street shoes and hard-soled shoes are NOT permitted to be worn in Studio 1, Studio 2, or the Director's Studio.

- PERMISSIBLE FOOTWEAR: Soft-soled dance shoes, socks, or pointe shoes.
- SNEAKERS: Sneakers are only allowed if socks are worn over them to prevent marking the floor. The Dance Center has extra socks on-hand if you need them. If you have any questions or need tips about wearing socks over running shoes, please let us know.
- TAP and/or CHARACTER SHOES: The Green Room is designed for those using hard or heeled shoes and is the only studio for such use.
- Rosin 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 dance spaces are controlled off site by Harvard Facilities Management. Please do not adjust the thermostats in any spaces at the Dance Center. Do let Dance staff know in person or via email if there is any issue with temperatures in the studio(s) so that we may address concerns on your behalf.

Items in Studio / Borrowing Items / Trash Disposal

- BARRES: Please return all barres and chairs to their original locations.
- OTHER ITEMS: Any other items stored in the studio – such as drums, microphones, sets, props – are not be moved or used without permission.
- BORROWING PROPS & ITEMS: Please email any requests to Elizabeth Epsen epsen@fas.harvard.edu or Dara Badon at dmbadon@fas.harvard.edu with a minimum of three (3) business days' advanced notice (Monday through Friday). We ask that you include details in your request, including pick-up time/date, return time/date, destination, and purpose.
- 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 around the corner from the main entrance, by the bathrooms.

Dressing Rooms / All Gender Restrooms

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

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For those reserving the Director's Studio, the OFA's main office (74 Mt. Auburn) has two all-gender, private restrooms on the main floor. Since there are no formal dressing rooms available, we recommend students come prepared for class or rehearsal as is.

Costume Storage for Student-Led Dance Groups

Costume storage is available for student 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 Dance Center Staff. Costume Closet guidelines are as follows:

- **MAXIMUM STORAGE:** Each group is allowed up to three (3) plastic storage bins.
- **BINS:** Plastic bins are available upon request. These should be clearly labeled, have secure lids, and be able to be lifted by one person. We strongly encourage you to not use cardboard boxes as they are subject to damage and wear.
- **HANGING ITEMS:** If you have items that require hanging, please ask. The Dance Center has very limited closet rod space, but we will work with you to make accommodations if possible. All loose items should be clearly labeled with group's name.
- **ACCESS:** The closet is locked and requires a staff member to let you in. Access is only available by appointment during Dance Office hours (Monday-Friday, 9:30am-5:30pm). 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.
- **SECURITY:** 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).
- **RESTRICTIONS:** We will not store dangerous or hazardous materials, or personal possessions. Other objects such as props, instruments, files, etc. will be stored at the discretion of 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 boxes properly, disregard of other groups' belongings, or any abuse of these rules will result in revocation of storage privileges.

Posting for Student-Led Dance Groups

- Student-led dance groups may poster at the bulletin board located to the left of the first-floor restrooms at the Dance Center, as well as in the Green Room bulletin board. Please be mindful of the quantity of events and programming hosted by dance groups. Limit of one poster per event.
- Dance Center Staff will remove posters for events that have already occurred.

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SWIPE ACCESS & SIGN-IN

The front door of the Dance Center is open from 9:30am-8pm, Monday through Friday, and 9:30am-2pm, Saturday. 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.

- **HDC AFTER-HOURS SWIPE ACCESS:** To access the studios after 8pm on weekdays, after 2pm on Saturdays or anytime on Sundays, student-led dance groups should submit a list of their members' HUID numbers to dance@fas.harvard.edu. No names should be included with this list of HUID numbers for security purposes. Please be mindful that this takes about a week to process.
- **DIRECTOR'S STUDIO ACCESS:** The OFA's front door will be open during studio availability times; swipe access should not be required. All individuals should check-in with the security guard before proceeding upstairs.

PLEASE DO NOT PROP OPEN THE MAIN ENTRANCE DOORS AT HDC OR DOOR TO LOWER LEVEL. IT WILL SET OFF AN OFF-SITE ALARM.

HEALTH AND SAFETY INFORMATION

The Dance Center continues to monitor and be in alignment with University policies and guidelines around Covid-19. The Dance Center has disposable, medical-grade face masks located outside each studio if desired, or needed, as well as hand sanitizing gel dispensers. Our goal remains to be safe, equitable, inclusive, responsive, and adaptive. Below outlines in more detail our safety and health guidelines, including emergency measures.

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 now optional in most indoor spaces on Harvard University premises. Limited exceptions apply. Teaching artists and faculty may require masking in their classrooms per their discretion.
- 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.
- You are welcome to bring or take extra face masks for class since damp face masks from sweat can make it harder to breathe and are less effective.
- These policies are subject to change based on University guidance. For updated information on COVID-19 health safety, please visit Harvard's [Environmental Health & Safety website](#).

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Sanitation

- The Dance Center is professionally cleaned every day.
- Hand sanitization dispensers are provided near all studios 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 Dance staff know.

- In case of emergency, call **Harvard University Police (HUPD): (617) 495-1212**.
- Security personnel are present from 6pm-midnight at Harvard Dance Center and until studio closing at OFA Main Office.
- 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

- **DANCE CENTER:** First Aid Supplies and ice packs are available in the Dance Center Office and Conference Room fridge respectively. Additional ice is available in the minifridge located in the Green Room; bags for the ice and an additional First Aid Kit are located below the sink.
- **DIRECTOR'S STUDIO:** First Aid Supplies are stored in the closet inside the Cathedral room on the main level – the security guard on duty has access to let you into the room if needed.

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 between the first and second floors; to the left of Studio 1’s mirror and when exiting Studio 2), leading to Bond Street.
- If necessary, you may also use the exit through the Quadrangle Recreational Athletic Center (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.

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Emergency Exits: Director's Studio at OFA's Main Office, 74 Mt. Auburn Street

- The emergency exit is the first-floor door on Holyoke Street (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

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 and Director's Studio. 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

Performance opportunities at the Dance Center are offered to selected student-led dance groups in residence only. Please speak to the Dance staff for information on the application process for a [Harvard Dance Center Student-Led Dance Group Residency](#).

Groups who would like to schedule an informal showing must contact Dara Badon, dmbadon@fas.harvard.edu, before requesting space to talk through logistics.

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AGREEMENT TO UPHOLD HDC GUIDELINES & POLICIES

- Please submit after thoroughly reading through this 2022-2023 Dance Center Handbook 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 or [Dara Badon at dmbadon@fas.harvard.edu](mailto:Dara.Badon@fas.harvard.edu)) for any issues that may arise.
- 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 or [Dara Badon at dmbadon@fas.harvard.edu](mailto:Dara.Badon@fas.harvard.edu)) for any issues that may arise.

[CLICK HERE TO SUBMIT THE AGREEMENT OF UPHOLDING THE DANCE CENTER GUIDELINES & POLICIES](#)

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

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IMPORTANT WEBSITES & FURTHER RESOURCES

Harvard Dance Center: 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 Diversity Education and Support: <https://diversity.college.harvard.edu/>
Office for Gender Equity: <https://oge.harvard.edu/>
BGLTQ Office of Student Life: <https://bglqtq.fas.harvard.edu/>
Harvard Foundation for Intercultural and Race Relations:
<https://harvardfoundation.fas.harvard.edu>
Harvard Office for Equity, Diversity, Inclusion & Belonging: <https://edib.harvard.edu>
University Disability Resources: <https://accessibility.harvard.edu/>
Harvard Disability Access Office (formerly the Accessible Education Office, AEO):
<https://aeo.fas.harvard.edu>

ADDITIONAL CONTACTS

The Dance Center staff 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 the Dance Center.

Office for the Arts General Email

ofa@fas.harvard.edu

Gabby Lee, Administrative Assistant, Office for the Arts

gabriella_lee@fas.harvard.edu

Brice Norton Hennelly, Technology and Operations Manager, Office for the Arts

bricenorton@fas.harvard.edu

Liz Sultzer, EMS RoomBook System Administrator

emsadmin@fas.harvard.edu

esultzer@fas.harvard.edu

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

jonrobert_bagley@harvard.edu