

2023-2024

HARVARD DANCE CENTER

HANDBOOK

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STAFF AT THE DANCE CENTER

OFA DANCE PROGRAM STAFF—

Elizabeth Epsen (she/her), Interim Communications and Programs Manager for Dance, Office for the Arts
epsen@fas.harvard.edu

Jon Gonda (he/him), Production Manager for Dance, Office for the Arts
jgonda@fas.harvard.edu

General OFA Dance Contacts

dance@fas.harvard.edu - 617-495-8683

TDM DANCE CENTER STAFF—

Dara Badon (she/her), Administrative Assistant, Theater, Dance & Media
dmbadon@fas.harvard.edu

Emily Warshaw (she/her), Director of Administration, Theater, Dance & Media
ewarshaw@fas.harvard.edu

Andrew Gitchel (he/him), Director of Production, Theater, Dance & Media
agitchel@fas.harvard.edu - 617-495-8716

General TDM Contact

tdm@fas.harvard.edu

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 13).

DANCE CENTER STUDIO SPACES

The Staff at the 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, 3rd Floor

- The OFA Director's Studio

Studio reservations must be approved through or arranged by Staff at the Dance Center. Please refer to the ["STUDIO RESERVATIONS"](#) section on page 3 for instructions on process.

Hours

The Harvard Dance Center is open and available to students, staff, faculty, and other Harvard community members 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 requested:

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

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

OFA Director's Studio at the OFA's Main Office, 74 Mt. Auburn Street, 3rd Floor

- Monday: 6:00pm-11:00pm
- Tuesday-Thursday: 10:00am-11:00pm
- Friday: 6:00pm-9:00pm
- Saturday: 9:00am-11:00pm
- Sunday: 10:00am-11:00pm

Note that some of the above hours require HUID swipe clearance to access. Please refer to the ["Swipe Access & Sign-In"](#) section on page 10 for further details.

The Dance Center Office is open Monday through Friday, 10am-6pm for any questions or conversation!

Order of Space Allocation

1. Academic courses, course work, and sections
2. OFA Dance Program classes, events, and programs
3. Faculty & guest artist choreographers and residencies
4. Regular Recurring Slots for officially recognized student-led dance groups
5. 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 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 or any of your members need elevator access to the lower floor, please email Dara at dmbadon@fas.harvard.edu to explore arrangements.

The OFA Director's Studio at 74 Mt. Auburn St. is located on the third floor of the building and is not wheelchair 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.

STUDIO RESERVATIONS

Our studio reservation guidelines aim to ensure that the Dance Center offers the broadest and most equitable access to our limited studio space as possible for our ever-growing dance community, and to lead with an approach that is responsive and community-centered. These guidelines have been developed iteratively and with input and agreement from the community and student-led dance group leaders whom they support. This is a living document and feedback is welcome!

For all general questions around studio use, please contact Dara at dmbadon@fas.harvard.edu.

Studio Capacity Information

The capacities for movement and dance 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
- OFA Director's Studio at the OFA Main Office - 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.

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, 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 – Monday to Sunday

- MAXIMUM TIME PER DAY: 6 hours
- MAXIMUM TIME PER WEEK: 17 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 17-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.
- Requests made outside of this 3-day window that exceed the 17-hour weekly maximum will be removed from the RoomBook holding sequence, with notification from Dance Center staff.

Recurring Reservation Requests

Student-Led Dance Groups are offered one weekly regular recurring rehearsal slot of up to 2 hours, arranged through the Dance Center at the beginning of each semester. Due

to limitations in studio space resources and the particular programming needs of these groups, 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 a weekly recurring studio reservation.

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 17-hour per week maximum, and after the initial review process at the start of each semester, these requests will be reviewed and scheduled on a rolling basis, contingent on availability.

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](#) 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 access needs, please submit your requests via the [semesterly Ad Hoc Request Form](#) and be sure to include your group affiliation in the "Reason for Reservation" section of the form.

- STUDIO RESERVATIONS / TWO WEEK ADVANCE NOTICE: Additional space for student group use 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: Dara 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 [semesterly Ad Hoc Request Form](#). The form may also be found via the Dance Center's student 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 be sent an email confirming your reservation details.
- QUESTIONS: Contact Dara Badon at dmbadon@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 Dance Center staff 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; 17 hours a week) through the [semesterly Ad Hoc Request Form](#). This is the process through which your and other forming groups' additional requests will be approved.

Available Studios and Drop-In Studio Use

- Outside of the formal reservation request and review structure, all Harvard community members are welcome to enjoy the studios, including day-of, drop-in studio use, when there are no active reservations on the schedule to observe. Daily and weekend listings of reservations are posted outside of all the studio spaces as room card sheets at the end of each workday. Requests that have not been officially reviewed or confirmed as reservations or that are submitted after Dance Center office hours will not be included on the room card sheets cannot be considered official reservations without confirmation.
- When there are no official reservations during a period of desired studio time and the studio is otherwise open and available for use, ANY interested party has equal priority over use of the space. If multiple parties hope to use the same studio at the same time, we encourage collaboration and compassion to make the most out of these limited but valuable community resources.

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 Dance Center Office hours. Requests received after 6pm will not be able to be reviewed nor confirmed until the following business day at the earliest. Please keep this in mind when requesting studio reservations for the weekend especially, as Staff will not be able to review any requests made after 6pm on Friday until the following Monday.

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 per the current today's date. Please reach out if you would like to discuss any specialized events or programming that may benefit from more advanced planning.

CANCELLATION POLICY

If you or your group no longer intends to use a studio when you have reserved it, you must notify the Staff at the Dance Center so that the space can be made available to others within our community. Please give at least 24 hours' notice whenever possible.

SHARED RESPONSIBILITIES WHEN USING THE DANCE CENTER

The Dance Center studios and the OFA's 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 66 Garden St.) 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.

As community spaces, 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 continue to 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 OFA Director's Studio or HDC Studio 2, please turn off the sound system. 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-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 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 Center studios, dressing rooms, or hallways. Thank you!

Floor and Footwear

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

- PERMISSIBLE FOOTWEAR: Soft-soled dance shoes, clean sneakers not worn outside, socks, or pointe shoes.
- SCUFFS: Please be aware of any scuffing or marking that your footwear may cause. If you notice that your shoes are leaving scuffs, please either remove them or wear socks over your shoes to prevent further marking of 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: Rosin is not allowed.

If you are unsure whether your footwear qualifies as permissible, or if you would like to explore the possibility of using your dance footwear on Marley floors, the Dance Center can provide suggestions for a safe use of space. Please contact Dara at dmbadon@fas.harvard.edu to initiate this conversation.

Lights

If your group is the last to use the space on any given day, please turn off all studio lights. 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. 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 / Borrowing Items / 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, props – are not be moved or used without permission.
- BORROWING MARLEY, PROPS & ITEMS: Please email any requests to 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.

For those reserving the OFA 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 Staff at the Dance Center. 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 Center office hours (Monday-Friday, 10am-6pm). 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 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.

Postering 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. Please do not poster over other events.
- Staff at the Dance Center will remove posters for events that have already occurred.

SWIPE ACCESS & SIGN-IN

The front door of the Dance Center is open from 9:30am-8pm, Monday through Friday, and 9:30am-1:30pm, 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, HUID card access will be required to gain entry.

- **HDC AFTER-HOURS SWIPE ACCESS:** To access the studios after 8pm on weekdays, after 1:30pm on Saturdays or anytime on Sundays, student-led dance groups and community members should submit a list of the relevant HUID number(s) to Dara at dmbadon@fas.harvard.edu in advance of the reservation. No names should be included with this list of HUID numbers for security purposes. Please be mindful that this can only be processed no later than 4pm on weekdays only.
- **OFA 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

- 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](#).

Sanitation

- The Dance Center and OFA Director's Studio are 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 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.
- 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.
- OFA 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.

Emergency Exits: OFA Director's Studio

- 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 OFA 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 Elizabeth at epsen@fas.harvard.edu 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 Elizabeth before requesting space to talk through logistics.

AGREEMENT TO UPHOLD HDC GUIDELINES & POLICIES

- Please submit after thoroughly reading through this 2023-2024 Dance Center 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. 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 the 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.
- 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 Staff at the Dance Center 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 DANCE AT HARVARD AND IN OUR SHARED COMMUNITY!

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 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 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 the OFA Dance Program and Theater, Dance & Media.

Office for the Arts General Email

ofa@fas.harvard.edu

Gabby Lee, Administrative Assistant, Office for the Arts

gabriella_lee@fas.harvard.edu

Alexa Albanese, Administrative Assistant to the Director, Office for the Arts

alexaalbanese@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