

2024-2025

HARVARD DANCE STUDIO

HANDBOOK

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STAFF

Several Office for the Arts (OFA) and Theater, Dance & Media (TDM) staff are based at the Harvard Dance Center in the stewardship of their respective programs and to support the dance activity taking place in the space. The following staff members collaborate regularly and 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

Cindy Wade (they/them), Production Technician

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

General TDM Spaces Contact

tdm_spaces@fas.harvard.edu

Harvard Dance Center Phone

(617) 495-8683

OFA DANCE PROGRAM STAFF—

Elizabeth Epsen (she/her), Lead Administrator for Dance, Office for the Arts

Gabby Lee (she/her), Administrative Assistant, Office for the Arts

General OFA Dance Program Contact

dance@fas.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; 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 and OFA Director's Studio in person or virtual spaces.

Please review the following Handbook and sign our [Agreement to Uphold HDC Guidelines & Policies](#) (located on page 14).

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 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 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:

Harvard Dance Center (Studio 1, Studio 2, and Studio 3), 66 Garden Street

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

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

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

Note that for the Dance Center, 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

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 wheelchair and mobility device accessible. There is elevator access through the QRAC gym to the lower floor – housing Studio 2, Studio 3, the Costume Closet, and dressing rooms. 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 at 74 Mt. Auburn St. 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 via email at dance@fas.harvard.edu.

STUDIO RESERVATIONS

Our studio reservation guidelines aim to ensure that the Dance Center and OFA Director's Studio offers the broadest and most equitable access to our limited studio spaces 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 from the community and student-led dance group leaders whom they support. Dialogue is welcome!

For all 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 use of the studios must be arranged by the outlined space request procedures, and all requests are only approved upon receipt of a reservation confirmation email.

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 Studio 3 - 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 time-based guidelines are designed to provide the broadest access, opportunity, and flexibility for all members of our community. All requestors, especially student group leaders, are responsible for upholding 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 – Monday to Sunday

- MAXIMUM TIME PER DAY: 6 hours
- MAXIMUM TIME PER WEEK: 20 hours
- WEEKEND REQUESTS: Friday, Saturday, and Sunday rehearsals must be requested by 12pm the Thursday prior for guaranteed review.

Types of Requests Permitted

- Student group rehearsals, classes, workshops and intensives
- Individual trainings, rehearsals, classes

Types of Requests NOT Permitted

- Workshops or master classes that are open to the public
- Any activities involving minors
- Any activities charging admission (not including Student-Led Dance Group Residency performances)
- Any activities open to the public (not including Student-Led Dance Group Residency performances and Informal Showings)

Recurring Reservation Requests

Each semester, 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 20-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, and until the midpoint of each semester.

Request Process for Recognized Student-Led Dance Groups

In addition to the recurring reservation, Student-Led Dance Groups may make 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 responsibilities, 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: Studio reservations can be requested up to 2 weeks in advance in RoomBook.
- NAMING CONVENTION: All requests must identify the student group when making RoomBook requests by including the group's name in submission.
- CONFIRMATION: 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 [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. 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 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 time-based guidelines (through the [semesterly Ad Hoc Request Form](#)).

REQUEST REVIEW TIMELINE

While requests are received via an automated channel (i.e. RoomBook, the semesterly Ad Hoc form), all requests undergo a manual review process during the Dance Center Office hours. 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 per the current today's date. If you would like to discuss any specialized events or programming that may benefit from more advanced planning outside of this timeline, please email Elizabeth Epsen at epsen@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.

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!

SHARED RESPONSIBILITIES WHEN USING DANCE STUDIOS

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 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

Each studio is equipped with audio systems that can be enjoyed through a personal device, and some spaces have additional capabilities to incorporate audio from an in-studio device 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. Please 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 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!

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, the multi-purpose nature of space, and out of mindfulness for all the ways our dance community engages with this studio, 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 intending to incorporate hard-soled shoes to the aforementioned 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 in these shared community spaces, 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 notify Staff at the Dance Center. 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.
- 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.

For more on our dance footwear guidelines, 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

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 Props / 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 PROPS:** Please email any requests to dance@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. 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 studio use as is.

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, locks and overnight storage 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 14 for more information.

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.
- **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 "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 Group Residency who would like to post signage on the walls, only use 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: Student-led dance groups and community members should submit a list of the relevant HUID number(s) to tdm_spaces@fas.harvard.edu in advance of any reservation taking place during the aforementioned hours. No names should be included with this list of HUID numbers for security purposes. Please be mindful that requests can be processed no later than 4pm on weekdays only.
- AD HOC REQUESTS: Submitting an HUID is part of the semesterly Ad Hoc Studio Request form, and a separate email 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.

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 and 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 COVID-19 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.
- 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 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 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 Studio 3; 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 (large office space across from the stairs to the studio) – 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 Dance Center and the OFA Main Office at 74 Mt. Auburn 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.

AGREEMENT TO UPHOLD DANCE STUDIO GUIDELINES & POLICIES

- Please submit 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. 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.
- All Ad Hoc reservations, especially when 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://dao.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

EMS RoomBook System Administrative Team

emsadmin@fas.harvard.edu

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

jonrobert_bagley@harvard.edu