

# american *dance* festival

## Dance Professional Workshops (DPW) Creative Process | June 18–24, 2023 Educators | June 25- July 1, 2023 Participant Handbook

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### ADF SCHOOL STAFF

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### CONTACT INFORMATION

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updated 3/24/23

## TRAVEL – Arrival, Departure, Transportation

### Arrival

- **Workshop for Creative Process | Liz Lerman: Sunday, June 18**
- **Workshop for Educators | Gerri Houlihan: Sunday, June 25**

Participants check-in 10:00 AM–12:00 PM on their arrival date. Participants should plan to arrive at ADF to check-in at **Gilbert-Addoms Residence Hall**, located at 1368 Campus Dr., Durham, NC on Duke University's East Campus, where the ADF summer administrative offices are located.

At check-in, participants receive their check-in packet, finalized intensive schedules, ADF/Duke ID card, a prepaid ADF T-Shirt (paid by May 10), dorm housing information and key if living on-campus, parking pass, and will resolve any outstanding student form or billing matters. All participants must check-in before attending opening events or classes.

**Early Arrivals:** Advanced check-in and early move in dates for dorm residents cannot be accommodated. Please make separate arrangements if you plan to arrive in Durham before your program's official check-in date.

**Late Arrivals:** ADF strongly encourages participants to arrive during the designated check-in time, but understands that extenuating circumstances may arise. Participants unable to arrive by 12:00 PM must notify the ADF School as soon as possible so arrangements can be made. Late arrivals may be permitted on a case-by-case basis. Fees will not be prorated for participants who arrive late to the festival.

### Departure

- **Workshop for Creative Process | Liz Lerman: Sunday, 25**
- **Workshop for Educators | Gerri Houlihan: Sunday, July 2**

Participants may leave at any time during their program's specified departure date, but on-campus residents must check out of their dorm by 11:00 AM. Sunday drop-in classes and discussions in the SDI schedule are available and optional during departure day.

### Transportation

Participants are responsible for arranging their own transportation to Duke University from the airport, bus, or train station.

### Travel Options

[Interactive Map](#) of Duke University's campus and important ADF locations including studios and performance spaces.

- **Car:** The ADF summer office is located in the Gilbert-Addoms Residence Hall on Duke University's East Campus: 1368 Campus Dr, Durham, NC 27708 [Driving directions](#)
- **Air:** The closest airport is the [Raleigh-Durham International Airport \(RDU\)](#), approximately 18 miles from Duke University.
- **Bus:** [Greyhound](#) and [Megabus](#) buses arrive and depart from the downtown Durham station at 515 W Pettigrew St.
- **Train:** The [Amtrak](#) station is located in downtown Durham at 601 W Main St.
- **Car Service:** [Lyft](#) and [Uber](#) provide easy transportation to and from the airport and around Durham.
- **Shuttle Service:** [Charlene Safe Ride](#) (Brier Creek Taxi & Car Service) is a trusted and economical company that provides a shuttle service to/from the airport and around Durham.

### Parking Pass

For participants who plan to bring a car to ADF, parking passes are required and can be purchased at check-in day. A parking pass for Duke University campus buildings which are used as studios and performance venues is \$17.75, and a parking pass for participants staying in a dorm is \$36.50. ADF is not responsible for parking tickets or towing fees. You

will be provided with detailed parking information upon arrival and participants should read all parking signs very carefully! Off-campus studios do not require parking passes.

## LIVING AT ADF

Duke University offers a limited number of apartment style dormitory rooms, 300 Swift on Central Campus, for ADF participants. 300 Swift is conveniently located within walking distance of several ADF studios, including the Rubenstein Arts Center. It is within walking distance of grocery stores and several restaurants.

300 Swift offers apartment-style living with a variety of amenities in each apartment. Other community amenities include: 24-hour fitness center with yoga studio, private conference/study rooms, game room, bike storage, outdoor grills, and a parking garage. Each apartment comes equipped with the following:

- Bedroom: XL twin or full mattress and bed, 2 2-drawer dressers per person, one desk/table.
- Living room: couch, chair, coffee table, and entertainment center piece. Barstools will be provided for apartments with the kitchen islands (most apartments). For those apartments without kitchen islands (normally studios), a table and four chairs will be provided.
- Kitchen: fully equipped kitchen (stove, oven, refrigerator, dishwasher).
- Stackable washer/dryer included within each unit.

**Double dorms:** Students that select a double dorm will be placed in either a 2-bedroom apartment with 4-beds/students or a 1-bedroom apartment with 2-beds/students.

**Limited single dorms:** Students that select a single dorm will be placed in a studio apartment. Single dorms are extremely limited and availability cannot be guaranteed by Duke. Please contact the ADF school for availability before selecting in your application.

**Important:** Students living in the apartments must provide their own bedding and linens (pillows, sheets, blankets, towels, etc), as well as all cooking supplies and utensils.

ADF and Duke University have a strict NO SMOKING policy on campus. See "Expectations & Policies" for more detail.

### On Campus Meals

Duke University does NOT require ADF students that live at 300 Swift Apts to purchase a Duke University meal plan. There are various optional dining options and locations across Duke's Campus. Read more about Duke University's dining [menus/hours](#).

Pay-per-meal dining at East Campus Union Marketplace

2023 rates

Breakfast: \$12.25

Lunch: \$15.25

Dinner: \$18.50

Credit/debit cards and cash accepted. There is an ATM in the building. *All meals at the Duke University Marketplace are taxed at the 7.5% current local rate.*

Off Campus

[Whole Foods](#) grocery store is directly across the street from East Campus with a salad/hot bar and to-go section.

[9th Street](#) is approximately 2 blocks from East Campus and features a number of local cafes and restaurants. [Downtown Durham](#) features an extensive array of dining options.

Harris Teeter, Food Lion, and Kroger grocery stores are also located near campus. ADF provides van trips on weekends to grocery stores for students without transportation.

### Off-Campus Housing

DPW students may choose to find their own off-campus housing. Off-campus housing is a cost-effective way to live at ADF for four weeks.

Many ADF students use the [ADF School Housing Collective](#) Facebook page to find roommates to keep expenses low. Students are advised to look for places near Duke's East or Central Campus, where a majority of classes will be held. Parts of the Trinity Park neighborhood are also walkable to ADF studios. Review this [map](#) of summer locations as you research options. ADF is not responsible for off-campus arrangements or agreements.

Additional off-campus housing resources: [Craigslist](#) | [Off-Campus Duke Housing Resource](#) | [Airbnb](#)

### ADF Housing Collective

The ADF Housing Collective is a Facebook group monitored by the ADF School staff. This is a space for registered applicants and community subletters to connect about off campus housing opportunities during ADF's programs. Participants must send a Facebook request to be added to the group. Members will be removed from the group once the program has ended.

Find the group on Facebook by searching the group name **ADF Housing Collective** or copy and paste the link into your internet browser: <https://www.facebook.com/groups/adfhousingcollective>

***ADF provides this Facebook group solely as a service and accepts no responsibility for any arrangements made. We strongly encourage all parties to have a signed agreement.***

### PACKING FOR ADF

Items included below will equip you for a successful class experience. Please note that you will not be excluded from any class if you don't have an item listed! The ADF store and other Durham-area stores have almost everything we've suggested below, should you prefer/need to buy after you have arrived at the festival.

#### General Suggestions

- Reusable water bottle
- Dance clothes: *There is NO dress code for classes.* Bring dancewear for air-conditioned spaces as well as **non**-air-conditioned spaces. Almost all dance studios have air conditioning and several spaces can be cold.
- Small towel(s) for non-air-conditioned studios
- Knee Pads
- Devices for photo/video and digital music, i.e.: laptop, smart phone, iPod (*not required*—but can be useful for class or rehearsals) and necessary chargers/connectors which may include aux cord, dongle, USB-C adapter, etc.
- Journal/notebook & writing utensils
- Comfortable walking shoes, sunscreen, bug spray, and rain gear. Even if you have a car at ADF, there is a fair amount of walking. Durham summers are often hot, sunny, buggy, and full of unexpected thunderstorms!
- Nice clothes to wear to the theater for performances. Theaters are air-conditioned and can get cold; layers are useful to have on hand.

#### Dorm Packing Suggestions

- Linens (36"x 80" extra long mattress)
- Alarm clock, clothes hangers, and any other basic items that participants will need day to day.
- Kitchen supplies (if participants plan to cook meals in the kitchen).

### Specific Classes

**Ballet:** Ballet shoes (Pointe shoes are optional. There are no designated pointe classes at ADF.)

**Hip Hop:** Indoor-only sneakers (non-marking soles)

**Yoga:** Yoga mat and personal yoga accessories

## HEALTH & WELLNESS

### **Self-Care/Illness & Injuries**

Practicing self-care can offer longevity and continued joy in a discipline that requires physical and mental strength. Here are some encouraged self-care practices:

- Eat properly throughout the day
- Drink lots of water
- Get enough rest at night
- Continue to take dance classes consistently until ADF begins
- Schedule moments of rest for your body
- Warm up your muscles before class and stretch after class

ADF recognizes that illness and injuries do happen. In the event of illness or injury, and depending on the severity/situation, emergency contacts will be contacted by an ADF staff member immediately. ADF staff members will promptly take participants to Duke PT, Duke Student Health Center (if the Health Fee has been paid), an Urgent Care, and/or the Emergency Room. Participants coming to ADF with any pre-existing injuries or illnesses are required to inform the ADF staff.

### **Health Insurance**

Participants in all programs must provide ADF with proof of adequate health insurance coverage. Participants are responsible for obtaining adequate coverage on their own. Proof of coverage must be provided before arrival. Participants will not be allowed to take class until the ADF School office has their insurance information on file—no exceptions! Health insurance cannot be obtained through ADF.

### **COVID Policies & Protocols**

ADF and Duke require up-to-date vaccination against COVID-19 for all students, faculty, and staff, or an individual must have an approved medical or religious exemption. Masks are still required on Duke buses and shuttles, and in patient and clinical settings for all individuals, regardless of vaccination status. Anyone who is experiencing COVID-19 symptoms should wear a mask, not report to work or attend classes, and get tested as soon as possible. A full list of COVID policies, subject to change, will be available in the spring of 2023.

Refer to our website here for the most updated COVID policies: <https://americandancefestival.org/adf-school>

### **Physical Therapy**

The ADF Physical Therapy room is located inside Gilbert-Addoms (ADF summer office location). Services are available on a walk-in basis for limited hours on Mondays, Wednesdays, and Fridays. The physical therapist is only available for ADF participants and faculty who become injured at the festival. The ADF PT clinic is free of charge and insurance is not required.

The ADF PT clinic is intended for examining acute injuries sustained during the festival; it cannot provide ongoing physical therapy for long-term injuries, nor can it guarantee service for pre-existing injuries. Dancers who need ongoing therapy more than once a week will need to be treated at the Duke Sports Medicine clinic (insurance coverage required). Note that the ADF therapists do their best to treat everyone who comes in, but due to the high demand, limited resources, and limited availability, it's impossible to guarantee that every injured dancer will be seen immediately. Students unable to be seen will be taken to Duke Sports Medicine, which requires health insurance.

Please note:

- New patients must arrive at least 15 minutes prior to closing time.
- Treatment is first-come, first-served, but more urgent injuries may be bumped sooner at the therapist's discretion.
- Non-Clinic Hours: depending on severity, go to Duke ER or Duke Urgent Care on Hillandale Road.

Ice is available outside of the Physical Therapy room during PT Clinic hours. There is ice and plastic bags available in the Gilbert-Addoms Dorm kitchen when the clinic is closed.

## FESTIVAL RESOURCES

### ADF App

The **Sched App** is your go-to place for finding a morning class within the SDI schedule and/or signing up for Drop-In Classes, performances, events, festival communication, and more! Download the app to your smartphone/tablet or sign up through your laptop at [sched.com](https://www.sched.com). Starting June 18, search for an event: **ADF Summer Dance Intensive**. ADF staff will provide app registration guidance at check-in, and orientation will include an app walk through.

### Brodie Recreation Center

[Brodie Center](#) is located on East Campus. This facility includes basketball-volleyball wood floor courts, weight room, 35 weight machines, racquetball courts, multipurpose room, cardio, 24 aerobic machines, men's and women's locker rooms with sauna. All ADF participants must show their ADF/Duke ID card to enter the building. Children under the age of 10 are not permitted. Brodie's summer hours: Monday-Friday, 7:00AM-9:00PM | Saturday and Sunday, 9:00AM-6:00PM Brodie Gym is closed June 19th and July 4th.

### Personal Rehearsals & Making Work

ADF encourages students to take advantage of the creative energy, faculty mentors, and available resources while at the festival. Students have access to studio spaces and portable stereos. ADF provides opportunities for students to make and show their own work in a variety of classroom, informal, and formal settings.

### Lilly Library

East Campus is home to Lilly Library, which houses Fine Arts, Philosophy, Film & Video, Performing Arts, and ADF archives. The library also contains a collection of periodicals and leisure reading materials. Lilly librarians offer outreach services as well as assistance from reference librarians.

### CEU Credits

You may receive Continuing Education Credits (CEUs) for attending Dance Professional Workshops. Each workshop can yield up to 4 CEUs. Forms are available to DPW participants during check-in and orientation. The number of CEUs are subject to school district approval, and the final number of approved CEU credits may vary for each participant. By request: DPW participants may receive a Certificate of Completion or CEU Certificate at the conclusion of the program. *To receive CEU credit, participants must complete a CEU Tracking Form during their workshop week and return it to the School Office in person or via email at the end of the workshop.*

### Banking Facilities

A Wells Fargo ATM is located in The East Union on Duke's East Campus and a variety of ATMs are available on the second floor of the Bryan University Center on West Campus. A Wells Fargo and Chase branch are located two blocks from East Campus on 9th St, along with other banks in the area. The American Dance Festival cannot cash checks for students, and cashing out-of-town checks at banks is discouraged.

## HELPFUL ADF INFO

### Gilbert-Addoms Residence Hall (ADF Summer Office)

During the summer, ADF Administrative Offices are located in the Gilbert-Addoms Residence Hall on Duke's East Campus. Student services located in this building include physical therapy and all school offices, such as School Operations (space scheduling and transportation) and Festival Services (on-campus services, housing/meals/ID cards).

### Tickets to Performances/Theaters

All DPW participants receive one ticket to attend most performances at ADF. ADF buses/vans provide transport for all students to and from designated spots on campus to each of the theaters only on "ADF Student Nights." Participants bringing their own cars may park near the theaters for a fee or use their parking pass, as applicable. To purchase additional tickets to performances, we recommend that they are [purchased online through the Duke Box Office](#).

### Studios

Many of the dance studios at ADF are located on or near Duke University's East Campus or Central Campus within walking distance. There are also a few off-campus studio locations, located less than a 5-minute drive from campus. ADF buses/vans will run between on- and off-campus locations between each class period in the Monday–Friday schedule to transport students. Students should expect to do a fair amount of walking (or biking!) to commute between various ADF spaces each day. Comfortable walking shoes, sunscreen, and rain gear are highly recommended for those without cars.

### STAY CONNECTED

Mailing addresses for all ADF students at the festival (on- and off-campus residents) is the same. Students will be notified when they receive mail.

#### US Postal Service

Student Name  
c/o American Dance Festival DPW  
East Campus-Duke University  
PO Box 90772  
Durham, NC 27708-0772

#### UPS, DHL or FedEx

Student Name  
c/o American Dance Festival DPW  
Gilbert-Addoms Residence Hall  
1368 Campus Dr.  
Durham, NC 27708-9962

### Important Contact Information

Main ADF phone number: (919) 684-6402  
Email: [school@americandancefestival.org](mailto:school@americandancefestival.org)

### Internet Access

Free Wi-Fi will be available to all participants in the common areas of the dorm buildings and the library on Duke's campus.

### Social Media

Connect with ADF before arriving!

- Facebook: American Dance Festival
- Instagram: @AmerDanceFest
- Twitter: @AmerDanceFest
- Youtube: AmerDanceFest

## FEES & PAYMENTS

### Fees/Payments

The application fee and tuition are the only required fees. All other fees are optional. Visit the ADF website for a complete list of fees. Please note that dorms cannot be guaranteed unless paid by May 10.

**The payment deadline is May 10.** Contact the ADF School office if full payment cannot be made by the deadline to discuss payment options. Acceptable forms of payment are:

- Credit/Debit Card (through the Participant's online application)
- Certified Check or Personal Check (Mail)

#### **Check Information**

- Made out to: "American Dance Festival" or "ADF"
- Mail to: ADF School, Box 90772, Durham, NC 27708

#### **Online Payments**

Students may log back into their application at any time to make payments in any increments until the **payment deadline of May 10**. Applications reflect the balance due, and students sign in with the email address they used when completing their online application. Click the "Continue" button to make a payment once the online application is in the Forms & Payment Phase.

#### **Refund Policy**

##### **Nonrefundable Fees (at any time)**

- Application Fee = \$60
- Tuition Deposit = \$200 (part of the full tuition cost)

#### **Withdrawal**

- **The \$60 application fee and \$200 tuition deposit are nonrefundable.**
- **May 10, 2023 - Payment Deadline**  
All paid tuition (less the \$200 deposit), housing, and meal fees will be refunded in full only if written notice of withdrawal is received on or before this date.
- **May 11–day before program start date**  
Tuition (less the \$200 deposit) will be refunded for medical reasons only. A signed doctor's note is required. Housing and meal fees will be refunded in full.
- **Program start date**  
Tuition will not be refunded for any reason. Prorated housing and meal fees will be refunded if a student leaves the festival early. Housing and meal refunds require approval from Duke University.
- All program withdrawals will incur a \$40 withdrawal fee. When applicable, ADF refunds will be processed within 2–3 weeks of withdrawal.

#### **Refunds & COVID-related expenses**

- Tuition fees are nonrefundable and will not be prorated for late arrival, early departure, or missed classes due to a positive COVID case.
- Duke housing & meals fees are refundable and can be prorated as needed in accordance with university policies.
- All COVID testing and associated costs are the responsibility of the participant. ADF will provide a list of COVID test site locations in the Durham area.
- ADF is not responsible for additional off-campus housing and travel expenses that may be incurred due to a positive COVID case by a participant.

#### **Dismissal from ADF**

Any student dismissed from ADF due to disciplinary action will not receive a refund. Students are responsible for their own travel expenses incurred due to an immediate dismissal.



## EXPECTATIONS & POLICIES

### General Conduct

Participants in workshops are ages 18 and older. All participants are expected to be self-governing adults, and supervision is not provided. All participants must adhere to ADF, Duke University, State, and Federal laws at all times, including, but not limited to, those listed below.

### Dorm Policies

Duke University dorms are a shared community space. Dorm residents will abide by ADF and Duke University standards.

All dorm residents will adhere to the following rules:

- No smoking anywhere on Duke's campus.
- Participants are liable for the cost of any damage done to their room or communal spaces during ADF.
- **Participants are liable for the cost of any misplaced dorm key. (\$125 per key)**

### Smoking Policy

Duke University and ADF seeks to preserve a living and working environment supportive of behaviors that contribute to the physical health and well-being of all community members. Effective July 1, 2020, Duke University is a 100% tobacco-free campus. The use of all tobacco products, including but not limited to cigarettes, cigars, hookah, e-cigarettes, chewing tobacco, snuff, snus, and IQOS, is prohibited in any building or on any grounds owned or leased by Duke. Failure to abide by these rules can result in termination of campus housing or festival participation.

### Prohibited Activities

ADF will handle behavioral matters promptly and decisively. While most student behavioral concerns are resolved through meetings with or intervention of ADF staff, certain actions by participants constitute clear-cut and serious violations of program policies and, in some cases, campus regulations and state or federal laws. ADF reserves the right to dismiss any student from the festival at the staff's discretion due to misconduct or disobeying rules.

Participants who engage in the following actions will be immediately dismissed from ADF (not a comprehensive list):

- Possession of weapons of any kind.
- Possession, sale, or use of alcohol, tobacco products, illegal drugs, or paraphernalia of any kind (in accordance with federal age laws).
- Social dishonesty, including, but not limited to, theft.
- Tampering with fire alarms.

At ADF's discretion, participants who engage in the following activities may be dismissed from ADF (not a comprehensive list):

- Violating host site regulations, policies, and procedures, or federal, state, or local laws, rules, regulations, or ordinances.
- Using hate language in any context other than when appropriate to an artistic exercise.
- Damage to host campus property.
- Risky behavior that endangers the student's safety or the safety of others.
- Sharing prescribed medication.
- Verbal or physical harassment of participants or staff, including, but not limited to, bullying and playing pranks or practical jokes, including via electronic means.
- Fighting, including hitting or pushing another person, either as an aggressor or in response to the aggressive or irritating actions of another.
- Possession of matches, lighters, candles, fireworks, or any other incendiary device.
- Tampering with fire extinguishers or hoses.

### Prohibited Items

ADF reserves the right to confiscate prohibited items for the duration of the program. ADF cannot assume responsibility for loss or damage to confiscated items. Possession or use of certain prohibited items may result in dismissal from the program.

Participants may not bring the following items to ADF (not a comprehensive list):

- tobacco products, vapes, electronic cigarettes, hookahs, matches, or lighters (dorm residents only)
- weapons of any kind
- illegal drugs
- candles, incense, or fireworks (dorm residents only)
- pets of any kind, unless a service animal or ESA (dorm residents only)

## HANDBOOK AGREEMENT

Thank you for reviewing the policies outlined in the handbook.

Please contact the ADF School with any questions or concerns. We are extremely excited to spend time dancing with every participant this summer!

I \_\_\_\_\_ (printed participant name) have read, understand, agree, and will act in accordance with ADF's Dance Professional Workshops (DPW) Handbook.

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Participant Signature

Date