

american
dance
festival

**Summer Dance Intensive (SDI)
June 13–July 13, 2024
Participant Handbook**

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ADF SCHOOL STAFF

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CONTACT INFORMATION

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Phone: (919) 684-6402
Office hours: Monday–Friday, 9am–5pm ET

TRAVEL – Arrival, Departure, Transportation

Arrival/Check-in Day: Thursday, June 13

Students check-in 10:00 AM–2:00 PM on Thursday, June 13. Students 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, students receive their check-in packet, finalized intensive schedules, ADF/Duke ID card, a prepaid ADF T-Shirt (paid by May 17), dorm housing information and key if living on-campus, parking pass, and will resolve any outstanding student form or billing matters. **All students must check-in before attending opening weekend 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 June 13. Exceptions include work-study students, stagecraft apprentices, and international students.

Late Arrivals: Students unable to arrive by 2:00 PM on June 13 must notify the ADF School as soon as possible so arrangements for their check-in can be made. Late arrivals will be permitted on a case-by-case basis. Fees will not be prorated for students who arrive late to the festival.

Departure:

All final intensive performances will occur on Saturday, July 13. All students should plan to depart the festival on Sunday, July 14. **Dorm residents must be checked out by 11:00 AM on Sunday, July 14th.** Check out procedures will be included in each dorm resident's check-in packet. All students must check out with the Festival Services Coordinator before departing the festival. Any student leaving outside the designated check-out on July 14th needs to see the Festival Service Coordinator to make arrangements for check-out. Work-study students are expected to stay until July 16th and will need to check-out by 11am on the 16th.

Transportation

With the exception of international students, SDI students 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 (Finance Office update)

For participants who plan to bring a car to ADF, parking passes for Duke University lots can be purchased upon your arrival. Depending on your dates at the festival, a parking pass for Duke University campus buildings which are used as studios and performance venues, will cost \$18.25 or \$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.

OPENING WEEKEND

Opening Weekend is the first weekend that starts the Summer Dance Intensive and consists of orientations, auditions, initial class meetings, masterclasses, performances, campus tours, community events, and social gatherings. An overview schedule is on the next page, and a final schedule with detailed times and locations will be provided in advance of the intensive.

Audition & Performance Opportunities

Footprints: All auditions for Footprints will be held online. Dancers will audition for repertory classes and International Choreographers Residency (ICR) concert during Opening Weekend.

Footprints: Three choreographers audition students for new, fully produced works that perform at the end of the festival as part of the main ADF performance season: July 13th & 14th. Students rehearse Monday–Friday, 2:00pm–5:30pm, with some Saturdays. Students cast in Footprints will not be able to audition for repertory classes.

Student Concert: There will be a meeting during the Opening Weekend for all students interested in creating work and/or participating in a student work for our Student Concert(s).

- **Creating and showing work:** Student Concerts present in an informal and/or formal concert setting for the ADF community during the festival. If you would like to show a work in one of the student concerts, we encourage you to arrive at ADF with pieces you are currently working on, and bring any necessary props, costumes, video, etc., you may want or need. You may also make a brand new work with your newly-found dance peers. Students committed to the student concerts must attend all planning meetings with the Student Concert Coordinator.

Class Add/Drop (Tuesday, June 18)

Students register for classes online before arriving at ADF. Add/drop is optional and dependent on availability within class capacities.

A detailed Opening Weekend schedule will be available on check-in day.

PREPARING FOR ADF CLASSES

In an effort to ensure you are ready to dance at ADF, we've put together some general class information and packing suggestions.

Summer Dance Intensive Classes

Students will have registered for two/three classes from the Summer Dance Intensive schedule ahead of arriving. These classes start Monday, June 17 and will operate within our **WFSS** schedule. This means that regularly scheduled classes will occur four days per week, typically on Mondays, Tuesdays, Thursdays, and Fridays. Drop-ins, master classes, and workshop offerings will usually happen on **Wednesdays**, **Friday evenings**, **Saturdays**, and **Sundays**, aka **WFSS**. Footprints will still rehearse on Wednesdays and some Saturdays. We will have no regular classes on June 19th and July 4th, and limited to no drop-in classes. Students can participate in drop-in classes or enjoy the day off.

Drop-in Classes

SDI students broaden their schedule with drop-in classes during evenings, Wednesdays, Saturdays, and Sundays. This rotating and fluid schedule allows students the opportunity to explore individual interests, cross train in various body therapies and somatic work, and have the opportunity to study with the extensive roster of SDI teachers, world-renowned guest artists, choreographers, and performers.

ADF App

The **Sched App** is your go-to place for class information, performances, events, and festival communication! Download the app to your smartphone/tablet or sign up through your laptop at [sched.com](https://www.sched.com). Starting June 13 search for the event: **ADF Summer Dance Intensive**. ADF staff will provide app registration guidance at check-in, and orientation will include an app walk through.

PACKING FOR ADF

General suggested items included below will equip you for a successful festival experience. 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. Please note that linens are not provided in dorm rooms.

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 comp 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

- Linens (36"x 80" extra long mattress) - (***not provided, please bring***)
- 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

African repertory: African fabric for skirts (Lappa) or African pants (Dabas). Both can be found online. There is also a store in Pittsboro, NC, called The French Connection, that can supply these items.

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

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

Yoga/Pilates: Yoga mat and personal Yoga/Pilates accessories

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: Due to limited availability, single rooms will not be offered for SDI participants. If you have an accommodation request that requires a single room, please contact the ADF School.

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

2024 rates

Breakfast: \$12.85

Lunch: \$15.85

Dinner: \$19.10

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 Meals

[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.

Off-Campus Housing

SDI 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. Students 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.

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 students to Duke PT, Duke Student Health Center (if the Health Fee has been paid), an Urgent Care, and/or the Emergency Room. Students coming to ADF with any pre-existing injuries or illnesses are required to inform the ADF staff.

Health Insurance

Participants in all intensives must provide ADF with proof of adequate health insurance coverage. Students are responsible for obtaining adequate coverage on their own. Proof of coverage must be provided before arrival. **Students 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.

Duke Student Health Center

Located at 305 Towerview Road on West Campus, 919-681-9355.

Hours of Operation*:

Mon/Tues/Wed/Fri 8:00 AM–4:00 PM, Thurs 9:00 AM–4:00 PM (Closed Sat/Sun & M–F, 12–1 PM)

**subject to change*

A wide range of services are available and covered by the Student Health Center Fee. There is a laboratory on site. There is limited, short-term parking and a drop-off/pick-up space at the Student Health Center entrance. Parking is available in the Medical Center Parking Garage on Trent Drive in front of the Duke Clinic (where the Student Health Center is located). [Learn more at their website.](#)

After-hours nurse advice: 919-966-3820.

Student Health Center Fee (\$120)

ADF students may pay a fee and receive basic health care through Duke University. Paying the Student Health Center fee DOES NOT replace medical insurance. All students who pay the fee must also provide proof of insurance. With the Student Health Center fee, students are eligible for basic assessment/treatment at the Student Health Clinic on Duke University's West Campus for the full 4 weeks. The Student Health Center fee does not cover Emergency Room visits.

Physical Therapy

The ADF Physical Therapy room is located inside the Rubenstein. 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 and purchasing the Duke Student Health Center fee.

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.

Disposable ice bags are available outside of the Physical Therapy room located in the Rubenstein and the School Office located in Gilbert-Addoms Dorm.

FESTIVAL RESOURCES

Brodie Recreation Center

Due to structural and safety issues, Brodie Gym will be closed for Summer 2024.

Personal Rehearsals & Making Work

ADF encourages students to take advantage of the creative energy, faculty mentors, and available resources while at the festival. Students can reserve rehearsal space through the School Operations office. ADF provides opportunities for students to make and show their own work in a variety of classroom, informal, and formal settings.

Lilly Library

Lilly Library on East Campus, which houses Duke's collections of dance materials, is closed for renovation for the next two years. Most of Lilly's books, films, journals, and other materials will be moved to offsite storage or to Perkins and Bostock Libraries on West Campus. How can I get books or films that I used to get at Lilly? Just look things up in the [online catalog](#), and the current location will display.

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.

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 all school offices, such as Program & Administrative (logistical and administrative support for all school programs, faculty, and musicians), School Operations (space scheduling and transportation) and Festival Services (on-campus services, housing/meals/ID cards).

Tickets to Performances/Theaters

All SDI students 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." Students bringing their own cars may park near the theaters for a fee or use their parking pass, as applicable.

Class Transportation

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. All mail/packages should be picked up at the ADF Store.

US Postal Service

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

Important Contact Information

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

UPS, DHL or FedEx

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

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
- 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 17.

The payment deadline is May 17. 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)

****If you want to pay over the phone or with a check, please contact the ADF School Office.***

Online Payments

Students may log back into their application at any time to make payments in any increments until the **May 17 payment deadline**. 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 = \$300 (part of the full tuition cost)

Withdrawal

- **The \$60 application fee and \$300 tuition deposit are nonrefundable.**
- **May 17, 2024**
All paid tuition (less the \$300 deposit), housing, and meal fees will be refunded in full only if written notice of withdrawal is received on or before this date.
- **May 18–June 12, 2024**
Tuition (less the \$300 deposit) will be refunded for medical reasons only. A signed doctor’s note is required. Housing and meal fees will be refunded in full.
- **After June 12, 2024**
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

- Tuition fees are nonrefundable and will not be prorated for late arrival, early departure, or missed classes.
- Duke housing & meals fees are refundable and can be prorated as needed in accordance with university policies.

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

The Summer Dance Intensive accepts students ages 18 and older. All participants are expected to be self-governing adults, and supervision is not provided. All students 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, vape pens, electronic cigarettes, hookahs, matches, or lighters
- 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)

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 four weeks dancing with every student this summer!