

american  
**dance**  
festival

**Dance Professional Workshops (DPW)  
Participant Handbook**

*Creative Process | June 23–29, 2024*

*Educators | June 30- July 6, 2024*

*Physical Practice | July 21-27, 2024*

**CONTENTS**

Travel.....	2
Living at ADF.....	3
Health & Wellness.....	6
Festival Resources.....	7
Helpful ADF Information.....	8
Fees & Payments.....	9
Expectations & Policies.....	10
Participant Agreement.....	11

**ADF SCHOOL STAFF**

Nile H. Russell, Director of Education  
Heather vonReichbauer, Director of School Administration  
Sydney Sirkin, School Assistant

**CONTACT INFORMATION**

Email: [school@americandancefestival.org](mailto:school@americandancefestival.org)  
Phone: (919) 684-6402  
Office hours: Monday–Friday, 9am–5pm ET

updated 5/30/24

## TRAVEL – Arrival, Departure, Transportation

### Arrival

- **Workshop for Creative Process | Doug Varone: Sunday, June 23**
- **Workshop for Educators | Gerri Houlihan: Sunday, June 30**
- **Workshop for Physical Practice | ADF Faculty: Sunday, July 21**

Participants check-in 11:00 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, students receive their check-in packet, finalized intensive schedules, ADF/Duke ID card, a prepaid ADF T-Shirt (paid by June 1), 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 orientation 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:** Students unable to arrive by 12:00 PM on check-in day 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

- **Workshop for Creative Process | Doug Varone: Saturday, June 29**
- **Workshop for Educators | Gerri Houlihan: Saturday, July 6**
- **Workshop for Physical Practice | ADF Faculty: Saturday, July 27**

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.

### 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 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.

## 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. Duke doesn't provide toilet paper, handsoap, paper towels, or trash bags for Swift dorm rooms. Please make sure to bring your own.

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

### 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

[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, 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.
- 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 assist with getting participants to Duke PT, 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.

### **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 visits are covered by ADF and of no cost to the dancer.

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. 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.

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

### **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](http://sched.com). Starting June 13, 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. Physical Practice participants will not use Sched, as the Summer Dance Intensive has concluded while Physical Practice is on campus.

### **Brodie Recreation Center**

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

### **Rehearsal Space**

DPW participants are allowed to reserve rehearsal space during their intensive. Students should talk to the School Operations office to check availability and reserve space.

### **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.

### **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 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 DPW participants receive one ticket to attend most performances at ADF. The ADF bus provides 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. The ADF bus 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. Please note the ADF bus will not run during the day when the Physical Practice Intensive is occurring. Students will be able to take the Duke transit bus for free by showing their ADF ID.

### **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
- Youtube: AmerDanceFest

## **FEES & PAYMENTS**

### **Fees/Payments**

The application fee and tuition are the only required fees. Visit the ADF website for a complete list of fees. Please note that dorms cannot be guaranteed unless paid by June 1.

**The payment deadline is June 1.** Contact the ADF School office if full payment cannot be made by the deadline to discuss payment options.

### **Online Payments**

Students may log back into their application at any time to make payments in any increments until the **payment deadline of June 1**. 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 \$100 tuition deposit are nonrefundable.**
- **June 1, 2024 - 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.
- **June 2—day before program start date**  
Tuition (less the \$100 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

- 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

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!