UCLA World Arts and Cultures/ Dance

Kaufman Hall – Dance Studios
YOUR SAFETY, SECURITY & RESPONSIBILITY

BE AWARE of your environment.
BE ALERT to the people around you.
BE PREPARED to act.
BE RESPONSIBLE for your safety and the safety of those who share this building.

- Do not leave personal or departmental property unattended for any length of time in dance studios, classrooms, lounge or public areas at any time.
- Be alert to people entering and exiting the studio.
- Keep property away from the entrances and exits.
- Do not prop doors open.
- Ensure that the doors close and lock behind you when you leave the studio. Keep hallways and exits clear.
- Do not use your access privileges to open studios for others.
- Report hazardous conditions or suspicious persons immediately.

EMERGENCY INFORMATION

<table>
<thead>
<tr>
<th></th>
<th>CAMPUS PHONE</th>
<th>CELL PHONE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMERGENCY</td>
<td>911</td>
<td>911</td>
</tr>
<tr>
<td>Non-Emergency</td>
<td>51491</td>
<td>310.825.1491</td>
</tr>
<tr>
<td>WACD Main Office, Kaufman 150</td>
<td>53951</td>
<td>310.825.3951</td>
</tr>
</tbody>
</table>

CALL 911. Notify the Main Office after the 911 call has been completed.
WACD Main Office Hours (M-F, 8:30 PM – 1:00 PM, 2:00 PM - 5:00 PM)
Weekdays after 5:00 PM and Weekends all day: CALL 911. Notify the Community Service Officer (CSO) on Duty.

EMERGENCY EVACUATION

In the event of a building evacuation, please be sure to put on your shoes and take all your belongings with you. Exit the building through the nearest emergency exit. Close all doors as you exit.

Evacuation Assembly Area: WILSON PLAZA

Do not re-enter the building after the alarms are silenced. Wait until the “All-Clear” is given by the senior staff member in charge or by the emergency response commander.

PUBLIC ACCESS DEФIBRILLATOR (PAD)

A Public Access Defibrillator is located on the second floor, north hallway near the restrooms.

COMMUNITY SERVICE OFFICE (CSO) ESCORTS

CSO escorts are available free of charge to walk with students, faculty, staff, or visitors 365 days a year from dusk until 1:00 am between campus buildings, local living areas, or Westwood Village within the approximate boundaries of Sunset Boulevard to the north, Hilgard to the east, Wilshire to the South, and Veteran to the west.
Dial 1-130-794-WALK (1-310-794-9255) to obtain an escort and allow fifteen to twenty minutes for your escort to arrive. http://www.ucpd.ucla.edu/ucpd/cso/
Department Contact Information

Arsenio Apillanes, Kaufman 212, 310.206.6978  
Building Manager, Technical Director

Erica Angarano, Kaufman 150, 310.825.3236  
Administrative Coordinator

Ginger Holguin, Kaufman 112, 310.825.2129  
Production & Special Events Manager

Tiffany Long, Kaufman 150D, 310.206.3696  
Personnel Manager

Studio Information, Agreements and Waivers, Bruin Card Enrollment, Lockers, Rehearsal Scheduling, Building Maintenance, Production/Technical Support

Studio Information, Agreements and Waivers, Bruin Card Enrollment, Lockers, Building Maintenance

Public Events, Productions, Rentals

Official Class Scheduling

Studio Use

Kaufman Hall studios are provided for support of activities that are directly related and required for the successful completion of the World Arts and Cultures/Dance graduate and undergraduate degree programs.

You must be currently enrolled in the UCLA World Arts and Cultures/Dance (WACD) degree program as a graduate or undergraduate major to book and use a studio in Kaufman Hall.

If you are a not a WACD major but are a currently registered UCLA student enrolled in a WACD dance choreography class and require studio time outside of the scheduled class time for completion of class assignments, your Instructor of Record must submit a class lab time request to the Building Manager.

The studios are not available for extra-curricular activities. Use of studios for private instruction is prohibited.

Studio Use Agreement & Waiver of Liability, Assumption of Risk, and Indemnity Agreement, and Bruin Card Enrollment

First, you will need to complete and sign the Studio Use Agreement and the Waiver of Liability, Assumption of Risk and Indemnity Agreement forms BEFORE you are allowed to use any book, access, and use any studios in Kaufman Hall. This is a one-time requirement for each academic year. In addition, each of your participants will be required to complete the liability waiver form before participating in any activities. Minors must have parent or guardian signature.

Second, you will need your Bruin Card programmed for you to access the studios, studio schedule room, and locker rooms. Once your card has been programmed for access, insert your card (photo toward you, magnetic strip on the left) into the card reader slot on top of the lock. As you remove your card, you will hear the lock click and see a green LED flash. You have two seconds to open the door.

Contact the Building Manager for the Studio Use Agreement form, the Waiver of Liability, Assumption of Risk, and Indemnity Agreement forms, and Bruin Card enrollment.
BOOKING

The current week’s studio schedules are posted in 155B. The following week’s schedules are posted on Fridays. Delays in posting may occur due to last-minute class changes or special event scheduling.

Book a studio by signing up directly on the posted schedules. Use pencil only. Print last name and first initial in the start time cell. Draw a line through the time cells to indicate duration.

<table>
<thead>
<tr>
<th></th>
<th>8</th>
<th>9</th>
<th>10</th>
<th>11</th>
</tr>
</thead>
<tbody>
<tr>
<td>1000</td>
<td></td>
<td></td>
<td>GOUPI, R</td>
<td></td>
</tr>
</tbody>
</table>

Example: Booking by Reynard Goupil for a “2-hour” rehearsal (9:00A-10:50A) in Studio 1000.

Note: Bookings made using first name, first name plus last initial, initials, nicknames or illegible writing are not valid and will be erased by the Building Manager. Concurrent or overlapping bookings are not allowed.

Note: Names not on the WACD student roster will be erased. Contact the Building Manager if you transferred into the program in the middle of the year to add your name to the roster.

User Groups and Time Limits*

<table>
<thead>
<tr>
<th>Group</th>
<th>Total Hours/Day</th>
<th>Total Hours/Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>General - Undergraduate Students/Graduate Students</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>Senior, Dance - Undergraduate Students enrolled in 186A/B</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>MFA I/II - MFA Graduate Students enrolled in 211A-E</td>
<td>3</td>
<td>9</td>
</tr>
<tr>
<td>MFA III with advancement to candidacy, Ladder Faculty</td>
<td>Contact the Building Manager for scheduling assistance.</td>
<td></td>
</tr>
</tbody>
</table>

Visiting Faculty/Lecturers

- Contact the Building Manager if you would like to book the half hour or hour before your scheduled class for warm-up and class preparation.
- Contact the Department Chair if you would like to request studio time for activities not related to your assigned class(es).

*Dependent on demand and availability.

TRANSITION TIME

Class and rehearsal bookings begin on the hour or half-hour and end twenty or fifty minutes after the hour. The ten minutes between bookings allow for groups to transition in and out of the studio. As a courtesy to others, please conclude your rehearsals with the ten-minute transition time in mind.

DANCE STUDIOS 208 AND 214 – RESERVATION RESTRICTION

Studios 208 and 214 may only be booked by MFA Dance graduates any time after the schedules are posted on the schedule board. General users may sign-up for these studios only on a “same-day” basis.

NOTE: This restriction is suspended four weeks in advance of the first performance date for General Users presenting work in WACSmash.
NOTE: This restriction is suspended from the beginning of the quarter until the first performance date for Seniors enrolled in Dance-1868.
**DROP BY USE**

Bookings are required at all times including drop-by use. Check the schedule board in 155B (or with the CSO on duty) for studio availability and booking. Failure to create a booking may result in the loss of your studio.

**ADVANCE BOOKINGS**

Advance bookings are available to undergraduates enrolled in Dance-186A-B and to Dance MFA graduates enrolled in Dance-211A-E. These one-time-only or standing (recurring) requests are processed on a priority basis.

Email advance booking requests to:

To: arsenioa@arts.ucla.edu
Subject: Studio Booking

Submit your request no later than 7 business days in advance of the first booking date or the first date of a date/time change request.

<table>
<thead>
<tr>
<th>Standing Example (Recurring)</th>
<th>One-Time-Only Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Date: 09/26/2013</td>
<td>Date: Thursday, 10/31/2013</td>
</tr>
<tr>
<td>End Date: 12/06/2013</td>
<td>Time: 11:30 AM – 2:00 PM</td>
</tr>
<tr>
<td>M/W</td>
<td>Studio: 208</td>
</tr>
<tr>
<td>Time: 6:00 PM – 8:00 PM</td>
<td>Number of Participants: 4</td>
</tr>
<tr>
<td>Studio: 214 (or 230, 240)</td>
<td>Purpose: MFA3 Showing</td>
</tr>
<tr>
<td>(List in order of descending preference)</td>
<td>Class: 211E</td>
</tr>
<tr>
<td>Number of Participants: 6</td>
<td>Instructor: Yu</td>
</tr>
<tr>
<td>Purpose: MFA2 Concert Rehearsals</td>
<td>Notes:</td>
</tr>
<tr>
<td>Notes:</td>
<td></td>
</tr>
</tbody>
</table>

All bookings are terminated on the last day of instruction for each academic quarter.

“Independent study” booking requests require faculty approval.

Advance bookings are not a guarantee and are subject to change. (See Schedule Changes)

**THEATER 200**

Theater 200 is available for advance booking by the following groups:

<table>
<thead>
<tr>
<th>Group</th>
<th>Time - Dependent on theater availability</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFA II/III</td>
<td>M-F, 8:30 AM – 5:00 PM</td>
</tr>
<tr>
<td>MFA III with advancement to candidacy approved, Ladder Faculty</td>
<td>Contact the Building Manager for scheduling assistance.</td>
</tr>
</tbody>
</table>

**SCHEDULE CHANGES**

Changes to the schedule occur often and may affect your bookings. Check the posted schedule frequently. If your bookings are affected by a change in the schedule, you will be notified either by e-mail or a posted notice on the studio schedule board in 155B.
**PENALTIES FOR MISSED BOOKINGS/UNAUTHORIZED USE**

You forfeit your studio if you do not claim your studio within the first fifteen (15) minutes of your booking. Contact the Building Manager during business hours for last minute cancellations.

<table>
<thead>
<tr>
<th>No Show</th>
<th>No Warning</th>
<th>Unauthorized Use</th>
<th>Warning</th>
</tr>
</thead>
<tbody>
<tr>
<td>X1</td>
<td></td>
<td>X1</td>
<td></td>
</tr>
<tr>
<td>X2</td>
<td>2 week suspension of studio use privileges</td>
<td>X2</td>
<td>10 week suspension of studio use privileges</td>
</tr>
<tr>
<td>X3</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BUILDING & STUDIO HOURS**

**Building & Studio Hours**

**Weeks 1-10, BEGINNING ON THE FIRST DAY OF INSTRUCTION**

<table>
<thead>
<tr>
<th>Business Hours (Public access to the building)</th>
<th>Monday – Friday</th>
<th>8:00 AM – 5:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extended Hours</strong> (Restricted access to the building): Building access restricted to authorized personnel with photo and/or departmental identification. CSO security check-in and checkout required.</td>
<td>Monday – Thursday (Thursday - Week 0)</td>
<td>5:00 PM – 10:00 PM* (5:00 PM – 8:30 PM*)</td>
</tr>
<tr>
<td><strong>BRUIN CARD REQUIRED FOR ACCESS TO STUDIOS</strong></td>
<td>Friday</td>
<td>5:00 PM – 8:30 PM*</td>
</tr>
<tr>
<td></td>
<td>Saturday</td>
<td>10:00 AM – 3:00 PM*</td>
</tr>
<tr>
<td></td>
<td>Sunday</td>
<td>12:00 PM – 5:00 PM*</td>
</tr>
</tbody>
</table>

**Finals Week**

<table>
<thead>
<tr>
<th>Business Hours – BRUIN CARD REQUIRED FOR ACCESS TO STUDIOS</th>
<th>Monday – Friday</th>
<th>8:00 AM – 5:00 PM</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Extended Hours - BRUIN CARD REQUIRED FOR ACCESS TO STUDIOS</strong></td>
<td>Monday – Thursday</td>
<td>5:00 PM – 8:30 PM*</td>
</tr>
<tr>
<td></td>
<td>Friday</td>
<td>CLOSE AT 5:00 PM</td>
</tr>
</tbody>
</table>

**Holidays**

| University Holidays (http://www.registrar.ucla.edu/calendar) | CLOSED |

* **BUILDING ENTRANCE IS LOCKED HALF AN HOUR BEFORE CLOSING TIME**

Plan your activities accordingly to ensure that you vacate the building on time.

**STUDIO ACCESS**

You must show up for your studio booking in person and be present in the studio at all times. Participants or guests may not claim the studio for you.

**MONDAY-FRIDAY, 8:00 AM – 5:00 PM (BUSINESS HOURS)**

- Go directly to the studio after creating/confirming your booking on the posted studio schedule.

**MONDAY-FRIDAY AFTER 5:00 PM, SATURDAY & SUNDAY ALL DAY (EXTENDED HOURS)**

- **Use the south (main) entrance center doors to access the building on weekdays after 5:00 PM and all day weekends.**

  **CHECK-IN WITH THE COMMUNITY SERVICE OFFICER (CSO) ON DUTY**
- The CSO will be stationed in the first floor lobby near the south entrance. The CSO conducts periodic building rounds and may be away from the station for several minutes. Please wait at the station for the CSO to return. If you cannot find the CSO on duty and you need immediate assistance, call UCPD Dispatch at X5-1491 (310.825.1491) and request to have the CSO return to the front lobby.

- Present your Bruin Card to the CSO and sign in.

  Ensure that all participants have completed, signed and submitted the Waiver of Liability, Assumption of Risk, and Indemnity Agreement form before participating in the studio activity. This is a one-time requirement for every participant for each academic year. Forms are available at the CSO desk. (Minors must have parent/guardian signature.)

- Proceed to your studio and swipe your Bruin Card in the electronic lock. A green LED light will flash and the door will unlock for 2 seconds. If you need assistance, contact the CSO.

**CHECKOUT**

- Restore furniture/equipment, clear and clean the space. Remove props, spike tape and trash.
- Dry mop the floor as a courtesy to the next studio user.
- Power down the audio and video equipment. Audio: Use the power button located at the top right section of the audio cart to turn the system power on and off.
- Close and latch all windows and doors. Turn off all lights.
- Return to the CSO station and checkout. The CSO will log you out.
- Failure to follow instructions and directions to vacate by the CSO on duty, CSO Supervisor, UCPD, or WACD Staff will result in loss of studio use privileges.

**INTERSESSION BREAK**

You must be a continuing student in the WACD degree program to be eligible to book and use the studios during the intersession breaks and summer sessions.

NOTE: You will be required to complete a Studio Use Agreement and a Waiver of Liability, Assumption of Risk, and Indemnity Agreement for use of the studios during the summer break.

Studio hours during the breaks and summer sessions are Monday through Friday 9:00 AM – 4:30 PM. Holidays, summer classes, and special events will impact studio times and availability.

The studio schedules are posted Monday morning each week at the reception counter in the Main Office (Kaufman-150).

**CHECK-IN PROCEDURE:**

1. Go to the Main Office.
2. Complete a Studio Use Agreement and a Waiver of Liability, Assumption of Risk, and Indemnity Agreement. All your participants will be required to complete a waiver form before participating in any activities in the studios. (Minors must have parent/guardian signature.)
3. Present your Bruin Card and sign in on the daily log. You will be issued an access key card for your studio. Your Bruin Card will be retained as a deposit.

4. Go the studio and swipe the key card to open the door. (Studios remain locked at all times. If you lock yourself out, go to the Main Office for assistance.)

CHECKOUT PROCEDURE:
1. Clear the space by restoring any furniture moved during the activity, removing props, spike tape and trash.

2. Dry mop the floor as a courtesy to the next studio user.

3. Power down the audio and video equipment.

4. Close and latch all windows and doors and turn off all lights.

5. Return to the Main Office, turn in the key card and pick up your Bruin Card. The Main Office staff will log you out.

MAINTENANCE
You are responsible for keeping the studios clean. Sweep the floor with the dry mop before and after each class or rehearsal session. Collect and remove trash. Remove all props, spike tape and restore all furniture.

Care should be taken when using materials that may leave any type of liquid, lubricant or adhesive residue on the floor, furniture, walls, white boards or mirrors.

Open windows and doors will affect the efficiency and operation of the heating and cooling system.

Contact the Building Manager or the Main Office to report maintenance and temperature control problems.

WACD LOCKERS
A limited number of lockers are available to WACD majors on a first-come first-served basis. Locker checkout begins on the first day of fall quarter. A valid Bruin Card is required for room access. No advance reservations or holds accepted. All personal property must be stored within the locker. Storing personal property outside of the locker (e.g. bicycles, stage props, etc.) is prohibited. Lockers are not available during the summer.

Contact the Building Manager for locker availability.

NORTH POOL
UCLA Recreation manages the North Pool. Swimming is permitted only when an authorized UCLA Lifeguard is on duty during Recreational Swimming Hours. All persons accessing the pool through the WACD Locker Rooms are required to present their Bruin Card ID (students) or current UCLA Recreations Membership card (faculty/staff) at the North Pool Check-In. View the North Pool Hours on the Online Swim Calendar at www.recreation.ucla.edu.
RESTRICTIONS

Food and drink are not permitted in the dance studios or in any General Assignment Classroom. Water in a closeable, plastic container is permitted.

Use of studios for private instruction is prohibited.

Soft soled, street shoes with clean, non-marking soles allowed in 208, 230, 240, 250 and 1000.

Tap & Flamenco shoes: PERMITTED ONLY IN 208. Check and ensure tap screws are on tight to avoid gouging the floor. Dry mop the floor after using taps to remove any aluminum oxide powder residue. Inspect Flamenco shoes for loose or protruding nails. Use tape on shoes to protect the floor from gouging and scratching. Tap and flamenco practice in the hallways is not permitted at any time.

No shoes allowed in Studios 214.

The use of rosin/powder/glitter is not allowed in any dance studio or theater.

Care should be taken when body oil, suntan lotion or hair oil is used. These products create a slip-and-fall hazard when applied to the dance floor.

Theatrical smoke effects (chemical fog, dry ice fog, haze, smoke, etc.) and live flame (candles, incense, etc.) are not permitted in Kaufman Hall.

Do not hang from or sit on the wall-mounted ballet barres or the portable ballet barres.

Do not remove the portable ballet barres (230, 1000) or the portable mirrors (1000) from their assigned studios.

Do not move the pianos or use the pianos as tables or support structures.

Do not store personal property in the studios unless approval has been secured from the Building Manager.

Keep sound levels at a reasonable level. Excessive sound levels can damage audio equipment.

Helium-filled balloons in the building are not permitted at any time.

Dogs are not permitted in the building. Police, guide, signal and service dogs exempted.

USE OF PUBLIC SPACE

The University has many regulations, policies and procedures governing the use of university property. In many cases, event applications, site reservations, permits, life/safety reviews and coordination with other university units are required. Please keep this in mind when planning class/rehearsal/performance activities outside of the assigned classroom/studio or anytime the public is invited into the classroom/studio.

Contact the Production/Events Manager or the Building Manager for assistance in planning any activity or public event in or around Kaufman Hall.
PHOTOGRAPHY & FILMING

A film permit is required for photography and film/video shoots on campus. Please contact the UCLA Events Office or visit their website for information regarding campus policies and procedures.

UCLA Events Office
168 Kerckhoff Hall
310.825.8989
events@ucla.edu
http://uclaevents.com/filming-and-photography/

LOST & FOUND

WACD Main Office, Kaufman 150: 310.825.3951. Or go online at http://www.lostandfound.ucla.edu/

UCLA Police Department Lost & Found: 310.825.1227 and leave a message to report lost or found items. Or go online at http://www.lostandfound.ucla.edu/

FAQ’S

Q: There are people signing up for a lot of studio time. Can they do that?
A: Certain Dance graduate students are permitted additional time due to their standing and project priority in the department. However, if you feel that an individual is reserving too much time or is using the space for activities not related to the degree program, please notify the Building Manager and the matter will be reviewed.

Q: I am a WACD major and I belong to a student organization that is in need of a place to rehearse. Can I reserve a room for the organization under my name?
A: Unfortunately, no. We have a limited number of studios and a very high, programmatic demand for space. As much as we would like to accommodate requests from the general UCLA and LA community artists, we must limit the access and use of our facilities for the students currently enrolled in the WACD department and working on activities that are required for the successful completion of their WACD degree.

Q: My friend does not have a Bruin Card. May I share my card with him/her to access rooms?
A: No. Bruin Cards are Non-Transferable. Misuse of card key access privileges will result in immediate termination of access to all rooms.

The information, policies, procedures, rules, and schedules contained in “Kaufman Hall – Dance Studios” are subject to change without notice.

University of California 2017 Department of World Arts and Cultures/Dance