

**BRIGHTON DANCE STUDIOS**  
**Venue Information Packet (V.I.P)**  
**Updated 7.19.19**

Opened in 2007, the Brighton Dance Studios (BDS) are a state of the art dance facility located at 2115 Commonwealth Avenue on Boston College's Brighton Campus, less than a ten-minute walk from the Robsham Theater Arts Center. The primary objective of the Brighton Dance Studios is to serve the growing need for appropriate dance rehearsal space for student dance troupes, performance clubs and other dance-related organizations overseen by Student Affairs. This rehearsal facility was designed to improve the quality of student life and enhance the rehearsal process by providing a safe, suitable environment for dance and movement training.

The Brighton Dance Studios also supports Boston College's Theatre Department, hosting academic dance classes, dance rehearsals and movement-related programs.

The Brighton Dance Studios are a dedicated resource for the benefit of enrolled Boston College students to be used strictly for rehearsals, workshops, and classes. The Brighton Dance Studios are typically not available as a meeting space or public performance venue. If you have a question about the Brighton Dance Studios, including how to reserve the space, please email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).

#### **SPACE**

- The capacity of the Brighton Dance Studios is limited to 100 occupants maximum in the building at one time. A violation of this policy will jeopardize the future use of this space for the Boston College community.
- The Brighton Dance Studios are composed of three rooms dedicated to dance:
  - Studio 1 is the largest, a basketball court-sized dance space equipped with both wall-mounted mirrors and portable mirrors, a sound system, ballet barres. The floor is roughly 80' wide by 50' deep with high ceilings.
  - Studio 2 and Studio 3 are each roughly 32' deep by x 18' wide with high ceilings. Both Studio 2 and Studio 3 are also equipped with wall-mounted mirrors, a sound system and ballet barres. Studio 2 has a hardwood floor. Studio 3 has Marley Floor.
- In the building, there is also a coat room, locker area, restrooms and an office for Theatre Department.
- Groups are encouraged to supply their own a) audio playing device and b) 1/8th inch (aka headphone cable) to RCA cable to use in any of the Brighton Dance Studio's in-house audio systems to play music.
- During the academic calendar year, the BDS is typically open 7 days/week from 8am until 11:30pm.

#### **RESERVING THE BRIGHTON DANCE STUDIOS**

##### **Scheduling Procedures**

- Over the summer, the Theatre Department will submit their requests for class space for the following academic year.
- At the beginning of the academic year registered Office of Student Involvement (OSI) registered Student Dance Groups will submit their requests for space with OSI to schedule times. These slots will

be for the entire year.

- For all other instances, to request a reservation in the Brighton Dance Studios, please email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).
- The space will be reserved with the following schedule:
  - Monday-Thursday 9:00 AM – 5:00 PM, Friday 9:00 AM – 2:00 PM = Theatre Department has this time reserved for dance and movement classes.
  - Monday-Thursday 5:00 PM-12:00AM, Friday 2:00PM-12:00AM = Reserved for Office of Student Involvement-registered dance organizations.
  - Sat-Sun 10:00AM-12:00AM Reserved for Office of Student Involvement-registered dance organizations.
  - Students must be a member of an OSI registered Student Group (that is in good standing with OSI) to reserve space in the BDS. Preference will be given to dancing-related groups first.

### **Scheduling Policies**

- The Brighton Dance Studio (BDS) is designed for dance and thus, will be used exclusively by student groups, classes, or workshops, which REQUIRE a proper dance studio and its characteristics for the activity. The space is not to be used for meetings, lectures, or classes that will not make use of the studio's resources – dance appropriate floors, mirrors, and/or stereo system.
- Under no circumstances will this space be used for athletic activities or other non-dance activities (unless the group receives written approval directly by the Robsham Theater Arts Center (RTAC) Director at least 4 weeks in advance).
- If a user group has booked the BDS they agree to be responsible for the space. Reallocation of the space to another group and/or trading of time slots are not permitted, after slots have been assigned, unless approved in writing by RTAC Management.
- Only Boston College students and faculty/staff are permitted to use the space within the confines of official Boston College activities.
- If Boston College closes due to a snow/weather emergency, the Robsham Theater Arts Center venues will also be closed and any rehearsals/events will be cancelled or rescheduled (if possible).
- The BDS is typically closed in the summer. Please refer to the Brighton Dance Studio Summer Usage Policy below.
- Groups who have obtained OSI/RTAC approval to use the Brighton Dance Studios must remember to leave the Brighton Dance Studios secure (make sure all doors shut and windows are locked if you are the last ones out) and clean (please bring any items/trash with you when you leave) after each use. Failure to do so may result in losing booking privileges to the space during the academic year.
- Please email [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu) with any questions regarding the Brighton Dance Studios.

### **BRIGHTON DANCE STUDIO SUMMER USAGE POLICY**

The Brighton Dance Studios (BDS) are closed for the summer. However, there are several other places to rehearse on campus during the summer months (the Carney Room #206 Dance Studio and the Dance Studio in the O'Connell House). To book time in these spaces, email a request to [OSI@bc.edu](mailto:OSI@bc.edu) and state the days and times that you are looking to book.

If for some reason these spaces do not meet the needs of the group, the group may then petition to use the Brighton Dance Studios. The petition must contain the specific date and times the group wishes to use the facility as well as the rationale why the other rooms won't suffice. All petitions will be reviewed by OSI and RTAC Management. If approved, the group will be granted an exception, and allowed access the Brighton Dance Studios. The group will be issued a swipe card by RTAC Management to access the space for the specific duration.

If the request for the rehearsal space is tied to administrative/academic department event (like FYE), the request must come from the administrative/academic department hosting the event.

**Customer Feedback:**

- We encourage all groups using this space to complete an optional RTAC Customer Satisfaction Survey. As our goal is to provide our clients with the best service possible with their events in the facility, your feedback is important to us. The RTAC Customer Satisfaction Survey can be found here: <https://fs8.formsite.com/RTAC/RTACsatisfactionSurvey/index.html>

**Safety & Security: Guidelines for Students Traveling to the Brighton Dance Studios**

- All individuals traveling to the Brighton Campus are encouraged to use BC shuttle buses (see list below) when possible. Eagle Transport vans and Eagle Escort walking services should be contacted when safety is an issue. Students can contact Eagle Transport at 617.552.8888 from 7:00 PM until 3:00 AM or BCPD at 617-552-4444 if there is an emergency. A campus phone is also available inside the front entrance of the studio.
- Walking is also an option as it's only a 10-minute walk from Boston College's main campus. Please see the map at the end of this packet for reference. Students are encouraged to walk in groups, especially when leaving the facility after dark. If it's after dark, stay on lighted roadways or walkways and keep your cell phone handy.
- Personal safety is extremely important to Boston College. If anyone sustains an injury in the Brighton Dance Studios, contact Boston College Police Department (BCPD) immediately. There is a call box outside of the studio, a landline "campus" phone in the vestibule, a landline "campus" phone in the storage locker area, or individuals may use their own cell phone. BCPD emergency # is 617-552-4444. If you are using a "campus" phone, just dial 2-4444.
- Similarly, if individuals feel threatened either in, or outside of, the Brighton Dance Studios, please call BCPD as well.

**BC Shuttle Buses Available**

**Brighton Campus Shuttle:**

This shuttle runs past the dance studio and makes stops at St. Ignatius, Conte Forum, College Road, and More Hall. It runs Monday through Friday, twice each hour from 8:45 AM to 5:45 PM (see schedule for details: <http://www.bc.edu/offices/transportation/bus/employee.html>).

**Boston/Commonwealth Avenue Shuttle**

The closest stop is #12 Greycliff.

[http://www.bc.edu/offices/transportation/bus/boston/boston\\_route.html](http://www.bc.edu/offices/transportation/bus/boston/boston_route.html)

**OTHER VENUE POLICIES**

- While the Brighton Dance Studios doors lock at 11:30pm (typically during the academic year), all rehearsals must be finished and the building must be empty by midnight.
- Only Boston College students and faculty/staff are permitted to use the space within the confines of official Boston College activities.
- Users of the space may not engage in sporting activities while using the space (basketball, volleyball, skateboarding or any other athletic activity) as to protect the mirrors, AV equipment and other dancers in the space.
- All doors to the facility must remain closed while in use. If doors are propped open, BCPD will

automatically be notified.

- The Brighton Dance Studio has storage closets for OSI registered student groups. These closets are located in the Brighton Dance Studios coatroom. These lockers can be requested by contacting RTAC Management at [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu). Items may only be stored in the lockers (not on top of the lockers).
- No furniture, mirrors, or barres may be removed from the facility without the permission of the Director of the Robsham Theater Arts Center (RTAC) Management.
- The portable mirrors in the Brighton Dance Studios are to be stored in the designated zones marked in red in the Main Studio. The ballet barres are stored along the walls/periphery. That being said, please free to move the portable mirrors and ballet barres to your liking during your rehearsal. However, if you do move something, we ask you to please return it to its spot when done.

**Ballet Barres & Portable Mirrors must not:**

- ❖ Block an exit.
  - ❖ Be set on the other side of the railings (near any of the doors). It's a fire safety issue.
  - ❖ Leave the building.
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- If a group wants to mark spots on the dance floors, they can only do so with vinyl plastic tape (or spike tape). Similarly, it needs to be removed by the end of their rehearsal. At no point should "duct tape" be used.
  - The Brighton Dance Studios is also equipped with some digital signage located in the main studio. The dimensions of the signage is 36"H x 20.6"W. RTAC will post upcoming dance schedules for the BDS rehearsal spaces on the digital signage, however if BC dance groups are also looking to use the signage to advertise/promote their group or events, they should email their submissions with "BDS Signage" in the subject line, to [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu). Preferred file formats are .png and jpg. RTAC will then review all submissions and approve and post, if deemed appropriate. RTAC reserves the right to remove/refuse or request edits of any signage submission.
  - Construction/painting of props, banners or scenery pieces is not allowed in the venue.
  - Groups using the facility must obey all BC parking policies on the Brighton Campus.
  - Groups are to not decorate the Brighton Dance Studios in any way. No balloons (latex or Mylar) are allowed at any time (unless the group receives written approval directly by the Robsham Theater Arts Center (RTAC) Director at least 4 weeks in advance).
  - No eating or drink of any kind (except water) can be consumed in the dance space.
  - The Brighton Dance Studios are a smoke free building.
  - The use of illegal drugs and any alcohol is strictly forbidden in the BDS.
  - All groups using the Brighton Dance Studios must observe the following polices in addition to the Boston College Code of Conduct as well as local, state and federal law.
  - Violations of any of these policies may result in the group being denied the privilege of using Robsham Theater Arts Center venues, including the Brighton Dance Studios, in the future.
  - User groups are responsible for any damage to the facility or to the equipment. Please respect the facility and leave it the way it was found. If there are any problems, questions or maintenance issues, please email RTAC Management at [rtac.operations@bc.edu](mailto:rtac.operations@bc.edu).

### **Ownership**

The Brighton Dance Studio (BDS) @ 2115 Commonwealth Avenue will be overseen by the Robsham Theater Arts Center (RTAC), reporting to the VP for Student Affairs.



**ROBHAM THEATER ARTS CENTER (RTAC) MANAGEMENT STAFF:**

[www.bc.edu/robsham](http://www.bc.edu/robsham)

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# Walking Directions from Boston Colleges Main Campus to the Brighton Dance Studios (located on the Brighton Campus)

