		225.00
FSD #_		

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> before the event date.

				Date 7/14/202	2
o the Board of Education :					
The undersigned hereby make application on	behalfof		onal Youth Bas		
		(Nan	ne of Organization	1)	
s association formed for <u>youth Basketball</u>			for p	permission to use th	e
	(Event Title)				
ease check the box next to the rooms you are r	equesting. The	rooms available	e for use are listed	l under their locatio	n.
Hamden High School			Equip	ment Needed:	
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary	Schools:			
☐ Gymnasium	Bear Path	A	HHS/	HMS: See Addend	lum A and
□ C107	Church Stre	et 🗆	·	n with this form.	iam A ana
☐ Cafeteria	Dunbar Hill		retui	II WILII LIIIS IOIIII.	
☐ Classroom	Helen Stree	et 🗆			
☐ Athletic Field	Ridge Hill [Elem	entary Schools:	
	Shepherd G				
Hamden Middle School	Spring Glen		□ Tal	oles (how many)	
Auditorium	West Wood		□ Ch	airs (how many) her Needs:	
☐ Gymnasium	Wintergree		□Ot	ner Needs:	
☐ Cafeteria	□ Cafeteria	en 🗀			
☐ Classroom	☐ Classroom	1			
☐ Music/Band Room	Gymnasiur	•			elle.
Cantral Office	Lac yrmiasiai	**			
Central Office	9				
☐ Gymnasium ☐Board Room					
□Room 101			EVENT IN	FORMATION	
		*If multiple dates	please indicate clearly in		
REHEARSAL / PREPARATION		" "Tatapio autoo,	produce mandate creamy in	normation for each date	
		Date	Arrival Time	Event Time	End Time
Date Time (From/To 10/17 & 10/18 5:30-7:30)		7 11110	270110 711110	End mile
<u>10/17 & 10/18</u> <u>5:30-7:30</u>					
SKILLS EVALUATIO					
2/5/23 SUNDAY 11AM TO	<u> </u>				
PLAYER RECOGNITION DAY			-	У	004
How many people will attend the rehearsal? _		Number of Per	formers/Presenters:		
Will your event require set up? Yes □ No		Anticipated Att	endance:		
If yes, when do you plan to set up?		Admission Cha	arge:		
		Percentage of	Hamden Performers		
		i Groenlage Of	Tamach r choilleis	٠	
I amount of the second of the					

If said permission is granted, we hereby agree to strictly comply with the **rules and regulations** of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

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PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Bill Schule	22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net
Mike Grove	868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
the plan for audience (capa distancing, etc). We must h you may attach a separate	lan to comply with the state and CDC Covid-19 guacity, seating, entry and exit) as well as performentave this information before the Board will considuate document with your protocols)	rs on stage and back s der your request for fa	stage (masks, social acility use. (If easier,
The HRYBL will comp Education.	oly with CDC Covid-19 Guidelines along with ar	ny requirements by th	e Hamden Board of
			<u></u>
			*

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RULES AND REGULATIONS

For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in **every** detail the purpose and nature of the activity for which the building is to be used and must be signed by **three responsible persons**, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a **custodian and/or security personnel** to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of **one-half hour** before scheduled time and remain a minimum of **one-half hour** after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We <u>cannot</u> reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. WHS(Please Initial)

I have read and	agree with the ab	ove rules and regulations set forth by	the Hamden Board of Education:
Bill SCHule		7/14/22	
(Signature)		(Date)	

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and
technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is
available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:	P. Control of the con	Date:		

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oard	, amplifiers, speakers and
ted. I	f you need contact with both
OFF	ICE USE ONLY
	_ Supervisor
	_ Lighting Board Operator
	_ Sound Operator
	Spotlight 1

ASM

Projection Specialist

ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate) Will you need a podium? Yes No □ How many tables will you need?____ Location: How many movable chairs will you need?_____Location: Will you need stage lighting for your event? Yes □ No□ *If no, you will NOT be allowed to access any stage lights, only the overhead work lights. 2 🗆 How many follow spotlights will you need? 0 🗆 1 🗆 *Only our trained technicians are allowed to use our spotlights. Will you need sound for your event? Yes □ *You may bring in your own sound for the event. If you choose that option, our sound system including mixing b microphones will not be available for your use. Will you need us to play music during your event: Yes □ No □ *Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing. Yes □ Will you be using our microphones? No 🗆 If yes, # of wireless handheld microphones ____ *Up to two are available at each location If yes, # of wired handheld microphones _____ *Up to six are available at each location If yes, # of floor (tap) microphones *Only available at the high school location Will you need Stage Manager / Hands provided by us? 0 🗆 1 🗆 2 🗆 *Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contrac sides of the stage, then 2 stage hands will be needed. Will you be using any projections for your event? Yes □ No □ Will your projections include sound (movies)? Yes □ No □ Check One: ☐ We will provide our own person to handle the projections ☐ I request that a technician from HPS handle the projections Special requests/Instructions: Spotlight 2 SM **A technical supervisor will contact you to verify all requests

____(Initial)

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL FACILITIES AND SITES

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.

Group III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

schools, commercial entities, etc. as well as non-Hamden base organizations and non-profit groups.

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)	
Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

^{*}Lighting/Sound technicians and Supervisory fees will be billed after event.

All applications are based on tentative approval and are subject to revocation at BOE

discretion.

		ROOM RENTAL FEES	ITAL FEES	
		GROUP I, II, III	GROUP IV	
	Auditorium (Capacity 600)	0\$	\$500/day	
y3	Black Box	0\$	\$250/day	
H u	Dressing Rooms	\$0	\$50/day	
әрі	Gymnasium	\$0	\$250/day	
ue	C107	0\$	\$150/day	
Н	Cafeteria	0\$	\$200/day	
	Classroom	0\$	\$75/day	
Э				
lbbi	Auditorium (Capacity 550)	0\$	\$500/day	
M	Gymnasium	0\$	\$250/day	
иәр	Cafeteria	0\$	\$200/day	
gw	Classroom	\$0	\$75/day	
н				
λıε	Auditorium	\$	\$150/day	
que	Gymnasium	0\$	\$150/day	K
sw(Cafeteria	\$0	\$125/day	
Ele	Classroom	\$0\$	\$75/day	

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday
Double Time \$60.72 per hour Sunday and Holidays

Security Fees2:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV)

\$30.00 per hour

¹Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

²Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

^{**} Based on HPS Energy Program, events must use minimal space requested and time

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60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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		event date.	D	ate7/14/202	2
To the Board of Education :					
The undersigned hereby make application on	behalfof		onal Youth Baske	tball League	
as association formed for <u>youth Basketball</u>			ne of Organization)		
as association formed for <u>youth basketball</u>	(Event Title			rmission to use the	е
Please check the box next to the rooms you are r	•	•	e for use are listed u	nder their location	n.
Hamden High School			Equipm	ent Needed:	
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementa	ary Schools:			
☐ Gymnasium	Bear Pat	h 🗆	HHS/H	MS: See Addend	um A and
□ C107	Church S	treet 🗆	•	with this form.	amirtana
☐ Cafeteria	Dunbar I	Hill 🗆	return	WILLI LIIIS TOTTIL	
Classroom	Helen St	reet 🗆			
☐ Athletic Field	Ridge Hil	I 🗆	Elemer	ntary Schools:	
Hanadan Belddla Calcad	Shepher	d Glen□	CT = 111		
Hamden Middle School	Spring Gl	en 💢	□ lable	es (how many)	
☐ Auditorium ☐ Gymnasium	West Wo	ods 🗆	☐ Chail	rs (how many) r Needs:	
☐ Cafeteria	Wintergr	een 🗆			
□ Classroom	☐ Cafeter	ria			
☐ Music/Band Room	Classro				
	⊠ Gymna:	sium			
Central Office					
☐ Gymnasium			-		
☐Board Room					
□Room 101		the well a	EVENT INFO		
REHEARSAL / PREPARATION		"If multiple dates,	please indicate clearly infor	mation for each date	
		Date	Arrival Time	Event Time	End Time
Date Time (From/To)	Date	7 iiii vai Tiiii o	LVOIR TIME	Liid Hillo
Games on Saturday					
8:00 AM to 5:00 PM					
SEE DATES BELOW					
How many people will attend the rehearsal? _		Number of Per	formers/Presenters:_		
Will your event require set up? Yes □ No	0 🗆	Anticipated Att	endance:	ä	
If yes, when do you plan to set up?		Admission Cha	arge:		
		Percentage of	Hamden Performers:_		

If said permission is granted, we hereby agree to strictly comply with the **rules and regulations** of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

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PRINT names of applicants.			
Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Bill Schule	22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net
Mike Grove	868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

The HRYBL will comply with CDC Covid-19 Guidelines along with any requirements by the Hamden Board of
Education.
CAMES DATES Seturday 8:00AM to 5:00 DM
GAMES DATES Saturday 8:00AM to 5:00 PM
2022 12/3, 12/10, 12/17
2023 1/7, 1/14, 1/21, 1/28, 2/4, 2/11, 2/18, 2/25, 3/4,

FSD#		

RULES AND REGULATIONS

3513

For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

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- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
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- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. WHS(Please Initial)

I have read and agre	e with the above rules and regulations set forth by the Hamden	Board of Education:
Bill SCHule	7/14/22	
(Signature)	(Date)	

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Education</u>. The fee schedule is available on-line at <u>www.hamden.org</u>, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:	Date:

FSD #
board, amplifiers, speakers and
, , , ,
cted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator
Sound Operator
Spotlight 1
Spotlight 2

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate) Will you need a podium? Yes No 🗆 How many tables will you need? Location: How many movable chairs will you need?

Location: Will you need stage lighting for your event? Yes □ No□ *If no, you will NOT be allowed to access any stage lights, only the overhead work lights. How many follow spotlights will you need? 0 🗆 1 🗆 2 🗆 *Only our trained technicians are allowed to use our spotlights. Will you need sound for your event? Yes □ No □ *You may bring in your own sound for the event. If you choose that option, our sound system including mixing microphones will not be available for your use. Will you need us to play music during your event: Yes No \square *Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing. Will you be using our microphones? Yes 🗆 No □ If yes, # of wireless handheld microphones ____ *Up to two are available at each location If yes, # of wired handheld microphones *Up to six are available at each location If yes, # of floor (tap) microphones *Only available at the high school location Will you need Stage Manager / Hands provided by us? 0 🗆 1 🗆 2 🗆 *Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contrac sides of the stage, then 2 stage hands will be needed. Will you be using any projections for your event? Yes □ No □ Will your projections include sound (movies)? Yes □ No □ Check One: ☐ We will provide our own person to handle the projections ☐ I request that a technician from HPS handle the projections Special requests/Instructions: SM **A technical supervisor will contact you to verify all requests **ASM** (Initial) **Projection Specialist**

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL FACILITIES AND SITES

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

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Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group I – Direct labor costs and technical fees
Group II – Utilities, direct labor costs and technical fees
Group II – Utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)	
Lighting/Sound Technician	\$25 per hour
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^{*}Lighting/Sound technicians and Supervisory fees will be billed after event.

All applications are based on tentative approval and are subject to revocation at BOE discretion.

		ROOM RENTAL FEES	TAL FEES
		GROUP I, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$500/day
u8i	Black Box	. 0\$	\$250/day
нu	Dressing Rooms	\$0	\$50/day
әрі	Gymnasium	\$0\$	\$250/day
ue	C107	\$0	\$150/day
н	Cafeteria	0\$	\$200/day
	Classroom	0\$	\$75/day
ə			
[ppi	Auditorium (Capacity 550)	\$0	\$500/day
M	Gymnasium	\$0	\$250/day
иәр	Cafeteria	\$0	\$200/day
ue	Classroom	\$0	\$75/day
н			
l A	Anditorium	Ş	\$150/day
etn		\$0\$	\$150/day
əwə	Cafeteria	\$0	\$125/day
EIG	Classroom	\$0	\$75/day
ı			

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday

Souther Time \$60.72 per hour Sunday and Holidays

Security Fees2:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV)

\$30.00 per hour

¹Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

^{**} Based on HPS Energy Program, events must use minimal space requested and time

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FSD	#	

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> before the event date.

		event date	e.			
to the Board of Education				Da	te	2
o the Board of Education:	1 10 0	Hamde	n Pogio	nal Youth Basket	hall Laggue	
The undersigned hereby make application on	behalfof _	Hamue		e of Organization)	Dali League	
as association formed for <u>youth Basketball</u>			-	for per	mission to use th	9
	(Event Title			ioi per	mission to use th	
lease check the box next to the rooms you are r	•	•	available	for use are listed ur	der their locatio	n.
Hamden High School				Equipme	ent Needed:	
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Element	tary School	S:			
☐ Gymnasium	Bear Pa	th 🗆		HHS/HN	/IS: See Addend	um A and
□ C107	Church :	Street 🗆		•	vith this form.	
☐ Cafeteria ☐ Classroom	Dunbar Hill □			return with this form.		
☐ Athletic Field	Helen St			Flemen	tary Schools:	
	Ridge H			2.0	,	
Hamden Middle School	•	rd Glen□		☐ Table	s (how many)	
Auditorium		ilen 🗆 Wes	it		(how many) Needs:	
☐ Gymnasium	Woods Winterg			☐ Other	Needs:	
☐ Cafeteria☐ Classroom	□ Cafete	*				
☐ Music/Band Room	☐ Classro	-			-	3.5
,,	⊠ Gymna	asium				
Central Office						
☐ Gymnasium				No.		X 11301
☐Board Room				EVENT INCO	DMATION	
□Room 101		*If mul	EVENT INFORMATION *If multiple dates, places indicate should information for each date.			
REHEARSAL / PREPARATION		ii mui	*If multiple dates, please indicate clearly information for each date.		lation for each date	
		D	ate	Arrival Time	Event Time	End Time
Date Time (From/To)					
Games on Saturday						
8:00 AM to 5:00 PM						
SEE DATES BELOW						
How many people will attend the rehearsal?		Numb	er of Perf	ormers/Presenters:		
Will your event require set up? Yes □ No	0 🗆	Antici	pated Atte	ndance:		
If yes, when do you plan to set up?		Admi	ssion Cha	ge:	-	
-		Perce	entage of H	Hamden Performers:		

If said permission is granted, we hereby agree to strictly comply with the **rules and regulations** of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

		FS	D#
PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Bill Schule	22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net
Mike Grove	868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.cor
The HRYBL will compl Education.	y with CDC Covid-19 Guidelines along with ar urday 8:00AM to 5:00 PM	ny requirements by th	ne Hamden Board of
2022 12/3, 12/10, 12/17	7		
2023 1/7, 1/14, 1/21,	1/28, 2/4, 2/11, 2/18, 2/25, 3/4,		

FSD#_		
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RULES AND REGULATIONS

3513

For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in **every** detail the purpose and nature of the activity for which the building is to be used and must be signed by **three responsible persons**, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a **custodian and/or security personnel** to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of **one-half hour** before scheduled time and remain a minimum of **one-half hour** after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. WHS(Please Initial)

I have read and	agree with the above rules and regulations set forth by the Hamden	Board of Education:
Bill SCHule	7/14/22	
(Signature)	(Date)	

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and
technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is
available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education	 Date:	

FSD #	
board, amplifiers, speakers and	
cted. If you need contact with both	
OFFICE USE ONLY	
Supervisor	
Lighting Board Operator	
Sound Operator	
Spotlight 1	

Projection Specialist

ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes □	No □	
How many tables will you need? Location:			
How many movable chairs will you need?Location:		-	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes □ vork lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes □ sound system in	No □ cluding mixing	pboard, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes □ e able to do any e	No □ diting.	
Will you be using our microphones?	Yes □	No □	
If yes, # of wireless handheld microphones* *Up to two are available at each location			
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ of 1 stage hand	2 □ must be contr	acted. If you need contact with both
Will you be using any projections for your event?	Yes □	No □	
Will your projections include sound (movies)?	Yes □	No □	
Check One:			
☐ We will provide our own person to handle	e the projection	s	
☐ I request that a technician from HPS hand	dle the projectio	ons	OFFICE USE ONLY
			Supervisor
Special requests/Instructions:			Lighting Board Operator
			Sound Operator
			Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
			ASM
(Initial)			Projection Charielist

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL **FACILITIES AND SITES**

after school tutoring, summer school programs, professional development, etc. Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Organizations that carry out Board of Education sponsored activities such as activities are conducted for the benefit of children such as PTA, PTSO, etc., Office, Legislative Council, Registrar of Voters, etc.; Organizations whose

Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden Group II Civic organizations for the benefit of Hamden residents that carry out official sponsored community events such as parades, concerts, etc.

are unrelated to school children or education, such as: Women's and men'sservice Group III Hamden-based community organizations and non-profit groups whose activities clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group IV - Rental fees, utilities, direct labor costs and technical fees Group III - Utilities, direct labor costs and technical fees Group II - Direct labor costs and technical fees Group I - No fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)	
Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

^{*}Lighting/Sound technicians and Supervisory fees will be billed after event.

All applications are based on tentative approval and are subject to revocation at BOE discretion.

		ROOM RENTAL FEES	TAL FEES	
ļ		GROUP I, II, III	GROUP IV	
	Auditorium (Capacity 600)	\$0	\$500/day	
y8	Black Box	\$0	\$250/day	
ΗЧ	Dressing Rooms	0\$	\$50/day	
ıəp	Gymnasium	0\$	\$250/day	
me	C107	\$0	\$150/day	
Н	Cafeteria	0\$	\$200/day	
	Classroom	0\$	\$75/day	
əį				
ppi	Auditorium (Capacity 550)	\$0	\$500/day	_
M	Gymnasium	0\$	\$250/day	
uəp	Cafeteria	\$0	\$200/day	
ue	Classroom	\$0	\$75/day	
H				
٨	A	OŞ	veh/021\$	
etn	Gymnasium	0\$	\$150/day	
əш	Cafeteria	. \$	\$125/day	
Ele	Classroom	\$0	\$75/day	
				_

Custodian Fees1:

\$60.72 per hour Sunday and Holidays \$45.54 per hour Monday - Saturday Time and one-half **Double Time**

Security Fees²:

\$42.34 per hour Sunday and Holidays \$31.76 per hour Monday – Saturday Time and one-half Double Time

Utility Fee (Group III & IV)

\$30.00 per hour

¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our minimum) to close and the actual hours of the event ² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

^{**} Based on HPS Energy Program, events must use minimal space requested and time

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1000			 	200

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> before the event date.

			Da	ate7/14/202	2
o the Board of Education :					
The undersigned hereby make application on b	pehalfof		onal Youth Baske	tball League	
as association formed for <u>youth Basketball</u>		(Ivan	ne of Organization)		
as association formed for <u>youth basketball</u>	/F		tor per	mission to use the	е
Please check the box next to the rooms you are re	(Event Title)		e for use are listed u	nder their location	n.
Hamden High School				ent Needed:	
☐ Auditorium ☐Black Box ☐Dressing Rooms	Flementa	ry Schools:	Equipm	ent Needed.	
☐ Gymnasium	Bear Path		11110/11	4C C A	
□ C107	Church St	_	•	VIS: See Addend	um A and
☐ Cafeteria			return v	with this form.	
□ Classroom	Dunbar Hi				
☐ Athletic Field	Helen Stre		Elemen	tary Schools:	
	Ridge Hill Shepherd				
Hamden Middle School	Spring Gle		☐ Table	s (how many)	
Auditorium	West Woo		☐ Chair	s (how many) Needs:	
☐ Gymnasium —			☐ Other	Needs:	
☐ Cafeteria	Wintergre Cafeteria		-		
☐ Classroom ☐ Music/Band Room	☐ Classroom		-	5.042	360
Li Music/Band Room	Gymnasi		-		
Central Office	440)				
☐ Gymnasium					
□Board Room					
□Room 101			EVENT INFO	RMATION	
		*If multiple dates, please indicate clearly information for each date			
REHEARSAL / PREPARATION					
Data Time (France Fra		Date	Arrival Time	Event Time	End Time
Date Time (From/To)					
Games on Saturday					
8:00 AM to 5:00 PM					
SEE DATES BELOW					
How many people will attend the rehearsal? _		Number of Per	formers/Presenters:		
Will your event require set up? Yes □ No		Anticipated Att	endance:		
If yes, when do you plan to set up?		Admission Cha	arge:		
		Percentage of	Hamden Performers:_	=	
			_		

If said permission is granted, we hereby agree to strictly comply with the **rules and regulations** of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

FC	0	ш
ES	D	#

Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address	
22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net	
868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com	
1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com	
	22 Beach SHore Milford, CT 06460 868 Farmington Drive Cheshire, CT	22 Beach SHore Milford, CT 06460 203-605-6526 868 Farmington Drive Cheshire, CT 203-537-0436	

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

The HRYBL will comply with CDC Covid-19 Guidelines along with any requirements by the Hamden Board of
Education.
GAMES DATES Saturday 8:00AM to 5:00 PM
2022 12/3, 12/10, 12/17
2023 1/7, 1/14, 1/21, 1/28, 2/4, 2/11, 2/18, 2/25, 3/4,

FCC !!		
FSD#		

RULES AND REGULATIONS

3513

For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in **every** detail the purpose and nature of the activity for which the building is to be used and must be signed by **three responsible persons**, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330,2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. WHS(Please Initial)

I have read and	agree with the above rules and regulations set forth by the Hamder	Board of Education:
Bill SCHule	7/14/22	
(Signature)	(Date)	

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and
echnical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is
available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:	 Date	9:	

	FSD #
b	oard, amplifiers, speakers and
-	the second and admitted to the
lCi	ed. If you need contact with both
	OFFICE USE ONLY
	Supervisor
	Lighting Board Operator
	Sound Operator
	Spotlight 1

Projection Specialist

ADDENDUM A - For High School and Middle School Auditorium Events

Yes □	No □	
Yes □ d work lights.	No□	
0 0 1 0	2 🗆	
Yes □ ur sound system i	No □ including mixing	board, amplifiers, speakers and
Yes □ be able to do any	No □ editing.	
Yes 🗆	No 🗆	
_		
0 □ 1 □ m of 1 stage hand		cted. If you need contact with both
Yes □	No □	
Yes □	No □	
dle the projectior	ıs	
andle the projection	ons	
		OFFICE USE ONLY
		Supervisor
		Supervisor Lighting Board Operator
		Supervisor Lighting Board Operator Sound Operator
		Supervisor Lighting Board Operator Sound Operator Spotlight 1
202		Supervisor Lighting Board Operator Sound Operator Spotlight 1 Spotlight 2
202		Supervisor Lighting Board Operator Sound Operator Spotlight 1
	Yes	Yes No A work lights. O 1 2 A work lights. Yes No A work lights.

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL

FACILITIES AND SITES

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.

Group III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group I – No fees Group II – Direct labor costs and technical fees Group III – Utilities, direct labor costs and technical fees Group IV – Rental fees, utilities, direct labor costs and technical fees Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)	
Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

^{*}Lighting/Sound technicians and Supervisory fees will be billed after event.

All applications are based on tentative approval and are subject to revocation at BOE

discretion.

		ROOM RENTAL FEES	TAL FEES	
		GROUP I, II, III	GROUP IV	
	Auditorium (Capacity 600)	\$0	\$500/day	1
42 !	Black Box	\$0	\$250/day	
Ηч	Dressing Rooms	\$0	\$50/day	
іәр	Gymnasium	\$0	\$250/day	
me	C107	\$0	\$150/day	
Н	Cafeteria	\$0	\$200/day	
	Classroom	0\$	\$75/day	
Э				
lpp!	Auditorium (Capacity 550)	\$0	\$500/day	
W	Gymnasium	\$0	\$250/day	
uəp	Cafeteria	\$0	\$200/day	
9w0	Classroom	\$0	\$75/day	
н				
Au	Auditorium	\$0	\$150/day	
eque	Gymnasium	\$0	\$150/day	
awa	Cafeteria	\$0	\$125/day	1
ΕĮF	Classroom	\$0	\$75/day	
		R		_

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday

Souther Time \$60.72 per hour Sunday and Holidays

Security Fees2:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV)

\$30.00 per hour

¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

^{**} Based on HPS Energy Program, events must use minimal space requested and time

FSD	#		
	-		

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> before the event date.

behalfof	lamden Regi			e 7/14/2022	
behalfof	iamaen Keak		- D 1	-11.1	
		e of Organ		all League	
	(Ivaii)	ie oi Oigaii	for norm	ingian to use the	
			ior perm	iission to use the	
	rooms available	e for use are	e listed und	der their location	١.
			Equipme	nt Needed:	
Elementary	Schools:				
			HHS/HM	S. See Addend	um Δ and
Church Stree	et 🗆				am A ana
Dunbar Hill			return w	ith this form.	
			Element	ary Schools:	
_					
•					
			☐ Chairs	(how many)	
			☐ Other I	Needs:	
_	1 🗆		1		
	,				
ÇAÇO YITITI GSTUTT					9
	p				
		EV	ENT INFOR	RMATION	
			,		
	Date	Arrival	Time	Event Time	End Time
<u>ay & Thu</u> rsda	У				
	Number of Per	formers/Pres	senters:	.00000000000000000000000000000000000000	
	Anticipated Att	endance:			
	Admission Cha	arge:			
	Percentage of	Hamden Per	rformers:		
	Elementary Bear Path Church Stree Dunbar Hill Helen Stree Ridge Hill Shepherd G Spring Glen West Wood Wintergree Classroom Gymnasium	Elementary Schools: Bear Path Church Street Dunbar Hill Helen Street Spring Glen West Woods Wintergreen Classroom Gymnasium *If multiple dates, Date ay & Thursday Number of Per	Elementary Schools: Bear Path	Equipmen Equipmen Equipmen Equipmen Equipmen Equipmen Equipmen Elementary Schools: Bear Path	Elementary Schools: Bear Path HHS/HMS: See Addender return with this form. Dunbar Hill Fleen Street Fleenentary Schools: Bear Path Fleenentary Schools: Bear P

If said permission is granted, we hereby agree to strictly comply with the **rules and regulations** of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

		11
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Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Bill Schule	22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net
Mike Grove	868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
the plan for audience (cap distancing, etc). We must you may attach a separate	plan to comply with the state and CDC Covid-19 guacity, seating, entry and exit) as well as performe have this information before the Board will conside document with your protocols) ply with CDC Covid-19 Guidelines along with an	rs on stage and back s der your request for fa	stage (masks, social acility use. (If easier,
	S Tuesday, Wednesday and Thursday from 5:30)-9:30	
2022 11/29, 11/30, 12	/1, 12/6, 12/7, 12/8, 12/13, 12/14, 12/15		
	/10, 1/11, 1/12, 1/17, 1/18, 1/19, 1/24, 1/25, 1/26 23, 2/28, 3/1, 3/2	6, 1/31, 2/1, 2/2, 2/7,	2/8, 2/9, 2/14, 2/15, 2/16.
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RULES AND REGULATIONS

3513

For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 5. A permit can be **canceled** without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. WHS(Please Initial)

I have read and a	gree with the above rules and regulations set forth by the Hamder	n Board of Education:
Bill SCHule	7/14/22	
(Signature)	(Date)	

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and
technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is
available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:_		Date:	
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ed. If you need contact with both	
OFFICE USE ONLY	
Supervisor	
Lighting Board Operator	
Sound Operator	
Spotlight 1	
Spoulght 1	

ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate)

Will you need a poo	dium?	Yes □	No □	
How many tables w	rill you need? Location:			
How many movable	e chairs will you need?Location:		_	
	e lighting for your event? be allowed to access any stage lights, only the overhead t	Yes □ work lights.	No□	
	potlights will you need? hnicians are allowed to use our spotlights.	0	2 🗆	
	d for your event? our own sound for the event. If you choose that option, our be available for your use.	Yes □ r sound system inclu	No □ ding mixing bo	ard, amplifiers, speakers and
	play music during your event: CD or USB stick in the correct order. Note: We will not be	Yes □ e able to do any editi	No □ ing.	
Will you be using o	our microphones?	Yes □	No □	
	f yes, # of wireless handheld microphones Up to two are available at each location	.=		
	f yes, # of wired handheld microphones Up to six are available at each location			
	f yes, # of floor (tap) microphones Only available at the high school location			
*Note: If you plan to I	e Manager / Hands provided by us? have curtains open/close or anything flown in, a minimum en 2 stage hands will be needed.	0 □ 1 □ of 1 stage hand mu	2 □ st be contracte	d. If you need contact with both
Will you be using a	ny projections for your event?	Yes □	No □	
٧	Vill your projections include sound (movies)?	Yes □	No □	
C	Check One:			
	☐ We will provide our own person to handle	e the projections		
	☐ I request that a technician from HPS hand	dle the projections	0	FFICE USE ONLY
			_	Supervisor
Special requests/Inst	ructions:		_	Lighting Board Operator
			_	Sound Operator
			_ -	Spotlight 1
			_	Spotlight 2
**A technical supervi	sor will contact you to verify all requests		<u> </u>	SM
			_	ASM
(Initial	1		_	Projection Specialist

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL

All applications are based on tentative approval and are subject to revocation at BOE

discretion.

FACILITIES AND SITES

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official
Hamden civic or recreational activities such as: neighborhood associations, sports
associations sponsored by the Parks & Recreation department, arts associations
sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden
sponsored community events such as parades, concerts, etc.

Group III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group II – Direct labor costs and technical fees
Group III – Utilities, direct labor costs and technical fees
Group III – Utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)	
Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

^{*}Lighting/Sound technicians and Supervisory fees will be billed after event.

** Based on HPS Energy Program, events must use minimal space requested and time

\$150/day GROUP IV \$75/day \$75/day \$75/day \$500/day \$250/day \$50/day \$250/day \$200/day \$500/day \$250/day \$200/day \$150/day \$150/day \$125/day ROOM RENTAL FEES GROUP I, II, III \$0\$0\$ \$ \$ \$ \$ Auditorium (Capacity 600) Auditorium (Capacity 550) **Dressing Rooms** Gymnasium Symnasium Auditorium Gymnasium Classroom Classroom Classroom Cafeteria Cafeteria Cafeteria Black Box C107 Hamden High Hamden Middle Elementary

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday
Double Time \$60.72 per hour Sunday and Holidays

Security Fees²:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV) \$30.00 per hour

¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

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60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the

	eve	ent date.		Date	7/14/2022	
To the Board of Education:				Date		
The undersigned hereby make application on	behalfof	Hamden Regi	onal Youth	Basketb	all League	
The undersigned hereby make approaches on			ne of Organiz			
as association formed for <u>youth Basketball</u>		11			ission to use the	
	(Event Title)					
Please check the box next to the rooms you are r		rooms available	e for use are	listed und	er their location	ı .
,,,,						
Hamden High School				Equipmen	t Needed:	
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary	y Schools:				
☐ Gymnasium	Bear Path			HHS/HMS	S: See Addendi	um A and
□ C107	Church Stre	eet 🗆		return wi	th this form.	
☐ Cafeteria	Dunbar Hil					
☐ Classroom	Helen Stree	et 🗆		Elamonta	ry Schools:	
☐ Athletic Field	Ridge Hill [Elementa	ry schools.	
at the act the colored	Shepherd (Glen□		□ Tables ('h	
Hamden Middle School	Spring Gler	n 🗆		Lables (how many)	
☐ Auditorium ☐ Gymnasium	West Woo			Other N	how many) leeds:	
□ Cafeteria	Wintergree	en 🗆				
☐ Classroom	☐ Cafeteria					
☐ Music/Band Room	☐ Classroon	n		(0 km/k)		
,	□Gymnasiu	m				
Central Office						
☐ Gymnasium					7-22	
□Board Room						
□Room 101				NT INFOR		
DELIEA DOAL (DDEDA DATION		*If multiple dates,	, please indicate o	learly informat	ion for each date	
REHEARSAL / PREPARATION						
D-4- Time /F/T		Date	Arrival	Time	Event Time	End Time
Date Time (From/To	2)					
Practices on Tuesday & Thursday	av					
5:30 to 9:30	<u> </u>				-	
SEE DATES BELOW						-
<u> </u>	-					
How many people will attend the rehearsal?		Number of Pe	rformers/Prese	enters:		
Will your event require set up? Yes □ N	o 🗆	Anticipated At	tendance:	 		
If yes, when do you plan to set up?		Admission Ch	arge:			
		Percentage of	f Hamden Perf	ormers:		
	-					

If said permission is granted, we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

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PRINT names of applicants.			
Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Bill Schule	22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net
Mike Grove	868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

The HRYBL will comply with CDC Covid-19 Guidelines along with any requirements by the Hamden Board of
Education.
PRACTICE DATES Tuesday and Thursday from 5:30-9:30
2022 11/29,12/1, 12/6,12/8, 12/13, 12/15
2023 1/3, 1/5, 1/10, 1/12, 1/17, 1/19, 1/24,1/26, 1/31, 2/2, 2/7, 2/9, 2/14, 2/16. 2/21, 2/23, 2/28, 3/2

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RULES AND REGULATIONS

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For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

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- 2. When permission for the use of any building has been granted the Board will appoint a **custodian and/or security personnel** to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of **one-half hour** before scheduled time and remain a minimum of **one-half hour** after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
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- 11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. WHS(Please Initial)

I have read and	agree with the above rules and regulations set forth by the Hamde	n Board of Education:
Bill SCHule	7/14/22	
(Signature)	(Date)	•

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and
technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is
available on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:	Date:	

FSD #
board, amplifiers, speakers and
cted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator
Sound Operator
Spotlight 1

ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate)

Will you need a podium?	Yes □	No □	
How many tables will you need? Location:			
How many movable chairs will you need?Locati	on:		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, or	Yes □ nly the overhead work lights	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotligh	0 □	1 🗆 2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choos microphones will not be available for your use.	Yes □ se that option, our sound sy	No □ stem including mi	
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. No	Yes □ ote: We will not be able to d	No □ o any editing.	
Will you be using our microphones?	Yes □	No □	
If yes, # of wireless handheld microph *Up to two are available at each location If yes, # of wired handheld microphon *Up to six are available at each location If yes, # of floor (tap) microphones *Only available at the high school location	es		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flo sides of the stage, then 2 stage hands will be needed.	0 □ wn in, a minimum of 1 stag	1 □ 2 □ e hand must be co	ontracted. If you need contact with both
Will you be using any projections for your event?	Yes □	No □	I
Will your projections include sound (r	novies)? Yes □	No □	I
Check One:			
☐ We will provide our own	person to handle the proj	ections	
☐ I request that a technicia	n from HPS handle the pr	ojections	OFFICE USE ONLY
			Supervisor
Special requests/Instructions:			Lighting Board Operator
			Sound Operator
	·	3	Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests	ì		SM
			ASM
(Initial)			Projection Specialist

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL FACILITIES AND SITES

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official
Hamden civic or recreational activities such as: neighborhood associations, sports
associations sponsored by the Parks & Recreation department, arts associations
sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden
sponsored community events such as parades, concerts, etc.

Group III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

schools, commercial entities, etc. as well as non-Hamden bas organizations and non-profit groups.

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)	
Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

^{*}Lighting/Sound technicians and Supervisory fees will be billed after event.

All applications are based on tentative approval and are subject to revocation at BOE discretion.

	ROOM RENTAL FEES	TAL FEES
	GROUP I, II, III	GROUP IV
Auditorium (Capacity 600)	\$0	\$500/day
Black Box	0\$	\$250/day
Dressing Rooms	0\$	\$50/day
Gymnasium	0\$	\$250/day
a C107	0\$	\$150/day
T Cafeteria	0\$	\$200/day
Classroom	0\$	\$75/day
Andiensium (Canadity EE)	Ş	, cep/0039
	2	inn loose
Gymnasium	\$0	\$250/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Н		
Auditorium	0\$	\$150/day
Gymnasium	0\$	\$150/day
Cafeteria	0\$	\$125/day
Classroom	ÇŞ	\$75/day

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday

Souble Time \$60.72 per hour Sunday and Holidays

Security Fees2:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV)

\$30.00 per hour

¹Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

^{**} Based on HPS Energy Program, events must use minimal space requested and time