

NON-INSTRUCTIONAL MATERIALS DISCARD FORM

school or Site: Shep. Glen School
Teacher/Administrator: Barkon - Kowalonek
Grades: K-6 Room: Music Room
Materials (give brief description): Plano (Wurlitzer)
missing dampening pedal & base board.
Number of items: on back-2924
Vendor or Brand Name: Wurlitzer 1095143
Estimated Date of Purchase: Unknown
Reason for Discarding: Not worth rost to repair
Principal/Director: Date:
Date:
FACILITIES/COFO:



NON-INSTRUCTIONAL MATERIALS DISCARD FORM

School	or Site: Hamd	len High S	School	<u> </u>
Teache	r/Administrator: _	Barkon -	- Music	
Grades	-17	Room:	auditori	UM
Materi	als (give brief desc	ription):	plano	<u> </u>
1-UP	right brokenleg	plated		
	er of items:			
	/ i	1 Vamala MS	000A (1) 20	00951) Upnght Plan
Vendo	r or Brand Name:	Mason & Ham	lin (Toftam	den Barrode#02129) wby Grand Plano
Estima	ted Date of Purcha	se: Unknow	n	•
Reaso	n for Discarding: _C	ost of instrum	ents is not	worth repair
Princi	pal/Director:	1	Date:	
	4	I	Date:	
FACILIT	TIES/COFO:			
Mason & Hamlin Town of Hamden >Bo	\$20,000	d	**	amaha M5000A
Town of Hamben > Bo	rode / 10 teba) नेक	1	T200951



NON-INSTRUCTIONAL MATERIALS DISCARD FORM

School or Site: Ridge +	h11
Teacher/Administrator:	
Grades: 4^6	Room: MUSIC
Materials (give brief desci	ription): 3 cellos, 5 drulls,
I crash cymbals	
Number of items: 9	
Vendor or Brand Name:(assorted
Estimated Date of Purchas	se: unknown lover 10 years ago
Reason for Discarding: $d\theta$	unaged boyond repair (due to age)
Principal/Director:	Date:
	Date:
FACILITIES/COFO:	

Building Use Checklist

C.R+Co Dance 2/10+2/12/22

- Event Information sheet
- Addendum A
- Rules and Regulations signed
- Fee Calculations
 - o Rent
 - o Utilities
 - Security (for times when public is there)
 - Custodial Services
- □ Copy of insurance certificate N/A
- Additional information needed
 - o Does this event recur annually and how long has the vendor been using facilities? No new this year

FSD a	#	<u> </u>

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications MUSE be filed at least SIX WEEKS 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 event date. To the Board of Education: The undersigned hereby make application on behalf of C.R. + Co (Name of Organization) Winter Showcase as association formed for for permission to use the (Event Title) (please check the box next to building AND rooms): Hamden High School M HHS: Auditorium/Black Box/Dressing Rooms Equipment Needed: ☐ Gymnasium ☐ C107 Hamden Middle School HHS/HMS: See Addendum A and ☐ Cafeteria return with this form. ☐ Classmon ☐ Athletic Field/Pool (please circle option) Elementary Schools: **Elementary Schools:** Bear Path 🗆 HMS: Auditorium Church Street □ ☐ Gymnasium ☐ Tables (how many) Dunbar Hill 🔲 ☐ Cafeteria ☐ Chairs (how many) Helen Street 🛘 ☐ Classroom Other Needs: __ Ridge Hill 🗆 ☐ Music/Band Room Shepherd Glen 🛘 Elementary Schools: Spring Glen 🔲 □ Gymnasium West Woods ☐ Cafetena Wintergreen 🗆 ☐ Classroom REHEARSAL / PREPARATION **EVENT INFORMATION** e dates, please indicate clearly information for each date Time (From/To) 1:00pm- 8:00pm Arrival Time **Event Time End Time** How many people will attend the rehearsal? 100 Number of Performers/Presenters: 100 Will your event require set up? Yes □ Anticipated Attendance: 500 If yes, when do you plan to set up? Admission Charge: \$ 20.00 Percentage of Hamden Performers: 25%

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.

FSD #	
board, amplifiers, speakers and	
	10
cled. If you need contact with both	
·	0
OFFICE USE ONLY	
Supervisor	
Lighting Board Operator	
Spotlight 1	
Spotlight 2	

(please check your response and fill in when appropriate)			,	
Will you need a podium?	Yes 🗆	No D	-	
How many tables will you need? 1 Location: Labory	Foyer	_		
How many movable chairs will you need? 2 Location: Lobby	/Foyer	_		
Will you need stage lighting for your event? "If no, you will NOT be allowed to access any stage lights, only the overhead	Yes 🗷 work lights.	No□		
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 0 1 1 1 1 1 1	2 🗆		
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, or microphones will not be available for your use.	Yes 12 ur sound system inch	No □ uding mixin	g board, 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	Yes (3) be able to do any ed	No □ liting.		
Will you be using our microphones?	Yes 🔽	No 🗆		
If yes, # of wireless handheld microphones <u>2</u> *Up to two are available at each location				
If yes, # of wired handheld microphones				
If yes, # of floor (tap) microphones *Only available at the high school location				10
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 ☑ n of 1 stage hand ma	2 🗆 ust be contr	racted. If you need contact with both	
Will you be using any projections for your event?	Yes D	No 🗗		
Will your projections include sound (movies)?	Yes 🖸	No 🗆		
Check One:				
We will provide our own person to handl	e the projections			
☐ 3 request that a technician from HPS han	dle the projections		OFFICE USE ONLY	(2)
			Supervisor	
Special requests/Instructions: None at this fine.			Lighting Board Operator	97
		_	Sound Operator	
		_	Spotlight 1	
			Spotlight 2	100
"A technical supervisor will contact you to verify all requests			SM	3
CL-+1- (Initial)			ASM	

ADDENDUM A - For High School and Middle School Auditorium Events

				ſ	FSD #	
	PR	RENT names of applicants.		L		
	_	Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address	
	Ch		7 Helen Street #2 Hamden CT NoTH	203- 675-074	Corand co eyal	100-CDM
	7	V		203-	teh bouned	Granter Granter
	10	nya Howard 21	lolo Morse St. Harrdon CT	887-270 203-	Yahaa.com	3
	K	yan Hall 2	266 Morse St. HamdenCT	361-2596	e amail com) (C
			Rules and regulations		3513R	
		For the Use o	of the Hamden Public School Buildings for Other Then i	Regular School Purpo	300	
	1.0	use thereof must be made to the Board of	Idings for other than regular schoolwork is under the direct Education on the blank form prescribed for that purpose. I is to be used and must be signed by three responsible p	The application must st	ate in every detail the number of	nd
	2.	When permission for the use of any building	ng has been granted the Board will appoint a custodian ar	tdfor security personn	nel to act as its personal	
100		representative. This appointee is to super in accordance with the Rules and Regulati	vise the meeting and enforce the Rules and Regulations of ions. Custodian(s) will report a minimum of one-half hour minimum charge of three hours of custodial coverage for an	the Board with power to before scheduled time	o close the meeting if it is not be	d
	3.	If police attendance is necessary (to be de attendance and give the Police Permit Nur	stermined by the Administration), the persons in charge of t mber to the Board of Education.	he event will be require	ed to provide such police	
	40		e specified and for the purpose named in the permit. Nobod contract. Setup and rehearsal time must be reflected on the		nization will be allowed to enter the	16
	5.		provided its provisions or intent are violated in any way, and e Board of Education reserves the right to cancel a permit			
	6.	A permit is not transferable.				
	7.	A permit is not valid unless signed by the S	Superintendent or his/her designee,			
	8.		d or eaten on the premise, unless specifically mentioned in of this provision may result in immediate revocation o			
	9.		must be worked out in consultation with the food services of ded, the permittee will be responsible for the cost.	contractor, who will dele	rmine whether a cafeteria worker	** }
	10.		puipment is needed, details must be worked out in consulta- ementary schools). If it is determined a technician is neede			e
	11.	Director of Fine Arts. Only trained school-a	of theatrical lighting or sound equipment. If needed, use of appointed technicians will be able to use stage technology of thoot or middle school auditoriums, you must fill out Adden	equipment. Costs for the	ese services will be invoiced after	
	12.	A statement of insurance to cover loss or d	damage to equipment must be presented to the Superinten	dent prior to approval (E	Board Policy #1330.2)	
	13.	We <u>cannot</u> reserve any date(s) before reco	eipt of this application. Therefore, return this application as	s soon as possible.		
	14.	Requestor(s) must comply with the State or rental status. <u>CLH</u> (Please Initial)	f CT and/or CIAC opening guideline requirements and mus	st ensure compliance du	uring event or risk losing future	
	I <u>h</u> a	ye read and agree with the above r	ules and regulations set forth by the Hamden Bo	pard of Education:		
	C	stri)	11/29/2021			
		•	be reflected on a "calculation sheet" and invoice that you	will receive once the	see is amorphised faction and	
	techi	nical services fees will be billed separately. T	These charges are to be paid, by check or more order, to t tacting the Facilities Department at (203) 407-2207.			
			*			

_(Initial)

		***			_
FSD	#				-1
130	"—			_	- 1
		-	_	_	_

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)

Good Afternoon
C.R.+Co is an up and coming competitive dance company located
in Harrdon, CT. We would like to host our 1st ever Winter Showcase
where we will allow our students to exhibit their ballet, jazz.
tep and HipHop skills to their family and francis.
We take our covid-19 precontions seriously, encouraging our soludents
to get trested bi-weekly. For our performance we would have a capacity
of 500 guests and have all patrons enter through one doorway, and
Pait through enother. We will have a screening station for both
performers and quests which will require all persons to enter to have
their temperature taken, swritize their hands and wear a mesk
for the duration of the event.
Performers on stage and back stage will be grouped by contact and will have to test regative upon arriving for the show.
The bridge.

CLH (Initial)

Fee Calculations

C.R. & Co Feb 12 2022

Thurs. + Sut

Processing Fee:

\$45

Rent

Rooms	Days	Fee	Total
Auditorium	1	\$500.00	\$500.00
Black Box (HHS Only)	1	\$250.00	\$250.00
Dressing Rooms (HHS Only)	1	\$50.00	\$50.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)	1	\$150.00	\$150.00
Cafeteria		\$200.00	\$0.00
Classroom x2	_	\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	6.15	\$184.50

Security (if required)

Fee		Guards	Hours	Total
Mon Sat.	\$31.76	2	3	\$190.56
Sunday	\$42.34	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	6.15	\$560.14
Clean up	2	2	\$182.16

Sunday	\$ 60.72	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean up	근		\$0.00

TOTAL OF FEES:

\$2,157.90

Building Use Checklist

Academy of Dance 2/20/22

- Event Information sheet
- Addendum A
- Rules and Regulations signed



- - o Rent
 - Utilities
 - Security (for times when public is there)
 - Custodial Services
- □ Copy of insurance certificate N A
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities? Yes, 10-15 years

FSD	#
, 00	"

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications MUST be filed at least SIX WEEKS before the day for which it is made.

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

				Date11/5/2021		
the Board of Education:	2010		No English And Annual Control			
The undersigned hereby make application on behalf ofAc			Academ	demy of Dance and Music lame of Organization)		
		S Bahasai	•	T		
association formed for <u>Dance Rehearsal</u> (Event Title)			sal	Tot permission to ose the		
	11-17 4.0					
ease check the box next to b	uliaing Ai	ND rooms):				
Hamden High School	HHS:	Auditorium/Black Bo	v/Dressing Rooms	Equipment Needed:		
Hamden High School	nna.	☐ Gymnasium	, o . 1			
Hamden Middle School 🗆		□ C107		HHS/HMS: See Addendum A and		
Hamden Middle School		☐ Cafeteria		return with this form.		
		☐ Classroom				
Florentary Echapis:		☐ Athletic Field/Pool (p	lease circle option	Slavantom Cabools		
Elementary Schools: Bear Path □				Elementary Schools:		
	HMS:	☐ Auditorium		5		
Church Street □		☐ Gymnasium		☐ Tables (how many)		
Dunbar Hill 🗆		□ Cafeteria		☐ Chairs (how many)		
Helen Street 🗆		☐ Classroom ☐ Music/Band Room		Other Needs:		
Ridge Hill		C Minzi C pauri voorii				
Shepherd Glen□	Flemer	ntary Schools:				
Spring Glen □	4141114	Gymnasium				
West Woods		☐ Cafeteria				
Wintergreen □		☐ Classroom				
				REHEARSAL / PREPARATION		
	INFORMA			REMEMBER		
*If multiple dates, please indicate clearly	information	for each date		Date Time (From/To)		
		Event Time End Tir		Date (1811)		
Date Arrival Time	•	Event Time End Tir				
02/20/2022 3:30pm	- :	4.00pm) 7.50pi				
			_			
			1			
22: 01160000	٠,٠٠٠	CONTRACTOR	2001	How many people will attend the rehearsal?		
sei attached	HILL	E CHELLIO CAR		3 3 3 3 4 5 W = N =		
Number of Performers/Presente	ers:	60		Will your event require set up? Yes □ No □		
				If yes, when do you plan to set up?		
Anticipated Attendance:	70			ii yes, mieli uu yuu pieli tu set up:		
Admission Charge:						
Percentage of Hamden Perform	iers:					

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.

حلفت			-	
FSD	#			

ADDENDUM A – For High School and Middle School Auditoriu (please check your response and fill in when appropriate)	m Events	
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.	Yes □ ead work lights.	New
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 1 1	2 🗖
Will you need sound for your event? You may bring in your own sound for the event. If you choose that option microphones will not be available for your use.	Yes □ 1, our sound system	No E including mixing board, 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	Yes □ not be able to do an	No ny 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? *Note: If you plan to have curtains open/close or anything flown in, a minit sides of the stage, then 2 stage hands will be needed.	1 □ num of 1 stage hand	2 □ d must be contracted. If you need contact with both
ARM I TO THE TOTAL THE TOTAL TO THE TOTAL TOTAL TO THE TH		
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 ha	ndle the projection	ns
☐ I request that a technician from HPS h	andle the projection	OFFICE USE ONLY Supervisor
Special requests/Instructions		Lighting Board Operator
Special requests/Instructions:		Sound Operator
		Spotlight 1
	-	Spotlight 2
*A technical supervisor will contact you to verify all requests		SM
NC (Initial)		ASM
		Projection Specialist

De	Not names of applicants.		F	SD #		
1.4	Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address		
	Natalie Cruz	245 Center St Wallingford CT 06492	(203) 317-9883	miss.nataliecruz@gmall.com		
	Courtney Billings		(203) 631-6258	courtney@academyofdance1.com		
		RULES AND REGULATIONS		3513R		
	For the Use	of the Hamden Public School Buildings for Other Than	Regular School Purpose	15		
1,0	use thereof must be made to the Board	Buildings for other than regular schoolwork is under the direct of Education on the blank form prescribed for that purpose, ing is to be used and must be signed by three responsible.	The application must state	in every detail the purpose and		
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 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	e Superintendent or his/her designee.				
8.	No food or refreshments are to be sen gymnasium, auditorium or pool. Violatic	ved or eaten on the premise, unless specifically mentioned in on of this provision may result in immediate revocation	n contract. Food or drink of the permit and is grou	Is not to be brought into note for future denials.		
9	When use of a kitchen is required, detail will be needed. If a cafeteria worker is ne	Is must be worked out in consultation with the food services eeded, the permittee will be responsible for the cost.	contractor, who will determ	ine whether a cafeteria worker		

- 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. NC (Please Initial)

I have read and agree with the above rules and regulations set forth by the Hamden Board of Education:

Natalie Cruz	Service of the servic	11/5/2021	
(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 work hamden org, or by contacting the Facilities Department at (203) 407-2207.

Approved by	Board of Education:	approved	Date: 12/2021	
NC	(Initial)			_

	N 6				
F-51) # ·				
		 	 _	_	

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)

All quests will be required to wear mask regardless of vaccination status. And will be offered hand sanitizer upon entry.
Our dancers will have to wear masks as well but if the rules change by the time of our event we will allow them to take off mask only white dancing

McCann, Emily

From: Sent: To: Subject:	Academy of Dance and Music <miss.nataliecruz@gmail.com> Tuesday, November 16, 2021 9:25 AM McCann, Emily Re: Auditorium availability</miss.nataliecruz@gmail.com>
CAUTION: This email origina links, especially from unknown	ted from outside your organization. Exercise caution when opening attachments or clicking wn senders.
Hi Emily, I would like to correct the ti	me in the 2/20/2022 rehearsal. Can we do 9:00-2:00 instead? 51115
On Friday, November 5, 202	1, McCann, Emily < emccann@hamden.org > wrote:
Hi Natalie,	
Yes, both are available. I	will add it to the next agenda.
Kindly,	
Emily	
From: Academy of Dance ar Sent: Friday, November 5, 2 To: McCann, Emily <emccar Subject: Re: Auditorium ava</emccar 	nn@hamden.org>
CAUTION: This email origina links, especially from unkno	ated from outside your organization. Exercise caution when opening attachments or clicking wn senders.
I'm sorry, I totally missed the for a small rehearsal for our	at email. Attached is two different applications. One is for our show in May but the other is company kids on February 20th. Let me know if this is available.
On Fri, Nov 5, 2021 at 8:21 #	AM McCann, Emily < <u>emccann@hamden.org</u> > wrote:
Hi Natalie,	
	1

Fee Calculations

Academy of Dance and Music 2/20/2022 \$45



Processing Fee:

Rent		HMS	
Rooms	Days	Fee	Total
Auditorium	1	\$500.00	\$500.00
Black Box (HHS Only)	1	\$250.00	\$250.00
Dressing Rooms (HHS Only)	1	\$50.00	\$50.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)		\$150.00	\$0.00
Cafeteria		\$200.00	\$0.00
Classroom C109		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	4	\$120.00

Security (if required)

Fee		Guards	Hours	Total
Mon Sat.	\$31.76	2		\$0.00
Sunday	\$42.34	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean up	2		\$0.00

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	4	\$242.88
Clean up	2	2	\$242.88

TOTAL OF FEES:

\$1,511.48

The Cheshire Performing

Arts

Building Use Checklist

5/16 + 5/29 + 5/21

- ✓ Event Information sheet
- Maddendum A
- Rules and Regulations signed
- ✓ Complete COVID protocols (details needed)
- Fee Calculations
 - o Rent
 - Utilities
 - Security (for times when public is there)
 - Custodial Services
- □ Copy of insurance certificate N/↑
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities? Yes, 10-15 years

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	r.				
FSD	- 44				
130	Pf				
No. of Concession, Name of Street, or other Designation, Name of Street, Name	-		 	_	

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
To the Board of Ed	lucation:				and the second second). C
The undersigne	ed hereby mak	e applica	ition on bel	nalf of <u>IVU</u>	hestrice	Performing Arts Academy
		or to	1 - 00	0.00	(Name	of Organization)
as association forn	nea for K	EC17(1				for permission to use the
(please check the l				ent Title)		
(please check the i	oox next to bu	iliding AN	iv rooms):			
Hamden High S	chool 🗆	HHS:	□ Auditori	um/Black Box/Dr	essing Rooms	Equipment Needed:
_			☐ Gymnas		0	
Hamden Middle	e School 🗹		□ C107			HHS/HMS: See Addendum A and
			☐ Cafeteria	a		return with this form.
			□ Classroo	m		Tetarri With this form.
Elementary Sch	ools:		□ Athletic	Field/Pool (pleas	e circle option)	
Bear Path □	00.0		0			Elementary Schools:
Church Street D	7	HMS;		um a dressing	1 100 141	
Dunbar Hill	_		☐ Gymnasi			☐ Tables (how many)
Helen Street		20	☐ Cafeteria			☐ Chairs (how many)
Ridge Hill			Classroo		•	☐ Other Needs:
_			☐ Music/B	and Room		
Shepherd Glenl	ш	Floment	ary Schools:			***
Spring Glen	1	CIEMEIK	☐ Gymnasi			
West Woods 🗆			☐ Cafeteria			
Wintergreen □			☐ Classroo	-		
	EVENT IN	IFORMAT	ION			REHEARSAL / PREPARATION
*If multiple dates, pleas						
	,					Date Time (From/To)
Sα. Date	Arrival Time	Ev	ent Time	End Time		man may 16 24-9 pm
may 21	Bam	41	0am	N000	(5	or round do weds)
		2 24 2	0.0			
		_			ī	hurs may 19 24-9pm
	54	_				Auga
						How many people will attend the rehearsal? 2150
Number of Perform	ners/Presenters				,	Will your event require set up? Yes □ No 🔄
Anticipated Attend	ance: ≾ 300	?			1	f yes, when do you plan to set up?
Admission Charge						- Jan Jan Jan Jan La Sat La Sa
			7			
Percentage of Han	nden Performer	s: ~ 10	1. 1.		-	

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.



	-	4.5	
FSD	#_	h	

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	n Events		
Will you need a podium?	Yes □	No 🖢	
How many tables will you need? <u>N/A</u> Location:			
How many movable chairs will you need? NA Location:			
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhea	Yes 🗹 ad work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0년 10	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, microphones will not be available for your use.	Yes 2 our sound system	No □ n including mixin	ng board, 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 n	Yes tv	No □ ny 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 I Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.	0 □ 1 denoted the name of 1 stage han		racted. 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: NIA			
☐ We will provide our own person to han	ıdle the projectio	ns	
☐ 1 request that a technician from HPS h	andle the projecti	ons	OFFICE USE ONLY Supervisor
Special requests/Instructions			Lighting Board Operator
Special requests/Instructions:			Sound Operator
			Spotlight 1
			Spotlight 2
*A technical supervisor will contact you to verify all requests			SM
(Initial)			ASM
			Projection Specialist

			FSD	#
PF	RINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
B	rittany Barbaro	enesnite. et ocque Ave unityA	303 988 1988	adming the shin
_		RULES AND REGULATIONS		3513R
	For the	Use of the Hamden Public School Buildings for Other Than F	legular School Purposes	
1,	nse theleot winst be wade to the Ro	ol Buildings for other than regular schoolwork is under the direct and of Education on the blank form prescribed for that purpose. I wilding is to be used and must be signed by three responsible page.	he application must state in	every detail the numbers and
2.	representative. This appointee is to in accordance with the Rules and Ru	building has been granted the Board will appoint a custodian an supervise the meeting and enforce the Rules and Regulations of egulations. Custodian(s) will report a minimum of one-half hour in the a minimum charge of three hours of custodial coverage for an	the Board with power to clos	to the mosting if it is not hold
3.	If police attendance is necessary (to attendance and give the Police Perm	be determined by the Administration), the persons in charge of the Number to the Board of Education.	ne event will be required to p	provide such police
4.	The building is to be used only on the building prior to the time stipulated in	e date specified and for the purpose named in the permit. Nobode this contract. Setup and rehearsal time must be reflected on the	from the renting organization	on will be allowed to enter the
5.	A permit can be canceled without no sole judge of such violation. In additi event.	otice provided its provisions or intent are violated in any way, and on, the Board of Education reserves the right to cancel a permit s	the Board of Education or its hould a school function be in	s representatives shall be the n conflict with the permitted
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 gymnasium, auditorium or pool. Viol	served or eaten on the premise, unless specifically mentioned in lation of this provision may result in immediate revocation of	contract. <u>Food or drink is r</u> the permit and is grounds	not to be brought into a for future denials.
9.	When use of a kitchen is required, do will be needed. If a cafeteria worker i	etails must be worked out in consultation with the food services or s needed, the permittee will be responsible for the cost.	ontractor, who will determine	whether a cafeteria worker
10.	When use of Audio Visual or Televisi school) or the building media special	ion equipment is needed, details must be worked out in consultati ist (elementary schools). If it is determined a technician is needed	on with the Director of Fine A I, the permittee will be respo	Arts (high school and middle nsible for the cost.
11.	Director of Fine Arts. Unly trained sci	use of theatrical lighting or sound equipment. If needed, use of e nool-appointed technicians will be able to use stage technology e igh school or middle school auditoriums, you must fill out Addend	quinment. Costs for these se	ruices will be involced after
12.	A statement of insurance to cover los	s or damage to equipment must be presented to the Superintend	ent prior to approval (Board	Policy #1330.2)
13.	We cannot reserve any date(s) before	re receipt of this application. Therefore, return this application as	soon as possible.	
14.	Requestor(s) must comply with the S rental status. (Please Initial)	tate of CT and/or CIAC opening guideline requirements and must	ensure compliance during e	vent or risk losing future
K	ive read and agree with the abo	ove rules and regulations set forth by the Hamden Box	ard of Education:	

Approved by Board of Education: Date: _(Initial)

available on-line at <u>www.hamden.org</u>, or by contacting the Facilities Department at (203) 407-2207.

(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 At CCPAA, we have been successfully following CT state mandates since our registration with the state upon reopening since the original quarantine in June 2020. We have been diligent in our safety efforts and fortunately had no spread and will continue our efforts to keep a safe environment as top priority for the dancers, visitors, hosts and all involved.

*Please note we are happy to amend this list to be suitable to the protocols at that time

- Students will be sectioned by their classes in dressing room, backstage and other areas.
- Staff will be present in all key areas to assist that the protocols runs smoothly
- Masks will be required in accordance with the school procedures
- Hand sanitizer will be on sight
- Arrival and Departure will be assigned based on age and class and location of entrances and exits. Parents will be given specific area in building that allow for both spacing and supervision.
- We will check capacity ratings at the time of the event and follow protocols as needed at that time.
- Families will be seated next to each other in the audience.

We are happy to add or edit this list based on the rules of your venue. We missed being in the space that has become home to our recital and thank you for your consideration!

FSD#	
LOD #	

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)

We are happy to comply with state and
schools rules at the time of the recitar
As of now, we are of the understanding that
postocal skill includes masking in schools and are
happy to follow.
(Initial)

Fee Calculations

The Cheshire Performing Arts Academy May 16 19 21 2022

Processing Fee:

\$45

Mon, Thur, Sat.

Rent

	- 10	
- 14	n.	пι
	ПV	

Rooms	Days	Fee	Total
Auditorium	3	\$500.00	\$1,500.00
Black Box (HHS Only)		\$250.00	\$0.00
Dressing Rooms (HHS Only)		\$50.00	\$0.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)		\$150.00	\$0.00
Cafeteria		\$200.00	\$0.00
Classroom	3	\$75.00	\$225.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	14	\$420.00

Security (if required)

Fee		Guards	Hours	Total
Mon Sat.	\$31.76	2	3	\$190.56
Sunday	\$42.34	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	14	\$637.56
Clean up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean up	2		\$0.00

TOTAL OF FEES:

\$3,245.82

Joan Lynn Dance 6/3+6/4

Building Use Checklist

☑ Event Information sheet
Addendum A
Rules and Regulations signed
Complete COVID protocols (details needed)
Fee Calculations
Security (for times when public is there)
Custodial Services
Copy of insurance certificate (N/A Stads Submissions after 1/3/2)
Additional information needed
o Does this event recur annually and how long has the vendor been

using facilities? Yes, 15 years

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.	
To the Board of Education: The undersigned hereby ma	ke applic		Dance Company
as association formed for A	שמנ	al Recital (Name o	f Organization) for permission to use the
(please check the box next to bu	ilding Al	(- · · · · · · · · · · · · · · · · · ·	
Hamden High School □	HHS;	☐ Auditorium/Black Box/Dressing Rooms	Equipment Needed:
Hamden Middle School 🛛		☐ Gymnasium ☐ C107 ☐ Cafeteria ☐ Classroom	HHS/HMS: See Addendum A and return with this form.
Elementary Schools: Bear Path Church Street Dunbar Hill Helen Street Rldge Hill Shepherd Glen	HMS:	☐ Athletic Field/Pool (please circle option) ☐ Auditorium ☐ Gymnasium ☐ Cafeteria ☐ Classroom ☐ Music/Band Room	Elementary Schools: Tables (how many) Chairs (how many) Other Needs:
Spring Glen □ West Woods □ Wintergreen □	Elemen	tary Schools: Gymnasium Cafeteria Classroom	
Number of Performers/Presenters Admission Charge Percentage of Hamden Performers	no 2	vent Time End Time -: 0 Opm L: 00pm Ho Wi	REHEARSAL / PREPARATION Time (From/To) 3:00 - 8:00 We many people will attend the rehearsal? If your event require set up? Yes V No D Yes, when do you plan to set up? 3:00 pm - 6-10-22

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.



FSD	#	

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes □	No ₩	
How many tables will you need? 5 Location: 4 Lo.	by 1-6	Back 6	tq. Hailway
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	Yes work 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, or microphones will not be available for your use.	Yes 🗹 ur sound system inc	No □ luding mixin	g board, 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	Yes 🗹 be able to do any ed	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 □ n of 1 stage hand m	2 12 ust be contra	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 projections		
☐ I request that a technician from HPS hand	•		OFFICE USE ONLY
•			Supervisor
Special requests/instructions			Lighting Board Operator
opeoid requests insulations			Sound Operator
			Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
SC (Initial)			ASM
			Projection Specialist

		FSD	#		
LINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address		
on Christensen					
ANT STITUTED !	Mostle Brancad a	a = 3 - 100 - 130 /	Jaliable Pult net		
	• • • •		`		
Foothe He			3513R		
use thereof must be made to the Board	of Education on the blank form prescribed for that purpo	se. The application must state in	every detail the purpose and		
representative. This appointee is to sur in accordance with the Rules and Regu	pervise the meeting and enforce the Rules and Regulation lations. Custodian(s) will report a minimum of one-half!	ons of the Board with power to clos	e the meeting if it is not held		
If police attendance is necessary (to be	determined by the Administration), the persons in charge	200 - 200 cm	rovide such police		
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 notic sole judge of such violation. In addition, event	e provided its provisions or intent are violated in any way the Board of Education reserves the right to cancel a pe	r, and the Board of Education or its rmit should a school function be in	representatives shall be the conflict with the permitted		
A permit is not transferable.		9			
7. A permit is not valid unless signed by the Superintendent or his/her designee.					
No food or refreshments are to be ser gymnasium, auditorium or pool. Violati	ved or eaten on the premise, unless specifically mention on of this provision may result in immediate revocati	ed in contract. Food or drink is no ion of the permit and is grounds	ot to be brought into for future declas.		
		ces contractor, who will determine	whether a cafeteria worker		
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.					
1. 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.					
A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)					
We cannot reserve any date(s) before r	eceipt of this application. Therefore, return this application	on as soon as possible.			
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 (Please Initial)					
The Contract	12-12-21				
	For the Use The use of the Hamden Public School is use thereof must be made to the Board nature of the activity for which the build loss of property arising from such use. When permission for the use of any build representative. This appointee is to surin accordance with the Rules and Regulation and the activity for which the build loss of property arising from such use. When permission for the use of any build representative. This appointee is to surin accordance with the Rules and Regulation and the permit of the time stipulated in the stipulated in the building prior to the time stipulated in the A permit can be canceted without notice sole judge of such violation. In addition, event A permit is not transferable. A permit is not transferable. A permit is not valid unless signed by the No food or refreshments are to be set gymnasium, auditorium or pool. Violation will be needed. If a cafeteria worker is not when use of Audio Visual or Television school) or the building media specialist. Use of auditoriums does not include us Director of Fine Arts. Only trained school the event is completed. If using the high A statement of insurance to cover loss of We cannot reserve any date(s) before a Requestor(s) must comply with the Staterental status. (Please Initial)	A permit can be canceled without notice provided its provisions or intent are violated in any way sole judge of such violation, the Board of Education reserves the right to cancel a perwent la net violated. A permit is not valid unless signed by the Superintendent or his/her designee No food or refreshments are to be served or eaten on the premise, unless specifically mention gymnastum, auditorium or pool. Violation of this provision may result in Immediate revocat When use of A statement of insurance or the responsible for the cost. A permit is not valid unless signed by the Superintendent or his/her designee No food or refreshments are to be served or eaten on the premise, unless specifically mention gymnastum, auditorium or pool. Violation of this provision may result in Immediate revocat When use of A statement of the sole of the cost. When use of a kitchen is required, details must be worked out in consultation with the food service of the provision or responsible for the cost. A permit can be canceled without notice provided its provisions or intent are violated in any way sole judge of such violation. In addition, the Board of Education reserves the right to cancel a pervent A permit is not transferable. A permit is not valid unless signed by the Superintendent or his/her designee No food or refreshments are to be served or eaten on the premise, unless specifically mention gymnastum, auditorium or pool. Violation of this provision may result in Immediate revocat will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost. When use of a kitchen is required, details must be worked out in consultation with the food servi will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost. When use of Audio Visual or Television equipment is needed, details must be worked out in conschool) or the building media specialist (elementary schools). If it is determined a technician is in the permit of the permit is needed, in the permit is ne	INT names of applicants. Contact Name Address (Number, Street, Town, Zip) Telephone All 3-980-7337 ADDREGULATIONS For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education on the blank from prescribed for that purpose. The application must steel in nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsed for the third presentative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board will power to doe in accordance with the Rules and Regulations. Custodian(s) will report a minimum of ne-held thour before scheduled time and rehour after close of event. There will be a minimum charge of three hours of custodial coverage for any event. If police attendance is necessary to be determined by the Administration), the persons in charge of the event will be required to patendance and give the Police Permit Number to the Board of Education. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization building prior to the lime stipulated in this context. Setup and reheasal time must be reflected on the application. A permit can be canceted without notice provided its provisions or intent are violated in any way, and the Board of Education reserves the right to cance a permit should a school function be inevent. A permit is not valid unless signed by the Superintendent or his/her designee. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is a gymnastum, auditorium or pool. Violation of this provision may result in Immediate revocation of the permit and is grounds when use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will deter		

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

Date:

available on-line at www.hamden.org. or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: ___

____(Initial)

FSD	#	

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)

1. Masks worn at all times
1. Masks worn at all times a. Clear masks on stage for Performers
b. Regular masks when backstage Not Perfor
2. Audience must wear masks
3. Seating leaving seats inbetween
4. Hand Sanifizer in Every Boom
5. Dancers separated from each other when Changing
6. No dancers allowed in the audience
7. Entering through the Front Doors Only
All Exiting through side Auditorium Soors at the End.

McCann, Emily

From:

Studio <jdc.86@att.net>

Sent:

Friday, December 17, 2021 9:44 AM

To:

4

McCann, Emily

Subject:

Re: Annual Recital Building use

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Great, could we please have those booked for us? Thank you!
Joan

Sent from my iPhone

On Dec 17, 2021, at 9:16 AM, McCann, Emily <emccann@hamden.org> wrote:

Yes, June 3rd and 4th are available.

From: Studio <jdc.86@att.net>

Sent: Friday, December 17, 2021 9:13 AM
To: McCann, Emily <emccann@hamden.org>
Subject: Re: Annual Recital Building use

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Good Morning Emily,
Thank you for getting back to me so promptly.
Are June 3rd and 4th open?
Thank you!
Fondly,
Joan

Sent from my iPhone

On Dec 17, 2021, at 8:47 AM, McCann, Emily <emccann@hamden.org> wrote:

14.5

Hi Joan,

I received your request for HMS building use for June 11th. Unfortunately, this date/location has been requested for another event. Is there another date you would like?

Kindly,

Emily McCann

Hamden Public Schools Facilities Department

Fee Calculations

Joan Lynn Dance Company June 3-4 2022 Friday + Salurday

Processing Fee:

Rent

HMS

		111712	
Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
Black Box (HHS Only)		\$250.00	\$0.00
Dressing Rooms (HHS Only)		\$50.00	\$0.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)		\$150.00	\$0.00
Cafeteria	2	\$200.00	\$400.00
Classroom x2	2	\$75.00	\$150.00
Music/Band Room (HMS Only)	2	\$75.00	\$150.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total	
\$30.00	11	\$330.00	

Security (if required)

Fee		Guards	Hours	Total
Mon Sat.	\$31.76	2	4	\$254.08
Sunday	\$42.34	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	11	\$500.94
Clean up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean up	2		\$0.00

TOTAL OF FEES:

\$3,057.72