



Hamden Public Schools

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): Piano (Wurlitzer)
missing dampening pedal & base board.

Number of items: 1
Vendor or Brand Name: Wurlitzer on back - 2924
1095143

Estimated Date of Purchase: unknown

Reason for Discarding: Not worth cost to repair

Principal/Director: _____ Date: _____

Date: _____

FACILITIES/COFO: _____



Hamden Public Schools

NON-INSTRUCTIONAL MATERIALS
DISCARD FORM

School or Site: Hamden High School

Teacher/Administrator: Barkon - Music

Grades: 9-12

Room: auditorium

Materials (give brief description): two pianos
1 - upright broken leg
1 - baby grand - dilapidated

Number of items: Two (2)

Vendor or Brand Name: (1) Yamaha M500QA (T200951) Upright piano
(1) Mason & Hamlin (T of Hamden Barcode # 02129) Baby Grand piano

Estimated Date of Purchase: Unknown

Reason for Discarding: cost of instruments is not worth repair

Principal/Director: _____ Date: _____

Date: _____

FACILITIES/COFO: _____

Mason & Hamlin
Town of Hamden
02129 > Barcode } ^{est.} \$20,000
to repair /
recondition

Yamaha M500QA
T200951



Hamden Public Schools

NON-INSTRUCTIONAL MATERIALS
DISCARD FORM

School or Site: Ridge Hill

Teacher/Administrator: _____

Grades: 4~6 Room: MUSIC

Materials (give brief description): 3 cellos, 5 drums,
1 crash cymbals

Number of items: 9

Vendor or Brand Name: assorted

Estimated Date of Purchase: unknown / over 10 years ago

Reason for Discarding: damaged beyond 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
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - 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? ~~New~~ No, new this year

FSD # _____

Hamden Public Schools
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 **SIX MONTHS** before the event date.

Date 11/29/2021

To the Board of Education:

The undersigned hereby make application on behalf of C.R. + Co Dance LLC
(Name of Organization)

as association formed for Winter Showcase for permission to use the
(Event Title)

(please check the box next to building AND rooms):

Hamden High School ☒

HHS:

☒ Auditorium/Black Box/Dressing Rooms

☐ Gymnasium

☒ C107

☐ Cafeteria

☐ Classroom

☐ Athletic Field/Pool (please circle option)

Hamden Middle School ☒

HMS:

☐ Auditorium

☐ Gymnasium

☐ Cafeteria

☐ Classroom

☐ Music/Band Room

Elementary Schools:

Bear Path ☐

Church Street ☐

Dunbar Hill ☐

Helen Street ☐

Ridge Hill ☐

Shepherd Glen ☐

Spring Glen ☐

West Woods ☐

Wintergreen ☐

Elementary Schools:

☐ Gymnasium

☐ Cafeteria

☐ Classroom

Equipment Needed:

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:

☐ Tables (how many) _____

☐ Chairs (how many) _____

☐ Other Needs: _____

EVENT INFORMATION

*If multiple dates, please indicate clearly information for each date

Date	Arrival Time	Event Time	End Time
<u>2/12/22</u>	<u>11:00am</u>	<u>6:00pm</u>	<u>7:15pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 100

Anticipated Attendance: 500

Admission Charge: \$20.00

Percentage of Hamden Performers: 25%

REHEARSAL / PREPARATION

Date	Time (From/To)
<u>2/10/22</u>	<u>4:00pm - 8:00pm</u>
<u>2/12/22</u>	<u>OR 12:00pm - 3:00pm</u>

How many people will attend the rehearsal? 100

Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up?

N/A

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.

CLH (Initial)

FSD # _____

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? 1 Location: Lobby/Foyer

How many movable chairs will you need? 2 Location: Lobby/Foyer

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 board, amplifiers, speakers and 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.*

Will you be using our microphones?

Yes ☒No ☐

If yes, # of wireless handheld microphones 2

**Up to two are available at each location*

If yes, # of wired handheld microphones 0

**Up to six are available at each location*

If yes, # of floor (lap) microphones 4

**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 contracted. If you need contact with both 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: None at this time.

***A technical supervisor will contact you to verify all requests*

CHH (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Chelcee Little-Hughes	177 Helen Street #2 Hamden, CT 06514	203- 675-0264	C.R. and co@yahoo.com C.Little-Hughes@gmail.com
Tonya Howard	266 Morse St. Hamden CT 06517	203- 887-2705	teh-howard@yahoo.com
Ryan Hall	266 Morse St. Hamden CT 06517	203- 361-2596	ryanmonet823@gmail.com

RULES AND REGULATIONS

3513R

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

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 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. CLH (Please Initial)

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

Chelcee Little-Hughes 11/29/2021
 (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 www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: _____ Date: _____
 _____ (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)

Good Afternoon,

C.R.+Co is an up and coming competitive dance company located in Hamden, CT. We would like to host our 1st ever Winter Showcase where we will allow our students to exhibit their ballet, jazz, tap and HipHop skills to their family and friends.

We take our COVID-19 precautions seriously, encouraging our students to get tested bi-weekly. For our performance we would have a capacity of 500 guests and have all patrons enter through one doorway, and exit through another. We will have a screening station for both performers and guests which will require all persons to enter to have their temperature taken, sanitize their hands and wear a mask for the duration of the event.

Performers on stage and back stage will be grouped by cohort and will have to test negative upon arriving for the show.

CLH (Initial)

Fee Calculations

C.R. & Co Feb 12 2022

Thurs. + Sat

Processing Fee:

\$45

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)	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	2		\$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
- ☐ Complete COVID protocols (details needed) ~~NO~~ Same as approved event on 5/14 + 5/15/22
- ☒ Fee Calculations
 - ☐ 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 # _____

Hamden Public Schools60 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 **SIX MONTHS** before the event date.**Date 11/5/2021

To the Board of Education:

The undersigned hereby make application on behalf of Academy of Dance and Music
(Name of Organization)as association formed for Dance Rehearsal for permission to use the
(Event Title)

(please check the box next to building AND rooms):

Hamden High School ☒

HHS:

☒ Auditorium/Black Box/Dressing Rooms☐ Gymnasium☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☐Elementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐

HMS:

☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band Room

Elementary Schools:

☐ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:☐ Tables (how many) _____☐ Chairs (how many) _____☐ Other Needs: _____**EVENT INFORMATION**

*If multiple dates, please indicate clearly information for each date

Date	Arrival Time	Event Time	End Time
02/20/2022	3:30pm	4:00pm	7:30pm
_____	_____	_____	_____
_____	_____	_____	_____

*see attached time change 9am-2pm*Number of Performers/Presenters: 60Anticipated Attendance: 70

Admission Charge: _____

Percentage of Hamden Performers: _____

REHEARSAL / PREPARATION

Date

Time (From/To)

_____	_____
_____	_____
_____	_____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

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.

NC (Initial)

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 board, amplifiers, speakers and 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.*

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 (lap) 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 contracted. If you need contact with both 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: _____

****A technical supervisor will contact you to verify all requests****NC** (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Natalie Cruz	245 Center St Wallingford CT 06492	(203) 317-9883	miss.nataliecruz@gmail.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 Purposes

- 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.
- 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.
- 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.
- 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 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.
- 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.
- 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.
- 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 receipt of this application. Therefore, return this application 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. NC (Please Initial)

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

Natalie Cruz 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 www.hamden.org or by contacting the Facilities Department at (203) 407-2207.

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

All guests 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 while dancing.

[illegible]

NC (Initial)

McCann, Emily

From: Academy of Dance and Music <miss.nataliecruz@gmail.com>
Sent: Tuesday, November 16, 2021 9:25 AM
To: McCann, Emily
Subject: Re: Auditorium availability

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

Hi Emily,

I would like to correct the time in the 2/20/2022 rehearsal. Can we do 9:00-2:00 instead? *Shirley*

On Friday, November 5, 2021, 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 and Music <miss.nataliecruz@gmail.com>
Sent: Friday, November 5, 2021 12:19 PM
To: McCann, Emily <emccann@hamden.org>
Subject: Re: Auditorium availability

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

I'm sorry, I totally missed that email. Attached is two different applications. One is for our show in May but the other is for a small rehearsal for our company kids on February 20th. Let me know if this is available.

On Fri, Nov 5, 2021 at 8:21 AM McCann, Emily <emccann@hamden.org> wrote:

Hi Natalie,

Fee Calculations

Academy of Dance and Music 2/20/2022

Sunday

Processing Fee:

\$45

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

Building Use Checklist

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☐ Fee Calculations
 - ☐ 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 # _____

Hamden Public Schools60 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 **SIX MONTHS** before the event date.Date NOV. 21, 2021

To the Board of Education:

The undersigned hereby make application on behalf of The Cheshire Performing Arts Academy
(Name of Organization)as association formed for Recital - Dance
(Event Title) for permission to use the

(please check the box next to building AND rooms):

Hamden High School ☐HHS: ☐ Auditorium/Black Box/Dressing Rooms☐ Gymnasium☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☒HMS: ☒ Auditorium - dressing room☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band RoomElementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐Elementary Schools:☐ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:☐ Tables (how many) _____☐ Chairs (how many) _____☐ Other Needs: _____**EVENT INFORMATION**

*If multiple dates, please indicate clearly information for each date

Date	Arrival Time	Event Time	End Time
Sat. May 21	8am	10am	noon
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: _____

Anticipated Attendance: ~ 300?Admission Charge: ~ \$20?Percentage of Hamden Performers: ~ 10%?**REHEARSAL / PREPARATION**

Date	Time (From/To)
Mon. May 16 (or could be Weds)	~ 4-9 pm
Thurs. May 19	~ 4-9 pm

How many people will attend the rehearsal? ~ 150Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up?

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.

BB (Initial)

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? N/A

Location: _____

How many movable chairs will you need? N/A

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 board, amplifiers, speakers and 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.*

Will you be using our microphones?

Yes ☒No ☐If yes, # of wireless handheld microphones 1**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 (lap) 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 contracted. If you need contact with both 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: N/A☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projections

Special requests/instructions: _____

****A technical supervisor will contact you to verify all requests**

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail Address

Brittany Barbare

1484 Highland Ave unit 4A
Cheshire, CT 06410

203 988 1988

admin@cheshire
performs
arts.com**RULES AND REGULATIONS**

3513R

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

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 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. BB (Please Initial)

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

Brittany Barbare

(Signature)

NOV 21, 2021

(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: _____

BB (Initial)

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!

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 recital.

As of now, we are of the understanding that protocol still includes masking in schools and are happy to follow.

BB (Initial)

Fee Calculations

The Cheshire Performing Arts Academy May 16 19 21 2022

Processing Fee:

\$45

Mon, Thur., Sat.

Rent

HMS

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.	2	3	\$190.56
Sunday	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
 - ☒ Rent
 - ☒ Utilities
 - ☒ Security (for times when public is there)
 - ☒ Custodial Services
- ☐ Copy of insurance certificate (N/A starts submissions after 1/3/22)
- ☐ Additional information needed
 - ☐ Does this event recur annually and how long has the vendor been using facilities? Yes, 15 years

FSD # _____

Hamden Public Schools60 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 **SIX MONTHS** before the event date.Date 12-12-21

To the Board of Education:

The undersigned hereby make application on behalf of Joan Lynn Dance Company
(Name of Organization)as association formed for Annual Recital
(Event Title) for permission to use the

(please check the box next to building AND rooms):

Hamden High School ☐

HHS:

- ☐ Auditorium/Black Box/Dressing Rooms
☐ Gymnasium
☐ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field/Pool (please circle option)

Equipment Needed:

Hamden Middle School ☒

HMS:

- ☒ Auditorium
☐ Gymnasium
☒ Cafeteria
☒ Classroom
☒ Music/Band Room

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:

- Bear Path ☐
 Church Street ☐
 Dunbar Hill ☐
 Helen Street ☐
 Ridge Hill ☐
 Shepherd Glen ☐
 Spring Glen ☐
 West Woods ☐
 Wintergreen ☐

Elementary Schools:

- ☐ Gymnasium
☐ Cafeteria
☐ Classroom

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

EVENT INFORMATION

*If multiple dates, please indicate clearly information for each date

Date	Arrival Time	Event Time	End Time
June 1 st 4 th	12:00pm	2:00pm	6:00pm

Number of Performers/Presenters: 75Anticipated Attendance: 300

Admission Charge: _____

Percentage of Hamden Performers: 99%**REHEARSAL / PREPARATION**

Date	Time (From/To)
June 10 th 3 rd	3:00 - 8:00

How many people will attend the rehearsal? 75Will your event require set up? Yes ☒ No ☐

If 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.

IC (Initial)

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? 5Location: 4 Lobby 1-Back Stg. Hallway

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 board, amplifiers, speakers and 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.*

Will you be using our microphones?

Yes ☒No ☐If yes, # of wireless handheld microphones 1**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 (lap) 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 contracted. If you need contact with both 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 _____

_____***A technical supervisor will contact you to verify all requests*JC

(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

FSD # _____

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail Address

Joan Christensen 1 McMahon Lane 203-980-7327 Jdc.86@att.net
 North Branford, CT
 06471

RULES AND REGULATIONS

3513R

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

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 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. SC (Please Initial)

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

(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: _____

(Initial)

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

a. Clear masks on stage for Performers

b. Regular masks when Backstage Not Performing.

2. Audience must wear masks

3. Seating Leaving Seats inbetween

4. Hand Sanitizer in Every Room

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 Doors
at the End.

McCann, Emily

From: Studio <jdc.86@att.net>
Sent: Friday, December 17, 2021 9:44 AM
To: 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:

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 + Saturday

Processing Fee:

\$45

Rent

Rooms	Days	HMS 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