Building Use Checklist

Cassandra's 5/25 + 5/27/23

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
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

FSD	#	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

Applications must be filed at least SIX WEEKS bef	ore the day for w	hich it is made but v	vill not be accepted	prior to SIX Mont	ths before the
	even	t date		2.2/	24/72
To the Beard of Falcenties.	-	1 1 0	1	Date 02/	09105
To the Board of Education: The undersigned hereby make application on b	ehalfof (a	nelra's (h	Mistian L	lance (o	mpany
as association formed for Spring Danc	e Show	(Name of C Case	8	ssion to use the	
•	Event Title)				
Please check the box next to the rooms you are re-	questing. The ro	oms available for u	ise are listed unde	r their location.	
Hamden High School	Elementary 50	hoole:	Equipment !	Needed:	
☐ Auditorium ☐Black Box ☐Dressing Rooms ☐ Gymnaslum	Bear Path	riddis:		: See Addendum	n A and
	Church Street		•	h this form.	
☐ Cafeteria	Dunbar Hill		1200111 1110		
☐ Classroom	Helen Street		Classatas	. Caboole	
☐ Athletic Field	Ridge Hill 🗆			y Schools:	
	Shepherd Gle	пП	•	now many)	
<i>/</i>	Spring Glen E		Other N	ow many)	
Hamden Middle School	West Woods		□ Other N	eeas:	
Auditorium	Wintergreen I	_		·	
Gymnaslum Cafeteria	_			4	
☐ Classroom ☐ Music/Band Room	Please choose				
C Midsity balla Modifi	the elementai				
	room options	ext			
Central Office	<u>below:</u>				
☐ Gymnasium	☐ Classroon	n			
☐ Board Room	☐ Cafeteria	•			
☐ Room 101	☐ Gymnasiı	ım			
				•	
			,		
REHEARSAL / PREPARATION			EVENT INFOR	RMATION	
	1	"If multiple dates, pleas	se indicate clearly informa		
Date Time (From/To)		,			
3/25/23 3-7:30 PI	Λ	-Pale /- a	Arrival Time	Event Time	End Time
		<u>5/2+1</u> 23		4:00pm	4. apm
11	1				
How many people will attend the rehearsal?				7	
Will your event require set up? Yes D No	o	Number of Perform	A	<u> </u>	
If yes, when do you plan to set up? Decorase, the Stage 4)	.H. ma	Anticipated Attend	ance: 15 D		
Uccorace The stage W	ith props	Admission Charge	. 125		
-		Aumission Charge	· -1 1050	2 (-11)	
		Percentage of Har	nden Performers:	20%	

	•	4. 5	4.5	
FSD#	112	.**		44
		1	1	_

PRINT names of applicants. Please v	write legibly if not typed. Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Candra Bacote	29 Upłand Terrace Ansonia, CT 06401	203-751-0184 cand	Iraschristiandanceco@gmail.con
the plan for audience (capacit distancing, etc). We must hav you may attach a separate do	to comply with the state and CDC Covid-19 guid y, seating, entry and exit) as well as performers e this information before the Board will conside cument with your protocols) ck temps and ask all performers to	on stage and back st r your request for fa	age (masks, social cility use. (If easier,
	k temps at the door, ask all particip		
	e masks for individuals who do not	· · · · ·	
		•	
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RULES AND REGULATIONS

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

Please initial each numbered guidaline

- 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.
- CKB 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.
- CKB4. 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.
- CKB. 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.
- CKB. A permit is not transferable.
- CKBr. 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.
- CKB₁₀. 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. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.
- CKB
 11. 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.
- CKB12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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	120 1		1 10		_	١.

CKB3. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.

CKB4. 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.

CKB 5. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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 an 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 available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Data:

					F5D#
	- For High School and Middle School Auditorium E response and fill in when appropriate)	vents			
Will you need a p	oodium?	Yes 🗆		No 🔀	
How many tables	will you need? 5 Location: Hallway				
How many moval	ble chairs will you need? 10 Location: Hallwa	ау			
	nge lighting for your event? T be allowed to access any stage lights, only the overhead t	Yes 🖾 work lights.		No□	*
	r spotlights will you need? lechnicians are allowed to use our spotlights.	0 🗆 ′	1 🛮	2 🗆	
You may bring in	und for your event? your own sound for the event. If you choose that option, ou not be available for your use.	Yes 🖸 r sound syste		No □ ing mixing bo	oard, amplifiers, speakers and
Will you need us 'Must be on a sing	to play music during your event: gle CD or USB stick in the correct order. Note: We will not be	Yes 🔀 e able to do a		No □ g.	
Will you be using	g our microphones?	Yes 🖾	1	No 🗆	
	If yes, # of wireless handheld microphones				
Ţ	If yes, # of wired handheld microphones *Up to six are available at each location	2.1	1		
	If yes, # of floor (tap) microphones *Only available at the high school location				
*Note: If you plan t	ge Manager / Hands provided by us? o have curtains open/close or anything flown in, a minimum then 2 stage hands will be needed.			2 □ be contract	ed. If you need contact with both
				5	· · · · · · · · · · · · · · · · · · ·
Will you be using	any projections for your event?	Yes 🗆	1	Wo ⊞	
	Will your projections include sound (movies)?	Yes 🗆	!	No 🗆	
	Check One:				
	☐ We will provide our own person to handle	e the projec	tions	Г	OFFICE AND VICE AS COMMON
	☐ I request that a technician from HPS hand	die the proj	ections		OFFICE USE ONLY Supervisor Lighting Board Operator
Special requests/In	nstructions:	<u>.</u>		-	Sound Operator
				- `i	Spotlight 1
				-	Spotlight 2
**A technical super	rvisor will contact you to verify all requests			1	SM

ckb

_(Initial)

Fee Calculations

Candra's Christian Dance Company 5/25/23 and 5/27/23

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	2	\$1,500.00	\$3,000.00
Black Box (HHS Only)		\$750.00	\$0.00
Dressing Rooms (HHS Only)		\$150.00	\$0.00
C107 (HHS Only)		\$450.00	\$0.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Classroom		\$225.00	\$ 0.00
Music/Band Room (HMS Only)		\$ 225.00	\$0.00
Field		\$500 :00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	8	\$480.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	3	\$95.28
Sunday	\$ 42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	6	\$273.74
Clean Up	1	3	\$136.62

Sunday	\$ 60.72	Hours	Total
Open			
Event			
Clean Up			

TOTAL FEES: \$4,076.18

Building Use Checklist

JMT Studio 5/27/23 HHS

- ✓ 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
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

_		 	_
FSD	25		
F2D	#		-
	_		

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATIO	N FOR USE OF	SCHOOL BUILDING it is made but will not be accepted prior to SIX Months before the
Applications must be filed at least SIX WEEKS before	event date	Date 2-14-23
		Date <u>B 1-1 0 -</u>
To the Board of Education: The undersigned hereby make application on be	halfof JM	TS Studio of dance (Name of Organization)
\sim	oritial	for permission to use the
as association for fire a feet and a feet a	vent Title)	the standard balance tion
Please check the box next to the rooms you are req	uesting. The rooms	; available for use are listed under their location.
Hamden High School	Elementary Schoo	Equipment Needed:
☑ Auditorium ☐ Black Box ☑ Dressing Rooms	Bear Path	HH2/HM2: 256 Vigetiggitt V 2110
☐ Gymnasium ☐ C107	Church Street	return with this form.
☐ Cafeteria	Dunbar Hill 🗆	ot Calabada
☐ Classroom	Helen Street	Elementary Schools:
☐ Athletic Field	Ridge Hill □ Shepherd Glen□	
	Spring Glen	Other Needs:
Hamden Middle School	West Woods □	
Auditorium	Wintergreen 🛘	
☐ Gymnasium ☐ Cafeteria	Please choose fro	
☐ Classroom ☐ Music/Band Room	the elementary	
	room options	
Central Office	below:	
☐ Gymnasium	☐ Classroom	
☐ Board Room	□ Cafeteria	
Room 101	Gymnasium	
REHEARSAL / PREPARATION		EVENT INFORMATION
REHEARSAL I PREPARATION		*If multiple dates, please indicate clearly information for each date
Date Time (From/To)	Date Arrival Time Event Time End Time
		mg 00 pm
	———	1.27-23 LOOPM 9.00PM
	'	
How many people will attend the rehearsal?		est 10
Will your event require set up? Yes □ N	o	Number of Performers/Presenters: 12
		Anticipated Attendance: C D
if yes, when do you plan to set up?	1 1	
		Admission Charge: 20
		Percentage of Hamden Performers: 470

		FSD	#
PRINT names of applicants. Please Contact Name	write legibly if not typed. <u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	Email Address
the plan for audience (capaci distancing, etc). We must have	392 State ST North Haven CT.0 Lesy Caure ST Ed.St Haven CT 06512 T535 Neffield ave New Haven CT.06511 It to comply with the state and CDC Covid-19 gity, seating, entry and exit) as well as performed to the state of the Board will consider the state of the Board will consider the with your protocols)	4 <u>15-271-01</u> 21 203-627-8187 uidelines for your even	MCKIGLW TWO Gong) Vrugh Monta Quhou t. Please include both age (masks, social
	Social Distance		
1			

FSD#	
	3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 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.
- 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.
- Pc 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. 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. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.
- 11. 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.
- 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)

FSD #

13. We <u>cannot</u> reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.

2(___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.

15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

have read and agree with the above rules and regulations set forth by the Hamden Board of Education: Online Online Online Online
The charges for this building use application will be reflected on a "calculation sheet" and involce that you will receive once the usage is approved; lighting and echnical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is wallable on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Date:

			FSD #
ADDENDUM A - For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes	No 🗆	
How many tables will you need? Location:		_	
How many movable chairs will you need? 12 Location: 5+a a	<u> </u>	_	
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 1 12	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 ind	No □ cluding mixing bo	oard, 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 a	Yes □ be able to do any e	No □ diting.	
Will you be using our microphones?	Yes 🗆	'No ☑	
If yes, # of wireless handheld microphones "Up to two are avallable at each location	_		
If yes, # of wired handheld microphones *Up to six are available at each location			1
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 minimusides of the stage, then 2 stage hands will be needed.	0 ☑ 1 □ um of 1 stege hend	2 □ I must be contrac	ted. 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 ha	ndle the projection	ns	
☐ I request that a technician from HPS t			OFFICE USE ONLY
·			Supervisor
Special requests/Instructions:			Lighting Board Operator
Special requests/instructions.			Spotlight 1
			Spotlight 2
			Spought 2
**A technical supervisor will contact you to verify all requests			SM ASM
90 O × 300 E			Projection Specialist
(Initial)			

Fee Calculations

JMT's Studio of Dance 5/27/2023

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	1	\$1,500.00	\$1,500.00
Black Box (HHS Only)	1	\$750.00	\$750.00
Dressing Rooms (HHS Only)	1	\$150.00	\$150.00
C107 (HHS Only)		\$450.00	\$0.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Classroom		\$225.00	\$0.00
Music/Band Room (HMS Only)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	11	\$660.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	7	\$222.32
Sunday	\$ 42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	7	\$318.78
Clean Up	1	3	\$136.62

Sunday	\$60.72	Hours	Total
Open			
Event			
Clean-Up		···	

TOTAL FEES:

\$3,828.26

Building Use Checklist

Cheshire Dance 6/11/23

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
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

		-
FSD	n	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Approval, subject to	plications MUST be filed at least <u>SIX WEEKS</u> befor evocation at 80E discretion. Application will event data.	ne the day for which it is made. I not be accepted prior to SIX MONTHS before the
To the Board of Education: The undersigned hereby ma	ke application on behalf of CHESHI	RE DANCE CENTRE
as association formed for	DANCE ICE CITAL (Event Title)	me of Organization) for permission to use the
(please check the box next to b	niging says tooms):	
Hamden High School	HHS: Auditorium/Black Box/Dressing Room Gymnaslum	ns Equipment Needed:
Hamden Middle School 🖸	Ø€C107 © Caleteria □ Classroom	HHS/HMS: See Addendum A and return with this form.
Elementary Schools:	☐ Athletic Field/Pool (please circle option	on) Elementary Schools:
Church Street □ Dunbar Hill □ Helen Street □ Ridge Hill □	HMS: Auditorlum Gymnasium Cafeteria Classroom Music/Band Room	☐ Tables (how many) ☐ Chairs (how many) ☐ Other Needs:
Shepherd Glen□ Spring Glen □ West Woods □ Wintergreen □	Elementary Schools: Gymnasium Cafeterla Classroom	
Pate Arrival Time 3!30 Proceed Arrival Time 4:30 Proceed Arrival Time	NFORMATION Information for each date Event Time End Time LECOPH 5:30 PH 5:75	REHEARSAL / PREPARATION Date Time (From/To) G/11/Z3 9:00 At / (-6'COB') How many people will attend the rehearsal? Will your event require set up? Yes No If yes, when do you plan to set up? Lin + he ruce nice Lee-faire Yes Pair Cobs

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.

BS (Initial)

			F5D#
PRU	NT names of applicants.	'	
		Telephone	Email Address
2EI			10.5372
D4	VID BOHIKE 11 "/6	seibert	techeshivedance
ARY	YND'TOOLE to COURT ST (ROMWELL 06416	ไก รกะ	CERTYE COM
	RULES AND REGULATIONS	00.505	3513R
	For the Use of the Hamden Public School Buildings for Other Than Regula	ar School Purp	OSBS
1.	The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control use thereol must be made to the Board of Education on the blank form prescribed for that purpose. The appraisance of the activity for which the building is to be used and must be signed by <a and="" calculation="" href="https://example.com/linear-support/linear-sup</td><td>cofication must s</td><td>state in every detail the purpose and</td></tr><tr><td>2</td><td>When permission for the use of any building has been granted the Board will appoint a custodian and/or a representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the B in accordance with the Rules and Regulations, Custodian(s) will report a minimum of one-half hour before hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.</td><td>Board with powe
a scheduled tim</td><td>r to close the meeting if it is not held</td></tr><tr><td>3.</td><td>If police attendance is necessary (to be determined by the Administration), the persons in charge of the evi-
attendance and give the Police Permit Number to the Board of Education.</td><td>ont will be raqui</td><td>tred to provide such police</td></tr><tr><td>4.</td><td>The building is to be used only on the date specified and for the purpose named in the permit. Nobody from building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the appli</td><td></td><td>panization will be allowed to enter the</td></tr><tr><td>5.</td><td>A permit can be canceled without notice provided its provisions or intent are violated in any way, and the E sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should event.</td><td></td><td></td></tr><tr><td>6.</td><td>A permit is not transferable.</td><td></td><td></td></tr><tr><td>7.</td><td>A permit is not valid unless signed by the Superintendent or his/her designee.</td><td></td><td></td></tr><tr><td>В.</td><td>No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in configuration, auditorium or pool. Violation of this provision may result in immediate revocation of the</td><td>ract. <u>Food or d</u>
permit and is p</td><td><u>irink is not</u> to be brought into
grounds for future denials.</td></tr><tr><td>9.</td><td>When use of a kitchen is required, details must be worked out in consultation with the food services contra will be needed. If a calleteria worker is needed, the permittee will be responsible for the cost.</td><td>actor, who will de</td><td>stermine whether a cafeleria worker</td></tr><tr><td>10.</td><td>When use of Audio Visual or Television equipment is needed, details must be worked out in consultation w school) or the building media specialist (elementary schools). If it is determined a technician is needed, the</td><td>with the Director
e permittes will I</td><td>of Fine Arts (high school and middle
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Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equip
the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum.</td><td>ament. Costs for</td><td>these services will be involced after</td></tr><tr><td>12.</td><td>A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent</td><td>prior to approva</td><td>al (Board Policy #1330.2)</td></tr><tr><td>13.</td><td>We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soo</td><td>on as possible.</td><td></td></tr><tr><td>14,</td><td>Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must entertail status. (Please Initial)</td><td>isura compliano</td><td>a during event or risk losing future</td></tr><tr><td>Iha</td><td>have read and agree with the above rules and regulations set forth by the Hamden Board</td><td>d of Education</td><td>n:</td></tr><tr><td>land</td><td>power 17 /</td><td></td><td></td></tr><tr><td>toch</td><td>e charges for this building use application will be reflected on a " invoice="" r<br="" sheet"="" that="" will="" you="">hnical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>H</u> illable on-line at <u>www.hamden.prg</u>, or by contacting the Facilities Department at (203) 407-2207.	receive once the Hamden Board o	eusage is approved; lighting and of Education. The fee schedule is
App	proved by Board of Education: Date:		
-4	ZI(Initial)		

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 🗆	H) E		•
How many tables will you need? Location: LOSB	У	····		9
How many movable chairs will you need? Location:	08BY	<u></u>		
Mill you need stage lighting for your event? If no, you will NOT be allowed to access any stage lights, only the overhea	Yes DEC nd work lights.	No□		T
How many follow spotlights will you need? Only our trained technicians are allowed to use our spotlights.	00 10	2 🗆		
Mill 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 Xi our sound system in	No □ actuding mixin	g board, amplifiers, spoakers and	
Will you need us to play mustc during your event: "Must be on a single CD or USB stick in the correct order. Note:" We will n	Yes S ot be able to do any	No □ editing.		
Will you be using our microphones?	Yes B	No 🖵		
If yes, # of wireless handheld microphones	_		ı	
if yes, # of wired handhald microphones			'	
If yes, # of floor (tap) microphones				
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 I num of 1 stago hand	2 🗆 must be conti	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 BI	No 🗆		
Check One:				
☐ We will provide our own person to ha	ndle the projection	S		
I request that a technician from HPS i	handle the projection)ns	OFFICE USE ONLY	
			Supervisor	
Special requests/Instructions:			Ughting Board Operator	
			Sound Operator	
			Spotlight 1	
			Spotlight 2	
**A technical supervisor will contact you to verify all requests			SM	
(Initial)			ASM	
			Projection Specialist	

FSD #___

CHESHIRE DANCE CENTRE FACILITY APPLICATION—CDC AND COVID-19 COMPLIANCE

AUDIENCE

- We will comply with any policies required by the Hamden Bd of Ed at the time of performance.
- All seats will be reserved; there will be no "general admission."
- Audience members will have hands sanitized upon entry.
- Audience members will wear masks inside the building (unless medically excused) if mandated by the Town of Hamden or the Hamden Bd of Ed.
- Ushers will direct audience members to their seats.
- Family groups will maintain social distancing while waiting to be seated. Lobby area will be marked for this purpose.
- Ushers will ensure audience members are kept at a social distance at intermission to use restrooms as needed.
- Ushers will dismiss audience members by family groups as their child(ren) are ready to leave.

PERFORMERS

- Our dancers have been following COVID-19 safety protocols at the studio since June 22, 2020. We will take established our protocols with us to Hamden High School.
- Students will be dropped off at the front of the school building where they will put their street shoes into their designated bucket and proceed to their dressing area.
- To maintain social distancing in dressing rooms, the performers will be assigned as follows:
 - 1. 62 Students in area C107—siblings will be seated together; other students will be in groups of no more than 2 per table. It is estimated a total of 29 tables will be needed.
 - 2. 15 Dancers (Seibert Dancers) will be assigned to the Black Box area—socially distanced at 8 designated tables.
 - 3. 3 Staff Teachers will be assigned to the Ladies Dressing Room
 - 4. 2 Boys will be assigned to the Gentlemen's Dressing Room.
- All Dressing room areas will be disinfected upon staff arrival and before performers' usage.
- Frequent hand sanitizing will be monitored.
- Performers will wear masks if designated by parent, or mandated by Hamden Board of Ed.
- Social distancing will be structured into on-stage choreography as well as flow of movement in the backstage area.
- Dismissal of dancers at the conclusion of the event will be directed to maintain social distancing, with parents being informed to leave the auditorium to meet their dancer.

PRELIMINARY SCHEDULE

- 9:00 AM—support staff arrival; lay floor down on stage; organize backstage areas
- 11:00 PM—Performers arrive and go to assigned dressing rooms
- 11:30 PM—Dress rehearsal begins
- 2:00 PM—Meal break (out of building if deemed necessary by Hamden Bd. Of Ed)
- 3:30 PM Arrival for audience
- 4:00 PM -Performance Time
- 5:30 PM—Show ends; dismissal of audience and performers with protocol above
- 6:00 PM—Support Staff -pick up floor; clean areas used

Fee Calculations

Cheshire Dance Centre 06/11/2023

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	1	\$1,500.00	\$1,500.00
Black Box (HHS Only)	1	\$750.00	\$750.00
Dressing Rooms (HHS Only)	1	\$150.00	\$150.00
C107 (HHS Only)	1	\$450.00	\$450.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Classroom		\$225.00	\$0.00
Music/Band Room (HMS Only)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total	
\$60.00	9	\$540.00	

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76			\$0.00
Sunday	\$42.34	군	3	\$254.04

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open			
Event			
Clean Up			

Sunday	\$60.72	Hours	Total
Open	1	1	\$ 60.72
Event	군	9	\$546.48
Clean Up	2	3	\$182.16

TOTAL FEES:

\$4,440.42

Building Use Checklist

NH Heat CS 3/4-6/14/23

- √ Event Information sheet
- = Addendum A NA
- Rules and Regulations signed
- Complete COVID protocols (details needed)
- √ Fee Calculations
 - Rent
 - Utilities
 - Security (for times when public is there)
 - Custodial Services
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

ESD #	
100 11	

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 but will not be accepted prior to SIX Months before the

		event da	te		
				S .	Date
To the Board of Education: The undersigned hereby make application or	n behalfof	Neu	1 Haven	Heat!	
17 010 11		•	(Name of Org	anization)	
as association formed for Basket 1	16 11			for permis	sion to use the
	(Event Title	•			
Please check the box next to the rooms you are	requesting. T	he room	s available for use	are listed under	their location.
Hamden High School					
☐ Auditorium ☐Black Box ☐Dressing Rooms	Element	ary Schoo	ols:	Equipment N	eeded:
☐ Gymnasium	Bear Pat			HHS/HMS:	See Addendum A and
□ C107	Church S			return with	
☐ Cafeteria	Dunbar	1.3		1000111 41101	
☐ Classroom	Helen St			et	· C-l· · · l· ·
☐ Athletic Fleld				Elementary	
	Ridge Hi				ow many)
	-	d Glen□		•	ow many)
Hamden Middle School	Spring G			☐ Other Ne	eds:
☐ Auditorium	West Wo				
☐ Gymnasium	Winterg	reen 🗆			
☐ Cafeteria ☐ Classroom	Planca c	hoose fro	nn .		1
☐ Music/Band Room	the elem		***		
	room op				
Central Office	below:	Text			
	DEIDW.				
☐ Gymnasium ☐ Board Room	☐ Clas	sroom			
☐ Room 101	☐ Cafe	eteria			
- 100% 101	☐ Gyn	nnasium			
	•				
REHEARSAL / PREPARATION	.			EVENT INFOR	
Data Time (Free F	\	, <u>"</u> #	f multiple dates, please in	dicate clearly informat	ion for each date
Date Time (From/T	0)		Data A	estimat 70mm	For A Time
			Date · A	rrival Time	Event Time End Time
		-	11000	3,431	(1)21.1 SP11.1
	 -	-			
	······	-			
How many people will attend the rehearsal?		-		- 1	
, and the state of			Wedn	esolceus.	through June
Will your event require set up? Yes □	lo 🗆	l N	umber of Performers	/Presenters: 1	through June
If yes, when do you plan to set up?		A	nticipated Attendanc	e:	
		.	41101	$\overline{}$	
		A	dmission Charge:		
		_		. Df	13
		P	ercentage of Hamde	n Periormers:	1 1



<u>PRINT</u> names of applicants. Please write <u>Contact Name</u>		not typed. s (Number, Stree	et, Town, Zip)		<u>Telephone</u>	Email Address
Richard Kennedy	300	welten st	Hamden	_00517	203-508-3644	Bballmom 31 @younce.com
Linda Atkins	1,	11	le .	- p	203-887-9589	Bballmon 310 yanw.com
Kanayan Smith	"		N.	- 11	203-676-5841	Giana 19810 yahoocom
Please describe how you plan to the plan for audience (capacity, s distancing, etc). We must have t you may attach a separate docum	seating, e	entry and exit) a nation before tl	is well as per he Board will	formers (on stage and back sta	ge (masks, social
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82		20	3 4765		2,2 10,104	APRICED DE
						57 (A)

RULES AND REGULATIONS

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

Please Initial each numbered guideline

CB)

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.



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.



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



11. 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.



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)

F	Sec. 27.	100	20
FSD :	#	 Sec. 2.	
40.	-	177.0	-

We cannot reserve any date(s) before the approval of your 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.

15 Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

I have read and agree with the above rules and regulations set [[] [] [] [] [] [] [] [] []	forth by the Hamden Board of Edu	ıcation:	
The charges for this building use application will be reflected on a "calculation technical services fees will be billed separately. These charges are to be paid, available on-line at www.hamden.org , or by contacting the Facilities Department	by check or money order, to the <u>Hamden i</u>	nce the usage is app Board of Education	proved; lighting and . The fee schedule is
Approved by Board of Education:	Date:	_ :	5-

Fee Calculations

New Haven Heat

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium		\$1,500.00	\$0.00
Black Box (HHS Only)		\$750.00	\$0.00
Dressing Rooms (HHS Only)		\$150.00	\$0.00
C107 (HHS Only)		\$450.00	\$0.00
Gymnasium	15	\$750.00	\$ 11,250.00
Cafeteria		\$600.00	\$0.00
Classroom		\$225.00	\$0.00
Music/Band Room (HMS Only)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	34	\$2,040.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76			\$0.00
Sunday	\$42.34			\$ 0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	34	\$1,548.36
Clean Up	1	34	\$1,548.36

Sunday	\$ 60.72	Hours	Total
Open			
Event			
Clean-Up			

TOTAL FEES: \$16,432.26





Home Calendar Availability New Schedule Documents My Settings Search for Advanced Search Services Help Actions: | Add | List | Graph | Report Calendar Shortcuts Legend Event Details for 3/18/2023 Alternate Event Location/Date/Time (View Event Schedule) Schedule ID 192302 Event Title HF Awards night Event Date/Time 3/18/2023, 5:30PM - 7:30PM Setup/ Breakdown 5:30PM - 7:30PM State Activated Location HAMDEN MIDDLE SCHOOL Room(s) Building|Room/Zone **Room Occupant Contact** Auditorium / **Michelle Coogan** Auditorium / **Bruce Kleffke** Leslie DellaValle Auditorium / Organization Hamden Father's Basketball Contact Person Dave DeMartino **Email** Day-Time Phone 287-2579 **Evening Phone Cellular Phone** Fax undefined **FSD Administrator John Cross** Phone 2034072207 Phone Site Administrator Marydell Merrill **Cancellations** Cancel Event O Yes O No Cancel Invoice O Yes No Cancel Event from 3/18/2023 forward? ○ Yes ○ No (Consists of 1 total events.) **Cancel Entire Schedule?** ○ Yes ○ No (Schedule consists of 1 total events.) Required Services Name **Phone Number** Audio/Visual Tim Homa 407-2415 Event Setup 407-3140 Lisa Liguori





Home Calendar Availa	bility New Schedule	Documents My Setting	js	
Search for GO A	dvanced Search			Services Help
Actions: Add List Graph	Report			
Calendar Shortcuts				Legend
Event Details for 7/10/2023				
	Alternate Event Location/Date/T	ime		
(View Event Schedule)				
Schedule ID	192328			
Event Title	Creative Kids summer camp			
	7/10/2023, 9:00AM - 4:00PM			
Setup/ Breakdown				
	Activated			
	SPRING GLEN SCHOOL			
Room(s)	Building Room/Zone	Room Occupant Contact		
	115 - Art room /	Howard Hornreich		
Organization	Creative Kids Summer Art Pro	gram		
Contact Person		I	Email	
Day-Time Phone		Evening P	hone	
Cellular Phone			Fax	
FCD Administrates	John Coope		Nh 2024072207	
FSD Administrator			Phone 2034072207 Phone 2032153034	
Site Administrator	Steve Sudusky	r	11011e 2032133034	
Cancellations				
	O Yes No			
Cancel Invoice	O Yes No			
Cancel Event from 7/10/2				
	O Yes No (Consists of 1	.5 total events.)		
Cancel Entire Schedule?				
	O Yes No (Schedule cor	nsists of 15 total events.)		
	Required Services	Name		Phone Number
	No Services Selected!			
Legend				
	a	ri+MShortcut menu	I .	
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