

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 date

Date _____

To the **Board of Education:**

The undersigned hereby make application on behalf of _____
(Name of Organization)

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

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- Auditorium Black Box Dressing Rooms
- Gymnasium
- C107
- Cafeteria
- Classroom
- Athletic Field

Hamden Middle School

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

Central Office

- Gymnasium
- Board Room
- Room 101

Elementary Schools:

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

Please choose from the elementary room options below:

- Classroom
- Cafeteria
- Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION	
Date	Time (From/To)
_____	_____
_____	_____
_____	_____
How many people will attend the rehearsal? _____	
Will your event require set up? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, when do you plan to set up?	

EVENT INFORMATION			
<small>*If multiple dates, please indicate clearly information for each date</small>			
Date	Arrival Time	Event Time	End Time
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Number of Performers/Presenters: _____			
Anticipated Attendance: _____			
Admission Charge: _____			
Percentage of Hamden Performers: _____			

PRINT names of applicants. Please write legibly if not typed.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u> <u>Email Address</u>	<u>Telephone</u>	
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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.
- _____ 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. 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)

____ 13. 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 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: _____

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 (tap) microphones _____

**Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 1 2 **Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be 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**

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

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

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

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

Group IV Hamden-based businesses with a physical address/building/location in Hamden. This includes organizations or groups and “for-profits” such as dance studios, private schools, commercial entities, etc.

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. **Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department**

Technical Fees (Sound, lighting, equipment)

Sound Supervisor	\$130 per hour
Lighting Supervisor	\$130 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$90 per hour

*Technician, Supervisor, and System Usage fees will be billed after event.

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

		ROOM RENTAL FEES	
		GROUP I, II, III	GROUP IV
Hamden High	Auditorium (Capacity 600)	\$0	\$4500/day
	Black Box	\$0	\$2250/day
	Dressing Rooms	\$0	\$450/day
	Gymnasium	\$0	\$2250/day
	C107	\$0	\$1350/day
	Cafeteria	\$0	\$1800/day
Hamden Middle	Classroom	\$0	\$675/day
	Auditorium (Capacity 500)	\$0	\$4500/day
	Gymnasium	\$0	\$1350/day
	Cafeteria	\$0	\$1800/day
Elementary	Classroom	\$0	\$675/day
	Auditorium	\$0	\$1350/day
	Gymnasium	\$0	\$1350/day
	Cafeteria	\$0	\$1125/day

Custodian Fees¹:

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

Security Fees²:

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

Utility Fee (Group III & IV) \$180.00 per hour

¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, two hours(minimum) to close and the actual hours of the event. Custodians will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 custodian, 151-300 = 2 custodians, 300-450 = 3 custodians, etc)

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater. Guards will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc)