

# 2024 - 2025: FSMC Contract Renewal Amendment

(Fixed Fees: Fixed Management and Fixed Administrative Fees with Summer per meal)

This renewal amendment is between \_\_\_\_\_ (SFA)  
 and \_\_\_\_\_ (FSMC)  
 and constitutes Amendment No. \_\_\_\_\_.

WITNESSETH:

WHEREAS, the parties entered into a certain Food Service Management Agreement, dated \_\_\_\_\_ as amended by Addendum No. 1 dated \_\_\_\_\_ and Addendum No. 2 dated \_\_\_\_\_ and Addendum No. 3 dated \_\_\_\_\_ (collectively, the "Agreement") whereby, the FSMC manages and operates the SFA's USDA Child Nutrition food service program in \_\_\_\_\_, CT; and

WHEREAS, the parties now desire to amend the aforesaid agreement;

NOW, THEREFORE, in consideration of the promises herein contained and for other good and valuable consideration, the parties hereto agree as follows:

1. Both parties mutually agree to extend the Agreement beginning July 1, 2024 and ending June 30, 2025, unless terminated by either party as hereinafter provided. (Section 16.7 - 16.9)
2. This agreement may be further amended for up to \_\_\_\_\_ one-year renewal(s) with mutual agreement. (Section 16.1 B)
3. Any and all references to the "2023-24" school year shall be amended to read "2024-25"
4. Section 12.10 (C) shall be amended to read "The FSMC's Management Fee for August/September - June is: \$\_\_\_\_\_ per month for ten (10) months. Fee Total: \$\_\_\_\_\_ (Per calculation below based on the agreed upon percentage not to exceed the March 2024 Consumer Price Index (CPI) - Food Away From Home, Northeast Urban \_\_\_\_\_%)".

Management Fee				
2023-24 Fee	CPI%	Fee Increase	2024-25 Fee	Fee Per Month for 10 Months

5. Section 12.10 (D) shall be amended to read "The FSMC's Administrative Fee for August/September - June is: \$\_\_\_\_\_ per month for ten (10) months. Fee Total: \$\_\_\_\_\_ (Per calculation below based on the agreed upon percentage not to exceed the March 2024 Consumer Price Index (CPI) - Food Away From Home, Northeast Urban \_\_\_\_\_%)".

Administrative Fee				
2023-24 Fee	CPI%	Fee Increase	2024-25 Fee	Fee Per Month for 10 Months

The following functions are the FSMC's responsibility and will be included in such fees:

- Corporate supervision;
- Financial reporting and analysis;
- Field auditing;
- Marketing assistance; and
- Purchasing administration.

6. Section 3.15 A Summer Food Service amended to read "Dates of participation:\_\_\_\_\_".
7. Summer Food Program Section 12.10 (E)(1) shall be amended to read "The FSMC's Management Fee is: \$\_\_\_\_per meal (Per calculation below based on the agreed upon percentage not to exceed the March 2024 Consumer Price Index (CPI) - Food Away From Home, Northeast Urban \_\_\_\_\_%)".

Summer Management Fee			
2023-24 Fee	CPI%	Fee Increase	2024-25 Fee

8. Food Program Section 12.10 (E)(2) shall be amended to read "The FSMC's Administrative Fee is: \$\_\_\_\_ per meal (Per calculation below based on the agreed upon percentage not to exceed the March 2024 Consumer Price Index (CPI) - Food Away From Home, Northeast Urban \_\_\_\_\_%)".

Summer Administrative Fee			
2023-24 Fee	CPI%	Fee Increase	2024-25 Fee

9. Additional changes (must be reviewed for material changes to the contract)

This renewal amendment is effective July 1, 2024, provided both parties execute this renewal by June 30, 2024. If this renewal amendment is executed after June 30, 2024, the effective date will be the date this document is fully executed.

_____ Signature of Food Service Management Company's Authorized Representative	_____ Title	_____ Date
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\_\_\_\_\_  
Printed Name of Food Service Management Company's Authorized Representative

_____ Signature of School Food Authority's Authorized Representative	_____ Title	_____ Date
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\_\_\_\_\_  
Printed Name of School Food Authority's Authorized Representative

HPS FACILITIES DEPARTMENT

			Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	TOTAL
Item	FACILITIES CAPITAL IMPROVEMENT	Location(s)	FY 2024-25 Requests	2025-26	2026-27	2027-28	2028-29	2029-30	-
1	Energy management upgrades-Projects that directly reduce energy bills- LED lighting, VFDs and motors, Temp controls work	All Elementary, Start with Helen, Church St	30,000	30,000	30,000	30,000	30,000	15,000	165,000
2	Building Exterior Upgrades (doors, windows, siding, re-pointing, concrete walks, exterior lighting, downspouts, caulking, waterproofing)	All locations- Start with HHS, RH	125,000	150,000	125,000	95,000	60,000	45,000	600,000
3	Building Interior Upgrades (painting , ceiling tiles and floors, VCT carpeting, door replacement, locks and hardware)	All locations- Start with HHS,	100,000	500,000	195,000	195,000	60,000	15,000	1,065,000
4	Maintenance Equipment (Floor machine, carpet extractors, backpack blowers, ladders, wood wackers, mowers)	For all locations	60,000	60,000	10,000	10,000	10,000	15,000	165,000
5	Districtwide plumbing system upgrades, fixtures, water heaters fountains	All Elementary, Start with Helen and Church St	45,000	150,000	75,000	45,000	45,000	10,000	370,000
6	Furniture replacements (tables, chairs, cabines, cafeteria tables, cubbies, reading tables, lockers)	All locations except HMS	40,000	30,000	20,000	10,000	10,000	5,000	115,000
7	Life safety equipment upgrades (fire alarm panels, emergency lighting)	West Woods, Ridge Hill	50,000	50,000	25,000	25,000	25,000	10,000	185,000
9	Bituminous Paving at various schools - replace damaged lots	West Woods, Ridge Hill	250,000	200,000	100,000	200,000	100,000	50,000	900,000
10	Grounds repairs Districtwide (replacement Fences, guardrails, line striping, signs tree removals)	Bear Path, Ridge Hill, West Woods	40,000	40,000	40,000	10,000	10,000	4,500	144,500
11	Vehicle Replacement (plumber, electrical, grounds truck)	Electrician	100,000	100,000	100,000	0	0	0	300,000
12	Districtwide replace damaged window treatments	AP, HHS	60,000	50,000	25,000	25,000	25,000	0	185,000
13	HVAC equipment replacement (Chillers, boilers, air handlers pumps, BMS systems)	Bear Path,	75,000	75,000	30,000	25,000	100,000	75,000	380,000
14	Capital Improvements-General architectural- program specific	All locations	200,000	200,000	200,000	100,000	100,000	50,000	850,000
16	Elevator replacements	Start with HHS	100,000	100,000	100,000	0	0	0	300,000
15	Technology and Infrastructure (Wireless Access Points (WAP, fiber , racks and servers)		20,000	20,000	15,000	0	0	0	55,000
	<b>TOTAL CAPITAL PROJECTS</b>		<b>\$1,295,000</b>	<b>\$1,755,000</b>	<b>\$1,090,000</b>	<b>\$770,000</b>	<b>\$575,000</b>	<b>\$294,500</b>	<b>\$5,779,500</b>
	<i>Non- Priority List Projects 1/3-2/3 split with State</i>								
17	Code Compliance/ ADA Projects			\$75,000		\$75,000	\$75,000		\$225,000
18	Districtwide -PA and Clock System Upgrades		480,000						\$480,000
19	Districtwide - Emergency portable radios		75,000						\$75,000
20	Districtwide - mantrap and vestibule hardening		855,000						\$855,000
21	Districtwide -Access control / buzz in systems		250,000						\$250,000
22	District wide Security camera systems		425,000						\$425,000
23	District wide burgular alarm systems upgrades		80,000						\$80,000
24	Phone systems upgrade to VOIP		380,000						\$380,000
	<b>Roof Replacement Projects</b>								
25		Helen Street		\$1,850,000					\$1,850,000
26		Hamden High <i>Slate roof</i>	\$3,000,000						\$3,000,000
27		Hamden High <i>Flat roof</i>			\$5,550,000				\$5,550,000
28		Bear Path				\$3,100,000			\$3,100,000
29		Ridge Hill					\$4,800,000		\$4,800,000
	<b>TOTAL NON PRIORITY LIST PROJECTS</b>		<b>\$5,545,000</b>	<b>\$1,925,000</b>	<b>\$5,550,000</b>	<b>\$3,175,000</b>	<b>\$4,875,000</b>	<b>\$0</b>	<b>\$26,849,500</b>

	Description	EOS	Notes	DOM	YEAR
	AP 2530-24G MDF (28 port)	YES		2016 - 95%	3
	AP 2530-48G MDF (52 port)	YES		2017 - 95%	3
	AP 2530-48G-PoE MDF (52 port)	YES		2018 - 84% (2017-2018)	3
	AP 2626 #1 IDF	YES		2010 - 37% (2005-2012)	1
	AP HP2510G-48 (48 port)	YES		2009 - 58% (2008-2012)	1
	AP 2520G-24-PoE CLJST IDF(24 port)	YES		2011 - 77% (2010-2011)	3
	AP 2530-24G IDF (28 port)	YES		2015 - 90% (2015-2016)	2
	AP 2520G-8-PoE IDF (10 port)	YES		2012 - 83% (2012-2013)	2
	BP 2530-48G MDF #1 (52 port)	YES		2013 - 79% (2012-2013)	3
	BP 2530-48G MDF #2 (52 port)	YES		2013 - 79% (2012-2013)	3
	BP 2530-48G MDF #3 (52 port)	YES		2012 - 80% (2011-2012)	3
	BP 2530-48G IDF (52 port)	YES		2013 - 79% (2012-2013)	3
	BP 2530-24G IDF #1 (28 port)	YES		2013 - 79% (2012-2013)	3
	BP 2530-24G IDF #2 (28 port)	YES		2013 - 79% (2012-2013)	3
	BP 2530-24G IDF #3 (28 port)	YES		2013 - 79% (2012-2013)	3
	BP 2530-24G-POE MDF (28 port)	YES		2013 - 95%	3
	BP 2530-24G-POE IDF (28 port)	YES		2013 - 95%	3
	BP 2530-24G-PoE IDF #2 (28 port)	YES		2013 - 77% (2012-2013)	3
	BP MDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	3
	CS 2810-48G #1	YES		2012 - 78% (2011-2012)	2
	CS 2810-48g #2 (48 port)	YES		2012 - 77% (2011-2012)	2
	CHURCH STREET 3500yl PoE (24 port)	YES		2010 - 42% (2007-2012)	1
	CS-2530-24G-PoE (28 port)	YES		2013 - 77% (2012-2013)	3
	CS 2810-48G #3 (48 port)	YES		2012 - 78% (2011-2012)	2
	CS 2810-48G #4 (48 port)	YES		2013 - 78% (2012-2013)	2
	CS MDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	3
	Foundry L3	YES			
	DH 2530-48G #1 MDF (52 port)	YES		2013 - 79% (2012-2013)	3
	DH 2530-48G #2 MDF (52 port)	YES		2013 - 79% (2012-2013)	3
	DH 2530-24G MEDIA (28 port)	YES		2013 - 79% (2012-2013)	3
	DH 2930F-48G PoE MDF 52 port)	NO			
	DH 2920-24G MDF	YES		2009 (2017)	1
	DH MEDIA CENTER 2530-8G PoE	YES		2015 - 89% (2015-2016)	3
	DH HP 2530-8G-PoE (10 port) MDF	YES		2016 - 90% (2016-2017)	3
	ProCurve Switch 5412zl	YES	5412-HHS-MDF	2007 - (2006-2007)	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.mom1.4208.1	2006	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.south1.4208.1	2006	1
	ProCurve Switch 2824 (J4903A)	YES	hhs.north3.2824.2	2006 - (2006-2007)	1
	ProCurve Switch 2650 (J4899B)	YES	hhs.north1.2650.1	2006	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.mom2.4208.1	2010 - (2010-2011)	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.idf4.4208.1	2015 - (2014-2015)	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.north2.4208.1	2006	1
	ProCurve Switch 2810-24G (J9021A)	YES	ProCurve Switch 281	2012 - (2009-2012)	1
	ProCurve Switch 4208vl (J8773A)	YES	4208-HHS-MOM3.1	2006	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.south3.4208.1	2006	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.north3.4208.1	2006	1
	ProCurve Switch 2824 (J4903A)	YES	2824-HHS-SOUTH1.2	2006 - (2005-2006)	1
	ProCurve Switch 5308xl (J4819A)	YES	5308-HHS-MDF	2009 - (2008-2011)	1
	ProCurve Switch 2848 (J4904A)	YES	2848-HHS-NORTH2.2	2006	1
	ProCurve Switch 4208vl (J8773A)	YES	hhs.idf4.4208.2	2009 - (2007-2010)	1
	ProCurve Switch 2810-48G (J9022A)	YES	HHS A215 2810-48G	2009 - (2008-2011)	1
	ProCurve Switch 2510G-24 (J9279A)	YES	HHS D103 2510G-24	2011 - (2009-2012)	1
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE	2012 - (2012-2013)	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013 - (2012-2013)	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2013	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2012 - (2012-2013)	3
	ProCurve Switch 5412Rzl2	NO	HP-5412Rzl2	2015 - (2015-2016)	
	Procurve Switch 2920-24G PoE	YES	HHS-2920-24G POE A	2016	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2016	3
	Procurve Switch 2920-24G PoE	YES	HHS 2920-24G POE #	2016	3
	ProCurve Switch 2810-24G (J9021A)	YES	HHS.NORTH1.2810-2	2006 - (2006-2007)	1
	ProCurve Switch 2530-24G	YES	HHS 2530-24G GYM	2016 - (2016-2017)	3
	ProCurve Switch 2530-48G	YES	HHS A215 2530-48G	2016 - (2015-2016)	3
	ProCurve Switch 2530-48G	YES	HHS D203 2530-48G	2016	3
	ProCurve Switch 2530-8G PoE	YES	HHS-CUST-OFFICE 25	2016 - (2016-2017)	3
	ProCurve Switch 2510-48 (j9020a)	YES	ProCurve Switch 251	2011 - (2009-2012)	3
	HHS 5406Rzl2.Med Ctr IDF	NO		2015	
	HP-3800-48G B109	YES	CAMERAS	2016	
	HP-3800-48G D103	YES	CAMERAS	2016	
	HP-3800-48G A215	YES	CAMERAS	2016	
	HP-3800-48G B213	YES	CAMERAS	2016	
	HP-3800-48G D203	YES	CAMERAS	2015	
	HP-3800-48G A321	YES	CAMERAS	2015	
	HP-3800-48G B309	YES	CAMERAS	2015	

		HP-3800-48G D303	YES	CAMERAS	2015	
		HS 2530-48G #1 (52 port)	YES		2012 - 80% (2011-2012)	2
		HS 2530-24G (28 port)	YES		2013 - 79% (2012-2013)	2
		HS 2530-48G #2 (52 port)	YES		2012 - 80% (2011-2012)	2
		HS 2530-48G #3 (52 port)	YES		2013 - 79% (2012-2013)	2
		HS HP-2530-24g-PoE (28 port)	YES		2017 - 95%	2
		HS MDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	2
		ProCurve Switch 2810-48G	YES		2006 - 89% (2006-2007)	1
		RIDGE HILL 3500yl-24G (24 port)	YES		2011 - 35% (2005-2012)	2
		RH 2530-8G-POE IDF (10 port)	YES		2012 - 77% (2011-2012)	2
		RH 2530-48G IDF (52 port)	YES		2013 - 79% (2012-2013)	2
		RH 2810-24G MDF (24 port)	YES		2007 - 78% (2006-2007)	1
		RH IDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	3
		RH MDF 2930M	NO	CAMERAS	2017 - 94%	
		RH MDF 2540-48G PoE+	NO			
		RH MDF 2540-48G PoE+	NO			
		SHG 2530-48G #1 (52 port)	YES		2013 - 79% (2012-2013)	3
		SHG 2530-48G #2 (52 port)	YES		2013 - 79% (2012-2013)	3
		SHG 2530-48G #3 (52 port)	YES		2013 - 79% (2012-2013)	3
		SHG 2530-48G #4 (52 port)	YES		2013 - 79% (2012-2013)	3
		SHG 2530-24G-POE IDF (28 port)	YES		2013 - 95%	3
		SHG 2530-48G-PoE (52 port)	YES		2013 - 77% (2012-2013)	3
		SHG MDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	3
		SPG 2530-48G MDF (52 port)	YES		2013 - 79% (2012-2013)	3
		SPG 2530-24G #1 MDF (28 port)	YES		2012 - 77% (2011-2012)	3
		SPG 2530-24G #2 MDF (28 port)	YES		2013 - 80% (2012-2013)	3
		SPG 2530-48G IDF (52 port)	YES		2013 - 79% (2012-2013)	3
		SPG 2530-24G #1 IDF (28 port)	YES		2013 - 79% (2012-2013)	3
		SPG 2530-24G #2 IDF (28 port)	YES		2012 - 77% (2011-2012)	3
		SPG 2530-24G #3 IDF (28 port)	YES		2012 - 77% (2011-2012)	3
		SPG 2530-24G #4 IDF (28 port)	YES		2013 - 79% (2012-2013)	3
		SPG 2530-24G-POE MDF (28 port)	YES		2013 - 96%	3
		SPG 2530-48G-POE IDF (52 port)	YES		2013 - 77% (2012-2013)	3
		SPG IDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	3
		WW 2530-48G #1 (52 port)	YES		2013 - 79% (2012-2013)	3
		WW 2530-48G #2 (52 port)	YES		2013 - 79% (2012-2013)	3
		WW 2530-48G #3 (52 port)	YES		2013 - 79% (2012-2013)	3
		WW 2530-48G #4 (52 port)	YES		2013 - 79% (2012-2013)	3
		WW 2530-24G-POE (28 port)	YES		2012 - 77% (2011-2012)	3
		WW 2530-24G (28 port)	YES		2013 - 79% (2012-2013)	3
		WW 2530-48G #5 (52 port)	YES		2015 - 97%	3
		WW 2520G-8 POE (10 port)	YES		2012 - 83% (2012-2013)	3
		WW-2920-48G (208 port)	YES		2014 - 82% (2014-2015)	2
		WW IDF HP2530-8G POE (10 port)	YES		2016 - 90% (2016-2017)	3

	<b>Year 1</b>	<b>Year 2</b>	<b>Year 3</b>	<b>Year 4</b>
<b>Network</b>	243,500.00	47,629.00	114,869.00	524,800.00
<b>Chromebooks (500 @ \$350ea)</b>	175,000.00	175,000.00	175,000.00	175,000.00
<b>Total</b>	418,500.00	222,629.00	289,869.00	699,800.00

SCHOOL	APs in use	AP model	Extra	Cafeteria/Gym Aps	To Replace	Model	Price EA	AP COST	SW - 5Y	Licensing Cost
Alice Peck	42	AP-105	0	2 café' 2 gym	42	AP-615	\$725.00	\$30,450.00	\$300.00	\$12,600.00 \$2,520.00
Bear Path	39	AP-105	0	1 café 1 gym	39	AP-615	\$725.00	\$28,275.00	\$300.00	\$11,700.00 \$2,340.00
Church Street	31	AP-105	0	1 café 1 gym	31	AP-615	\$725.00	\$22,475.00	\$300.00	\$9,300.00 \$1,860.00
CO	15	AP-135	4	none	15	AP-615	\$725.00	\$10,875.00	\$300.00	\$4,500.00 \$900.00
Dunbar Hill	35	AP-335	0	1 café 2 gym	0	AP-615	\$725.00	\$0.00	\$300.00	\$0.00 \$0.00
HCLC	0	AP-105	0	1 café 2 gym	0	AP-615	\$725.00	\$0.00	\$300.00	\$0.00 \$0.00
Helen Street	34	AP-105	0	2 Cafeteria/Gym	34	AP-615	\$725.00	\$24,650.00	\$300.00	\$10,200.00 \$2,040.00
Ridge Hill	32	AP-105	0	1 café 1 gym	32	AP-615	\$725.00	\$23,200.00	\$300.00	\$9,600.00 \$1,920.00
Shepherd Glen	32	AP-105	0	2 café 2 gym	32	AP-615	\$725.00	\$23,200.00	\$300.00	\$9,600.00 \$1,920.00
Spring Glen	32	AP-105	0	2 cafe 2 gym	32	AP-615	\$725.00	\$23,200.00	\$300.00	\$9,600.00 \$1,920.00
West Woods	19	AP-105	0	2 café 2 gym	19	AP-615	\$725.00	\$13,775.00	\$300.00	\$5,700.00 \$1,140.00
Wintergreen	0	AP-105	0	2 cafeteria 2 gym	0	AP-615	\$725.00	\$0.00	\$300.00	\$0.00 \$0.00
HMS	76	AP-105/225	0	1 cafeteria 1 gym	76	AP-615	\$725.00	\$55,100.00	\$300.00	\$22,800.00 \$4,560.00
HHS	139	105/225	0	2 cafeteria 2 gym	150	AP-615	\$725.00	\$108,750.00	\$300.00	\$45,000.00 \$9,000.00
SPARE					10	AP-615	\$725.00	\$7,250.00	\$300.00	\$3,000.00 \$600.00
	445				431			\$371,200.00		\$153,600.00 \$30,720.00
									\$524,800.00	



Event Info:

## Building Use Checklist

We are the Village Summer Camp + After School
7/1/24 - 8/18/24 8/26/24 - 6/30/25

- Event Information sheet
- Addendum A
- Rules and Regulations signed
- Complete COVID protocols (details needed)
- Fee Calculations N/A

- Rent
- Utilities
- Security (for times when the public is there)
- Custodial Services
- Additional information needed
  - Does this event recur annually? Yes
  - How long has the vendor been using facilities? at least 4 years

**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 5-16-2024

To the Board of Education:

The undersigned hereby make application on behalf of We are the Village Inc  
(Name of Organization)

as association formed for Summer Camp & After school program 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

**Elementary Schools:**

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

**Equipment Needed:**

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

**Elementary Schools:**

- Tables (how many) \_\_\_\_\_
- Chairs (how many) \_\_\_\_\_
- Other Needs: \_\_\_\_\_

**Hamden Middle School**

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

**Central Office**

- Gymnasium
- Board Room
- Room 101
- Classroom

**Please choose from the elementary room options below:**

- Classroom
- Cafeteria
- Gymnasium

<b>REHEARSAL / PREPARATION</b>	
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? _____ _____	

<b>EVENT INFORMATION</b>			
*If multiple dates, please indicate clearly information for each date			
Date	Arrival Time	Event Time	End Time
<u>7/1/24 - 7/16/24</u>	<u>8:00 am</u>	_____	<u>4:00 pm</u>
<u>6/30/25</u>	<u>2:00 pm</u>	_____	<u>6:30 pm</u>
_____	_____	_____	_____
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>Telephone</u>
	<u>Email Address</u>	
Melissa Attenberry-Jones	theultrageweare@gmail.com	203-507-7760
_____	_____	_____
_____	_____	_____

**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) 5-16-24

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](http://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.*

N/A

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