

HAMDEN PUBLIC SCHOOLS									
HVAC REPLACEMENT PLAN 2021									
School	Equipment Date of Original	Total Cost	Annual Savings	Date of Installation	Federal / State Grant Source	Federal / State Grant Amount	Hamden Local Funding	UJ Grant	
<u>WEST WOODS ELEMENTARY SCHOOL</u>	1990	569,000	-	7/18/2021	Alliance Capital	569,000	-	22,500	
<u>RIDGE HILL ELEMENTARY SCHOOL</u>	2001	575,370	33,649	7/18/2021	ESSERS I	355,370	-	220,000	
<u>HAMDEN HIGH SCHOOL</u>	1995	1,854,402	75,000	7/18/2021	ESSERS II / Alliance Capital	843,902 / 511,000	-	500,000	
TOTAL		\$ 2,998,772	\$ 108,649			\$ 2,279,272	\$ -	\$ 742,500	



EFFICIENCY UPGRADE PROJECT SUMMARY

<i>Total Customer Investment</i>	<i>\$355,370</i>
<i>Annual Savings</i>	<i>\$33,649</i>
<i>Simple Payback</i>	<i>10.6 Years</i>
<i>Annual Return on Investment</i>	<i>9.5%</i>

Estimated Project Cost Analysis

Total Project Cost	Approved Utility Incentive	Total Customer Investment
\$575,370	\$220,000	\$355,370

Estimated Cost Savings Analysis

Existing Annual Energy Costs	Annual Savings	Annual Energy Cost Reduction
\$98,393	\$33,649	34%

Estimated Energy Savings Analysis

Demand Savings	Electrical Savings	Thermal Savings
23.8 kW	163,517 kWh	N/A

Estimated Financial Benefits

Annual ROI	Simple Payback in Years
9.5%	10.6

HAMDEN PUBLIC SCHOOLS

HVAC REPLACEMENT PLAN 2021

School	Equipment Date of Original	Total Cost	Annual Savings	Date of Installation	Federal / State Grant Source	Federal / State Grant Amount	Hamden Local Funding	UI Grant
<u>WEST WOODS ELEMENTARY SCHOOL</u>	1990	569,000	-	7/18/2021	Alliance Capital	569,000	-	22,500
<u>RIDGE HILL ELEMENTARY SCHOOL</u>	2001	575,370	33,649	7/18/2021	ESSERS I	355,370	-	220,000
<u>HAMDEN HIGH SCHOOL</u>	1995	1,854,402	75,000	7/18/2021	ESSERS II / Alliance Capital	843,902 / 511,000	-	500,000
TOTAL		\$ 2,998,772	\$ 108,649			\$ 2,279,272	\$ -	\$ 742,500



Jody Ian Goeler, Superintendent
Christopher C. Melillo, Assistant Superintendent

March 31, 2021

To: Mayor Curt Leng

From: Jody Goeler- Superintendent
Thomas M. Ariola- COFO

Re: United Illuminating Award
Hamden High School

Financial Implications:

- Ventilation projects are non-reimbursable under State of Connecticut construction applications
- Towns are required to fully fund their repairs and replacements
- We have secured a substantial \$500,000 grant from United Illuminating
- The total cost of the project (\$1,854,402,000) has been approved by the Purchasing Director of Hamden and vetted by the Town attorney
- We will cover our share with state and federal grants

This United Illuminating grant of \$500,000 focuses on identifying HVAC RTUs that are candidates for early or overdue retirements and replacing them with higher efficacy equipment, generating additional energy savings for us and United Illuminating.

We will expect the following results from the program:

- Increased energy efficiency (projected savings of \$75,000 yearly)
- Replacement of outdated and end of life equipment
- Reduce long term maintenance/repair costs
- Utility project, special incentive of \$500,000
- Increased student/teacher productivity

By applying for, and subsequently receiving, this grant of \$500,000 and strategically managing our federal grants, we can execute this project at no cost to the Town of Hamden.

Thank you for your consideration. We are available to answer any questions.

C/C: Adam Sendroff, COS
Scott Jackson, FD
Phil Goodwin, Purchasing Director
Sue Gruen, Town Attorney



Jody Ian Goeler, Superintendent
Christopher C. Melillo, Assistant Superintendent

March 31, 2021

To: Mayor Curt Leng

From: Jody Goeler- Superintendent
Thomas M. Ariola- COFO

Re: United Illuminating Award
Ridge Hill School

Financial Implications:

- Ventilation projects are non-reimbursable under State of Connecticut construction applications
- Towns are required to fully fund their repairs and replacements
- We have secured a substantial \$220,000 grant from United Illuminating
- The total cost of the project (\$575,370) has been approved by the Purchasing Director of Hamden and vetted by the Town attorney
- We will cover our share with state and federal grants

This United Illuminating grant of \$220,000 focuses on identifying HVAC RTUs that are candidates for early or overdue retirements and replacing them with higher efficacy equipment, generating additional energy savings for us and United Illuminating.

We will expect the following results from the program:

- Increased energy efficiency (projected savings of \$33,649 yearly)
- Replacement of outdated and end of life equipment
- Reduce long term maintenance/repair costs
- Utility project, special incentive of \$220,000
- Increased student/teacher productivity

By applying for, and subsequently receiving, this grant of \$220,000 and strategically managing our federal grants, we can execute this project at no cost to the Town of Hamden.

Thank you for your consideration. We are available to answer any questions.

C/C: Adam Sendroff, COS
Scott Jackson, FD
Phil Goodwin, Purchasing Director
Sue Gruen, Town Attorney

Approval of the reauthorization of the Annual Healthy Food Certification Statement under Section 10-215f of the CT General Statutes.

Motion 1- Healthy Food Certification Statement: Move to certify that Pursuant to C.G.S. Section 10-215f, the Hamden Board of Education or governing authority certifies that all food items offered for sale to students in the schools under its jurisdiction, and not exempted from the Connecticut Nutrition Standards published by the Connecticut State Department of Education, will comply with the Connecticut Nutrition Standards during the period of July 1, 2021, through June 30, 2022. This certification shall include all food offered for sale to students separately from reimbursable meals at all times and from all sources, including but not limited to school stores, vending machines, school cafeterias, culinary programs, and any fundraising activities on school premises sponsored by the school or non-school organizations and groups.

Motion 2- Food Exemptions: The Hamden Board of Education or governing authority will allow the sale to students of food items that do not meet the Connecticut Nutrition Standards provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the food items are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting, or extracurricular activity. For example, soccer games, school plays, and interscholastic debates are events but soccer practices, play rehearsals, and debate team meetings are not. The “regular school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the food sales.

Approval of Exemptions for beverages that do not comply under Section 10-221q of the CT General Statutes.

Motion- Beverage Exemptions: The board of education or governing authority will allow the sale to students of beverages not listed in Section 10-221q of the Connecticut General Statutes provided that the following conditions are met: 1) the sale is in connection with an event occurring after the end of the regular school day or on the weekend; 2) the sale is at the location of the event; and 3) the beverages are not sold from a vending machine or school store. An “event” is an occurrence that involves more than just a regularly scheduled practice, meeting or extracurricular activity. The “school day” is the period from midnight before to 30 minutes after the end of the official school day. “Location” means where the event is being held, and must be the same place as the beverage sales.

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 3/12/21

To the Board of Education:

The undersigned hereby make application on behalf of Academy of Dance LLC
(Name of Organization)

as association formed for Dance 2021
(Event Title)

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

Hamden High School ☒

HHS: ☒ Auditorium/Black Box/Dressing Rooms

Hamden Middle School ☐

☒ Gymnasium

☒ Cafeteria

☐ Classroom

☐ Athletic Field

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
<u>6/12/21</u>	<u>3:00 PM</u>	<u>5:00</u>	<u>10:00</u>
<u>Saturday</u>			

Number of Performers/Presenters: 65

Anticipated Attendance: 350 - 400

Admission Charge: \$25.00

Percentage of Hamden Performers: 1/4

REHEARSAL / PREPARATION

Date	Time (From/To)
<u>6/12/21</u>	<u>4:00 to 10:00</u>
<u>Friday</u>	

How many people will attend the rehearsal? 100 or less

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.

[Signature] (Initial)

FSD

Yes ☐

No 15

Location: FRONT BOX OFFICE

4 Location: FRONT BOX OFFICE

Yes ☒

No.



14

20

Yes ☒

No ☐

Yes ☒

No ☐Yes ☒No ☐

2 Backstage
1 In Lighting Booth

If yes, # of floor (tap) microphones

10R 2

154

20

Yes ☒

No 15

Yes ☐

Notes

☐ I request that a technician from HPS handle the projections.

Lighting Set up - mirror Ball - special Effects
 Embos thing & installed if necessary wireless
 mics 2 Backstage for my stage managers
 and 1 for me in the booth. Platforms
 for videographer set up. Platforms - Rulers
 for the frame. Use of Box office, Day of
 Performance.

Initial:

Discussion

PRINT names of applicants.
Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

TERESA GAMBARELLA

Academy of Dance
LLC.

8 LINAK DRIVE

WOODBIDGE CT 06525

Cell 203 494-5981

203 389-1988

TJaucm123@comcast.net

Academy CT
10thymn. rd
3513R

RULES AND REGULATIONS

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 seating needs.
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1200.2)
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. TA (Please Initial)

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

Teresa Gambarella

3/12/21

(Signature)

(Date)

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive with the stage and lighting technician services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The calculation sheet is available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2201.

Approved by Board of Education:

Date:

(Initial)

Fee Calculations

Academy of Dance, LLC 6/11/2021 - 6/12/2021

Processing Fee: \$45

Rent

Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
Black Box	2	\$250.00	\$500.00
Dressing Rooms	2	\$50.00	\$100.00
Gymnasium	2	\$250.00	\$500.00
C107	2	\$150.00	\$300.00
Cafeteria	2	\$200.00	\$400.00

Utilities

Fee	Hours	Total
\$30.00	13	\$390.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	2	7	\$444.64
Sunday			\$0.00

Custodial Services

	Fee	Hours	Total
Saturday	\$45.54		
Open	1	1	\$45.54
Event	1	13	\$592.02
Clean up	4	3	\$546.48

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

TOTAL OF FEES: \$3,663.68

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 March 24th, 2021

To the Board of Education:

The undersigned hereby make application on behalf of Legacy School of Dance
(Name of Organization)as association formed for Dance 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

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
June 26 th , 21	8:30 Am	12:4:30pm	8:00 Pm
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 170Anticipated Attendance: 200Admission Charge: \$ 20 to 24

Percentage of Hamden Performers: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
June 24 th , 2021	2:30pm - 8:30 Pm
_____	_____
_____	_____

How many people will attend the rehearsal? 200-250Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Set up For Sound & Lights
Start Time 5:00 - PmSlide Show - Set up - 4:30 Pm

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.


 (Initial)

FSD # _____

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail AddressChristine Celentano53-B Quinniac Ave
North Haven CT 06473203-859-1628Colancer1215@aol.comRULES 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. (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)

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? 6Location: 2-Lobby - 4-Back StageHow many movable chairs will you need? 6Location: 4-Lobby 2-Back Stage

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 _____

Up to six are available at each location*If yes, # of floor (lap) microphones 2Only 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:

Projections will be a Slide
Show before Each Show****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

Fee Calculations

Legacy School of Dance 6/24/21 & 6/26/2021

Processing Fee: \$45

Rent

Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
Black Box	2	\$250.00	\$500.00
Dressing Rooms	2	\$50.00	\$100.00
Gymnasium		\$250.00	\$0.00
C107	2	\$150.00	\$300.00
Cafeteria		\$200.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	17.5	\$525.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat. \$31.76	2	7	\$444.64
Sunday \$42.34			\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	11.5	\$523.71
Clean up	4	3	\$546.48

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

TOTAL OF FEES: \$3,730.37

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 3/30/21

To the Board of Education:

The undersigned hereby make application on behalf of Christopher D. Betts

(Name of Organization)

as association formed for MAJOR, A SHORT FILM 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☒ GymnasiumHamden Middle School ☐☐ C107☐ Cafeteria☐ Classroom☒ Athletic Field***please note we will
need use of power,
including field lighting,
at Stadium**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 RoomElementary 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

For the Gym: 3 consecutive days for approx. 12 hours each day,
sometime between June 21st and July 9thFor the Field: 1 day for approx. 12 hours *overnight*,
sometime between June 21st and July 9th**please note, we would like days to be consecutive*Number of Performers/Presenters: 35Anticipated Attendance: 0Admission Charge: No admission being charged - film shootPercentage of Hamden Performers: 0**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.

(Initial)

PRINT names of applicants.Contact Name**Christopher D. Betts****Bethany McHugh**Address (Number, Street, Town, Zip)**115 Edgewood Ave, Unit 35,
New Haven, CT 06511****159 W 76th Street, 2B, NY, NY, 10023**Telephone**917.376.0875****631.742.1570**Email Address**christopherdbetts
—@gmail.com****bethanymchugh@mac.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. **(Please Initial)**

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

(Signature)

(Date)

3/30/21

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)

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**

(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist



To Whom It May Concern:

Thank you so much for your consideration of allowing the team of MAJOR: A SHORT FILM to use some of your facilities as a shooting location for our project. We're excited to keep the production in the community – the majority of our team hales from New Haven, and are students at Yale.

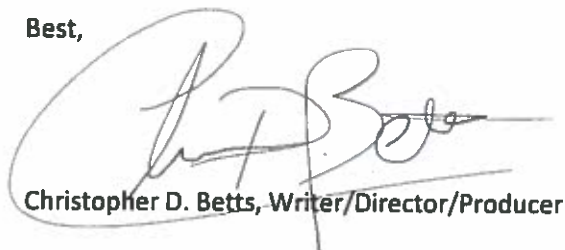
Writer/Director Christopher D. Betts wrote this short film, first and foremost, in an effort to honor the women in his family: many of them majorettes. As Chris has championed in all of our meetings thus far, "Majorette dancing is a reclamation of the black femme figure; it's a celebration of Black academia and excellence, it's about community and Black pride." As there is very little material available in any capacity of this incredible method of dance, the timing of this piece could not be more imperative.

Production will take place entirely in New Haven, Conn., for 7 consecutive days in Summer, 2021. We are doing everything possible to make sure this as safe a set environment as possible given the ongoing pandemic, and are therefore committing the majority of our budget to PPE and COVID testing. The unavoidable reality is that we have minimal funding yet large expenses. Most of our crew are industry professionals working well below their normal quotes, or for free, as they are so dedicated to bringing this project to life. The short has the support of artists such as Tarell Alvin McCraney and Phylicia Rashad, who are both serving as Executive Producers on this short.

We've been so fortunate to have many members of the community making this shoot become a reality, and we hope we can count the Hamden Public School District as one of those supporters. We appreciate anything you can do to make this booking happen – including any available pricing adjustments - and will work with you in every way possible to make sure our rental exceeds the expectations you have of guests on school property.

We look forward to hearing your thoughts, and are always happy to provide whatever further information you may need.

Best,

A stylized, handwritten signature in black ink, appearing to read 'Chris Betts', is written over a light blue circular stamp.

Christopher D. Betts, Writer/Director/Producer

A stylized, handwritten signature in black ink, appearing to read 'Bethany', is written in a cursive script.

Bethany McHugh, Producer

HPS Media Department Materials Discards

Date: 2/26/2021

School: West Woods School

Submitted by: Susan Martinez Sendroff, Library Media Specialist

Quantity	Type	Description	Reason for Discard
4	Apple	Adaptors	Broken beyond repair
5	Dell/HP	Chromebooks	Broken beyond repair
1	Apple	White MacBook	Broken beyond repair
3	various	DVD, Cassette players	Broken beyond repair
3	Apple	Keyboards	Broken beyond repair
2	various	Projectors	Broken beyond repair

Approved by Board of Education _____

Date _____

[illegible]

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 3/26/2021

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Heronettes - Practice

as association formed for Hamden Recreation Dept. (Name of Organization)
(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 building)

Equipment Needed:

Hamden Middle School ☐

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 ☐

- HMS: ☐ Auditorium
☐ Gymnasium
☐ Cafeteria
☐ Classroom
☐ Music/Band Room

Elementary Schools:

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

- Elementary Schools:**
☐ Gymnasium
☐ Cafeteria
☐ Classroom

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
4/5-4/8	5:00 - P.M.		7:45 P.M.
4/12-4/15	5:00 - P.M.		7:45 P.M.
4/19-4/22	5:00 - P.M.		7:45 P.M.
4/26-4/29	5:00 - P.M.		7:45 P.M.
5/3-5/6	5:00 - P.M.		7:45 P.M.

Number of Performers/Presenters: 14 (The Team)

Anticipated Attendance: 20 (w/coaches)

Admission Charge: N/A

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.

GS United

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 3/26/2021

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Hornettes-Practice

as association formed for Hamden Recreation Dept. (Name of Organization)
(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 check option)

Equipment Needed:

Hamden Middle School ☐

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 ☐

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

Elementary Schools:

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

Elementary Schools:
☐ Gymnasium
☐ Cafeteria
☐ Classroom

*Saturday's Only

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
4/3, 4/10, 4/17	9:00 AM		1:30 PM
4/24, 5/1, 5/8	9:00 AM		1:30 PM
5/15, 5/22, 5/29	9:00 AM		1:30 PM
6/5, 6/12, 6/19	9:00 AM		1:30 PM
6/26			

Number of Performers/Presenters: 14 (The Team)

Anticipated Attendance: 20 (w/ coaches)

Admission Charge: n/a

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.

C. G. G. G.

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 3/26/2021

To the Board of Education:

The undersigned hereby make application on behalf of

Hamden Harmonettes - Practice

(Name of Organization)

as association formed for

Hamden Recreation Dept

(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
5/10-5/13	5:00 PM		7:45 PM
5/17-5/20	5:00 PM		7:45 PM
5/24-5/27	5:00 PM		7:45 PM
6/1-6/3	5:00 PM		7:45 PM

Number of Performers/Presenters: 14 (The Team)

Anticipated Attendance: 30 (w/coaches)

Admission Charge: N/A

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.

65
5/1/21

Hamden Public Schools
60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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Date 3/26/2021

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Hornetses - Practice

(Name of Organization)

as association formed for Hamden Recreation Dept. 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
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Equipment Needed:

Hamden Middle School ☐

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 ☐

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☐ Classroom
☐ Music/Band Room

Elementary Schools:

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

Elementary Schools:

- ☐ Gymnasium
☐ Cafeteria
☐ Classroom

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
6/7-6/10	5:00 PM	_____	7:45 PM
6/14-6/17	5:00 PM	_____	7:45 PM
6/21-6/24	5:00 PM	_____	7:45 PM
6/28-7/1	5:00 PM	_____	7:45 PM

Number of Performers/Presenters: 14 (The Team)

Anticipated Attendance: 20 (w/Coaches)

Admission Charge: N/A

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?

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ECG (Initial)

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Anna Montgomery	Head Coach	203-535-4520	anna.montgomery.hhc@gmail.com
Patty Simell	Team Manager	203-671-4623	pasales@sbcglobal.net
Cassie Sherry	President	508-397-5644	cassie_sherry@hotmail.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.
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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.**
***swimmers will need water on deck. Individual water bottles**
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.
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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

UGS (Signature)

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:

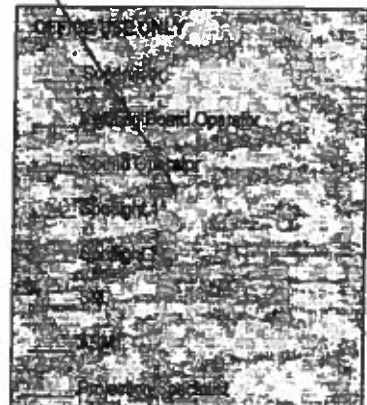
☐ We will provide our own person to handle the projections

☐ I request that a technician from HPS handle the projections

Special requests/instructions. _____

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

GS (initials)





HHC COVID-19
OPERATIONS
GUIDELINES AND BEST PRACTICES

TABLE OF CONTENTS

1. Basic Information on Infectious Disease

- Directory of Terms
- COVID-19
 - Signs & Symptoms
 - Prevention
 - Best Practices for the Team
- Exposures
- Infectious Disease
 - What is Infection Control

2. Start of Synchro Season Basics

- Spectator Attendance
- Gathering Limitations
- Facilities
- Screening
- Face Coverings
- Hygiene Practices
- Hydration/Food
- Locker Room

3. HHC COVID-19 Policies & Procedures

- Interacting with Swimmers, Coaches & Parents
 - Learning Community
 - Mental Health
- Pool Rules
- Swimmer Illness

4. Coaching Staff Operations

- Coach Health Screenings

5. Works Cited

INTRODUCTION

For the Hamden Heronettes, our priority is to ensure all swimmers are safe and healthy all while developing a successful transition to what a new normal looks like in the post COVID-19 landscape. Given the fact that knowledge regarding this illness is continually evolving, life after the pandemic and living with a COVID-19 risk continues to be a fluid situation. The Hamden Heronettes Corporation Board (HHC) and coaching staff will do best to remain flexible as we collaborate with each other to determine how to manage team operations. In order to assist with this, the following guidelines and best practices have been created as suggestions based on CDC, insurance carriers, the Connecticut Interscholastic Conference 2020-2021 Fall Sports Plan (CIAC) and other various sites.

Within this manual, we have tried to address as many scenarios our teams may encounter as the season starts in Fall 2020. It is imperative that all swimmers utilize the information in this manual in conjunction with their own personal recommendations and beliefs.

Please be aware that the board members of HHC and coaching staff are not medical professionals, and the information shared within this document does not take the place of advice a medical professional might give to an individual. This information is shared from a place of prevention and risk reduction education and is intended to provide swimmers, coaches, parents and other volunteers guidance and practical information to prevent and/or limit the spread of certain infections and communicable diseases during the season.

Should specific questions arise or if you need assistance with a particular situation, please reach out to anyone on the HHC Board.

President

Cassie Sherry
cassie_sherry@hotmail.com
508-397-5644

Team Manager

Patty Simell
pasaes@sbcglobal.net
203-671-4623

Head Coach

Anna Montgomery
annamontgomery.hhc@gmail.com
203-535-4520

1st VP of Travel

Trish Lewandoski
heronettes.travel@gmail.com
203-675-5795

1st VP of Fundraising

Jessica Kogut
jkogut@cox.net
203-631-3133

Secretary

Cheryl Nadzam
ccallegro@mac.com
732-713-2131

Co-Treasurer

Anna Brock
my97tdi@yahoo.com
860-808-9748

Co-Treasurer

Waikam Chen
wkcheng@hotmail.com
917-903-3343

Publicity

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1. BASIC INFORMATION ON INFECTIOUS DISEASE

Directory of Terms

Chain of Infection:	Factors that are crucial to the spread of communicable diseases including infective agents (bacteria, viruses, etc.), source of infection (reservoir), mode of transmission and a susceptible host.
Close Contact:	Someone who has come within 6 feet of a confirmed individual while said individual was ill. This can occur with family members or others who have had close or direct contact in a community or workplace environment. (also: Close Proximity)
Communicable Disease:	<p>A disease that is an infectious disease that is contagious and can be transmitted from one source to another. Examples include:</p> <ul style="list-style-type: none">• Influenza• Mumps• Measles• Viral Meningitis• Pertussis• Coronavirus (COVID-19)
Confirmed Case:	An individual who has tested positive for influenza virus infection by a medical laboratory test.
Epidemic:	Generally speaking, an epidemic occurs when flu activity is higher than normal in a city, country, or region such as during flu season which tends to happen between October and May in the United States.
Infectious Disease (Infection):	<p>A disorder caused by a microorganism, such as bacteria, virus, fungus, or parasite and may or may not be transferable to new individuals. Examples include:</p> <ul style="list-style-type: none">• Lyme Disease• Influenza• Mumps• Measles• Meningitis (Bacterial or Viral)• Pertussis (Whooping cough)• Coronavirus (COVID-19)• Tetanus
Novel Influenza A:	Virus that has caused human infection and is different from the current seasonal flu. Novel Influenza A can originate in animals and then gain ability to spread among humans.
Pandemic:	Occurs when a Novel Influenza A virus begins spreading from person to person around the world and affects a vast number of individuals.
Probable Case:	An individual who has symptoms of an illness or flu but has not yet confirmed positive with a laboratory test.

COVID-19

COVID-19 is a new strain of coronaviruses which are a large family of viruses that cause illnesses ranging from the common cold to more severe diseases (example: MERS and SARS). Common signs of infection include respiratory symptoms, fever, cough, shortness of breath and breathing difficulties. In more severe cases, infection can cause pneumonia, severe acute respiratory syndrome, kidney failure, and even death. COVID-19 is spread by:

- Person-to-person contact
- Contact with infected surfaces or objects
- Respiratory droplets produced from coughs or sneezes of an infected person in public areas

SIGNS AND SYMPTOMS

- Fever
- Cough
- Shortness of breath

PREVENTION

Standard recommendations to prevent infection spread include:

- Avoid close contact with those showing symptoms of respiratory illness such as coughing and sneezing
- Stay home or be isolated when sick
- Thorough and regular hand washing
- When coughing/sneezing use tissue or mask and wash hands after contact with respiratory secretions
- Avoid touching eyes, nose or mouth

BEST PRACTICES FOR THE TEAM

The number one thing anyone can do to keep themselves healthy is to use common sense and take precautions for oneself.

Get plenty of rest, eat well and stay hydrated. Encourage all swimmers and coaching staff to be aware of the following:

- Ensure that cleaning supplies are available at the pool and a good supply of tissues, soap, paper towels, alcohol-based hand rubs, and disposable wipes are on-site
- Clean and disinfect highly touched surfaces such as counters, tabletops, doorknobs, bathroom fixtures, toilets, phones, keyboards, tablets, and tables regularly.
- Encourage swimmers to:
 - Avoid touching eyes, nose, and mouth
 - When coughing/sneezing use tissue, elbow or mask to prevent the spread of droplets and wash hands after contact with respiratory secretions
 - Be extra vigilant about cleaning up after themselves and wiping down areas where they have eaten and have members clean items they may have touched
 - Avoid attending practice and minimize interactions if sick
 - Practice healthy habits:
 - Get plenty of sleep
 - Be physically active
 - Manage stress
 - Drink plenty of water
 - Eat nutritious food
 - Do not smoke or use e-cigarettes
 - Have good hygiene habits such as thorough handwashing and no sharing of personal items
- c Self-monitor for symptoms

- Develop alternative plans for coaching should staff become ill and are unable to work

Exposures

Hazard recognition and exposure risks for COVID-19 depends on how extensively the virus spreads, the severity of the resulting illness, presence of pre-existing medical conditions, and the measures available to control the impact of the virus throughout the team. It is believed that the COVID-19 illness can affect healthy individuals between the ages of 18-30 but is, at this time, considered to be more low risk.

Increased risk of exposure may develop based on member travel outside of the state or country, individuals having frequent contact with others who travel, presence of high risk individuals or those 65+ in age, and presence of coaching staff, board members and parents who interact outside of the pool with high risk jobs or people. Limiting contact with those associated with a higher risk, practicing appropriate social distancing, cleaning and disinfecting as recommended by the CDC, and wearing personal protective equipment will help reduce exposure while at practice and at the pool.

Infectious Diseases

Communicable diseases can be spread multiple ways and can be spread through contact, droplets, air, a common vehicle, or a vector (insects). This is also known as the Chain of Infection. Contact transmission is the most common mode of transmission which can be through direct or indirect contact of an infected individual. Direct contact refers to person-to-person spread of microorganisms through direct physical body contact (i.e. touching hands can transfer scabies). Indirect contact can occur when a susceptible person encounters a contaminated object (i.e. a towel can transfer conjunctivitis). Droplet transmission occurs when droplets are generated when a person talks, coughs, or sneezes and another person is in close proximity (i.e. a sneeze can transfer the flu). Airborne transmission occurs when an airborne droplet or dust particle containing a microorganism remains suspended in the air for an extended period and is then inhaled by a host (i.e. chickenpox). Common vehicle transmission occurs when microorganisms are spread through contaminated water, food, or equipment (i.e. food poisoning). Lastly, a vector-borne transmission is when an insect bites or touches a person (i.e. a tick bite can cause Lyme Disease).

WHAT IS INFECTION CONTROL?

Infection control practices are critical in reducing the transmission of communicable diseases and infection. Infection control includes various measures that prevent and contain the spread of infectious disease. To prevent and control communicable diseases, controlling the infection should be implemented by removing the infective agent, identifying and removing the source of infection, limiting and eliminating the mode of transmission, and breaking the chain of infection. Such measures include:

- Disinfection and killing of infectious disease
- Detection and isolation of a sick individual
- Maintenance of a good environment and good personal and food hygiene
- Encouragement of personal immunity through healthy habits, lifestyles, and immunization

2. START OF SYNCHRO SEASON BASICS

The ability for the team to start practice and operate will be in conjunction with the Town of Hamden, county and state regulations as well as the CIAC's re-opening timeline. CIAC is recommending the following:

	First Practice Date in Cohorts of 15	First Practice Date of Full Teams and Full Contact	First Scrimmage Date	First Contest Date	Max. Number of Regular Season Games	Max. Number of Games Per Week	*Last Date to Play	*Tourney Experience will provide all participating teams with additional games (Format TBA)
Swimming	27-Aug	11-Sep	NA	24-Sep	12	2	30-Oct	2-Nov to 15-Nov

Swimming

Aug 27 – Sept 23: Swim coaches should design a 3-week conditioning progression that places swimmers in small cohorts that can maintain 6 feet of social distancing while training.

Sept 24 – Nov 8: Athletes will begin competing in meets on Sept 24. Coaches should continue to monitor the conditioning progression of their athletes and only enter them into meets when they are prepared to swim the distance of their event.

Spectator Attendance

As an education-based experience, CIAC sports considers the primary goal of maximizing on-campus learning for all students. Sport complexes and recreation athletic facilities are primarily utilized for sport contests. Conversely, school facilities are used as instructional areas when games are not being played. Due to the variety of fields used for interscholastic athletic competition, CIAC states that it is difficult to develop a one size fits all regulation. Therefore, CIAC's recommendation is that each school and district consider how their facilities will be used throughout the school year and determine the appropriateness of spectator/fan attendance at your school.

The Town of Hamden has stated XXXXX

Gathering Limitations

During practice/conditioning, athletes should remain grouped in smaller cohorts for purposes of spread mitigation and contact tracing strategy. When not directly participating in practices or contests, care should be taken to maintain a minimum distance of 6 feet between each individual. Consider using tape or paint as a guide for athletes and coaches. Vulnerable individuals should not supervise or participate in any workouts.

Facilities

Adequate cleaning schedules will be created by Hamden High School and implemented for all athletic facilities. Prior to an individual or groups of individuals entering a facility, hard surfaces within the facility will be wiped down and sanitized (chairs, furniture in meeting rooms, swim equipment, bathrooms, etc.). Hand sanitizer will be plentiful and available to individuals as they transfer from place to place. There will be no gathering at entrances/exits to facilities to limit crossover and contact, including staggering starting/ending times of practice.

Screening

All coaching staff and swimmers are required to self-screen for any observable illness, including cough or respiratory distress, and to confirm temperature below 100 degrees Fahrenheit. The coach will confirm self-screening by all swimmers upon arrival at the pool. Records of self-screening for each person will be recorded and stored (see sample Appendix I). Any swimmers with COVID symptoms must notify their coach, be removed from participation, self-isolate, and contact their primary care provider or other health-care professional.

Face Coverings

In accordance with CDC guidance, “face coverings are not intended to protect the wearer, but rather to reduce the risk of spreading COVID-19 from the person wearing the mask (who may not have any symptoms of disease).” (CDC Consideration for Youth Sports, 2020) “Face coverings may be challenging for players (especially younger players) to wear while playing sports.” (CDC Consideration for Youth Sports, 2020) “Face coverings should be worn by coaches, youth sports staff, officials, parents, and spectators as much as possible.” (CDC Consideration for Youth Sports, 2020)

Recognizing the benefits and potential concerns of using face coverings during conditioning and physical activity, the CIAC, in collaboration with the Connecticut State Medical Society, Sports Medicine Committee, recommends:

1. Cloth or disposable face coverings, approved by local DPHs and school districts, should be worn when not engaging in vigorous activity, such as when sitting on the bleachers, during chalk talk, interacting with an coach, etc.
2. Face coverings should not be worn when engaging in high intensity aerobic or anaerobic workouts, distance running, or swimming.
3. Officials should wear face coverings whenever possible.
4. Coaches and other contest personnel must wear cloth face coverings.

Hygiene Practices

Wash your hands with soap and water for at least 20 seconds or use hand sanitizer, especially after touching frequently used items or surfaces. Hand sanitizer should be plentiful and available to individuals as they transfer from place to place. Sneeze or cough into a tissue, or the inside of your elbow. Avoid touching your face. Appropriate clothing/shoes should always be worn to minimize sweat from transmitting onto equipment/surfaces. Athletes must be encouraged to shower and wash their workout clothing immediately upon returning to home. There should be no shared athletic towels, clothing, or shoes between students. Disinfect frequently used items and surfaces as much as possible. Athletes should take their equipment home with them and disinfect that equipment each night. Athletes should arrive at practice and games prepared to participate without the need to use a locker room, to the extent possible.

Hydration/Food

All students must bring their own water bottle. Water bottles must not be shared. Food should not be shared. Hydration stations (water cows, water trough, water fountains, etc.) should not be utilized, except for water bottle refill stations.

Locker Rooms

Locker rooms will be used as little as possible. Swimmers should arrive ready for practice and not change at the end of practice. When locker rooms are used, swimmers must maintain a social distance of 12 feet and only 5 swimmers will be allowed in the locker room at a time. To minimize exposure, a schedule will be developed by the team coach when locker rooms are used. If swimmers must use a locker room to change, the swimmer's parent MUST provide supervision to ensure social distancing is maintained and masks are worn.

3. HHC COVID POLICIES & PROCEDURES

Interacting with Swimmers, Coaches & Parents

Communication is a key component of working together and is integral in calming the uncertainty faced by swimmers and their families. With conditions potentially changing multiple times throughout the season, it is of utmost importance that communication lines are open between the following entities:

- Town of Hamden officials and Hamden High School personnel
 - Staying up to date with High School policies
- State and local health departments
- Parents, swimmers and coaches

The HHC Board and coaching staff are making a commitment to continued and constant communication throughout the year.

LEARNING COMMUNITY

Today's world is far more connected with technology than ever before, and as such, our coaches may modify their educational and coaching plans in the COVID-19 world. Swimmers and parents will want to familiarize themselves with the technology utilized by the coaches with how the coaches plan to facilitate instruction. There may be a combination of in person smaller sessions and online formats.

MENTAL HEALTH

All interactions with swimmers by coaching staff are to be conducted professionally and with a sympathetic ear. Swimmers may be returning to the season with a greater amount of mental strain and personal/family concerns. The pool should be a safe place for swimmers, both physical and mentally.

If a swimmer is exhibiting signs of distress the swimmer's main coach may be the first to notice and will communicate with the parent(s) and head coach when observed. While the swimmer's main coach may be the authority at the pool, and act as the most parental individual while at the pool, emotions may run high due to fears. If a swimmer needs additional care and support, the parent will be called and asked to come to the pool. Our coaching staff will provide each swimmer with wellness checks at each practice as a way to gauge any distress before practice starts.

Pool Rules

Given this is a fluid situation, coaches will be collaborating with each other to determine how to best manage team operations. In order to assist with this, the following policies have been created. These are based on CDC recommendations:

- *Only authorized personnel can enter and access the facility.*
- *Non-HHC affiliated individuals including visitors, family or guests should not be in the facility for extended amounts of time or (at the very least) guests should be limited and will be asked to wear personal protective equipment.*
- *Limit congregations in common areas to less than 10 people and all present must follow the CDC guideline of 6-foot personal space minimum.*
- *Swimmers are always required to maintain social distance and minimize interactions with others by maintaining a 6-foot distances between themselves and anyone else in the facility while out of the pool.*
- *Swimmers returning from travel must follow the State of Connecticut executive orders around self-quarantine for before returning to the pool.*
- *All swimmers must follow local, state, federal and CDC health guidelines relating to COVID-19: [CDC Website](#)*
- *Swimmers are to:*
 - *Wipe down heavy traffic surfaces with disposable wipes after touching them including countertops, chairs, tables, desks, doorknobs, handrailings, sinks, faucets etc.*
 - *To clean their hands often with an alcohol-based hand sanitizer that contains at least 60-95% alcohol or wash their hands with soap and water for at least 20 seconds.*
 - *Adhere to guidelines provided by the CDC, state and local health department, Town of Hamden officials and HHC leadership regarding attendance at events and/or participation in activities that are not required. If requested, wear a mask at any time one is unable to maintain social distancing, including always when in communal areas.*
 - *Respect the health concerns of swimmers, families and coaching staff.*
 - *Accept responsibility for seeking medical assistance immediately upon beginning of symptoms of illness.*
 - *Understand that it will be up to each swimmer to limit outside exposure and to follow guidelines suggested to protect against the spread of COVID-19.*
 - *Each swimmer accepts responsibility for electing to enter the pool facility for the entire synchro season and releases HHC as an entity, coaches, parents of swimmers, swimmers and any other individual volunteer, advisor, employee or board member from liability associated with the risks inherent to participating a communal environment.*

Rules are subject to change with minimal notice. These COVID-19 rules will supersede any contradictory standing rules of HHC. Normal standing rules continue to be in effect, unless a rule listed here contradicts a standing rule. Any swimmer found to be disobeying these rules will be asked to leave the pool facility immediately.

Swimmer Illness

If a swimmer feels she has been in contact with someone with COVID-19 or has symptoms, she needs to go to a medical care provider or medical facility immediately for testing. Should the member test positive for COVID-19, the CDC and the local health department may conduct contact tracing which may lead back to the pool facility (if applicable). It will be under the control of the CDC and the local health department to determine the next steps, not HHC or coaches. Should COVID-19 be present in the pool facility, the facility needs to be properly decontaminated prior to approved reentry.

It is strongly recommended that a member self-report exposure or positive test results to the HHC Board President, Team Manager and Head Coach. Once notified of a positive case or assumed positive exposure the Board will communicate such to the immediate teammates of the swimmer.

4. COACHING STAFF OPERATIONS

To create a supportive environment for our swimmers, assurances that our coaches are following protocol for their health will be vital to the success of the season.

Coach Health Screenings

In order to ensure employees entering the facility are illness free, HHC is implementing a self-screening process for coaches. All coaching need to ask themselves the following questions daily as they arrive on site at the facility and fill out the Coach Health Screening Form as appropriate:

- Am I feverish?
- Have I had a cough in the last 24 hours?
- Do I have nasal congestion or a runny nose?
- Do I have a sore throat?
- Have I experienced shortness of breath or difficulty breathing?
- Have I experienced gastroenteritis (diarrhea)?
- Do I have nausea or vomiting?
- Am I tired?
- Do I have a headache?
- Do I have muscle or body aches?
- Do I have a new loss of taste or smell?

(If a coach has any of the above symptoms, they must take and record their temperature.)

Should coach answer YES to any of these questions they will not enter the facility or work their scheduled hours that day. If an employee is having symptoms of acute respiratory illness, he/she should immediately seek medical attention and follow the guidance of their health care provider. If someone is exhibiting symptoms, they must avoid coming to the pool. If someone has been diagnosed with or are aware of being directly exposed to COVID-19, a coach must immediately notify the HHC Board President, Team Manager and Head Coach (if applicable).

All coaches are required to wear cloth face coverings. It may be necessary to take employee's temperatures daily as part of the screening process. The federal government has waived certain HIPAA privacy rules during this emergency situation. However, it is important that you abide by the recommendations set forth by your national organization, your campus health department, and your state and local health departments for clarification.

5. WORKS CITED

Some of the information and suggestions within this document can be found through the Center for Disease Control. The following sites have been utilized for their information in preparing this document:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

<https://www.epa.gov/coronavirus>

Date:	<p>COACH HEALTH SCREENING</p> <p>Circle Yes/No Below</p>
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Date:

[illegible]

Date:		SWIMMER HEALTH SCREENING Circle Yes/No Below																	
		Swimmer Name		Swimmer Name		Swimmer Name		Swimmer Name		Swimmer Name		Swimmer Name		Swimmer Name		Swimmer Name		Swimmer Name	
Fever or Chills	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Cough	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Nasal Congestion or Runny Nose	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Sore Throat	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Shortness of Breath or Difficulty Breathing	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Diarrhea	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Nausea or Vomiting	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Fatigue	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Headache	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Muscle or Body Aches	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
New Loss of Taste or Smell	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No
Temp (if Higher Than 100.3)	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No	Yes No