

April 28, 2021

Dear Mr. John Cross,

Hamden Youth Services will be receiving a Summer Youth Employment and Training Grant that is administered by Workforce Alliance. We will be hiring between 30-60 High School youth that are Hamden residents ages 14-21 and economically disadvantaged and/or receive special education services and/or are in DCF Foster care. We are presently looking for worksites to place these youth. Historically the Hamden Public Schools have offered their schools and central office as worksites. On our staff we will have a Supervisor and 2 Assistant Supervisors that will visit the worksites frequently and will work with the Site Supervisor to ensure a healthy and productive work experience for both employee and employer.

The youth will be paid \$13.00 per hour and will work approximately 15-25 hours per week for five weeks. The program begins Wednesday, July 7, 2021 and ends Friday, August 6, 2021. All payroll responsibilities will be handled through the Town of Hamden Youth Services.

We are requesting youth to be placed at each of your schools. However, if only some of the schools choose to participate that is perfectly fine. You may have as little as one youth per site or as many as six youth per site. The schedule is typically Monday through Friday 9 a.m. to 3 p.m. No evenings or weekends. The youth work under the supervision of the head custodian and custodial staff.

Requested worksites are...

Central Office	60 Putnam Ave.
Hamden High School	2040 Dixwell Ave.
Hamden Middle School	2623 Dixwell Ave.
Hamden Collaborative Learning Center	670 Wintergreen Ave.
West Woods	350 West Todd Street
Spring Glen	1908 Whitney Ave.
Shepherd Glen	Skiff Street Extension
Ridge Hill	120 Carew Road
Helen Street	285 Helen Street
Dunbar Hill	315 Lane Street
Church Street	95 Church Street
Bear Path	10 Kirk Road
Alice Peck	670 Wintergreen Avenue

Typical duties include but are limited to for the youth can be sweeping, mopping floors, vacuuming, dusting, raking, cleaning windows, cleaning furniture, baseboards, moving boxes or furniture and equipment. Youth should not use heavy electrical equipment.

This is a wonderful program on so many different levels and has been a rich experience for youth and employers alike. If interested, please have a designated custodian from each school complete the enclosed Worksite Proposal and Worksite Agreement form and return to me as soon as possible. Your consideration is very much appreciated.

IV-d.

10

Sincerely,

*Susan*

Susan Rubino  
Youth Services Coordinator



11 Pine Street  
Hamden, CT 06514  
203 777-2610 ext. 1120  
srubino@hamden.com

## YOUTH WORK EXPERIENCE PROGRAM 2021 WORKSITE SPONSOR AGREEMENT

This document constitutes a non-financial agreement between the Town of Hamden Youth Services Bureau, and \_\_\_\_\_ the Youth Work Experience Program Worksite Sponsor. The effective dates of this agreement are from July 1, 2021 to June 30, 2022, unless terminated sooner. The employment phase begins July 6, 2021 and end August 6, 2021. Employment phase may be ended sooner or extended at the request of either party.

The Youth Work Experience Program Worksite Sponsor agrees to do the following:

1. Provide work experience training for participants, based on approved job descriptions.
2. Provide a safe, healthy work environment for all participants.
3. Follow all established time and attendance policies.
4. Provide sufficient work, equipment and materials.
5. Ensure that participants do not engage in political, union, religious, or fundraising activities during work hours.
6. Provide each participant with an orientation to worksite sponsor's rules and regulations.
7. Release participants for workshops, counseling and related activities if applicable.
8. Notify Rosalind Lobo of participants actions which required corrective measures, counseling, discipline or termination from the program,
9. Ensure that youth are supervised at all times.
10. Report work related injuries and illness to Rosalind Lobo immediately.
11. Comply with the Fair Labor Standards Act, applicable Child Labor Laws, CT DOL rules and regulations governing the Connecticut Youth Employment Program (CYEP).
12. Make all worksite records and personnel available for monitoring by Federal, State and Workforce Alliance monitors.
13. Not hire any participants if the employer has terminated any regular employee or reduced the workforce with the intention of filling the vacancies with participants whose wages are subsidized under this agreement.
14. Ensure that no currently employed workers are displaced by any participants. This includes partial displacements such as reduction in work hours, wages, benefits or overtime.
15. Provide a work environment free from harassment or discrimination of any kind.

Town of Hamden will:

1. Provide orientation to worksite sponsors supervisors and participants. The orientation consisting of program goals, regulations, policies and procedures, etc.
2. Provide payroll services and Workmen's Compensation Insurance for participants. Youth work experience program participants will be paid at a rate of \$13.00 per hour, for a work week of approximately 15-18 hours, based on worksite and program.
3. Initiate appropriate revisions to this agreement, as necessary.

Worksite Sponsor

Town of Hamden

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name and Title

Curt B. Leng, Mayor  
Printed Name and Title



# **SUMMER YOUTH EMPLOYMENT and TRAINING PROGRAM WORKSITE HANDBOOK 2021-22**

**11 Pine Street Hamden, CT 06514 203 777-2610**

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## Welcome – and Thank You

Thank you for being a worksite for the Town of Hamden Youth Services Bureau's Summer Youth Employment and Training Program (SYETP).

Our program is funded by the Workforce Alliance of New Haven and other sources. As a YEP worksite, you have the opportunity to help youth gain work experience and develop skills that they can then use for future employment opportunities. This program will provide youth with a chance to build a resume, meet adult mentors, explore careers, learn about organizations and earn a paycheck. The YEP provides youth who are between 14 and 21 a chance to gain basic work experience. Youth are placed to work in non-profit organizations, government agencies, and other area businesses. Youth will be paid at least the state minimum wage by the town. The success of this program depends upon cooperation and teamwork. YEP participants, program staff, employers and supervisors must all work together in order to make the program work. This handbook was developed to describe your responsibilities as a youth employment worksite as you supervise youth participants.

Please follow the job descriptions that were given to us in your application. If you have any changes let us know. Youth are expected to follow the same work routine and procedures that a regular employee would follow.

Youth Services staff is dedicated to supporting you. Our goal is to help ensure a positive experience for the youth and the staff of your organization.

If you have any questions or concerns, please contact your teen's Supervisor or Rosalind Lobo, SYETP Supervisor at Hamden Youth Services at (203) 777-2610.

## Key Partners

Key partners in this program include:

- The Town of Hamden Youth Services Bureau, which is responsible for recruiting and hiring youth, and for recruiting and working closely with worksites to create a safe, productive, and mutually rewarding work experience for all.
- The worksite, which is responsible for providing a meaningful work experience in a safe environment that exposes youth to the normal expectations and duties of employment.
- Workforce Alliance, Inc. which is the main funder for the program. They provide program guidelines, oversight, and monitoring as required by CT Department of Labor.

## Worksite Requirements/Restrictions

As a worksite supervisor, you are responsible for ensuring that the work experience complies with appropriate workplace practices for youth.

These include but are not limited to:

- Ensure that the youth adheres to the job description(s) submitted to Youth Services.
- Review the job description with the youth and develop an appropriate training plan to support specific goals and skill attainment.
- Adhere to the information in the Worksite Agreement signed by both the worksite and the Town of Hamden.
- Provide a safe working environment. Follow all OSHA guidelines and the information listed on the CT Department of Labor website- [www.ctdol.state.ct.us](http://www.ctdol.state.ct.us) ; Young Worker Safety.
- Ensure a non-hostile work environment and provide information to participants on workplace policies and practices related to harassment and discrimination.
- It is important that a supervisor or an alternate supervisor be present when the youth is working. Please be sure that the youth has a second contact person in case you are late, will be out of the office, or unavailable.
- Discuss workplace culture with the youth. Review appropriate ways that a youth can make a good impression in the workplace.

- Help youth by being very clear with your expectations. Youth have signed a code of conduct, which is included with this handbook.
- Ensure that time, attendance, and payroll submission procedures are followed. Worksites must verify and sign off on hours worked.
- Provide youth with ongoing feedback in a positive way in order to encourage good working habits.
- Know and follow the **Handling Injuries Protocol**.
- Discuss any issues with the youth and Youth Services staff as needed and as early as possible to promote a healthy working environment.

### **Worksite Employer Agreement Violation**

A worksite suspension or cancellation may occur if a violation of the Worksite Employer Agreement or the Job Description occurs.

The following may result in immediate cancellation of the worksite or a request for a new supervisor of the youth:

- Physical or verbal abuse of a youth;
- Any sexual overtures or harassment;
- A worksite employee having contact with a youth while under the influence of drugs and/or alcohol;
- Union, political, or religious activities.

### **Safety**

Safety is a major concern of the Town of Hamden Youth Employment Program. The worksite and the youth should make every effort to avoid accidents. Youth cannot be employed in surroundings that are dangerous to their health or safety. State, federal and worksite safety regulations are to be strictly enforced. Safety training must take place on the youth's first day at the worksite. Please develop a form for youth to sign that includes all of the information that was shared with them about safety in your worksite.

### **Youth Code of Conduct**

All youth were given a code of conduct that they required to sign off on and agree to. Please refer to the code of conduct as you supervise the youth at work. The code of conduct addresses absences, tardiness, discipline, and terminations. Some youth may take an unpaid lunch. Some youth may take a break on site.

### **Job Descriptions for Youth**



All youth were given the job description that the worksite provided to Youth Services. Please make adjustments to it as needed and let us know so we are aware of the work they are responsible for.

### **Harassment, Hostile Work Environment and Discrimination**

It is expected that youth who work in the HYSB Youth Employment and Training Program have a right to work in an environment free of discrimination and unlawful harassment. Therefore, the program prohibits conduct which discriminates because of race, national origin, sexual orientation, physical or mental disability, age, gender, religion, or any other basis protected by federal, state, or local laws.

It is important to monitor participants in situations where there are a wide range of ages to protect everyone from inappropriate behavior.

### **Employment of Minors**

All worksites must adhere to state and federal labor laws. Please refer to the following links for more information:

1. US Department of Labor, Wage, and Hour-Youth Rules! Website:  
<http://www.youthrules.dol.gov>
2. CT Department of Labor: <http://www.ctdol.state.ct.us>

### **Disciplinary and/or Termination Procedures**

The Youth Services Employment program follows a 4 step process for disciplinary action with youth. Please see the Code of Conduct for set rules.

The steps are:

1. Counseling letter
2. Verbal Warning
3. Written Warning
4. Termination

If the infraction is of a serious nature a youth can be immediately dismissed from the worksite and the program.

### **Payroll/Timesheets**

The youth must sign in and out on their timesheet daily. Working hours are to be completed to the nearest quarter hour.

Timesheets must be submitted every week. **It is very important that the timesheet be submitted to Youth Services on the calendar attached at the end of this workbook so the town payroll process is not delayed.**

As a supervisor, it is your responsibility to ensure the time is accurate. Both you and the youth employee are to sign the bottom. Youth must submit timesheets to their Supervisor/Job Coach by 4:00 p.m. on Monday (for the previous week) Timesheets can be hand delivered, or scanned and emailed.

### **Participant Evaluations**

Each youth will be evaluated by their worksite supervisor twice during the course of the program. Evaluations are to be faxed to Youth Services on the same day that timesheets are due. An evaluation form has been given to each site.

### **Monitoring Expectations**

Youth Services staff will do random visits throughout the program to check that timesheet management is going well and that the worksite experience is progressing in a positive manner.

### **Conclusion**

Thank you for your participation in the Youth Employment Program. We look forward to working with you to support a positive work experience for your organization and the youth you are supervising.

# July 2021

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3
	5 <b>HOLIDAY</b>	6 <b>Orientation</b> at the Keefe Community Center	7 <b>First day</b> <b>at</b> <b>Worksite</b>	8	9	10
1	12 Timesheets For w/e July 9 due by 4:00	13	14	15	16	17
8	19 Timesheets For w/e July 16 due by 4:00	20	21	22 <i>First Paycheck!</i>	23	24
5	26 Timesheets For w/e July 23 due by 4:00	27	28	29 <i>Second Paycheck!</i>	30	31



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	2 Timesheets For w/e July 30 due by 4:00	3	4	5 <i>Third Paycheck!</i>	6 <b>Last Day of Work</b>	7
	9 Timesheets For w/e Aug. 6 due by 4:00	10	11	12 <i>Fourth Paycheck!</i>	13	14
5	16	17	18	19 <i>Fifth Paycheck!</i>	20	21
2	23	24	25	26	27	28
9	30	31				

# August 2021

### **Youth Services Division Employment Program**

Program Supervisor/Site Monitor: Rosalind Lobo

Office: 203-777-2610

Susan Rubino, HYSB Coordinator 203 777-2610 ext. 1120

### **Handling Injuries at Work**

1. Determine if it's a life threatening injury (for example: blow to the head, excessive bleeding, obvious broken bone or back injury where moving the person may be detrimental).
2. If it's determined to be a serious or life threatening injury call **911**.
3. If the injury is determined to **not** be life threatening then the Parent/Guardian or Designee will be called to transport the youth to:

#### **Yale Occupational in Hamden: M-F 8:30-5 pm**

2080 Whitney Avenue Suite 150  
Hamden, CT 06518  
203-789-6240

#### **After Hours**

Yale New Haven Hospital 20 York Street New Haven, CT  
Or YNH Saint Raphael Campus 300 Orchard Street New Haven, CT

If a youth is 18 or over, he/she can transport themselves to one of the above facilities if possible. If the youth is under 18 they will remain at the worksite until a parent/guardian or designee can be reached to provide the transportation.

At no time should a non-city site supervisor transport a youth. This includes Town of Hamden employees who are serving as site supervisors.

4. Youth may not return to work without a return to work slip from the doctor or Emergency Room.
5. If it's after business hours, the youth should go to the emergency room at Yale New Haven Hospital
6. The incident must be documented immediately.

HYSB SYETP supervisors must use the PMA online reporting system. A claim number will be given to you. It must be given to the treating facility as soon as the claim is entered.

All site supervisors must fill out a Report of Accident form and fax or scan it to Rosalind Lobo 203 562-3498. This information will be used as she follows the case.

Worksites may receive a call from PMA to answer questions regarding the injury.

### **Important Information for Youth and Parents/Guardians**

Youth must do the following in order to return to the worksite:

- Youth must follow the directives given by the medical provider for caring for the illness or injury and report back for follow up appointments as necessary.
- The form from the medical provider must be brought into the Youth Services Division on the next actual work day or faxed if the youth is unable to bring it in.
- Youth and/or the parent/guardian must respond to calls from staff at PMA (the town's Workers Comp provider). 1-888-476-2669 (PMA call center phone number)

**Failure to follow the directions above will result in the youth being terminated from work.**

## Hamden Youth Services Employment Program Contact Information

### Emergency Information:

1. For ANY and ALL incidents of concern and/or emergencies contact:

Your child's assigned HYSB Supervisor/Job Coach or

Rosalind Lobo, SYETP Supervisor 203 777-2610, and contact the youth's parent/guardian when appropriate.

3. If Rosalind Lobo cannot be reached call: Susan Rubino, HYSB Youth Services Coordinator 203 777-2610 ext. 1120 **\*Please sign off on this form to acknowledge that you have read this information and will share it with all staff who will work with a Youth Services Division youth employee.**

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Agency Representative Signature

\_\_\_\_\_  
Date

**Town of Hamden SYETP (Summer Youth Employment and Training Program)**

### **Worksite Sign Off**

Thank you for agreeing to serve as a Worksite Supervisor for the Town of Hamden Youth Employment Program. This handbook has been developed in order to outline the policies and procedures of our program. It will also help you develop a mutually rewarding work experience for the youth placed at your site and the individuals from your organization who will be helping the youth gain valuable workplace skills.

By signing below, I acknowledge receipt of the Worksite Supervisor Handbook for the Youth Employment Program. I understand that I must take the time to review this information and pass the handbook on to others who will be working with youth.

\_\_\_\_\_  
Worksite Agency

\_\_\_\_\_  
Date



\_\_\_\_\_  
Supervisor (please print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email address



# 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)

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 ☐

### 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: 14

### REHEARSAL / PREPARATION

Date Time (From/To)

6/12/21 4:00 to 10:00

FRIDAY

How many people will attend the rehearsal? 100 or 1255

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.

J. J. (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? 2

Location: FRONT BOX OFFICE

How many movable chairs will you need? 4

Location: FRONT BOX OFFICE

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 1 OR 2

\*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:

Lighting Setup - mirror Ball - special Effects  
enters hung & installed if necessary wireless  
mics 2 Backstage for my stage managers  
and 1 for me in the booth. Platforms  
for VIDEOGRAPHIC SET UP. Platforms - Risers  
for the finale. USE OF BOX OFFICE. DAY OF  
PERFORMANCE.

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

\_\_\_\_\_(Initial)

OFFICIALS

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_





**PRINT names of applicants,  
Contact Name**

**Address (Number, Street, Town, Zip)**

**Telephone**

**Email Address**

TERESA GAMBARDOLA

Academy of Dance  
LLC.

8 LYNN DRIVE  
WOODBRIDGE CT 06525

cell 203 494-5981  
203 389-1988

TJGambardola@comcast.net  
AcademyCT@  
hotmail.net  
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 staging 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 their 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 Gambardola  
(Signature)

3/12/21  
(Date)

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the building is approved. If any 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:

(Initial)

Date

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## **Academy of Dance LLC**

April 11, 2021

### **Hamden Board of Directors;**

Academy of Dance LLC will follow all necessary protocols to ensure the safety of all our students, teachers, and faculty at Hamden High School. Since August 24th, we have created many safety guidelines that we intend on continuing while using the Hamden High Auditorium.

Prior to Rehearsal/Showcase we will have a COVID release consent form filled out by all dancing participants and their parents. Prior to arrival we can have all hair and make-up done ahead of time. We will take temperatures at the door and have hand sanitizer available before entering the building. Each Person will be masked at all times. We will then escort them to the dressing areas. Each group will be sectioned off using white tape on the floor.

We will be using 4 rooms for changing purposes. 107, C109 the black box and the dressing rooms in the back of the stage. We will stay within the room capacity at all times. Any door that can remain open for ventilation would be good and also I will bring my HEPA air purifier to keep in the big dressing room.

The backstage area will consist of two teachers, stage left and right and we will have one teacher on deck to escort dancers to and from the wing area. We will have quick changers in the black box to assist with costume changes if necessary. All dancers, teachers and parents will remain masked at all times.

Dancers etc will be given a short break to go outside and get some fresh air. We will use exit doors available to release the students at the completion of the dress rehearsal. We can sanitize the stage using appropriate germ cleaners. We will Lysol all doors and handles of the areas that we use.

All tickets will be allocated according to the student's registration number ahead of time. Using the seating chart provided, we will section off families in groups of pods and separate them with at least three seats apart. The school will provide an accurate seating chart updating us on damaged or lost seats so we can accurately configure placement. We will stay under 300 to ensure we do not exceed the 50% person capacity in the auditorium. Tickets will be

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done electronically so we will just count heads and take temperatures at the door.

On the day of the Showcase, we will keep people outside in a socially distanced line. When entering the door, we will take temperatures and after using hand sanitizer they can be seated.

Families will be seated together and we will remind each family to arrive on time, so that our Show can start on time. We will take a 15 intermission in between acts to allow for more time exiting the building and then re entering. Our MC from the booth can call out groups in an orderly fashion. The right side of the center aisle can exit to the right into the hallway and the left side could exit out the back. There will be absolutely no visiting with the Dancers. This is something we have never permitted and is also an important safety precaution of ours.

All Video proceeds will be handled ahead of time and our Videographer will be positioned on a platform or riser and kept 3 feet apart from other attendees.

At the completion of the show, we will use the same exiting procedure as we have done for the intermission segment, maintaining socially distant rules as they safely exit the building. Please let us know if there are any other concerns or suggestions. We were one of the first dance studios to use the auditorium and have always had a great experience here at the High School. We appreciate your continued professionalism especially concerning the safety and well being of our students during this pandemic. On behalf of all of us at Academy of Dance, we want to thank you for your time in reviewing our application today. We are all so very excited to get back on stage : )

Sincerely,

Teresa Gambardella, Director

## 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

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

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

**TOTAL OF FEES: \$3,663.68**

FSD # \_\_\_\_\_

**Hamden Public Schools**60 Putnam Avenue  
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **must** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.**Date March 24<sup>th</sup>, 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 FieldHamden Middle School ☐

HMS:

☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band RoomElementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐Elementary Schools:☐ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

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

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

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

Date	Arrival Time	Event Time	End Time
June 26 <sup>th</sup> , 2021	8:30 AM	12:00 - 4:30 PM	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 <sup>th</sup> , 2021	2:30 PM - 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.

(cc) (Initial)

V.-a.-ii

11

FSD # \_\_\_\_\_

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail AddressChristine Colantoni53-B Quinn-piac 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? 6 Location: 2-Lobby - 4-Back StageHow many movable chairs will you need? 6 Location: 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 (tap) microphones 2*\*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 projectionsSpecial requests/Instructions: Projections will be a Slide  
Show before Each Show**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

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

(Initial)

# \* Legacy School of Dance \* #1

FSD # \_\_\_\_\_

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

\* Thank you so much for your time in this matter. 😊

- \* Legacy School of Dance will follow all C.D.C and the Town of Hamden guidelines at the time of the scheduled events.
- \* We will require all family to sign a Rental & Behavioral Contract stating all the rules and regulations required by the C.D.C & the Town of Hamden at the time of the event.
- \* No student will be allowed to participate in the event located at the Hamden High School until waiver is signed and dated.
- \* Everyone must enter with a Face mask or covering the will be worn the entire time of the event.
- \* We will designate Legacy Staff to monitor doors Hallways, dressing rooms & Auditorium Seating to enforce mask are being worn at all time at the event.

(Initial)

Next →

# Legacy School of Dance

FSD # \_\_\_\_\_

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

- \* We will require all Students to arrive in their first costume to lesson the time & amount of people in the dressing rooms.
- \* Only one parent will be allowed in the dressing room with a Student.
- \* We will monitor the amount of people in the dressing room to ensure proper social distancing.
- \* We will temperature check all Students upon arrival.
- \* We will have sanitizer available at all times.

re

(Initial)

## 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	11.5	\$345.00

### 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: \$3,550.37**

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**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 4/16/2021

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Fathers Football & Cheerleading  
(Name of Organization)  
as association formed for Cheer Clinics for permission to use the  
(Event Title)

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

Hamden High School ☐

HHS:

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

Hamden Middle School ☐

HMS:

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

Elementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☒Wintergreen ☒Elementary Schools:

- ☒
- Gymnasium
- 
- ☐
- Cafeteria
- 
- ☐
- Classroom

**Equipment Needed:**

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

**Elementary Schools:**☐ Tables (how many) \_\_\_\_\_☐ Chairs (how many) \_\_\_\_\_☐ Other Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
4/27/21	6pm		8pm
5/4/21	6pm		8pm
5/11/21	6pm		8pm
5/18/21	6pm		8pm
5/25, 6/1, 6/8, 6/15, 6/22	6pm-8pm		

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: 40-60Admission Charge: 0Percentage of Hamden Performers: 40-50**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.

EB (Initial)

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Barry Bell	60 Westminster St Hamden CT 06566	2036545117	hfffaceer@gmail.com
Calvin McGee		2039150427	hurricanesfootball11@comcast.net
Jerard Gibson		2038433319	jergibson2@aol.com

**RULES AND REGULATIONS**

3513R

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

1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
6. A permit is not transferable.
7. A permit is not valid unless signed by the Superintendent or his/her designee.
8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. BB (Please Initial)

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

\_\_\_\_\_  
(Signature) 4/16/2021  
(Date)

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: \_\_\_\_\_ Date: \_\_\_\_\_  
(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? NA Location: \_\_\_\_\_How many movable chairs will you need? NA Location: \_\_\_\_\_Will you need stage lighting for your event? Yes ☐ No ☒*\*If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐*\*Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☐ No ☒*\*You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event: Yes ☒ No ☐*\*Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☐ No ☒

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*Up to two are available at each location*

If yes, # of wired handheld microphones \_\_\_\_\_

*\*Up to six are available at each location*

If yes, # of floor (tap) microphones \_\_\_\_\_

*\*Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☒ 1 ☐ 2 ☐*\*Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☐ No ☒Will your projections include sound (movies)? Yes ☐ No ☒

Check One:

☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projections

Special requests/instructions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist



## HFFCA Covid-19 Football Operations & Cheer Guidelines

**Practice Arrival:** All Football players and Cheerleaders will go through the Drive Thru Check-In station, to have participant temperature, COVID questionnaire and team attendance completed before the start of each practice. HFFCA participants will not be allowed on the field until they have gone through the Drive Thru Check-In and is cleared by a League Volunteer/Staff. Once a HFFCA participant has been cleared to practice, the participant will exit the vehicle, hand sanitize their hands at the Sanitization station table and meet their team on the field. Drive Thru Check-In will be routed, parents will follow the Check-In route as outlined. Participants and parents must wear masks during the check-in process, HFFCA participants must come to practice wearing an mask. (See mask guideline section) Participants with temperatures of 100 degrees will not be allowed to practice and will be sent home with their parent. Participants cannot return to practice until their temperature is under 100-degree temp without the use of fever reducing medication.

**Mask Requirement:** All football players & cheerleaders must arrive wearing a mask, participants should bring a backup mask in the event one is lost or damaged during practice. Once participants are on the field/mat in active practice, participants can remove their masks. Participants must put their mask back on and maintain social distancing anytime they are not on the field/mat in active practice procedures. All Coaches, Team Parent, Parent Volunteer and League Staff must wear a mask during active team practices. Mask use for coaches, team/parent volunteers and staff are an Mandatory RTP requirement.

**Field Use:** Practice field will be divided into Sections. 1 Team per section. Participants in each activity should comply with recommended group sizes consistent with CT Phase guidelines. Football Operations/Cheer Director will decide where each age group will go, every effort will be made to keep the same participants together and not mix groups.

**Sanitizing Station:** Per the RTP Guidelines, Participants must wash their hands before practice, before/after water breaks and before leaving practice. Water will be available at the sanitation station for hand washing only. Sanitizing Station will have hand sanitizer and equipment sanitizer.

**Water:** All football players & cheerleaders must bring their own bottled drinking water; all water bottles must be labeled with the participants first and last name before arriving to practice. There will be no team bottle distributed until further notice. Coaches and Team parents should stress to all parents the importance of ensuring their participant arrives with enough drinking water to get them through their 2hr practice, as there will be no team water bottles or water fountain use at all this season. **No Water, No Play!**



## HFFCA Covid-19 Football Operations & Cheer Guidelines

**Practice Equipment:** Coaches are welcome to use practice equipment; limiting the amount of equipment used. Only take what is necessary to complete practice plans for that day, equipment limited to one team and will be no team to team sharing. Coaches and team volunteers will ensure all equipment is disinfected after each use, after equipment has been sanitized it cannot be used by another team until the next practice day. Coaches and team volunteers will use the labeled equipment disinfect at the sanitation station. All practice equipment must be sanitized at the start of practice, after every drill, and at the end of practice. Cheer mats must be disinfected before practice and at the end of every practice. The bottom of Cheerleaders sneakers will also be disinfected before the start of every practice.

**Team Practice:** Only the players necessary should be on the field. Limit full contact time, to prevent spreading of germs. Players on the sideline must maintain mask & social distancing protocol. Coaches are responsible for getting the necessary staff to help with all these rules and regulations.

**Cheer in Door Practice (school gym):** Cheerleaders will arrive at the Drive Thru Check-In station, temperatures and COVID questionnaire will be completed. Cheerleaders temp must be below 100 degree to be cleared for practice, once cleared cheerleader will exit vehicle wearing a mask and go into the gym stopping at the sanitization table to disinfect the bottom of their cheer shoes and to hand sanitize. Cheerleaders will enter the gym and place their personal belongs (needed cheer items allowed only) along the wall of the gym, 6ft apart from other teammates. Cheerleader will change into cheer sneakers and await coach's directive. There will be no use of the water fountain at all this season, cheerleaders must be first & last name bottle water to all practices. Cheerleaders must ensure they bring enough water to get them through their 2-hour practice. A cheerleader with temps of 100 degree will not be allowed to exit the vehicle at Check-In and will be sent home, cheerleaders can return to practice when their temp is below 100 degrees without the use of fever reducing medication.

Refer to the **RPT Guidelines** to determine rules and regulations, including group size. State and Local guideline overrule RTP guidelines. It is required that coaches to use smaller groups when possible. Separating groups by position will help ensure that we are taking the necessary steps to keep practice groups small. Players should wash their hands and sanitize in between practice intervals, rotations and water breaks.

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

Please see attached HFFCA  
COVID-19 Guidelines. 2 pages  
attached. (EB)

EB (Initial)

**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 4/10/2021

To the Board of Education:

The undersigned hereby make application on behalf of

Shobha Jagadeesh

(Name of Organization)

as association formed for Solo 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 → possibly☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☒Elementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐

HMS:

☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band 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
8/28/2021	1pm	2pm	7pm
8/26/2021			

↓  
rehearsalNumber of Performers/Presenters: 5Anticipated Attendance: 100 - 200 (depending on Covid 19 regulations)

Admission Charge: \_\_\_\_\_

Percentage of Hamden Performers: \_\_\_\_\_

**REHEARSAL / PREPARATION**

Date

Time (From/To)

8/26/2021 | 2pm - 6pmHow many people will attend the rehearsal? 10Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Pending information

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)

V.-a.-iv

(1)

PRINT names of applicants.

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Shobha Jagadeesh

1886 Litchfield Tpke

440-506-0106

shobajag@gmail.com

Email - shobajag@gmail.com

## RULES AND REGULATIONS

3513R

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

1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
6. A permit is not transferable.
7. A permit is not valid unless signed by the Superintendent or his/her designee.
8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. \_\_\_\_\_ (Please Initial)

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

(Signature)

(Date)

The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: \_\_\_\_\_

Date: \_\_\_\_\_

(Initial)

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

This is a solo dance performance. We will comply by any regulations recommended. We will ask all audience to wear masks.

We will ask all attendees to be vaccinated. The performer my daughter is partially vaccinated and will be fully vaccinated by next month. All backstage personnel are vaccinated.

All musicians in live orchestra are vaccinated.

We wish to have people separated by 6 feet if possible. We do not know the number of people attending yet. It is all dependent on your allowance and regulations.

We appreciate that this application is being considered. Again we will do the needful to be compliant and make necessary arrangements.

If food is not allowed we understand. If we can know as soon as possible we would appreciate it so that we can make other arrangements.

Best regards,

Shobha Jagadeesh

**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: Unsure

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 ☐Unsure yet*\*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 ☐Unsure yet

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 ☐Unsure - pending*\*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: Unsure☐ 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

## Fee Calculations

Shobha Jagadeesh, Solo Dance Recital 8/26/2021, 8/28/2021

Processing Fee: \$45

### Rent

		HMS	
Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
Black Box (HHS Only)	1	\$250.00	\$250.00
Dressing Rooms (HHS Only)	1	\$50.00	\$50.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)		\$150.00	\$0.00
Cafeteria		\$200.00	\$0.00
Classroom		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

### Utilities

Fee	Hours	Total
\$30.00	4	\$120.00

### Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	1	4	\$127.04
Sunday	1		\$0.00

### Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	1	\$45.54
Clean up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean up	2		\$0.00

**TOTAL OF FEES: \$1,865.28**

FSD #

**Hamden Public Schools**  
60 Putnam Avenue  
Hamden, CT 06517

**APPLICATION FOR USE OF SCHOOL BUILDING**

Applications ***must*** be filed at least ***SIX WEEKS*** before the day for which it is made.

Tentative approval is subject to revocation at BOE discretion. Application will not be accepted prior to ***SIX MONTHS*** before the event date.

Date 4-1-2021

To the Board of Education

The undersigned hereby make application on behalf of THE DANCE CONNECTION  
(Name of Organization)

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

(please check all boxes next to building AND rooms):

Hamden High School ☐

- HHS: ☒ Auditorium/Black Box/Dressing Rooms  
☐ Gymnasium  
☐ C107  
☐ Cafeteria  
☐ Classroom  
☐ Athletic Field

Equipment Needed:

Hamden Middle School ☒

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

Elementary Schools:

Bear Path ☐

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

Elementary Schools:

Church Street ☐

☐ Tables (how many)

Dunbar Hill ☐

☐ Chairs (how many)

Helen Street ☐

☐ Other Needs:

Ridge Hill ☐

Shepherd Glen ☐

Elementary Schools:

Spring Glen ☐

- ☐ Gymnasium  
☐ Cafeteria  
☐ Classroom

West Woods ☐

Windsor ☐

**EVENT INFORMATION**

\*If multiple events, please provide necessary information for each date

Date	Arrival Time	Event Time	End Time
10-18-2021	4 PM	5 PM	9 PM
12-19-2021	12 Noon	1 PM	10 PM

Number of Performers/Performers: Approx 200

Anticipated Attendance: Depends on what is allowed

Admission Charge: yes

Percentage of Hamden Performers: 1/4

**REHEARSAL / PREPARATION**

Date 6-18-2021 Time (From/To) 4 PM to 9 PM

How many people will attend the rehearsal? 100

Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up?

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)



PRINT names of applicants.

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

K. Linda Juliano

45- Letit Court East Hamden, CT 06512

203-988-8815 SLJ066(A) AOL.

Sondra Juliano

45- Letit Court East Hamden, CT 06512

203-988-9230 SLJ066(A) AOL.

**RULES AND REGULATIONS**

3513R

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

The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.

When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.

If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.

The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.

A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.

A permit is not transferable.

A permit is not valid unless signed by the Superintendent or his/her designee.

No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denial.

When a cafeteria worker is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.

When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.

Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be incurred 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.

Obtainment of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #130.2).

We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.

Applicants must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event. (Please Initial)

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

(Date)

Charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the use is approved. These charges are to be paid, by check or money order, to the Hamden Board of Education. A fee schedule is 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:

***The Dance Connection***  
Linda Juliano  
45 Letis Court, East Haven CT 06512  
Home: 203-469-8815  
Work: 203-469-8177  
Cell: 203-988-9230

Hello Eric,

Per our conversation yesterday, here is the following overview and protocol that will be for our Recitals.

Overview: We would like to do 4 mini shows that are no more than 90 minutes to 2 hours in length, with a limited, socially distanced audience that would fall in line with the State Guides at or under 250 total. We would do One Show on Friday June 18th, and 3 Shows on Saturday June 19th. Each Show will have an hour break between to clean and Sanitize, before the next group arrives. We will omit a Finale and do something different to keep the total number of kids on stage to a minimum. All Families will sit together and socially distanced to keep in line with the state guides. All families will wear face coverings throughout the performance. All Dressing Areas will be monitored and kept to a minimum. Dancers will arrive in their first costume to keep the shows flowing and on track.

**Timeline:**

**Friday June 18th:**

- \*\* Set up 4pm
- \*\* Show Number One 6-8pm
- \*\* Clean Up 8-9pm

**Saturday June 19th:**

- \*\* Set Up 10am
- \*\* Show Number Two 12pm-1:30pm
- \*\* Clean 1:30pm-2:30pm
- \*\* Next Show Block Arrive 2:30pm-3pm
- \*\* Show Number Three 3pm-4:30pm
- \*\* Clean 4:30pm-5:30pm
- \*\* Next Show Block Arrive 5:30pm- 6pm
- \*\* Show Number 4 6pm-8pm
- \*\* Clean Out 8-9pm

Thank you for your consideration. Please let us know as soon as possible if we will be able to use The Middle School for our shows. We are very grateful for all of your help and all that you are doing for the Dance Schools.

Respectfully,  
Linda Juliano  
Artistic Director  
The Dance Connection

# **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? 3 Location: Lobby

How many movable chairs will you need? 3 Location: Lobby

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	_____

## Fee Calculations

The Dance Connection 6/18 - 6/19 2021

Processing Fee:                      \$45                      HMS

### Rent

Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
Black Box		\$250.00	\$0.00
Dressing Rooms		\$50.00	\$0.00
Gymnasium		\$250.00	\$0.00
C107		\$150.00	\$0.00
Cafeteria		\$200.00	\$0.00
Classroom	2	\$75.00	\$150.00
Music/Band Room	2	\$75.00	\$150.00

### Utilities

Fee	Hours	Total
\$30.00	10	\$300.00

### Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	2	10	\$635.20
Sunday			\$0.00

### Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	10	\$455.40
Clean up	4	2	\$364.32

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

**TOTAL OF FEES:            \$2,845.46**

**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 4/16/2021

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Fathers Football & Cheerleading  
(Name of Organization)  
as association formed for Cheer Practice for permission to use the  
(Event Title)

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

Hamden High School ☐

HHS:

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

**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

HMS:

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

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
10/21 - 12/7/21	6pm		8pm

Number of Performers/Presenters: 30Anticipated Attendance: 30 per teamAdmission Charge: 30

Percentage of Hamden Performers: \_\_\_\_\_

\*Gym space needed Mon-Friday  
 Aug. 2, 2021 - Dec 17, 2021 6pm-8pm

**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.

EB (Initial)

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Danny Bon		203 654 5117	hffaccheer@gmail.com
Calvin McGee		203 915 0427	hurricaneefootball@comcast.net
Jerard Gibson		203 843 3319	jerardgibson@aol.com

**RULES AND REGULATIONS**

3513R

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

- The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- A permit is not transferable.
- A permit is not valid unless signed by the Superintendent or his/her designee.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. EG (Please Initial)

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

[Signature] (Signature) 9/16/2001 (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? N/A

Location: \_\_\_\_\_

How many movable chairs will you need? N/A

Location: \_\_\_\_\_

Will you need stage lighting for your event?

Yes ☐No ☒*\*If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*

How many follow spotlights will you need?

0 ☒1 ☐2 ☐*\*Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event?

Yes ☐No ☒*\*You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event?

Yes ☒No ☐*\*Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones?

Yes ☐No ☒

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*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**EB (Initial)**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist



## HFFCA Covid-19 Football Operations & Cheer Guidelines

**Practice Arrival:** All Football players and Cheerleaders will go through the Drive Thru Check-In station, to have participant temperature, COVID questionnaire and team attendance completed before the start of each practice. HFFCA participants will not be allowed on the field until they have gone through the Drive Thru Check-In and is cleared by a League Volunteer/Staff. Once a HFFCA participant has been cleared to practice, the participant will exit the vehicle, hand sanitize their hands at the Sanitization station table and meet their team on the field. Drive Thru Check-In will be routed, parents will follow the Check-In route as outlined. Participants and parents must wear masks during the check-in process, HFFCA participants must come to practice wearing an mask. (See mask guideline section) Participants with temperatures of 100 degrees will not be allowed to practice and will be sent home with their parent. Participants cannot return to practice until their temperature is under 100-degree temp without the use of fever reducing medication.

**Mask Requirement:** All football players & cheerleaders must arrive wearing a mask, participants should bring a backup mask in the event one is lost or damaged during practice. Once participants are on the field/mat in active practice, participants can remove their masks. Participants must put their mask back on and maintain social distancing anytime they are not on the field/mat in active practice procedures. All Coaches, Team Parent, Parent Volunteer and League Staff must wear a mask during active team practices. Mask use for coaches, team/parent volunteers and staff are an Mandatory RTP requirement.

**Field Use:** Practice field will be divided into Sections. 1 Team per section. Participants in each activity should comply with recommended group sizes consistent with CT Phase guidelines. Football Operations/Cheer Director will decide where each age group will go, every effort will be made to keep the same participants together and not mix groups.

**Sanitizing Station:** Per the RTP Guidelines, Participants must wash their hands before practice, before/after water breaks and before leaving practice. Water will be available at the sanitation station for hand washing only. Sanitizing Station will have hand sanitizer and equipment sanitizer.

**Water:** All football players & cheerleaders must bring their own bottled drinking water; all water bottles must be labeled with the participants first and last name before arriving to practice. There will be no team bottle distributed until further notice. Coaches and Team parents should stress to all parents the importance of ensuring their participant arrives with enough drinking water to get them through their 2hr practice, as there will be no team water bottles or water fountain use at all this season. **No Water, No Play!**



## HFFCA Covid-19 Football Operations & Cheer Guidelines

**Practice Equipment:** Coaches are welcome to use practice equipment; limiting the amount of equipment used. Only take what is necessary to complete practice plans for that day, equipment limited to one team and will be no team to team sharing. Coaches and team volunteers will ensure all equipment is disinfected after each use, after equipment has been sanitized it cannot be used by another team until the next practice day. Coaches and team volunteers will use the labeled equipment disinfect at the sanitation station. All practice equipment must be sanitized at the start of practice, after every drill, and at the end of practice. Cheer mats must be disinfected before practice and at the end of every practice. The bottom of Cheerleaders sneakers will also be disinfected before the start of every practice.

**Team Practice:** Only the players necessary should be on the field. Limit full contact time, to prevent spreading of germs. Players on the sideline must maintain mask & social distancing protocol. Coaches are responsible for getting the necessary staff to help with all these rules and regulations.

**Cheer in Door Practice (school gym):** Cheerleaders will arrive at the Drive Thru Check-In station, temperatures and COVID questionnaire will be completed. Cheerleaders temp must be below 100 degree to be cleared for practice, once cleared cheerleader will exit vehicle wearing a mask and go into the gym stopping at the sanitization table to disinfect the bottom of their cheer shoes and to hand sanitize. Cheerleaders will enter the gym and place their personal belongs (needed cheer items allowed only) along the wall of the gym, 6ft apart from other teammates. Cheerleader will change into cheer sneakers and await coach's directive. There will be no use of the water fountain at all this season, cheerleaders must be first & last name bottle water to all practices. Cheerleaders must ensure they bring enough water to get them through their 2-hour practice. A cheerleader with temps of 100 degree will not be allowed to exit the vehicle at Check-In and will be sent home, cheerleaders can return to practice when their temp is below 100 degrees without the use of fever reducing medication.

Refer to the **RPT Guidelines** to determine rules and regulations, including group size. State and Local guideline overrule RTP guidelines. It is required that coaches to use smaller groups when possible. Separating groups by position will help ensure that we are taking the necessary steps to keep practice groups small. Players should wash their hands and sanitize in between practice intervals, rotations and water breaks.

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

Please see attached 2 page HFFCA  
COVID 19 guidelines.

\*Request for gym space at Westwood  
and Ridge Hill schools as our cheer  
mats are currently housed there when  
we use the space in the fall for  
cheer practice.

EB (Initial)

**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 4/22/2021

To the Board of Education:

The undersigned hereby make application on behalf of ALM Sports LLC  
(Name of Organization)

as association formed for Enrichment Summer Camp for permission to use the  
(Event Title)

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

Hamden High School ☒

HHS: ☐ Auditorium/Black Box/Dressing Rooms

☐ Gymnasium

☐ C107

☒ Cafeteria

☐ Classroom

☒ Athletic Field/Pool (please circle option)

Hamden Middle School ☐

HMS: ☐ Auditorium

☐ Gymnasium

☐ Cafeteria

☐ Classroom

☐ Music/Band Room

**Elementary Schools:**

Bear Path ☐

Church Street ☒

Dunbar Hill ☐

Helen Street ☒

Ridge Hill ☐

Shepherd Glen ☐

Spring Glen ☐

West Woods ☐

Wintergreen ☐

**Elementary Schools:**

☐ Gymnasium

☒ Cafeteria

☐ Classroom

**Equipment Needed:**

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

**Elementary Schools:**

☐ Tables (how many) \_\_\_\_\_

☐ Chairs (how many) \_\_\_\_\_

☐ Other Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
June 14, 2021	7:30am		6:00pm
June 15, 2021	7:30am		6:00pm
June 16, 2021	7:30am		6:00pm
June 17, 2021	7:30am		6:00pm

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: \$30. per date

Percentage of Hamden Performers: \_\_\_\_\_

Please refer to last page for multiple dates

**REHEARSAL / PREPARATION**

Date

Time (From/To)

NA NA

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.

AM (Initial)

V.a.-vii

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Alvin Murray	18191 NW 68 <sup>th</sup> Ave. #206 Miami, FL 33015	786-657-4572	alvinmurray@
Altigracia Ramos	18191 NW 68 <sup>th</sup> Ave. #206 Miami, FL 33015	786-303-7995	admin@alm5p0

**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. D.M. (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](http://www.hamden.org), or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: \_\_\_\_\_

Date: \_\_\_\_\_

(Initial)

Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board will consider your request for facility use. (If easier, you may attach a separate document with your protocols)

Our plan to comply with the state and CDC Covid-19 guidelines are:

Temperature - Campers/staff will be checked prior to entering daily for any observable illness and to confirm temperature below one hundred degrees Fahrenheit. If anyone has signs illness or temperature is higher than except they will be sent home.

Distance - We will keep to the states minimum of campers in one space/interval group will be decreased.

Cleanliness - Enhanced cleaning and disinfection practices shall be implemented throughout the facility and equipment.

Hand washing - All staff and campers will adhere to regular hand washing with soap and water/hand sanitizer.

Avoid Sharing - Avoiding Food / Snack Sharing

# 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? 10 Location: Hamden High School

How many movable chairs will you need? 50 Location: Hamden High School

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

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

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

- Group I** Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSD, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.
- Group II** Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc., Town of Hamden sponsored community events such as parades, concerts, etc.
- Group III** Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.
- Group IV** All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

**Group I** - No fees

**Group II** - Direct labor costs and technical fees

**Group III** - Utilities, direct labor costs and technical fees

**Group IV** - Rental fees, utilities, direct labor costs and technical fees

**Group II, III, and IV** applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

### Technical Fees (Sound, lighting, equipment)

Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

\*Lighting/Sound technicians and Supervisory fees will be billed after event.

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

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Auditorium (Capacity 600)	\$0	\$500/day
Black Box	\$0	\$250/day
Dressing Rooms	\$0	\$50/day
Gymnasium	\$0	\$250/day
C107	\$0	\$150/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Hamden High		
Auditorium (Capacity 550)	\$0	\$500/day
Gymnasium	\$0	\$250/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Hamden Middle		
Auditorium	\$0	\$150/day
Gymnasium	\$0	\$150/day
Cafeteria	\$0	\$125/day
Classroom	\$0	\$75/day
Hamden Elementary		
Auditorium	\$0	\$150/day
Gymnasium	\$0	\$150/day
Cafeteria	\$0	\$125/day
Classroom	\$0	\$75/day

### Custodian Fees:

Time and one-half  
Double Time

\$45.54 per hour  
\$60.72 per hour  
Monday - Saturday  
Sunday and Holidays

### Security Fees:

Time and one-half  
Double Time

\$31.76 per hour  
\$42.34 per hour  
Monday - Saturday  
Sunday and Holidays

Utility Fee (Group III & IV)

\$30.00 per hour

\* Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one hour (minimum) to close and the actual hours of the event

\* Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

### EVENT INFORMATION

dates, please indicate clearly information for each date

Arrival Time	Event Time	End Time
23,201 7:30 AM		6:00 PM
24,201 7:30 AM		6:00 PM
25,201 7:30 AM		6:00 PM
26,201 7:30 AM		6:00 PM

of Performers/Presenlers: 5

ed Attendance: 40

on Charge: \$ 30 per date

ge of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Jul 29, 2001	7:30 AM		6:00 PM
Jul 30, 2001	7:30 AM		6:00 PM
Aug 2, 2001	7:30 AM		6:00 PM
Aug 3, 2001	7:30 AM		6:00 PM

Number of Performers/Presenlers: 5

Anticipated Attendance: 40

Admission Charge: \$ 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Aug 4, 2001	7:30 AM		6:00 PM
Aug 5, 2001	7:30 AM		6:00 PM
Aug 6, 2001	7:30 AM		6:00 PM
Aug 9, 2001	7:30 AM		6:00 PM

Number of Performers/Presenlers: 5

Anticipated Attendance: 40

Admission Charge: \$ 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

dates, please indicate clearly information for each date

Arrival Time	Event Time	End Time
23,201 7:30 AM		6:00 PM
24,201 7:30 AM		6:00 PM
25,201 7:30 AM		6:00 PM
26,201 7:30 AM		6:00 PM

of Performers/Presenlers: 5

ed Attendance: 40

in Charge: \$ 30 per date

ge of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Aug 16, 2001	7:30 AM		6:00 PM
Aug 17, 2001	7:30 AM		6:00 PM
Aug 18, 2001	7:30 AM		6:00 PM
Aug 19, 2001	7:30 AM		6:00 PM

Number of Performers/Presenlers: 5

Anticipated Attendance: 40

Admission Charge: \$ 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Aug 20, 2001	7:30 AM		6:00 PM

Number of Performers/Presenlers: 5

Anticipated Attendance: 40

Admission Charge: \$ 30 per date

Percentage of Hamden Performers: \_\_\_\_\_



### EVENT INFORMATION

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

Date June 18, 2021 Arrival Time 7:30AM Event Time 6:00PM  
June 21, 2021 7:30AM 6:00PM  
June 22, 2021 7:30AM 6:00PM  
June 23, 2021 7:30AM 6:00PM

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: A 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date June 21, 2021 Arrival Time 7:30AM Event Time 6:00PM  
June 25, 2021 7:30AM 6:00PM  
June 26, 2021 7:30AM 6:00PM  
June 29, 2021 7:30AM 6:00PM

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: A 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date June 23, 2021 Arrival Time 7:30AM Event Time 6:00PM  
July 1, 2021 7:30AM 6:00PM  
July 3, 2021 7:30AM 6:00PM  
July 14, 2021 7:30AM 6:00PM

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: A 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date July 7, 2021 Arrival Time 7:30AM Event Time 6:00PM  
July 14, 2021 7:30AM 6:00PM  
July 19, 2021 7:30AM 6:00PM  
July 13, 2021 7:30AM 6:00PM

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: A 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date July 13, 2021 Arrival Time 7:30AM Event Time 6:00PM  
July 14, 2021 7:30AM 6:00PM  
July 15, 2021 7:30AM 6:00PM  
July 14, 2021 7:30AM 6:00PM

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: A 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

### EVENT INFORMATION

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

Date July 14, 2021 Arrival Time 7:30AM Event Time 6:00PM  
July 25, 2021 7:30AM 6:00PM  
July 27, 2021 7:30AM 6:00PM  
July 22, 2021 7:30AM 6:00PM

Number of Performers/Presenters: 5

Anticipated Attendance: 40

Admission Charge: A 30 per date

Percentage of Hamden Performers: \_\_\_\_\_

FSD # \_\_\_\_\_

**Hamden Public Schools**60 Putnam Avenue  
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **MUST** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date.**Date 4/21/21

To the Board of Education:

The undersigned hereby make application on behalf of CHESHIRE DANCE CENTRE LLC

(Name of Organization)

as association formed for RECITAL 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/Pool (please circle option)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
6/13/21	3:30 PM	4:00 PM	6:00 PM

Number of Performers/Presenters: 75Anticipated Attendance: 350-400Admission Charge: \$25.00Percentage of Hamden Performers: 5%**REHEARSAL / PREPARATION**

Date	Time (From/To)
6/13/21	9:00 - end of performance & clean up

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

If yes, when do you plan to set up?

9:00 AM to set up  
11:00 AM to begin rehearsal

If said permission is granted, we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

BS (Initial)

V-a-viii ①

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
BETTY SEIBERT	112 LAURA RD, HAMDEN	203.710.8372	
DAVID BOMKE	SAME ↑ 06514	bseibert@cheshiredance	
KARYN O'TOOLE	40 COURT ST, CROMWELL CT 06416	860.303.4443	centre.com

**RULES AND REGULATIONS**

3513R

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

- The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- A permit is not transferable.
- A permit is not valid unless signed by the Superintendent or his/her designee.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. DS (Please Initial)

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

Betty Seibert (Signature) 4/21/21 (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: \_\_\_\_\_  
DS (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? 30 Location: LOBBY & BLACK BOX & C-107How many movable chairs will you need? 75 Location: AS ABOVE + DRESSING ROOMS

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 1*\*Up to six are available at each location*If yes, # of floor (tap) microphones 4-6 (2)*\*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 projectionsSpecial requests/Instructions: not yet certain if my own  
person will be available to run the  
projections**\*\*A technical supervisor will contact you to verify all requests**AB (Initial)**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

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

### **AUDIENCE**

- With the understanding that the seating capacity of the auditorium will be capped at 50%, we plan to sell tickets by family unit with six-foot distancing between family groups. We have 57 families.
- All seats will be reserved; there will be no “general admission.”
- Audience members will have a temperature check, and will have hands sanitized upon entry.
- Audience members will be required to wear masks inside the building (unless medically excused).
- Ushers will direct audience members to their seats.
- Family groups will maintain social distancing while waiting to be seated. Lobby area will be marked for this purpose.
- • Ushers will ensure audience members are kept at a social distance at intermission to use restrooms as needed.
- Ushers will dismiss audience members by family groups as their child(ren) are ready to leave.

### **PERFORMERS**

- Our dancers have been following COVID-19 safety protocols at the studio since June 22, 2020. We will take established protocols with us to Hamden High School.
- Students will be dropped off at the front of the school building where they will put their street shoes into their designated bucket and proceed to their dressing area.
- To maintain social distancing in dressing rooms, the performers will be assigned as follows:
  1. 42 Students in area C107—siblings will be seated together; other students will be in groups of no more than 2 per table. It is estimated a total of 21 tables will be needed.
  2. 16 Dancers (Seibert Dancers) will be assigned to the Black Box area—socially distanced at 8 designated tables.
  3. 7 Graduating seniors will be assigned to the Ladies Dressing Room
  4. 3 Boys will be assigned to the Gentlemen's Dressing Room.
- All Dressing room areas will be disinfected upon staff arrival and before performers' usage.
- Frequent hand sanitizing will be monitored.
- Performers will wear masks at all times.
- Social distancing will be structured into on-stage choreography as well as flow of movement in the backstage area.
- Dismissal of dancers at the conclusion of the event will be directed to maintain social distancing, with parents being informed <sup>when</sup> to leave the auditorium to meet their dancer.

### **PRELIMINARY SCHEDULE**

- 9:00 AM—support staff arrival; lay floor down on stage; organize backstage areas
- 11:00 AM—Performers arrive and go to assigned dressing rooms
- 11:30 AM—Dress rehearsal begins
- 1:30 PM—Meal break (out of building if deemed necessary by Hamden Bd. Of Ed)
- 3:15 PM—Return Arrival for performers
- **4:00 PM—Performance Time**
- 6:00 PM—Show ends; dismissal of audience and performers with protocol above
- 6:00 PM—Support Staff—pick up floor; clean areas used

## Fee Calculations

Cheshire Dance Centre, June 13, 2021

**Processing Fee:**

**\$45**

### Rent

HMS

Rooms	Days	Fee	Total
Auditorium	1	\$500.00	\$500.00
Black Box (HHS Only)	1	\$250.00	\$250.00
Dressing Rooms (HHS Only)	1	\$50.00	\$50.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)	1	\$150.00	\$150.00
Cafeteria		\$200.00	\$0.00
Classroom		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

### Utilities

Fee	Hours	Total
\$30.00	9	\$270.00

### Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	1		\$0.00
Sunday	2	3	\$254.04

### Custodial Services

Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean up	2		\$0.00

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	1	\$60.72
Clean up	2	2	\$242.88

**TOTAL OF FEES:      \$1,883.36**

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## Update Schedule

☒ **Schedule ID** 190295☒ **Status** Submitted☐ Notify Booked By☐ Notify Contact Person[View/Change Declined Reason](#)**Date Created** 3/5/2021 2:25:53 PM**Schedule State?** Inactive☒ **Event Title** Creative Kids Art Program spons**Event Description** Same program as in 2019 - Director Deb Ferguson**Area** -- Select Area --[View Bookings](#)☒ **Location** SPRING GLEN SCHOOL[View Room Details](#)**Building** --Select Building--☒ **Rooms** -- Select Room --

123 - Cafeteria

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

7/6/2021

7/7/2021

7/8/2021

7/9/2021

7/12/2021

7/13/2021

7/14/2021

7/15/2021

7/16/2021

7/19/2021

7/20/2021

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	4	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	4	2	3	4	5

☒ **Start Time** 8:45 AM**End Time** 12:00 PM**Setup Begin Time** 8:45 AM**Breakdown End Time** 12:00 PM☒ **Duration** 3 hours 15 minutes. Spans over 1 days.[Back to shortcuts](#)[Check Availability](#)

## Organization Information

☒ **Organization** Town of Hamden Parks & Recreat

or new

**Type** -- Select Organization Type --**Contact Name** -- Select Contact Name --

V.-a.-ix

<b>First Name</b> Laura	<b>Last Name</b> Luzzi	
<b>Email</b> lluzzi@hamden.com	<input checked="" type="checkbox"/> Email	<b>Day-Time Phone</b> 287-2579
<b>Evening Phone</b>		<b>Cellular Phone</b>

**Billing Address**

☐ Use Organization Billing Address

**FEIN** Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

**Invoice Type?** ☐ Charge back ☐ Payment ☒ No charge

**Responsible for Billing** -- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

**Billing Comments**

**Budget** -- Select Budget Account -- Charge backs requires a budget code.

**Document Number** (e.g. contract or permit number)

**PO Number**

[Back to shortcuts](#)

**Insurance Information**

**Company**

**Company Policy No**

**Coverage**

**Coverage Dates** To

☐ Yes, update organization record with above insurance information.

**Setup Requirements**

Note: Tasks already generated for events will not reflect changes in service description.

**Required Maintenance Services**

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

**Service description**


**Rental Requests**

[+ Add Rental Request](#)

Rental Request defined.

**Number Attending**

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

**Other Needs**

**Booked by** **First Name** **Last Name**  
Laura Luzzi

**Email**  
lluzzi@hamden.com

**Current Route To** Emily McCann



Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

**Event Visibility** ☒ Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

**Save** **Reset**

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

**Delete** Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/6/2021

7/6/2021

7/7/2021

7/7/2021

7/8/2021

7/8/2021

7/9/2021

7/9/2021

7/12/2021

7/12/2021

7/13/2021

7/13/2021

7/14/2021

7/14/2021

7/15/2021

7/15/2021

7/16/2021

7/16/2021

7/19/2021

7/19/2021

7/20/2021

7/20/2021

7/21/2021

7/21/2021

7/22/2021

7/22/2021

7/23/2021

7/23/2021

### Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

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Update Schedule



☒ Schedule ID 190297

☒ Status Submitted

☐ Notify Booked By

☐ Notify Contact Person

View/Change Declined Reason

Date Created 3/5/2021 3:01:53 PM

Schedule State? Inactive

☒ Event Title Hamden Rec. Dept. Summer Day

Event Description

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room--

Gymnasium

Cafeteria

Tennis Courts

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)  
7/6/2021  
7/7/2021  
7/8/2021  
7/9/2021  
7/12/2021  
7/13/2021  
7/14/2021  
7/15/2021  
7/16/2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	4	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

☒ Start Time 7:15 AM

End Time 5:30 PM

Setup Begin Time 7:15 AM

Breakdown End Time 5:30 PM

☒ Duration 10 hours 15 minutes. Spans over 1 days.

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[Check Availability](#)

Organization Information

☒ Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name -- Select Contact Name --

V.-a.-x

①

4/28/2021, 8:20 AM

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

☒ Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

## Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

## Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

 To ☐ Yes, update organization record with above Insurance Information.

## Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

## Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

## Service description


## Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking  
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

**Event Visibility** ☒ Yes, this is a schedule of public events

Inactive Schedule ☐

Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

**Save** **Reset**

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
7/6/2021	7/6/2021				
7/7/2021	7/7/2021				
7/8/2021	7/8/2021				
7/9/2021	7/9/2021				
7/12/2021	7/12/2021				
7/13/2021	7/13/2021				
7/14/2021	7/14/2021				
7/15/2021	7/15/2021				
7/16/2021	7/16/2021				

### Invoices

Create Invoice

Invoice Number Status Date Invoiced Invoice Amount Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number Date Paid Check Number Pay By Amount

No Payments on record.

### Work Order Costs

Work Order # Transaction Type Transaction Description Transaction Date Costs

No Transactions on record.

### File Attachments

Add New File

Delete Date Submitted By Description Filename Size

No attachments

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

### Legend

- ☒ Required Information
- ☒ Insurance Expired

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## Update Schedule

☒ **Schedule ID** 190298

☒ **Status** Submitted

[View/Change Declined Reason](#)

☐ Notify Booked By

☐ Notify Contact Person

**Date Created** 3/5/2021 3:09:51 PM

**Schedule State?** Inactive

☒ **Event Title** Hamden Rec. Dept. Summer Day

**Event Description**

**Area** -- Select Area --

[View Bookings](#)

☒ **Location** HAMDEN MIDDLE SCHOOL

[View Room Details](#)

**Building** --Select Building--

☒ **Rooms** -- Select Room--

Gymnasium

Auditorium

Cafeteria

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

7/19/2021

7/20/2021

7/21/2021

7/22/2021

7/23/2021

7/26/2021

7/27/2021

7/28/2021

7/29/2021

7/30/2021

8/2/2021

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

☒ **Start Time** 7:15 AM

**End Time** 5:30 PM

**Setup Begin Time** 7:15 AM

**Breakdown End Time** 5:30 PM

☒ **Duration** 10 hours 15 minutes. Spans over 1 days.

[Back to shortcuts](#)

[Check Availability](#)

## Organization Information

☒ **Organization** Town of Hamden Parks & Recreat [Note](#)

or new

**Type** -- Select Organization Type --

**Contact Name** -- Select Contact Name --

V.-a.-xi

**First Name**  
Laura

**Last Name**  
Luzzi

**Email**  
lluzzi@hamden.com

☒ Email

**Evening Phone**

**Day-Time Phone**  
287-2579

**Cellular Phone**

**Billing Address**

☐ Use Organization Billing Address

**FEIN**

**Sales Tax Exemption No.**

☐ Yes, add this contact to the organization's contact list.

**Invoice Type?**

☐ Charge back ☐ Payment ☒ No charge

**Responsible for Billing**

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

**Billing Comments**

**Budget**

-- Select Budget Account --

Charge backs requires a budget code.

**Document Number**

(e.g. contract or permit number)

**PO Number**

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**Insurance Information**

**Company**

**Company Policy No**

**Coverage**

**Coverage Dates**

To

☐ Yes, update organization record with above insurance information.

**Setup Requirements**

Note: Tasks already generated for events will not reflect changes in service description.

**Required Maintenance Services**

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

**Service description**


**Rental Requests**

[+ Add Rental Request](#)

Note: Rental Request defined.

**Number Attending**

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

**Other Needs**

**Booked by**

**First Name**

Laura

**Last Name**

Luzzi

**Email**

lluzzi@hamden.com

**Current Route To** Emily McCann

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

Event Visibility ☒ Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save Reset

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/19/2021

7/19/2021

7/20/2021

7/20/2021

7/21/2021

7/21/2021

7/22/2021

7/22/2021

7/23/2021

7/23/2021

7/26/2021

7/26/2021

7/27/2021

7/27/2021

7/28/2021

7/28/2021

7/29/2021

7/29/2021

7/30/2021

7/30/2021

8/2/2021

8/2/2021

8/3/2021

8/3/2021

8/4/2021

8/4/2021

8/5/2021

8/5/2021

8/6/2021

8/6/2021

### Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

HAMDEN SCHOOL DISTRICT

My Account(414449573)

SchoolData  
apps

- Application Links -

Logout



Home Calendar Availability New Schedule Documents Account Setup

Search for  GO Advanced Search

Services Help

Actions: Add List Graph Report

Schedule Shortcuts Related Links

Legend

Update Schedule



☒ Schedule ID 190299

☒ Status Submitted

View/Change Declined Reason

☐ Notify Booked By

☐ Notify Contact Person

Date Created 3/5/2021 3:22:47 PM

Schedule State? Inactive

☒ Event Title Hamden Rec. Dept. Summer Actl

Event Description Whitney Players - Cindy Simell-Devoe

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room --

Auditorium

Music Room

Hallway

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)  
7/6/2021  
7/7/2021  
7/8/2021  
7/9/2021  
7/12/2021  
7/13/2021  
7/14/2021  
7/15/2021  
7/16/2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	+	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	+	2	3	4	5

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

☒ Start Time 8:45 AM

End Time 4:00 PM

Setup Begin Time 8:45 AM

Breakdown End Time 4:00 PM

☒ Duration 7 hours 15 minutes. Spans over 1 days.

Back to shortcuts

[Check Availability](#)

### Organization Information

☒ Organization Town of Hamden Parks & Recreat Note

or new

Type -- Select Organization Type --

Contact Name -- Select Contact Name --

V-a-xii

①



First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

☒ Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

## Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

## Insurance Information

Company

Company Policy No

Coverage

Coverage Dates



To

☐ Yes, update organization record with above insurance information.

## Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

## Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

## Service description


## Rental Requests

[+ Add Rental Request](#)

Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking  
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

**Event Visibility** ☒ Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

[Back to shortcuts](#)

[Save](#) [Reset](#)

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/6/2021

7/6/2021

7/7/2021

7/7/2021

7/8/2021

7/8/2021

7/9/2021

7/9/2021

7/12/2021

7/12/2021

7/13/2021

7/13/2021

7/14/2021

7/14/2021

7/15/2021

7/15/2021

7/16/2021

7/16/2021

### Invoices

[Create Invoice](#)

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

[Add New Payment](#)

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

[Add New File](#)

Delete

Date

Submitted By

Description

Filename

Size

No attachments

No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

### Legend

- ☒ Required Information
- ☒ Insurance Expired

HAMDEN SCHOOL DISTRICT

My Account(414449573)

SchoolDude

- Application Links -

Logout



Home Calendar Availability New Schedule Documents Account Setup

Search for  GO Advanced Search

Services Help

Actions: Add List Graph Report

Schedule Shortcuts Related Links

Legend

Update Schedule

☒ Schedule ID 190300

☒ Status Submitted

View/Change Declined Reason

☐ Notify Booked By

☐ Notify Contact Person

Date Created 3/5/2021 3:29:20 PM

Schedule State? Inactive

☒ Event Title Hamden Rec. Dept. Summer Actl

Event Description Whitney Players - Director -Cindy Simell-  
Devoe  
Shows - 1 PM & 3PM

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room--

Auditorium

Cafeteria

Music Room

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s) 7/17/2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

☒ Start Time 12 00 PM

End Time 6 00 PM

Setup Begin Time 12 00 PM

Breakdown End Time 6 00 PM

☒ Duration 6 hours 00 minutes. Spans over 1 days.

Back to shortcuts

[Check Availability](#)

### Organization Information

☒ Organization The Whitney Players

or new

Type -- Select Organization Type --

Contact Name -- Select Contact Name --

V-a-xiii

First Name

Cindy

Last Name

Devoe

Email

cindysdevoe@comcast.net>

Email

Day-Time Phone

203-281-6007

Evening Phone

Cellular Phone

Billing Address 26 West Helen Street  
Hamden, CT

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☒ Payment ☐ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account -- Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

### Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

### Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

#### Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

#### Service description


### Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

#### Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

Event Visibility ☒ Yes, this is a schedule of public events

Inactive Schedule ☐

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save Reset

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/17/2021

7/17/2021

### Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

No limit on number of files attached. Total size of all uploaded files must be less than 5MB

### Legend

☒ Required Information

☒ Insurance Expired

Ctrl+M Shortcut menu

Home Calendar Availability New Schedule Documents Account Setup

Conditions Of Use Privacy Policy Security Statement

My Account(414449573) Services Help Logout

Need help? Call us 1-877-655-DUDE (3833)



ID: SD-PD-ETWEB-07

ID: 3

CHA: Firefox/88.0

HAMDEN SCHOOL DISTRICT

My Account(414449573)

SchoolDude  
apps

- Application Links -

Logout



Home Calendar Availability New Schedule Documents Account Setup

Search for Advanced Search

Services Help

Actions: Add List Graph Report

Schedule Shortcuts Related Links

Legend

Update Schedule

☒ Schedule ID 190301

☒ Status Submitted

☐ Notify Booked By

☐ Notify Contact Person

View/Change Declined Reason

Date Created 3/5/2021 3:37:18 PM

Schedule State? Inactive

☒ Event Title Munchkin/Rascal P & R Summer

Event Description

Area -- Select Area --

View Bookings

☒ Location SHEPHERD GLEN SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room--

Gymnasium

Entire building

Cafeteria

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

7/6/2021

7/7/2021

7/8/2021

7/9/2021

7/12/2021

7/13/2021

7/14/2021

7/15/2021

7/16/2021

7/19/2021

7/20/2021

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	25	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

☒ Start Time 7:15 AM

End Time 5:45 PM

Setup Begin Time 7:15 AM

Breakdown End Time 5:45 PM

☒ Duration 10 hours 30 minutes. Spans over 1 days.

[Check Availability](#)

Back to shortcuts

## Organization Information

☒ Organization Town of Hamden Parks & Recreational

or new

Type -- Select Organization Type --

Contact Name -- Select Contact Name --

V-a-xiv

①

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

✉ Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

## Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

## Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

From To

☐ Yes, update organization record with above insurance information.

## Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

## Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

## Service description


## Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking  
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

Event Visibility ☒ Yes, this is a schedule of public events

Inactive Schedule ☐

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save Reset

### Approval Process

Date Approved Approved By Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason Date Entered Entered By

No Pending Reason on record.

### Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
7/6/2021	7/6/2021				
7/7/2021	7/7/2021				
7/8/2021	7/8/2021				
7/9/2021	7/9/2021				
7/12/2021	7/12/2021				
7/13/2021	7/13/2021				
7/14/2021	7/14/2021				
7/15/2021	7/15/2021				
7/16/2021	7/16/2021				
7/19/2021	7/19/2021				
7/20/2021	7/20/2021				
7/21/2021	7/21/2021				
7/22/2021	7/22/2021				
7/23/2021	7/23/2021				

### Invoices

Create Invoice

Invoice Number	Status	Date Invoiced	Invoice Amount	Balance
No Invoices on record.				

### Payments

Add New Payment

Invoice Number	Date Paid	Check Number	Pay By	Amount
No Payments on record.				

### Work Order Costs

Work Order #	Transaction Type	Transaction Description	Transaction Date	Costs
No Transactions on record.				

### File Attachments

Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

3



HAMDEN SCHOOL DISTRICT

My Account(414449573)

SchoolDude  
apps

- Application Links -

Logout

HPS  
HAMDEN  
PUBLIC SCHOOLS[Home](#) [Calendar](#) [Availability](#) [New Schedule](#) [Documents](#) [Account Setup](#)Search for   [Advanced Search](#)[Services](#) [Help](#)Actions: [Add](#) [List](#) [Graph](#) [Report](#)[Schedule](#) [Shortcuts](#) [Related Links](#)[Legend](#)[Update Schedule](#)☒ **Schedule ID** 190302☒ **Status** Submitted☐ Notify Booked By☐ Notify Contact Person[View/Change Declined Reason](#)**Date Created** 3/5/2021 3:39:52 PM**Schedule State?** Inactive☒ **Event Title** Munchkin/Rascal P & R Summer**Event Description****Area** -- Select Area --[View Bookings](#)☒ **Location** SHEPHERD GLEN SCHOOL[View Room Details](#)**Building** --Select Building--☒ **Rooms** -- Select Room --

Gymnasium

Entire building

Cafeteria

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

7/26/2021

7/27/2021

7/28/2021

7/29/2021

7/30/2021

8/2/2021

8/3/2021

8/4/2021

8/5/2021

8/6/2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	27	28	29	30	1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	6

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)☒ **Start Time** 7:15 AM**End Time** 5:45 PM**Setup Begin Time** 7:15 AM**Breakdown End Time** 5:45 PM☒ **Duration** 10 hours 30 minutes. Spans over 1 days.[Back to shortcuts](#)[Check Availability](#)**Organization Information**☒ **Organization** Town of Hamden Parks & Recreat [Note](#)

or new

**Type** -- Select Organization Type --**Contact Name** -- Select Contact Name --

V-a-xv.

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

### Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account -- Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

### Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above Insurance information.

### Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

#### Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

#### Service description

### Rental Requests

[+ Add Rental Request](#)

Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

2

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

**Event Visibility** ☒ Yes, this is a schedule of public events

Inactive Schedule ☐

Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save

Reset

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/26/2021

7/26/2021

7/27/2021

7/27/2021

7/28/2021

7/28/2021

7/29/2021

7/29/2021

7/30/2021

7/30/2021

8/2/2021

8/2/2021

8/3/2021

8/3/2021

8/4/2021

8/4/2021

8/5/2021

8/5/2021

8/6/2021

8/6/2021

### Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

### Legend

☒ Required Information

HAMDEN SCHOOL DISTRICT

My Account(414449573) **SchoolDude** apps

Application Links

Logout

HAMDEN  
PUBLIC SCHOOLS



Home Calendar Availability New Schedule Documents Account Setup

Search for **GO** Advanced Search

Services Help

Actions: Add List Graph Report

Schedule Shortcuts Related Links

Legend

Update Schedule



☒ **Schedule ID** 190315

☒ **Status** Submitted

☐ Notify Booked By

☐ Notify Contact Person

View/Change Declined Reason

**Date Created** 3/18/2021 2:12:24 PM

**Schedule State?** Inactive

☒ **Event Title** PM & weekend Recreation Progra

**Event Description** Heronettes Practice

**Area** -- Select Area --

☒ **Location** HAMDEN HIGH SCHOOL

**Building** --Select Building--

☒ **Rooms** -- Select Room--

Pool

Pool area lockers

View Bookings

View Room Details

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

4/3/2021

4/10/2021

4/17/2021

4/24/2021

5/1/2021

5/8/2021

5/15/2021

5/22/2021

5/29/2021

6/5/2021

6/12/2021

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	27	28	29	30	1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	1	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

☒ **Start Time** 9:00 AM

**End Time** 1:30 PM

**Setup Begin Time** 9:00 AM

**Breakdown End Time** 1:30 PM

☒ **Duration** 4 hours 30 minutes. Spans over 1 days.

Back to shortcuts

[Check Availability](#)

### Organization Information

☒ **Organization** Town of Hamden Parks & Recreat

or new

**Type** -- Select Organization Type --

**Contact Name** -- Select Contact Name --

V.-a.-xvi

①

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

✉ Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

## Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

## Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

From To

☐ Yes, update organization record with above insurance information.

## Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

## Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

## Service description


## Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

## Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking  
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To

Emily McCann

Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

**Event Visibility** ☒ Yes, this is a schedule of public events

Inactive Schedule ☐

Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save

Reset

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

4/3/2021

4/3/2021

4/10/2021

4/10/2021

4/17/2021

4/17/2021

4/24/2021

4/24/2021

5/1/2021

5/1/2021

5/8/2021

5/8/2021

5/15/2021

5/15/2021

5/22/2021

5/22/2021

5/29/2021

5/29/2021

6/5/2021

6/5/2021

6/12/2021

6/12/2021

6/19/2021

6/19/2021

6/26/2021

6/26/2021

### Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

3

HAMDEN SCHOOL DISTRICT

My Account(414449573) **SchoolDude** apps

- Application Links -

Logout

HAMDEN  
PUBLIC SCHOOLS



[Home](#) [Calendar](#) [Availability](#) [New Schedule](#) [Documents](#) [Account Setup](#)

Search for  **GO** [Advanced Search](#)

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Actions: [Add](#) [List](#) [Graph](#) [Report](#)

**Schedule** [Shortcuts](#) [Related Links](#)

**Legend**

**Update Schedule**

☒ **Schedule ID** 190331

☒ **Status** Submitted

☐ Notify Booked By

☐ Notify Contact Person

[View/Change Declined Reason](#)

**Date Created** 4/27/2021 10:05:08 AM

**Schedule State?** Inactive

☒ **Event Title** Creative Kids Art Program spons

**Event Description** Please cancel week 7/6-7/9. Teachers are not available.

**Area** Cafeteria

[View Bookings](#)

☒ **Location** SPRING GLEN SCHOOL

[View Room Details](#)

**Building** --Select Building--

☒ **Rooms** -- Select Room--

123 - Cafeteria

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**  
7/26/2021  
7/27/2021  
7/28/2021  
7/29/2021  
7/30/2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	27	28	29	30	1	
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	4	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	4	5	6	7	8

Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation.

[Check Availability](#)

☒ **Start Time** 8:45 AM

**End Time** 12:00 PM

**Setup Begin Time** 8:45 AM

**Breakdown End Time** 12:00 PM

☒ **Duration** 3 hours 15 minutes. Spans over 1 days.

[Back to shortcuts](#)

[Check Availability](#)

### Organization Information

☒ **Organization** Town of Hamden Parks & Recreat [Note](#)  
or new  
**Type** -- Select Organization Type --

**Contact Name** -- Select Contact Name --

V.-a.-xvii 1

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

☒ Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

## Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

## Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

 To ☐ Yes, update organization record with above insurance information.

## Setup Requirements

Note: Tasks already generated for events will not reflect changes in service description.

## Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

## Service description


## Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

## Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking  
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann



Approve? ☐ **Route to Next** -- Select Route To --

Note: Leave 'Route to Next' blank to allow the system to automatically route the next person defined in the routing system.

Approval Note

**Event Visibility** ☒ Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save

Reset

### Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

### Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

### Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/26/2021

7/26/2021

7/27/2021

7/27/2021

7/28/2021

7/28/2021

7/29/2021

7/29/2021

7/30/2021

7/30/2021

### Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

### Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

### Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

### File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

(No limit on number of files attached. Total size of all uploaded files must be less than 5MB)

### Legend

☒ Required Information

☒ Insurance Expired

Ctrl+M Shortcut menu

Home

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Account Setup

HAMDEN SCHOOL DISTRICT

My Account(414449573) **SchoolDude**  
apps

- Application Links -

Logout

HAMDEN  
PUBLIC SCHOOLS

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Search for



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Actions: Add List Graph Report

Schedule

Shortcuts

Related Links

Legend

## Update Schedule

☒ Schedule ID 190339☒ Status Submitted☐ Notify Booked By☐ Notify Contact Person

View/Change Declined Reason

Date Created 4/29/2021 3:12:34 PM

Schedule State? Inactive

☒ Event Title Lego/Science program - Build witEvent Description Lego First Responder Vehicles  
Batman Return with Lego  
Grades K-5

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room--

173

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)  
8/2/2021  
8/3/2021  
8/4/2021  
8/5/2021  
8/6/2021

April 2021							May 2021						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
28	29	30	31	1	2	3	26	26	27	28	29	30	1
4	5	6	7	8	9	10	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
18	19	20	21	22	23	24	16	17	18	19	20	21	22
25	26	27	28	29	30	4	23	24	25	26	27	28	29
2	3	4	5	6	7	8	30	31	1	2	3	4	5

Note: The maximum event dates  
for each normal schedule is 20.  
Recurring schedules do not have  
this limitation.[Check Availability](#)☒ Start Time 8 15 AM

End Time 3 15 PM

Setup Begin Time 8 15 AM

Breakdown End Time 3 15 PM

☒ Duration 7 hours 00 minutes. Spans over 1 days.

Back to shortcuts

[Check Availability](#)

## Organization Information

☒ Organization Town of Hamden Parks & Recreat 

or new

Type -- Select Organization Type --

Contact Name -- Select Contact Name --

V.-a.-xix

<b>First Name</b> Laura	<b>Last Name</b> Luzzi	
<b>Email</b> lluzzi@hamden.com	<input checked="" type="checkbox"/> Email	<b>Day-Time Phone</b> 287-2579
<b>Evening Phone</b>		<b>Cellular Phone</b>

**Billing Address**

☐ Use Organization Billing Address

**FEIN** Sales Tax Exemption No.

☐ Yes, add this contact to the organization's contact list.

**Invoice Type?** ☐ Charge back ☐ Payment ☒ No charge

**Responsible for Billing** -- Select Assignee --

Yes, Invoices or usages fees have been generated.

**Billing Comments**

**Budget** -- Select Budget Account -- Charge backs requires a budget code.

**Document Number** (e.g. contract or permit number)

**PO Number**

[Back to shortcuts](#)

**Insurance Information**

**Company**

**Company Policy No**

**Coverage**

**Coverage Dates**  To

☐ Yes, update organization record with above insurance information.

**Setup Requirements**

Note: Tasks already generated for events will not reflect changes in service description.

**Required Maintenance Services**

- ☐ Audio/Visual
- ☐ Custodial
- ☐ Event Setup
- ☐ Security

**Service description**


**Rental Requests**

[+ Add Rental Request](#)

No Rental Request defined.

**Number Attending**

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

**Other Needs**

**Booked by** **First Name** **Last Name**  
Laura Luzzi

**Email**  
lluzzi@hamden.com

**Current Route To** Emily McCann

## Donnarummo, Taryn

---

**From:** Cross, John  
**Sent:** Wednesday, April 28, 2021 1:02 PM  
**To:** Donnerummo, Taryn  
**Subject:** FW: Naming of SPG Garden

Here is another request, 😊

John Cross

---

**From:** Hornreich, Howard  
**Sent:** Wednesday, April 28, 2021 11:18 AM  
**To:** Cross, John <jcross@hamden.org>  
**Subject:** RE: Naming of SPG Garden

Can you add to agenda?

Spring Glen School would like to name our garden in front of our school after Christy Czekaj who recently passed. She raised her children and most recently was legal guardian for her grandchildren. She created and maintained our school garden and would like to name it after her. She was very active in our school and PTA. She has been involved with our school community for generations (over 50 years) both as a parent and grandparent. She was always very active in our PTA book fairs, road races, dances and recently reconstructed and meticulously maintained our school garden. She was the rock to her wonderful family. To me, she was not only a Spring Glen parent, but a dear friend as well to many of us.. I have always admired her perseverance, kindness, wit and the ability to be resilient even during the most challenging days. The world would be a better place if there were more people like her in this world and we will miss her deeply.

Best,

Howard Hornreich  
Principal  
Spring Glen School  
1908 Whitney Avenue  
Hamden, CT 06517  
(203)-407-2045

VII

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**From:** Cross, John  
**Sent:** Wednesday, April 28, 2021 11:12 AM  
**To:** Hornreich, Howard <[hhornreich@hamden.org](mailto:hhornreich@hamden.org)>  
**Subject:** RE:

Yes they would have to approve, no word yet on BB, thx

John Cross

---

**From:** Hornreich, Howard  
**Sent:** Wednesday, April 28, 2021 11:11 AM