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...

Alice Peck

Central Office
Hamden High School
Hamden Middle School
Hamden Collaborative Learning Center
West Woods
Spring Glen
Shepherd Glen
Ridge Hill
Helen Street
Dunbar Hill
Church Street
Bear Path

60 Putnam Ave.
2040 Dixwell Ave.
2623 Dixwell Ave.
670 Wintergreen Ave.
350 West Todd Street
1908 Whitney Ave.
Skiff Street Extension
120 Carew Road
285 Helen Street
315 Lane Street
95 Church Street
10 Kirk Road
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.

Sincerely,

Sasan

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 <u>July 1, 2021</u> to <u>June 30, 2022</u>, unless terminated sooner. The employment phase begins <u>July 6, 2021</u> and end <u>August 6, 2021</u>. 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.
- 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.
- Notify <u>Rosalind Lobo</u> 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.
- 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 websitewww.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 the 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:

- 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. <u>It is very important that the timesheet</u> <u>be submitted to Youth Services on the calendar attached at the end of this</u> 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 HOLIDAY	6 Orientation at the Keefe Community Center	7 First day at Worksite	8	9	10
	Timesheets For w/e July 9 due by 4:00	13	14	15	16	17
	Timesheets For w/e July 16 due by 4:00	20	21	22 First Paycheck!	23	24
	26 Timesheets For w/e July 23 due by 4:00	27	28	29 Second Paycheck!	30	31

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

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

- 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 YNHH 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 outli
the policies and procedures of our program. It will also help you develop a mutu

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 Pulnam Avenue Hamden, CT 06517

PPLICATION FOR USE OF SCHOOL BUILDING

Tantative approval, subject to r	evocation at BOE discretion. Appli	VEEKS before the day for which it is made. cation will not be accepted prior to SIX MONTHS before the cate. Date
To the Board of Education: The bridersigned hereby mai	re application on behalf of <u>Ac</u>	adomy of Dance LLC (Thame of Organization)
as association formed for	Dance 2021 (Event Title)	for permission to use the
(please check the box next to be	illding AND rooms);	
Hamden High School 🖾	HHS: Mauditorium/Black Bux/0	cessing Rooms Equipment Needed:
Hamden Middle School 🗆	CYC107 Di Cafeteria Ci Classroom	HHS/HMS; See Addendum A and return with this form.
Elementary Schools:	☐ Athletic Field	Elementary Schools:
Church Street [] Dunbar Hill [] Helen Street [] Ridge Hill []	HMS: ☐ Auditorium ☐ Gymnasium ☐ Cafeteria ☐ Clässroom ☐ Music/Band Room	☐ Tables (how many) ☐ Chairs (how many) ☐ Other Needs:
Shepherd Glen Cl Spring Glen Cl West Woods Cl Wintergreen Cl	Elementary Schools: ☐ Gymnasīum ☐ Cafeteria ☐ Classroom	
EVENT (I "If multiple dates, please indicate clearly in	IFORMATION Iformation for each date	REHEARSAL / PREPARATION Date Time (From/To)
Date Arrival Time	Event Time End Time	3 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
6/12/21 3:00 PM	1 .5:00 10:00	6/18/2 4:00 to 10:00
Sahaday	les que mesque acques.	How many people will attend the rehearsal? LOO
Number of Performers/Presenters	65	Will your event require set up? Yes a No □
Anticipated Atlendance: 35	0 = 400	If yes, when do you plan to set up?
Admission Charge: #25.0	6	
Percentage of Hamden Performer	× 14	

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 artification our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all or public school District is required.

		Mod and S			
				or Little	
	ADDENDUM A - For High School and Middle School Auditorium	Events			4.54
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liko.	How many tables will you need? 2 Location: FROM	T BOX	OFFICE		
	How many movable chairs will you need? 4 Location: #				
	Will you need sizge lighting for your event? If no, you will NOT be allowed to access any stage lights, only the overhea	Yes D	No□		
	How many tollow spotlights will you need? **Only our trained technicians are allowed to use our spotlights.	00 18	20		
	"Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, microphones will not be available for your use.	Yes 12 our sound system	No □ including mixing board,	amplifiers, speakers	and
	Will you need us to play music during your event; "Must be on a single CD or USB slick in the correct order. Note: We will n	Yes 12 of be able to do an	No □ y ediling.		t teläh
	Will you be using our microphones?	Yes 12	No□		
	If yes, # of wireless handheld microphones	-BACKSI	lage . Be	noth	13
	If yes, # of wired handheld microphones "Up to six are available at each location				
	If yes, # of floor (tap) microphones / 0 /L *Only available at the high school location	2			
	Will you need Stage Manager / Hands provided by us? "Note: If you plan to have curtains oper/close or anything flown in, a minit sides of the stage, then 2 stage hands will be needed.	0 🗆 1 🖔 num of 1 stage had	2 Cl nd must be contracted.	If you need contact	With both
	Will you be using any projections for your event?	Yes 🗆	No D		
	Will your projections include sound (movies)?	Yes 🗆	No IS		
	Check One:	i biyas			
	☐ We will provide our own person to he	ındle the projectio	ins .	4, 1, 1, 1,	
	☐ I request that a technician from HPS i	handle the projec	ilons Obs	enumber:	
	TOR VIDEO THE USE OF BOY OF	M-Speci logo mun ipa-pa i-pa-ling i Fige of dimensi	Parent		

pear names of applicants,	i. Distribution de la companya de la c		12.0
Contact Name	Address (Number, Street, Town, Zip)	Telephone Email Address	
TERESA GANGHADE	W.A.		
Medany of Duce	8) rouse DRIVE CO	oll 203 494-5981 Thancour 23 Clony	a
uc.	WOODBRIDGE CT 0652	25 203389-1988 Academy CTA	5
	RULES AND REGULATIONS	3513R Myn-Mex-	
For the	Use of the Hamden Public School Buildings for Other Than	an Regular School Purposes	
use thereof must be made to the Bo nature of the activity for which the b loss of property arising from such u		le persons, who will be held responsible for any demage or	
2 - When permission for the use of any representative. This appointed is to	building has been granted the Board will appoint a custodism supervise the meeting and arrionce the Rules and Regulations	n and/or security personnel to act as its personal as of the Board with power to close the meeting if it is not held cour before achieving time and remain a minimum of one-half	

- hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event. 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- The building is to be used only on the data 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 supulated in this contract. Selup and rehearsal time must be reflected on the application.

in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before acheduled time and remain a minimum of one-half

- 5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Boerd of Education or its representatives shall be the sole judge of such viciation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted spenil.
- 6. 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 ealen 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 catalana worked 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 in require the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your fechnical and stating reads.
- 12. A statement of insurance to cover loss or degrage to equipment must be presented to the Superintendent prior to approve (Board Policy # 330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.

14. Requestor(s) must compty with the State (mintal status. [Please Initial)							12.00
I have read and agree with the above	rules and regulation	is set forth by t	he Hamden Bos	urd of Education		100	1
Exercise of land	udella	3/12	121			1	
(Signature)		(Date)	O WARRINGTON			Mary 14	
The charges for this building use application with technical services fees will be billed separately, available on-line of www.hamden.org. or by co	il be reliected on a "calc These charges are to be niacong the Facilities b	culation sheet had a paid, by check or epartment at (203)	Involve that you we money order, to the ADY-2202	e receive once ha Plantaer Books I	onfoano Listana	ijat s	
Approved by Board of Education:	1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	Dollar Tollar		5.41		is Algeria	
(Initial)				7			

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

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.	\$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	13	\$592.02
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:

\$3,663.68

MOD. II	
FSD #	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> 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 Date March 24th 2021 event date. To the Board of Education: The undersigned hereby make application on behalf of for permission to use the as association formed for (please check the box next to building AND rooms): **Equipment Needed:** ☐ Auditorium/Black Box/Dressing Rooms HHS: Hamden High School 🛛 □ Gymnasium C107 HHS/HMS: See Addendum A and Hamden Middle School 🚨 □ Cafeteria return with this form. □ Classroom ☐ Athletic Field Elementary Schools: Elementary Schools: Bear Path HMS: □ Auditorium Church Street □ ☐ Tables (how many) □ Gymnasium Dunbar Hill 🗆 □ Cafeteria ☐ Chairs (how many) Helen Street □ □ Classroom Other Needs: ■ Music/Band Room Ridge Hill 🗆 Shepherd Glen□ **Elementary Schools:** Spring Glen □ □ Gymnasium West Woods ☐ Cafeteria Wintergreen □ ☐ Classroom REHEARSAL / PREPARATION **EVENT INFORMATION** *If multiple dates, please indicate clearly information for each date **Event Time End Time** Date Arrival Time 19 00: X How many people will attend the rehearsal? 200 - 250 Will your event require set up? Yes Number of Performers/Presenters: 170 If yes, when do you plan to set up? Anticipated Attendance: Admission Charge: Percentage of Hamden Performers:_

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.



			FSD	#	
<u>PRI</u>	NT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address	
<u>+-</u>	ne Celentano	53.B Quinnplac Ave North Haven C	203.859-1628	Colancer 12	
		RULES AND REGULATIONS		3513R	
	For the	Use of the Hamden Public School Buildings for Other T.	han Regular School Purposes		
1.	use thereof must be made to the Bo	not Buildings for other than regular schoolwork is under the coard of Education on the blank form prescribed for that purposuilding is to be used and must be signed by three responsions.	ose. The application must state in o	every detail the purpose an	
2.	representative. This appointee is to in accordance with the Rules and R	building has been granted the Board will appoint a custodi o supervise the meeting and enforce the Rules and Regulations, Custodian(s) will report a minimum of one-half I be a minimum charge of three hours of custodial coverage	ons of the Board with power to close hour before scheduled time and re	e the meeting if it is not hel	
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 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 permitt event.				
6.	A permit is not transferable.				
7.	A permit is not valid unless signed I	by the Superintendent or his/her designee.			
8.	No food or refreshments are to be gymnasium, auditorium or pool. Vie	e served or eaten on the premise, unless specifically mention olation of this provision may result in immediate revocated.	ned in contract. Food or drink is r tion of the permit and is grounds	not to be brought into for future denials.	
€.		details must be worked out in consultation with the food serv ris needed, the permittee will be responsible for the cost.	ices contractor, who will determine	whether a cafeteria worker	
10.	When use of Audio Visual or Televi school) or the building media special	sion equipment is needed, details must be worked out in cor alist (elementary schools). If it is determined a technician is a	nsultation with the Director of Fine A	Arts (high school and middl nsible 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 afthe 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 le	oss or damage to equipment must be presented to the Supe	rintendent prior to approval (Board	Policy #1330.2)	
13.	We cannot reserve any date(s) bet	fore receipt of this application. Therefore, return this applica-	tion as soon as possible.		
14.	Requestor(s) must comply with the rental status.	State of CT and/or CIAC opening guideline requirements an	d must ensure compliance during e	event or risk losing future	
I ha	we read and agree with the al	bove rules and regulations set forth by the Hamde	en Board of Education:		

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: _____(Initial)



			FSD #
ADDENDUM A – For High School and Middle School Auditorium Ev (please check your response and fill in when appropriate)	vents	•	
Will you need a podium?	Yes 🗆	No 💢	
How many tables will you need? 6 Location: 2-10bby	- 4-Bo	ck Stagu	\smile
How many tables will you need? 6 Location: 2-10by How many movable chairs will you need? 6 Location: 4-10b	by 2-Ba	ck Stage	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes Q	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 1 1 1	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes X sound system inclu	No 🗆 uding mixing boar	rd, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not b	Yes XI e able to do any ed	No □ iting.	
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	S.		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1)□ n of 1 stage hand m	2 □ ust be contracted	l. If you need contact with both
Will you be using any projections for your event?	Yes X	No 🗆	
Will your projections include sound (movies)?	Yes 🗆	No 🗆	
Check One:			
☐ We will provide our own person to handle	e the projections		
I request that a technician from HPS han	dle the projections	OF	FICE USE ONLY
			Supervisor
Special requests/Instructions: Projections will be	a Slide		Lighting Board Operator
Show bofore Forh Show			Sound Operator
			Spotlight 1
		-	Spotlight 2
郑		_	SM
**A technical supervisor will contact you to verify all requests		_	ASM
(Initial)		_	Projection Specialist

* Legacy School of Dance * #7 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 the matter (3)
K	Legrey School of Donce will follow all (D) C and the Town of Handen guidelines at the time of the Schodulad events
*	We will require all family to Sight a Revital & Rehawsa. Contract Station all the rules and regulations
	the time of the event
	* No Student will be allowed to participate in the event located at the Handen High school until
	ar Covering the will be worn the entire time
	Hallmans dressing rooms & Auditorium Seating to enfource mask are hains worn at all time. at the propert
	(Initial)



Legacy School of Donce The

	4.8		
1 1-20	\$7		

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)

¥	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,
٩	dressing manitar the Ammount of people in the dressing man to ensure proper social distance,
*	We will temperature chock all Students upon arrive
K	We will have Sanitizer available at all times.
3	(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



	_	 	 _	
FSD#				
L20 #			_	
			-	

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. To the Board of Education: call 3 Cheerleading The undersigned hereby make application on behalf of 📙 Name of Organization) as association formed for for permission to use the (please check the box next to building AND rooms): **Equipment Needed:** HHS: ☐ Auditorium/Black Box/Dressing Rooms Hamden High School □ Gymnasium □ C107 Hamden Middle School HHS/HMS: See Addendum A and □ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field/Pool (please circle option) Elementary Schools: Elementary Schools: Bear Path HMS: ■ Auditorium Church Street 🗀 ☐ Gymnasium ☐ Tables (how many) Dunbar Hill 🗆 □ Cafeteria ☐ Chairs (how many) Helen Street □ □ Classroom Other Needs: Ridge Hill 🗆 ■ Music/Band Room Shepherd Glen Elementary Schools: Spring Glen □ Gymnasium West Woods 🔯 Cafeteria Wintergreen 👿 □ Classroom **REHEARSAL / PREPARATION EVENT INFORMATION** *If multiple dates, please indicate clearly information for each date Date Time (From/To) **Event Time** How many people will attend the rehearsal? Number of Performers/Presenters Will your event require set up? Yes □ No □ If yes, when do you plan to set up? Anticipated Attendance:_ Admission Charge: Percentage of Hamden Performers:

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 - iii

		FSD #		
PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip) 60 Westmirster St Hammen (Task	Telephone 303054510	Email Address hffccc	heer a ground
Calup Malge		23915042	7 humic	an estection Le
Jerard Gibson		259125042 P1555123636	Jercgine	courcest net
	RULES AND REGULATIONS		3513R	-111
For the Us	e 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.
- 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.
- 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.
- 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)

et forth by the Hamden Board of Education:
on sheet" and invoice that you will receive once the usage is approved; lighting and d, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is ment at {203} 407-2207.
Date:
֡

			_		- 1
FSD	#	4	Ш		

	- For High School and Middle School Auditorium lesponse and fill in when appropriate)	Events		
Will you need a p	odium?	Yes □	No X	
How many tables	will you need? NA Location:		_	
How many moval	ole chairs will you need? NA Location:		4	
	ge lighting for your event? T be allowed to access any stage lights, only the overhead	Yes □ work lights.	No	
	spotlights will you need? echnicians are allowed to use our spotlights.	≫ 1□	2 🗆	
*You may bring in	und for your event? your own sound for the event. If you choose that option, o not be available for your use.	Yes □ ur sound system in	No XI cluding mixin	g board, amplifiers, speakers and
Will you need us *Must be on a sing	to play music during your event: gle CD or USB stick in the correct order. Note: We will not	Yes vi be able to do any	No □ editing.	
Will you be using	g 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			
*Note: If you plan	age Manager / Hands provided by us? to have curtains open/close or anything flown in, a minimu , then 2 stage hands will be needed.	0 1 □ um of 1 stage hand	2 🗆 must be conti	racted. If you need contact with both
Will you be using	g any projections for your event?	Yes 🗆	ифф	
	Will your projections include sound (movies)?	Yes □	No X	
	Check One:			
	☐ We will provide our own person to hand	dle the projection	5	
	☐ I request that a technician from HPS ha	ndle the projection	ns	OFFICE USE ONLY Supervisor
				Lighting Board Operator
Special requests/i	Instructions:			Sound Operator
				Spotlight 1
				Spotlight 2
**A technical sun	ervisor will contact you to verify all requests			SM
PB (Init				ASM
to the second se				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 a wear masks during the check-in process, HHFCA 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 sanitize 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.

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)

Please	See	atta	ched	HFFC	H	
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						931
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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. To the Board of Education: The undersigned hereby make application on behalf of Shobha as association formed for Solo dance for permission to use the (please check the box next to building AND rooms): Hamden High School 🖢 Auditorium/Black Box/Dressing Rooms **Equipment Needed:** ☐ Gymnasium Hamden Middle School & HHS/HMS: See Addendum A and return with this form. □ Classroom ☐ Athletic Field/Pool (please circle option) **Elementary Schools:** Elementary Schools: Bear Path HMS: ☐ Auditorium **Church Street** □ ☐ Gymnasium ☐ Tables (how many) _ _____ Dunbar Hill 🔲 ☐ Cafeteria ☐ Chairs (how many) Helen Street □ ☐ Classroom ☐ Other Needs: Ridge Hill ☐ Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen □ Gymnasium West Woods □ Cafeteria Wintergreen □ Classroom **EVENT INFORMATION REHEARSAL / PREPARATION** *If multiple dates, please indicate clearly information for each date Date Time (From/To) Arrival Time Event Time How many people will attend the rehearsal? Number of Performers/Presenters: Will your event require set up? Yes & No □ If yes, when do you plan to set up? Admission Charge: Percentage of Hamden Performers:

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.

				F	SD #
<u>PR</u>	INT names of applicants. Contact Name	Address (Number, Street, 1	own, Zip)	Telephone	Email Address
Sh.	bha Jagadeish	1886 Litchfield	1 Toko	440-506-01	shobajag grant-ca
_/	Shobaja	g@gnail-com			
		RULES AND	REGULATIONS		3513R
	For the Us	e of the Hamden Public School Bui	ldings for Other Ti	nan Regular School Purpos	es
1.	The use of the Hamden Public School use thereof must be made to the Board nature of the activity for which the build loss of property arising from such use.	of Education on the blank form preso	cribed for that purpo	se. The application must stat	e in every detail the purpose and
2.	When permission for the use of any bu representative. This appointee is to su in accordance with the Rules and Regulator after close of event. There will be	pervise the meeting and enforce the filations. Custodian(s) will report a mil	Rules and Regulation imum of one-half h	ns of the Board with power to nour before scheduled time a	close the meeting if it is not held
3.	If police attendance is necessary (to be attendance and give the Police Permit		te persons in chargo	e of the event will be required	l to provide such police
4.	The building is to be used only on the obuilding prior to the time stipulated in the				zation will be allowed to enter the
5.	A permit can be canceled without notic sole judge of such violation. In addition event.				
6.	A permit is not transferable.				
7.	A permit is not valid unless signed by t	ne Superintendent or his/her designer	}.		
8.	No food or refreshments are to be segymnasium, auditorium or pool. Violat				
9.	When use of a kitchen is required, deta will be needed. If a cafeteria worker is			ces contractor, who will deter	nine whether a cafeleria worker
10.	When use of Audio Visual or Television school) or the building media specialist				
11.	Use of auditoriums does not include un Director of Fine Arts. Only trained schoot the event is completed. If using the hig	ol-appointed technicians will be able	to use stage technol	logy equipment. Costs for the	se services will be invoiced after
12.	A statement of insurance to cover loss	or damage to equipment must be pre	sented to the Super	intendent prior to approval (B	oard Policy #1330.2)
13.	We cannot reserve any date(s) before	receipt of this application. Therefore	, return this applicat	ion as soon as possible.	
14.	Requestor(s) must comply with the Starental status(Please Initial)	te of CT and/or CIAC opening guideli	ne requirements and	d must ensure compliance du	ring event or risk losing future
I h	ave read and agree with the above	e rules and regulations set for	in by the Hamde	en Board of Education:	
(Sig	nature) / V	(Date)			
tech	charges for this building use application inical services fees will be billed separate lable on-line at <u>www.hamden.org</u> , or by	ly. These charges are to be paid, by cl	heck or money orde	•	
Apr	roved by Board of Education:	Da	le:		

(Initial)

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ECD	44	- 1
Lán	#	- 1
		- 1
		- 1

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 solo dance purposance. Le vill comply by my
I This is so solo dans preferance. Le vill comply by any regulations recommended. We will ask all audience to wear
masks.
Loe vill ask all attenders to be vaccinated. The perfame
my dayte is fatfally vaccinated and will be July vaccinated
by next north. All backstage personnel are vaccinated.
All musicione in live orhestra are vaccinted.
We wish to have people separated by 6 feet if
fishe We do not know the number of people
attending yet. It is all dependent on your
allowance and regulations.
We appeciate that this application is being
Considered. Again we will do the needful to be
Compliant and make necessary arrangements.
If food is not allowed it indestand. If we
Can know as soon as possible we would agreeiate
it so that we can make other arrangements
Best rigals.
Shobha Tagadeish
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ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes 🗹	No □	
How many tables will you need? Location:	12	_	
How many movable chairs will you need? Location:		_	
Will you need stage lighting for your event? If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes 2 vork lights,	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	00 10	2 🗆 (nsuryol
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, ou microphones will not be available for your use.	Yes-[2] r sound system incl	No □ luding mixin	g board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not b	Yes-12 ne able to do any ed	_	4
Will you be using our microphones?	Yes 🗖	No 🗆	insure yel
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? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 1 1		racted. If you need contact with both
Will you be using any projections for your event?	Yes 🗗	No 🗆	
Will your projections include sound (movies)?	Yes 🗂	No □	
Check One: - wsw2			
☐ We will provide our own person to handle	e the projections		
☐ I request that a technician from HPS hand	dle the projections	i	OFFICE USE ONLY
			Supervisor
Special requests/Instructions:		_	Lighting Board Operator
			Sound Operator
		_	Spotlight 1
si sa			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
(Initial)			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.	\$31.76	1	4	\$127.04
Sunday	\$42.34	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

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. ibject to revocation at BOE discretion. Application will not be accepted prior to SIX event date. To the Warrant and Thorn The line of thereby make application on behalf of DANCE (Name of Organization) Dance Reci as association formed for for permission to use the (Event Title) A SACTOMETO building AND rooms): HHS: Hamden High School ☐ Auditorium/Black Box/Dressing Rooms Equipment Needed: ☐ Gymnasium ☐ C107 HHS/HMS: See Addendum A and □ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field Elementary Schools: __i Elementary Schools Bear Path Daries was Auditorium HMS: Church Street Gymnasium ☐ Tables (how many) Dunbar Hill 🗆 □ Cafeteria Chairs (how many) Helen Street 🗆 Classroom ☐ Other Needs: Ridge Hill 🗓 . Music/Band Room Shephard Glen Elementary Schools: Spring Glen [] ☐ Gymnasium West Woods . □ Cafeteria □ Classroom **EVENT INFORMATION** REHEARSAL / PREF is tienty information for each date Date Date: On tordif Arrival Time **Event Time End Time** 10-18-2021 .-How many people will attend the rehearsal? Number of Performers/Presenters: Will your event require set up? Anticipated Attendance If yes, when do you plan to set up? Admission Charge: Percentage of Hamden Performers:

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 occupancial any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations necessary affiliated with the Hamden Public School District is required.

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の		HT names of applicants.	6 July 181 mark of the control of th		
Ž		t contact teame	Address (Number, Street, Town, Zlp)	Telephone	Email Address
		K Irda Julino	_ 45- Letis Court East Haral	803-469.	8515 - SETTUGO Q
7.4.4		Sondee Julian	- 4- Letis Court East Have	203- 988=	9230 _SLT 066(G) GOL
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1		Mine () to late ()	RULES AND REGULATIONS	<u> </u>	3513R
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1	14-414	The use of the Hamden Public School use thereof, must be made to the Boa	ol Buildings for other than regular schoolwork is under the direct co ard of Education on the blank form prescribed for that purpose. The Hilding is to be used and must be stoned by three responsible per	ntrol of the Board of	Educationar All applications for the
1	2學	When permission for the use of any t	building has been granted the Board will appoint a custodian and/	or security parson:	nel lo act as its personal
4	1	Trepresentative. This appointee is to t tin accordance with the Rules and Re-	supervise the meeting and enforce the Rules and Regulations of th quiallons. Custodian(s) will report a minimum of one-half hour he	e Board with power fore scheduled time	to close the meeting if it is not hold
	色	hour after close of event. There will t	be a minimum charge of three hours of custodial coverage for any o	event.	ार्ग का कार्य के क्षेत्र के क्ष्य के क्षेत्र के क्षेत्र के क्षेत्र के क्षेत्र के क्षेत्र के क्ष्य के क्ष्य के क्षेत्र के क्षेत्र के क्ष्य के क्
	dia 7	if police attendance is necessary (to a attendance and give the Police Perm	be determined by the Administration), the persons in charge of the	event will be requir	ed to provide such police :
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F	7.45	building prior to the time stipulated in	e date specified and for the purpose named in the permit. Nobody fi this contract. Setup and rehearsal time must be reflected on the a	tom the renting orga pplication.	nization will be allowed to enter the
1	·5.34	A permit can be canceled without no	tice provided its provisions or intent are violated in any way, and th on, the Board of Education reserves the right to cancel a permit sho	e Board of Educatio ould a school functio	n or its representatives shall be the n. be in conflict with the permitted
		A permit is not transferable.			
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7		dedo-incoleurai , ji	the Superintendent or his/her designee.	,	i ett gruffeil. e
₹ : 4:		No 1000 or variashments are to be s gymnasium, auditorium or pool. Viol i	served or eaten on the premise, unless specifically mentioned in co ation of this provision may result in immediate revocation of the	intract. <u>Food or dri</u> he permit and is gr	nk is not to be brought into . ounds for future denials.
	F	wiii na Headant II 9 Cellateli9 Acikel Iê	tails must be worked out in consultation with the food services cont needed, the permittee will be responsible for the coat.		第二十二
, -	10 \	When use of Audio Visual or Television school) or the building media specialism.	on equipment is needed, details must be worked out in consultation at (elementary schools). If it is determined a technician is needed, t) with the Director of the permittee will be	Fine Arts (high school and milddle responsible for the cost.
さる場合		the event is completed. If using the his	use of theatrical lighting or sound equipment. If needed, use of eq oct-appointed technicians will be able to use stage technology equ gh school or middle school auditoriums, you must fill out Addendun	iipment. Costs for th n A to determine you	ese services: Will the highlight after If technical and station needs.
		Asianali, o reuranos to cover los	s or damage to equipment must be presented to the Superintenden	nt prior to approval (i	Gard Policy #1330 2)
Ę.		THE CHINOS INTERVE ANY date(a) before	e receipt of this application. Therefore, return this application as so	oon as possible.	
	Fig.		ate of CT and/or CIAC opening guideline requirements and must er	nsure compilance du	and availed the state of the state of
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		Min ne-190	ve rules and regulations set forth by the Hamden Board	d of Education:	
#(ories constitution of the	(Date)		WITE 1 1 SECT
	(C. *)	arges for this fullding use application in the billed separate con lines are the modern org, or by	will be reflected on a "calculation sheet" and invoice that you will pay. These charges are to be paid, by check or money order, to the becomes the facilities Department at (203) 407-2207	receive once the usa lamden Board of Éd	Till application in the second

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 Jullano Artistic Director The Dance Connection

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ADDENDUM A - For High School and Middle School Auditoriu (please check your response and fill in when appropriate)	m Events		
Will you need a podulity	Yes 🗀	NOE	
How many tables will you need? 3 Location:	0664		
How many movable chairs will you need?3_ Location:			on contract the plants of the
Will you need stage lighting for your event? "If no, you will NOT be allowed to access any stage lights, only the overh	Yes (A. ead work lights.	No□	The same of the sa
How many follow spottights will you need? *Only our trained technicians are allowed to use our spotlights.	10	2 🗖	over in the color of the first
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Will you need us to play music during your event:	Yes X	No □	
*Must be on a single CD or USB stick in the correct order. Note: We will	not be able to do any		
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Will you be using our microphones?	Yes 🗆	No E	at the second se
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if yes, # of wired handheld microphones	i, ,a		
if yes, # of floor (tap) microphones			
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I request that a technician from HPS	handle the projectio	ns (OFFICE USE ONLY
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Special requests/instructions:			
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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.	\$31.76	2	10	\$635.20
Sunday	\$42.34			\$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

FSD#	24 5 3

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. To the Board of Education: The undersigned hereby make application on behalf of for permission to use the (please check the box next to building AND rooms): **Equipment Needed:** ■ Auditorium/Black Box/Dressing Rooms Hamden High School 🗖 HHS: □ Gymnasium Hamden Middle School 🗓 □ C107 HHS/HMS: See Addendum A and □ Cafeteria return with this form. □ Classroom ☐ Athletic Field/Pool (please circle option) Elementary Schools: **Elementary Schools:** Bear Path HMS: □ Auditorium Church Street □ ☐ Gymnasium ☐ Tables (how many) Dunbar Hill ☐ Cafeteria ☐ Chairs (how many) _ Helen Street Classroom Ridge Hill ☐ Music/Band Room Shepherd Glen□ Elementary Schools: Spring Glen M Gymnasium West Woods ☐ Cafeteria Wintergreen K ☐ Classroom **REHEARSAL / PREPARATION EVENT INFORMATION** *If multiple dates, please indicate clearly information for each date Date Time (From/To) **Event Time** nd Time How many people will attend the rehearsal? Number of Performers/Presenters Will your event require set up? Yes □ Anticipated Attendance If yes, when do you plan to set up? Admission Charge: Percentage of Hamden Performers: Trym space needed Hun-Friday Aug. 2 2021 - Dec 17 2021 6pm-8pm

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.

PB (Initial)

PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Cary Ban		20369617	historicheer a grocul com
Calvin McGee		203915042) buricanestatallo como
Jerard Gibern			Heraques @ aoi com
	RULES AND REGULATIONS		3513R

FSD#

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.
- 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.
- 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.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the
 sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted
 event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into
 gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 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.
- 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.
- 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)

rental status. (Please Initial)		
(Sgrature)	egulations set forth by the Hamden Board of Education:	
	on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and is are to be paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is acilities Department at (203) 407-2207.	
Approved by Board of Education:	Date:	
/Initial\		

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	For High School and Middle School Auditorium esponse and fill in when appropriate)	Events		
Will you need a p	odium?	Yes □	No K	
How many tables	will you need? N Location:			
How many moval	ole chairs will you need? 🎾 Location:			
Will you need sta *If no, you will NO	ge lighting for your event? T be allowed to access any stage lights, only the overhead	Yes □ work lights.	Ngba	
	spotlights will you need? echnicians are allowed to use our spotlights.	0) x î 1□	2 🗆	
*You may bring in	und for your event? your own sound for the event. If you choose that option, o ot be available for your use.	Yes □ our sound system	No XI including mixin	g board, amplifiers, speakers and
Will you need us *Must be on a sing	to play music during your event: tle CD or USB stick in the correct order. Note: We will not	Yes Al be able to do an	No □ ny editing.	
Wili you be using	g our microphones?	Yes 🗆	No II	
	If yes, # of wireless handheld microphones *Up to two are available at each location	-	, S	
	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			
*Note: If you plan	ge Manager / Hands provided by us? to have curtains open/close or anything flown in, a minime then 2 stage hands will be needed.	0 ☎ 1 ⊑ im of 1 stage har		racted. If you need contact with both
Will you be using	any projections for your event?	Yes □	N34Gi	
	Will your projections include sound (movies)?	Yes 🗆	Noto	
	Check One:			
	☐ We will provide our own person to hand	ile the projectio	ns	
	☐ 1 request that a technician from HPS ha	ndle the project	ions	OFFICE USE ONLY
				Supervisor
Special requests/l	nstructions:	111		Lighting Board Operator
<u> </u>				Sound Operator
				Spotlight 1
				Spotlight 2
**A technical supe	rvisor will contact you to verify all requests			SM
PB (Init	• • •			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 a wear masks during the check-in process, HHFCA 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 sanitize 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.

FSD	#	1	

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)

COVID 19 quidelines.
Com 19 gareno.
*Regisest for gym space at liteliants and Ridge hill schools as our cheer mats are currently housed there when we use the space in the fall for cheer practice.
2n

FSD #	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications MUST be filed at least <u>SIX WEEKS</u> 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. To the Board of Education: The undersigned hereby make application on behalf of ALM GROYT richment Summer zamp as association formed for for permission to use the (Event Title) (please check the box next to building AND rooms): **Equipment Needed:** Hamden High School 12 HHS: ☐ Auditorium/Black Box/Dressing Rooms ☐ Gymnasium ☐ C107 HHS/HMS: See Addendum A and Hamden Middle School Cafeteria return with this form. □ Classroom Athletic Field/Pool (please circle option) **Elementary Schools: Elementary Schools:** Bear Path 🗆 HMS: □ Auditorium Church Street W □ Gymnasium ☐ Tables (how many) ______ Dunbar Hill 🔲 ☐ Cafeteria ☐ Chairs (how many) _____ Helen Street 112 ☐ Classroom Other Needs: Ridge Hill 🔲 ☐ Music/Band Room Shepherd Glen□ Elementary Schools: Spring Glen □ □ Gymnasium West Woods Cafeteria Wintergreen □ □ Classroom

EVENT INFORMATION *If multiple dates, please indicate clearly information for each date					
Date JUNE 14,201 7:30a. JUNE 15,2031 7:30a. JUNE 15,2031 7:30a. JUNE 17,2031 7:30a. JUNE 17,2031 7:30a.	M M	End Time (6:00 g.V. (6:00 g.V. (6:00 g.V. (6:00 g.V.)			
Number of Performers/Presenters:5					
Anticipaled Attendance: 40					
Admission Charge: 130. per date					
Percentage of Hamden Performers:					

REHEARSAL / PREPARATION						
Date	Time (From/To)					
NA NA						
How many people will	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.

FSC) # <u> </u>
оле	Email Address
57-457	2 alvinmumy
3/ 1/	~ Colling und

Contact Name Address (Number, Street, Town, Zip) ugraciu Bamos

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.
- 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.
- 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 5. 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. 6.

PRINT names of applicants.

- A permit is not valid unless signed by the Superintendent or his/her designee. 7.
- 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 cafeleria 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.
- 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 <u>cannot</u> reserve any date(s) before receipt of this application. Therefore, return the 	is application as soon as possible.
14.	 Requestor(s) must comply with the State of CT and/or CIAC opening guideline require rental status. (Please Initial) 	rments and must ensure compliance during event or risk losing future
I ha	have read and agree with the above rules and regulations set forth by the	Hamden Board of Education:
	(Signature) (Date)	
tech	The charges for this building use application will be reflected on a "calculation sheet" and in technical services fees will be billed separately. These charges are to be paid, by check or me available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 40	oney order, to the <u>Hamden Board of Education.</u> The fee schedule is
Арр	Approved by Board of Education: Date:	
	(Initial)	

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)

Or plan to comply with the state and
CDE Covid-19 quidelines are:
Temperature - Campers staff will be checked prior
to entering daily For any observable illness and
to confirm temperature bellow one hundred degrees
Fahrenheit. IF anyone has signs illness or
tempurature is higher than except they will be sent
home:
515 tanzo - We will Keep to the States minimus of
Pampers in one space internal group will be decreased
aleanliness - Enhanced cleaning and disinfection
practizes small be implemented throughout the facility
and eaugment
Hand washing - All Staff and campers will adhere to
regular hand washing with spap and water/hand
Sanitizer
Avoid Shaving - Avoiding Food Snack Shaving
\$2-\int_0\$

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FSD	#		

			18
ADDENDUM A — For High School and Middle School Auditoric (please check your response and fill in when appropriate)	ım Events		
Will you need a podium?	Yes 🗆	No	
How many tables will you need? 10 Location: Ha	mden H	1ah school	
How many movable chairs will you need? _50 Location: __	amden H	vian School	,
Will you need stage lighting for your event? 'If no, you will NOT be allowed to access any stage lights, only the overh	Yes 🗆	No	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 12 10	20	
Will you need sound for your event? 'You may bring in your own sound for the event. If you choose that optio microphones will not be available for your use.	Yes □ on, our sound system	No VI I Including mixing boar	rd, amplifiers, speakers and
Will you need us to play music during your event: "Must be on a single CD or USB stick in the correct order. Note: We will	Yes 🗖 I not be able to do an	No \$⊋ ny editing.	
Will you be using our microphones?	Yes □	No.13	
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? *Note: If you plan to have curtains open/close or anything flown in, a min sides of the stage, then 2 stage hands will be needed.	0 🐼 1 🗅 nimum of 1 stage har	□ 2 □ nd must be contracted.	. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No-EI	
Will your projections include sound (movies)?	Yes 🗆	Nova	
Check One:			
We will provide our own person to h	andle the projectio	ins	
☐ I request that a technician from HPS	handle the project	lions	FICE USE ONLY Supervisor
			Lighting Board Operator
Special requests/instructions:			Sound Operator
			Spotlight 1
			Spotlight 2
			SM
"A technical supervisor will contact you to verify all requests			ASM
(Initial)			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 1 Official Town organizations and agencles such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

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

Group til 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.

Schools, commercial entities, etc. as well as non-Hamden based con 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 IVIII — 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.

	\$25 per hour	\$15 per hour	\$65 per hour	\$50 per day	\$100 per day	\$45 per hour	\$25 per hour
Technical Fees (Sound, lighting, equipment)	Lighting/Sound Technician	Student Technician	Lighting Supervisor	ICD Projector Usage	Plano Usage (only with permission of Fine Arts Director)	Ughting System Usage (performance or rehearsal day)	Sound System Usage (performance or rehearsal day)

^{*}Lighting/Sound tethnicians and Supervisory fees will be billed after event.

Custodian Fees¹:

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

Security Fees 1:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV) \$30.00 per hour

³ 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 our (minimum) to close and the actual hours of the event

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

^{\$250/}day \$200/day \$150/day \$75/day GROUP IV \$50/day \$75/day \$150/day \$125/day \$250/day 5250/day \$150/day \$200/day Yeb/0025 S75/day \$500/day ROOM RENTAL FEES GROUP 1, 11, 111 2222222 2222 2222 Auditorium (Capacity 550) uditorium (Capacity 600) Oresting Rooms Gymbashum + Cafeteria ... Gymnasium **Gymnasium** Classroom Auditorium Classroom Classroom Cafeteria Black Box Cafeteria C107 Vistramal3 Hamden High Hamden Middle

^{••} Based on HPS Energy Program, events must use minimal space requested and time frame.

EVENT INFORMATION dates, plasse indicate clearly information for each case Arrival Time Arrival Time Arrival Time 2,2001 2,2004 7:2004 7:2004 7:2004 7:2004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004 6:0004	EVENT INFORMATION Gabes, please indicate clearly information for each date Arrival Time Arrival T
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EVENT INFORMATION "It multiple dates, please indicate clearly information for each date Date Date Date 1:201 7:201 7:300 7:300 Number of Performers/Presenters: Anticipated Attendance: Admission Charge: Admission Charge: All 30 Quit dotted Percentage of Hamden Performers: Percentage of Hamden Performers:	EVENT INFORMATION *If multiple dates, please indicate clearly information for each date Date Date Arrival Time Event Time Congress 1, 201 1:300.an Longed (congress) Number of Performers/Presenters: Admission Charge: Admission Char
EVENT INFORMATION *If muriple dates, please indicate deany information for each date Date Date Till 10,7001 Till 10,7001 Till 10,7001 Till 10,7001 Anticipated Attendance: Admission Charge: Percentage of Hamden Performers: Percentage of Hamden Performers:	EVENT INFORMATION "Il muliple dates, please indicate clearly information for each data Arrival Time Arrival Time Arrival Time Arrival Time Event Time (a) Copyed (b) Copyed (c) C
EVENT INFORMATION EVENT INFORMATION The Date Date Army Information to each are End Tit Date To July 201 7: 300 and Event Time Event Time To July 201 7: 300 and Event Time Date Date Army Information to each are End Tit Event Time Event Time Event Time Event Time Date To July 201 7: 300 and Event Time Date To July 201 7: 300 and Event Time Event Time Event Time Event Time Date To July 201 Army End Time Date To July 201 Army End Time Event Time Event Time Date To July 201 Army End Time Event Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Time Date To July 201 Army End Time Date To July 201 Army End Time Event Time Event Time Event Time Date To July 201 Army End Time Event Time Date To July 201 Army End Tim	Percentage of Hamden Performers: EVENT INFORMATION EVENT INFORMATION Event Time End Time Armyal Time Event Time End Time Lo : C2; C: 20 Am T: 30 A

FSD #	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **MUSt** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to		Application will revent date.	not be ac	cepted prior to <u>SIX MONTHS</u> before the	
					Date 4/21/21
To the Board of Education:			Paran a	λ	CENTRE UL
The undersigned hereby ma	ke applica	ation on behalf of			
		RECITAL	-	e of Orga	•
as association formed for		• • • • • • • • • • • • • • • • • • • •			for permission to use the
(please check the box next to b	uilding AN	(Event Title ID rooms):)		
Hamden High School	HHS:		Box/Dressing Rooms		Equipment Needed:
Hamden Middle School □	-	C107		-	HHS/HMS: See Addendum A and
		☐ Cafeteria			return with this form.
		☐ Classroom ☐ Athletic Field/Pool	I I de la castina	3	
Elementary Schools:		Li Athletic rield/root	<u> (piease circie optior</u>	ע	Elementary Schools:
Bear Path □	HMS:	☐ Auditorium			,
Church Street □		☐ Gymnasium			☐ Tables (how many)
Dunbar Hill □ Helen Street □		☐ Cafeteria			☐ Chairs (how many)
Ridge Hill 🗇		☐ Classroom ☐ Music/Band Room			Other Needs:
Shepherd Glen□		ET IVIUSIC/ Ballu NOOM	1		
Spring Glen □	Elemen	tary Schools:			
West Woods □		☐ Gymnasium			
Wintergreen □		☐ Cafeteria ☐ Classroom			
		Li Classroom			
EVENT	NFORMAT	<u>rion</u>			REHEARSAL / PREPARATION
*If multiple dates, please indicate clearly	information fo	r each date	- 1 1		
Date / Arrival Time	1 - 4 	vent Time		k/1:	Date Time (From/To) 3/21 9:00 - end of performance quien up
	-0.7	**************************************		How man	ny people will attend the rehearsal? <u>75</u>
Number of Performers/Presenter		5		Will your	event require set up? Yes X No □
Andcipated Attendance.	50 -	, , ,		If yes, wh	nen do you plan to set up?
Admission Charge:	25.00)		- 9	1:00 AM to set up
Percentage of Hamden Performe	rs:	5-0/			100 AM to begin reheard
					he Roard of Education governing the use of

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.

Bl (Initial)

				FSD	#
<u>PRI</u>	NT names of applicants. Contact Name	Address (Number, Street, Town	ı <u>, Zip)</u>	Telephone	Email Address
B	VID BOMKE	SAME) LOG	DEN 514	20 <u>3.710.837</u> 2 bseiber+6	Ocheshire dance
KA	RYNO TOOLE	40 COURT ST, CROMW	EU CT	Feo. 303. 4443	centre, cl
		RULES AND REGU	JLATIONS		3513R
	For th	e Use of the Hamden Public School Building	s for Other Tha	n Regular School Purposes	
1.	use thereof must be made to the	thool Buildings for other than regular schoolwork Board of Education on the blank form prescribed building is to be used and must be signed by <u>th</u> use.	for that purpose	 The application must state in a 	every detail the purpose and
2	representative. This appointee is in accordance with the Rules and	ny building has been granted the Board will apports to supervise the meeting and enforce the Rules Regulations. Custodian(s) will report a minimum will be a minimum charge of three hours of custon	and Régulations of one-half ho	s of the Board with power to close our before scheduled time and re	e the meeting if it is not held
3.	If police attendance is necessary attendance and give the Police	(to be determined by the Administration), the per ermit Number to the Board of Education.	sons in charge	of the event will be required to p	rovide such police
4.	The building is to be used only on building prior to the time stipulated	the date specified and for the purpose named in d in this contract. Setup and rehearsal time must	the permit. Not be reflected on	body from the renting organizationthe application.	n will be allowed to enter the
5.	A permit can be canceled withou sole judge of such violation. In ad event.	t notice provided its provisions or intent are violal dition, the Board of Education reserves the right	ted in any way, to cancel a pen	and the Board of Education or its nit should a school function be in	representatives shall be the conflict with the permitted
6.	A permit is not transferable.				
7.	A permit is not valid unless signed	by the Superintendent or his/her designee.			
8.		be served or ealen on the premise, unless speci			

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

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.

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.

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)

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)

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 bifled separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Education</u>. The fee schedule is

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

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

will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.

available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: (Initial)

2)

	FSD #
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 BO	OX & C-107
How many tables will you need? 30 Location: LOBBY & BLACK BO How many movable chairs will you need? 75 Location: As Above + Dressing	6 ROOMS
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead work lights. No□	<u>.</u>
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 mixin microphones will not be available for your use.	g board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not 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 $4-6$ (7) *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 cont sides of the stage, then 2 stage hands will be needed.	racted. If you need contact with both
Will you be using any projections for your event? Yes ☒ No □	
Will your projections include sound (movies)? Yes ☑ No □	were distance and with make their desired of and first application.
Check One:	
☐ We will provide our own person to handle the projections	
✓ I request that a technician from HPS handle the projections	OFFICE USE ONLY
	Supervisor
Special requests/Instructions: not yet certain if my own	Lighting Board Operator
person will be available to vun the	Sound Operator
p J	Spotlight 1
	Spotlight 2
**A technical supervisor will contact you to verify all requests	SM
(Initial)	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 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

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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.	\$31.76	1		\$0.00
Sunday	\$42.34	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

HAMDEN SCHOOL DISTRICT My Account(414449573) Section 19 - Logout - Application Links -HAMDEN PUBLIC SCHOOLS Calendar Availability New Schedule Documents Account Setup Search for Advanced Search Services Help Actions: Add List Graph Report Related Links Legend Schedule Shortcuts Update Schedule Schedule ID 190295 Status Submitted View/Change Declined Reason Notify Booked By Notify Contact Person 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 Area -- Select Area --View Bookings ✓ Location SPRING GLEN SCHOOL View Room Details Building -- Select Building--Rooms -- Select Room--123 - Cafeterla 0 (Use the CTRL key to select multiple rooms.) ✓ Event Date(s) 7/6/2021 April 2021 May 2021 7/7/2021 7/8/2021 SMTWTFS SMTWTF 7/9/2021 28 29 30 34 1 2 3 26 26 27 28 29 30 7/12/2021 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 7/16/2021 25 26 27 28 29 30 4 23 24 25 26 27 28 29 7/19/2021 2 3 4 5 6 7 8 30 31 4 2 3 4 5 7/20/2021 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. Check Availability Back to shortcuts Organization Information

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Contact Name -- Select Contact Name -- Y

Type -- Select Organization Type --

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		lluzzi@hamden.com	⊠ Email	287-2579	
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		Email lluzzi@hamden.com			
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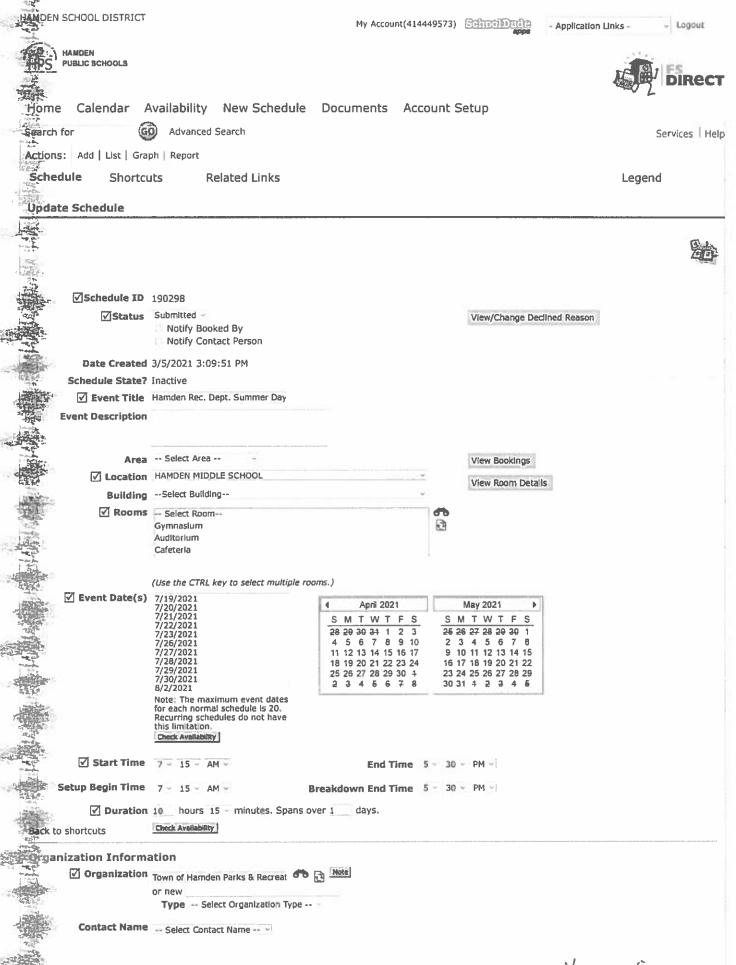
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HAMDEN SCHOOL DISTRICT My Account(414449573) विनिव्यक्ति - Application Links -- Logout HAMDEN PUBLIC SCHOOLS DIRECT Calendar Availability New Schedule Documents Account Setup Search for Advanced Search Services Help Actions: Add List Graph Report Schedule **Shortcuts** Related Links Legend Update Schedule Schedule ID 190297 **✓ Status** Submitted -View/Change Declined Reason Notify Booked By **Notify Contact Person** 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-3 Gymnasium Cafeterla **Tennis Courts** (Use the CTRL key to select multiple rooms.) ✓ Event Date(s) April 2021 May 2021 7/7/2021 7/8/2021 SMTWTF SMTWTFS 7/9/2021 28 29 30 31 1 25 26 27 28 29 30 4 5 6 7 8 9 10 2 3 4 5 6 7 8 7/13/2021 11 12 13 14 15 16 17 9 10 11 12 13 14 15 7/14/2021 7/15/2021 18 19 20 21 22 23 24 16 17 18 19 20 21 22 7/16/2021 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 Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation. Check Aveilability 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 Organization Information Organization Town of Hamden Parks & Recreat 6 Recreat or new Type -- Select Organization Type --Contact Name -- Select Contact Name -- *

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100		lluzzi@hamden.com	izsi Email		
772		Evening Phone		Cellular Phone	
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200		Email			
- CA	Current Route To	Email lluzzi@hamden.com			

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		lluzzi@hamden.com	⊠ Email	287-2579	
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HAMDEN SCHOOL DISTRICT My Account(414449573) 日前回即日間 - Application Links -Logout HAMDEN PUBLIC SCHOOLS DIRECT Calendar Availability New Schedule Documents Account Setup Search for Advanced Search Services Help Actions: Add List Graph Report Schedule Related Links Legend **Shortcuts** aUpdate 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 Acti Event Description Whitney Players - Director -Cindy Simeli-Devoe Shows - 1 PM & 3PM Area -- Select Area --View Bookings ✓ Location HAMDEN MIDDLE SCHOOL View Room Details Building -- Select Building--Rooms -- Select Room--0 Auditorium Cafeteria Music Room (Use the CTRL key to select multiple rooms.) **☑** Event Date(s) 7/17/2021 May 2021 April 2021 SMTWTFS SMTWTF 28 29 30 34 1 2 3 26 26 27 28 29 30 4 5 6 7 8 9 10 2 3 4 5 6 7 8 9 10 11 12 13 14 15 11 12 13 14 15 16 17 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 30 31 4 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 Organization Information Organization The Whitney Players Note Type -- Select Organization Type --Contact Name -- Select Contact Name -- *

- Hotelier		First Name Clndy	Last Name Devoe		
		Email		Day-Time Phone	
		cindysdevoe@comcast.net>	Ed Email	203-281-6007	
AND		Evening Phone	V. J. Million	Cellular Phone	
1,654		Evening Phone		Central Phone	2. %
Here I'v	Billing Address	26 West Helen Street Hamden, CT			
150		☐Use Organization Billing A	Address		
1	FEIN		Sales Tax Exemption No.		
		☐ Yes, add this contact to t	the organization's contact lis	t.	
25	Invoice Type?	Charge back Paymer			
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抽幕。	©	Email			
	Ď	lluzzi@hamden.com			
-3-24	Current Route To	lluzzi@hamden.com			

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TOTAL TOTAL	Approval Note		11-01112-1111		¥ 7.0	
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Email usi

HAMDEN SCHOOL DISTRICT My Account(414449573) STATES TOTAL - Logout - Application Links -HAMDEN **PUBLIC SCHOOLS** Calendar Availability New Schedule Documents Account Setup Advanced Search Search for Services Help Actions: Add List Graph Report **Schedule Shortcuts** Related Links Legend Update Schedule Schedule ID 190301 Status Submitted View/Change Declined Reason Notify Booked By Notify Contact Person 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 Cafeterla (Use the CTRL key to select multiple rooms.) 7/6/2021 7/7/2021 7/8/2021 ✓ Event Date(s) April 2021 May 2021 SMTWTF SMTWTF S 7/9/2021 25 26 27 28 29 30 28 29 30 31 1 7/12/2021 4 5 6 7 8 9 10 2 3 4 5 6 7 8 11 12 13 14 15 16 17 7/14/2021 9 10 11 12 13 14 15 7/15/2021 18 19 20 21 22 23 24 16 17 18 19 20 21 22 7/16/2021 7/19/2021 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 7/20/2021 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. Check Availability Back to shortcuts Organization Information or new Type -- Select Organization Type -- > Contact Name -- Select Contact Name -- V

1 014

		First Name	Last Name		
Total .		Laura	Luzzl	Day Time Bloom	
		Email	₩ Email	Day-Time Phone 287-2579	
The state of		liuzzi@hamden.com	en email		
		Evening Phone		Cellular Phone	
1					
200	Billing Address				
1000					
to h		☐ Use Organization Billing	Address		
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		Yes, add this contact to	the organization's contact list.		
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7.6			fees have been generated.		
Day by	Billing Comments				
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	Budget	Select Budget Account	Charge backs requires a budge	et code.	
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114	Number of parking spaces				
	Other Needs				
17	Other Meeds				
	Booked by		Last Name		
- app			Luzzi		
	7	Email			
		lluzzi@hamden.com			
1	Current Route To	Emily McCann			

	Approve	? Route to Ne	kt Select Route To				
	•	Note: Leave 'Route to N	lext' blank to allow the system to	automatically route the next p	erson defined in the	routing system.	
	Approval Not	te					
The state of the s	Event Visibilit	γ 🗵 Yes, this is a so	hedule of public events				
LE MIL	Inactive Schedul	le 🖲					
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and the	t a Approved Approval Process on re		oved By	Note			
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o 4 Wo	rk Order Costs						
And the second second	lork Order# Trai	nsaction Type	Transac	tion Description		Transaction Date	Costs
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(No	limit on number of f	îles attached. Total s	ize of all uploaded files m	ust be less than SMB)			

MANDEN SCHOOL DISTRICT My Account(414449573) Selice Dirich - Logout - Application Links -HAMDEN **PUBLIC SCHOOLS** DIRECT Calendar Availability New Schedule Documents Account Setup Advanced Search Services Help 'Actions: Add List Graph Report Schedule Shortcuts Related Links Legend Update Schedule ✓ Schedule ID 190302 Status Submitted View/Change Declined Reason Notify Booked By Notify Contact Person 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-0 Gymnaslum Entire building Cafeteria (Use the CTRL key to select multiple rooms.) ☑ Event Date(s) 7/26/2021 April 2021 May 2021 7/27/2021 7/28/2021 SMTWTFS SMTWTFS 7/29/2021 28 29 30 34 1 2 3 25 26 27 28 29 30 1 7/30/2021 4 5 6 7 8 9 10 2 3 4 5 6 7 8 8/3/2021 11 12 13 14 15 16 17 9 10 11 12 13 14 15 8/4/2021 18 19 20 21 22 23 24 16 17 18 19 20 21 22 8/5/2021 25 26 27 28 29 30 4 23 24 25 26 27 28 29 8/6/2021 2 3 4 5 6 7 8 30 31 4 2 3 4 6 Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation. Check Avellability 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 ganization Information Organization Town of Hamden Parks & Recreat 6 Parks

or new

Contact Name -- Select Contact Name -- *

Type -- Select Organization Type --

V-a-XV.

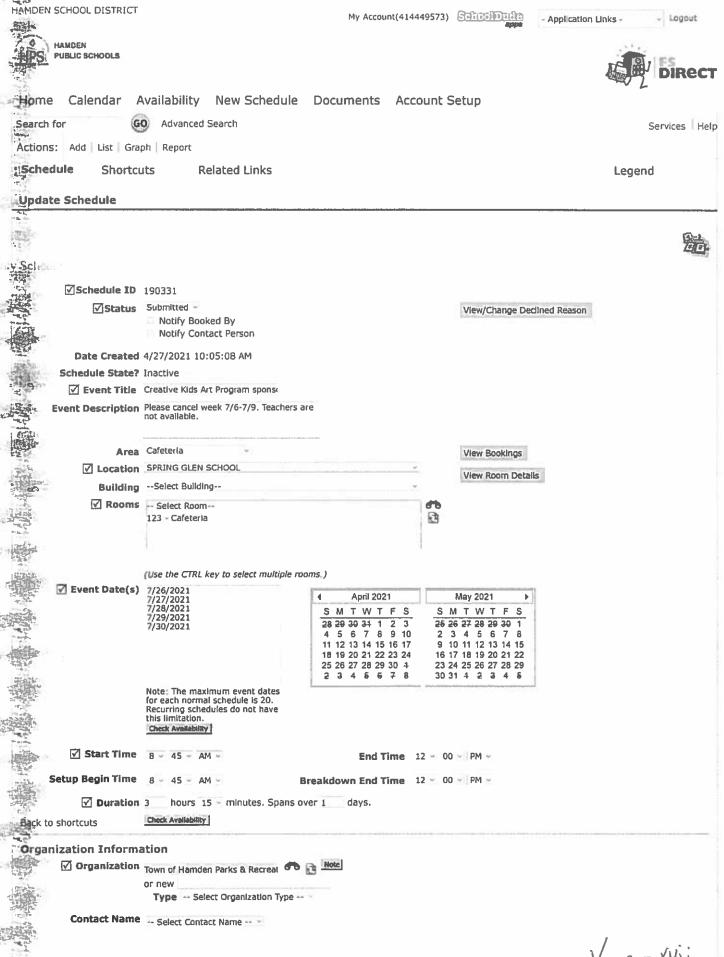
		First Name Laura	Last Name Luzzi		
		Email	Cuzzi	Day-Time Phone	
(access)		lluzzi@hamden.com	E Email	287-2579	
C. St. No.		Evening Phone		Cellular Phone	
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		Laura	Luzzl		
2013		Email Iluzzi@hamden.com			

***	Approve?		Select Route To		defined in the country	
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27.7	/27/2021 7/2	7/2021				
7,	/28/2021 7/2	8/2021				
7	/29/2021 7/2	9/2021				
7	/30/2021 7/3	30/2021				
118 8	/2/2021 8/2	2/2021				
8	/3/2021 8/3	3/2021				
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8	/5/2021 8/5	/2021				
w 8	/6/2021 8/6	5/2021				
-Inv	oices					Create Invoice
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	51					
Pa	ments					Add New Payment
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مروهون	Transactions on record.					
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HAMDEN SCHOOL DISTRICT My Account(414449573) 日前日間 Logout - Application Links -HAMDEN **PUBLIC SCHOOLS** Calendar Availability New Schedule Documents Account Setup Advanced Search Search for Services | Help Actions: Add List Graph Report *Schedule **Shortcuts Related Links** Legend **Update Schedule ✓ Schedule ID** 190315 Status Submitted View/Change Declined Reason Notify Booked By Notify Contact Person 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 --View Bookings ✓ Location HAMDEN HIGH SCHOOL View Room Details Building -- Select Building--Rooms - Select Room--Pool Pool area lockers (Use the CTRL key to select multiple rooms.) ✓ Event Date(s) 4/3/2021 4/10/2021 April 2021 May 2021 4/17/2021 4/24/2021 SMTWTF SMTWT 28 29 30 34 1 2 3 26 26 27 28 29 30 5/1/2021 5/8/2021 4 5 6 7 8 2 3 4 5 6 11 12 13 14 15 16 17 9 10 11 12 13 14 15 5/22/2021 18 19 20 21 22 23 24 16 17 18 19 20 21 22 /29/2021 25 26 27 28 29 30 4 23 24 25 26 27 28 29 6/5/2021 2 3 4 5 6 7 8 30 31 4 2 3 4 6/12/2021 Note: The maximum event dates for each normal schedule is 20. Recurring schedules do not have this limitation. Check Availability Start Time 9 - 00 - AM -End Time 1 30 PM Setup Begin Time 9 00 AM Breakdown End Time 1 2 30 4 PM 4 ✓ Duration 4 hours 30 - minutes. Spans over 1 ___ days. Check Availability Back to shortcuts Organization Information Organization Town of Hamden Parks & Recreat 60 Note Type -- Select Organization Type -- > Contact Name -- Select Contact Name -- >

		First Name_ Laura	Last Name Luzzi		
		Email	LU221	Day-Time Phone	
		lluzzi@hamden.com	€ Email	287-2579	
		_	E-A FILION	Cellular Phone	
100		Evening Phone		Cellular Prione	
c.Au					
	Billing Address				
105		Use Organization Billing	ng Address		
FF	FEIN		Sales Tax Exemption No.		
The state of		☐ Yes, add this contact	to the organization's contact list.		
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	spaces				
14.6	Other Needs				
	Booked by	First Name	Last Name		
		Laura	Luzzi		
		Email			
A STATE OF THE PARTY OF THE PAR		lluzzi@hamden.com			
	Current Route To	Emily McCann			

	Annroy	re? 🗆 Ro	nute to Next	Select Route To				
in to	Дрргоч				automatically route the next po	erson defined in the	routing system.	
	Approval No	ote						
-2.35	Event Visibili	ity 🛭 Yes	, this is a schedu	le of public events				
	Inactive Schedu	ule 🖲						
7-2	Pending Schedul	le? O Add	d/Update Pending	Reason				
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35/	8/2021 5	/8/2021						
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1.7-6.3		First Name	Last Name		
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1.11		Email	574 5	Day-Time Phone	
		lluzzi@hamden.com	E Email	287-2579	
170		Evening Phone		Cellular Phone	
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	Billing Address				
1.5					
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-	Document Number				
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Back	to shortcuts				
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1194	Company				
338	Company Policy No				
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I I I		Yes, update organizati	on record with above insurance	nformation,	
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No R Back	Number Attending Number of Adults Number of Children to shortcuts Number of extra chairs Number of parking spaces Other Needs	First Name		+ Add	Rental Request
No R Back	Number Attending Number of Adults Number of Children to shortcuts Number of extra chairs Number of parking spaces Other Needs	First Name Laura Email Iluzzi@hamden.com		+ Ade	Rental Request

	Approve?	Route to Ne	ext Select Route To	w-		
		Note: Leave 'Route to			rson defined in the routing system.	
7.4	Approval Note					
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m with	Inactive Schedule		and the second			
	Pending Schedule?					
1000		Pending Expir	ation Date			
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N.	Invoice Number o Payments on record.	Date Paid	Check Numb	0 r	Pay By	Amount
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and the same	Work Order # Transactions on record.	action Type	Trans	saction Description	Transaction Date	Costs
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HAMDEN SCHOOL DISTRICT

My Account(414449573) - Application Links -- Logout HAMDEN **PUBLIC SCHOOLS** Home Calendar Availability New Schedule Documents Account Setup Advanced Search Search for Services Help Actions: Add List Graph Report Schedule Related Links **Shortcuts** Legend **Update Schedule** ✓ Schedule ID 190339 **✓**Status Submitted -View/Change Declined Reason Notify Booked By Notify Contact Person Date Created 4/29/2021 3:12:34 PM Schedule State? Inactive Event Title Lego/Science program - Build will Event 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--(Use the CTRL key to select multiple rooms.) ☑ Event Date(s) 8/2/2021 8/3/2021 8/4/2021 8/5/2021 April 2021 May 2021 SMTWTFS SMTWTF 28 29 30 34 1 2 3 26 26 27 28 29 30 1 8/6/2021 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 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 × hours 00 - minutes. Spans over 1 days. ✓ Duration 7 Check Availability Back to shortcuts Organization Information Organization Town of Hamden Parks & Recreat 60 11 Hote or new Type -- Select Organization Type --Contact Name -- Select Contact Name -- V

V.-a.-xix

		First Name Laura	Last Name Luzzi		
		Email		Day-Time Phone	
A BO		lluzzi@hamden.com	⊠ Emall	287-2579	
. 7		Evening Phone		Cellular Phone	
100					
	hilling Address				
1	Billing Address				
1		Use Organization E	A 1705A		
13	FEIN		Sales Tax Exemption No		
NIV.			act to the organization's contact	list.	
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4		Yes, involces or u	sages fees have been generated		
ch h	Billing Comments				
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rot	ırance Informatio	30			
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24					
9	Coverage			_	
	Coverage Dates		То	1	
5		Yes, update organiz	ation record with above insurance i	nformation.	
Note:	Tasks already generated	d for events will not refle Required Maintena	ect changes in service description, nce Services	Service description	
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Betk	to shortcuts				
100	mber of extra chairs				
4	Number of parking				
1	spaces				
de	Other Needs				
	Booked by	First Name Laura	Last Name Luzzl		
		Email Iluzzi@hamden.com			
300	Current Route To				

Donnarummo, Taryn

From:

Cross, John

Sent:

Wednesday, April 28, 2021 1:02 PM

To:

Donnarummo, 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

From: Cross, John

Sent: Wednesday, April 28, 2021 11:12 AM

To: Hornreich, Howard < 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