

ANNOUNCEMENT OF OPERATIONS COMMITTEE ZOOM MEETING

When: July 6, 2021 06:30 PM Eastern Time (US and Canada)

Topic: Operations Committee Meeting-7/6/21

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/84972301826?pwd=YIRsUUdQVzBIbDlmYUQvMy9KNHROQT09>

Passcode: 572973

Or Telephone: Dial US: +1 312 626 6799 or +1 646 558 8656 or +1 301 715 8592 or +1 346 248 7799

Webinar ID: 849 7230 1826

Passcode: 572973

For those who wish to make Public Comments:

Twenty minutes will be allotted for public comments at the beginning of the meeting. All public comments should be sent to PublicInput@hamden.org, with the subject of the message stating the name and date of the meeting (for example, "May 12 Operations Committee Meeting"). The name and Hamden address of the person submitting public comment must be included in the message.

Remarks should be brief and concise, with a maximum length of three minutes (about 450 characters). Comments should start with a 2-3 sentence summary. The summary will be read instead of the entire message in the event that there is a large number of comments and reading each of them in their entirety would extend beyond the time allotted for public comment.

Public comments will be accepted up to 1 hour before the meeting begins.

- I. Call to order and roll call
- II. Additions to the agenda
- III. Public comments on information and action items
- IV. Information items
 - i. Discussion of the Alice Peck HVAC wiring project
 - ii. Update of HVAC & Summer Programming
- V. Action Item
 - i. Approval of the Alice Peck HVAC wiring project
 - ii. Approval of building use by the Hamden Regional Youth Basketball League to use the gymnasium at Hamden Middle School, Bear Path, West Woods and Spring Glen starting October 18, 2021 from 5:30-8:00pm
 - iii. Approval of building use by the Hamden Park & Rec. Summer Basketball to use the gymnasium at Hamden Middle School for the Slamma-Jamma Clinic on August 9-13, 2021 from 8:30am-2:00pm
 - iv. Approval of building use by the Hamden Father's Football to use the cafeteria at Hamden Middle School for football and cheerleading registration on July 27-29, 2021 from 5:30-7:00pm
- VI. Adjournment



Northeastern

Communications & Electrical LLC

157 Meriden Rd., Middlefield, CT 06455

CT Lic # 184517

Phone (860) 343-9797 | Fax (860) 788-2635

www.northeastcne.com

Hamden Public Schools
60 Putnam Ave.

Quote # B-20-0178

Rev. 1 | 5/25/2021

Hamden, CT 06517

Attn.: **Frank Gargiulo**
Network Manager
(203) 407-2213
fgargiulo@hamden.org

Re: **Alice Peck Early Learning Center | BMS Connection Project**
35 Hillfield Rd.
Hamden, CT 06518

Northeastern Communications & Electrical LLC is pleased to provide a quote for the above-mentioned project.

SCOPE OF WORK

BMS Connection Wiring:

Northeastern Communications & Electrical LLC will provide the following:

1. Supply and install Cat 6 4-pair 24 AWG UTP plenum (CMP) rated cable in a "daisy-chain" wiring scheme to connect (44) BMS units throughout the school.
 - (8) basement level BMS units | (46) 1st fl. BMS units
 - "Daisy-chain" to start at the basement level BMS unit identified during the site survey and the attached picture
 - (3) "daisy-chain" cable runs | (1) cable run in each of the (3) crawl spaces

5/25/2021

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Initials _____

-RESTRICTED-PROPRIETARY INFORMATION-

The information contained herein is for use by authorized employees of the parties hereto only and is not for general distribution within or outside their respective Companies

V-i ①

- Cable(s) to be terminated with RJ45 plug connectors and connected to the "In" & "Out" ports at each unit
 - Cable(s) to be run through existing floor penetrations at each unit.
Please Note: If additional floor core(s) is/are required, additional charges will apply.
2. Install CTC Building Solutions supplied **24AWG / 2-conductor shielded** cable in a "daisy-chain" wiring scheme to connect (3) BMS units on the roof.
- "Daisy-chain" to start at the 1st fl. MDF
 - Cable(s) will be left coiled inside each unit to be terminated by CTC Building Solutions, as directed
 - Cable(s) to be run through existing roof penetrations at each unit.
Please Note: If additional roof penetration(s) is/are required, additional charges will apply.

Along the cable pathways:

1. Northeastern Communications & Electrical LLC will install a network of cable management "J" hooks to create a cabling pathway, as needed. All cable pathways will run parallel and/or perpendicular to the outside walls.

Testing:

1. Each Category 6 cable and pair will be tested at 250 MHz using a Fluke DTX CableAnalyzer. This test performs a full range of tests, and then compares the results to the ANSI/TIA/EIA 568-B (Category 6) standard.

Standards:

1. This Scope of Work provides for the described work to be done in compliance with NFPA-70 (National Electrical Code), unless otherwise directed or prohibited, all applicable Telecommunications Industry Standards, and specifications presented by the customer at the time of bid.

Warranty:

1. A one-year warranty against defect with the described installation is included with the Northeastern Communications & Electrical Structured LLC Cabling Solution. Northeastern Communications & Electrical LLC warrants that for a period of one year from the system cut over date, the described work under normal use and service will be free from defects and faulty workmanship.
2. **WARNING** – Avoidance of Electromagnetic Interference (EMI) is critical for performance of the structured cabling system described in this Scope of Work. Therefore, Northeastern Communications & Electrical LLC requires that the Northeastern Communications & Electrical LLC Structured Cabling System be the sole occupant of any cable pathways and spaces (including, but not limited to cable supports and sleeves) for telecommunications use. Sources of EMI introduced into the cabling pathway must be properly isolated and/or separated by their installer. Failure to comply with this requirement will void all warranties.

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Initials _____

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V.i @

Price:

Labor\$9,360.00
Material.....\$1,108.11
Total.....\$10,468.11
(Plus 6.35% CT sales tax, if applicable)

The price provided in this Scope of Work is valid for a period of sixty (60) days

The labor price is based on standard NON-PREVALING wage rates.

Payment Terms are Net 30

Assumptions / Qualifiers:

1. The Northeastern Communications & Electrical LLC normal business hours are Monday through Friday 8:00 AM to 5:00 PM. This Scope of Work is based on all work being performed during normal business hours. The requiring of work to be preformed outside of this schedule or a shorter installation interval, causing work to be performed on "over-time" will be an additional cost to the customer and requires prior approval.
2. This Scope of Work does not include the cost of pulling a permit, if applicable.
3. Northeastern Communications & Electrical LLC assumes there are no abnormal environmental or hazardous conditions on the customer's premise which would require extraordinary safety and/or regulatory functions, activities, permits or certifications for Northeastern Communications & Electrical LLC to perform the required work.
4. This Scope of Work assumes that the customer will provide free and ready access to all work locations. Including, but not limited to, rooms, floors, ceiling spaces, and manholes.
5. All required moving of furniture, file cabinets, desks, and equipment will be the responsibility of others.
6. Northeastern Communications & Electrical LLC assumes no delays. Inaccessibility to the work areas may require additional man-hours charged to the customer.
7. Alterations or deviations, if any, from the above scope of work, or any delays or postponements of the work by the Customer or its agents which result in additional materials or labor costs, will become an extra charge which will be billed as an addition to this proposal amount. Any extra move on or off the job site due to circumstances beyond our control will be billed as an extra at hourly labor and equipment rates in effect at the time.

Authorization to Proceed:

I have read the above proposal and agree to the Scope of Work and Assumption / Qualifiers as stated. My signature authorizes Northeastern Communications & Electrical LLC to order the required materials and proceed with the installation.

5/25/2021

3

Initials _____

-RESTRICTED-PROPRIETARY INFORMATION-

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V.I. ③

_____/_____
Signature Date

_____/_____
Print Name Title

5/25/2021

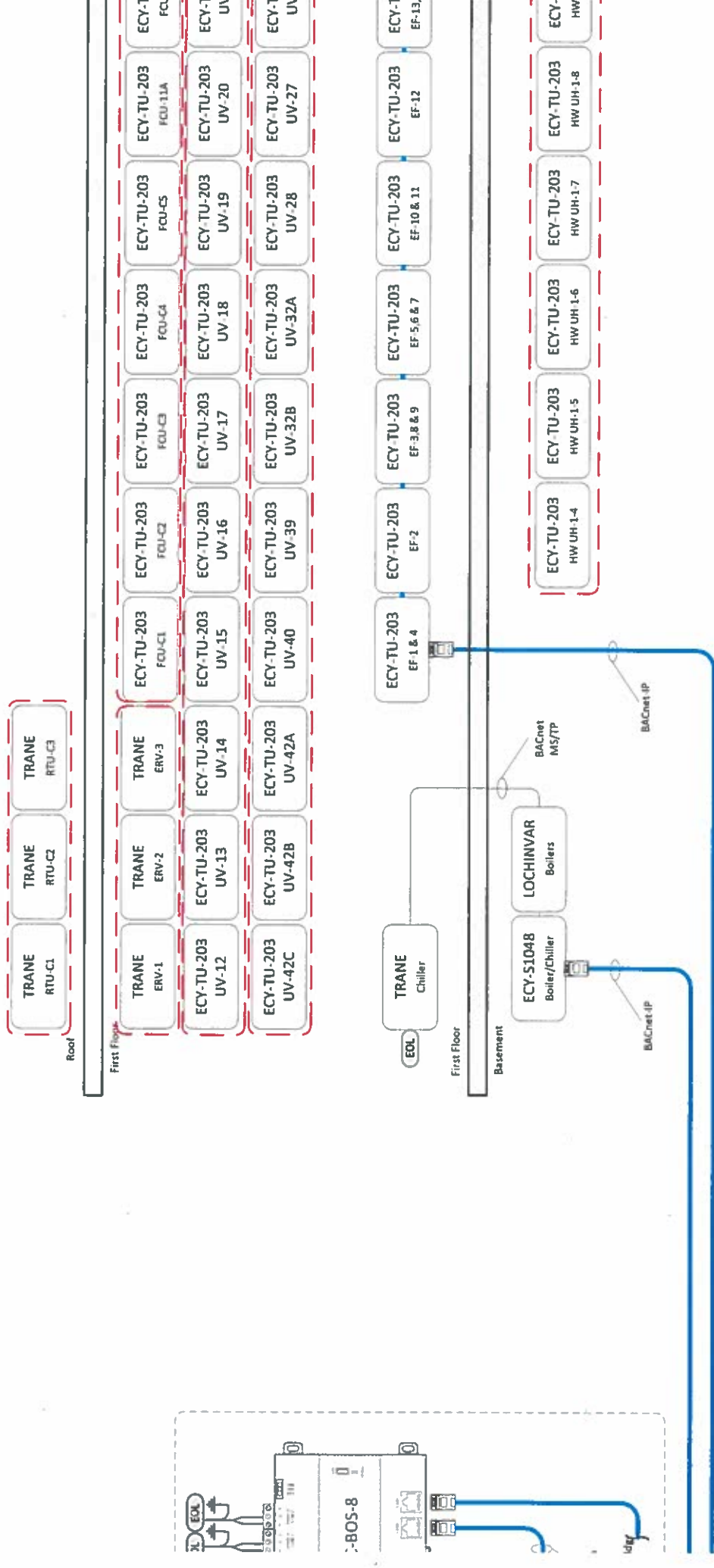
4

Initials _____

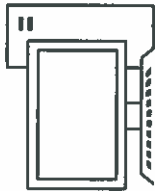
-RESTRICTED-PROPRIETARY INFORMATION-
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V. i. (4)

WPM	Wall Adapter - Power
FS105	5 Port Ethernet Switch



Existing
EC-Net Supervisor



TE-200A
Controller



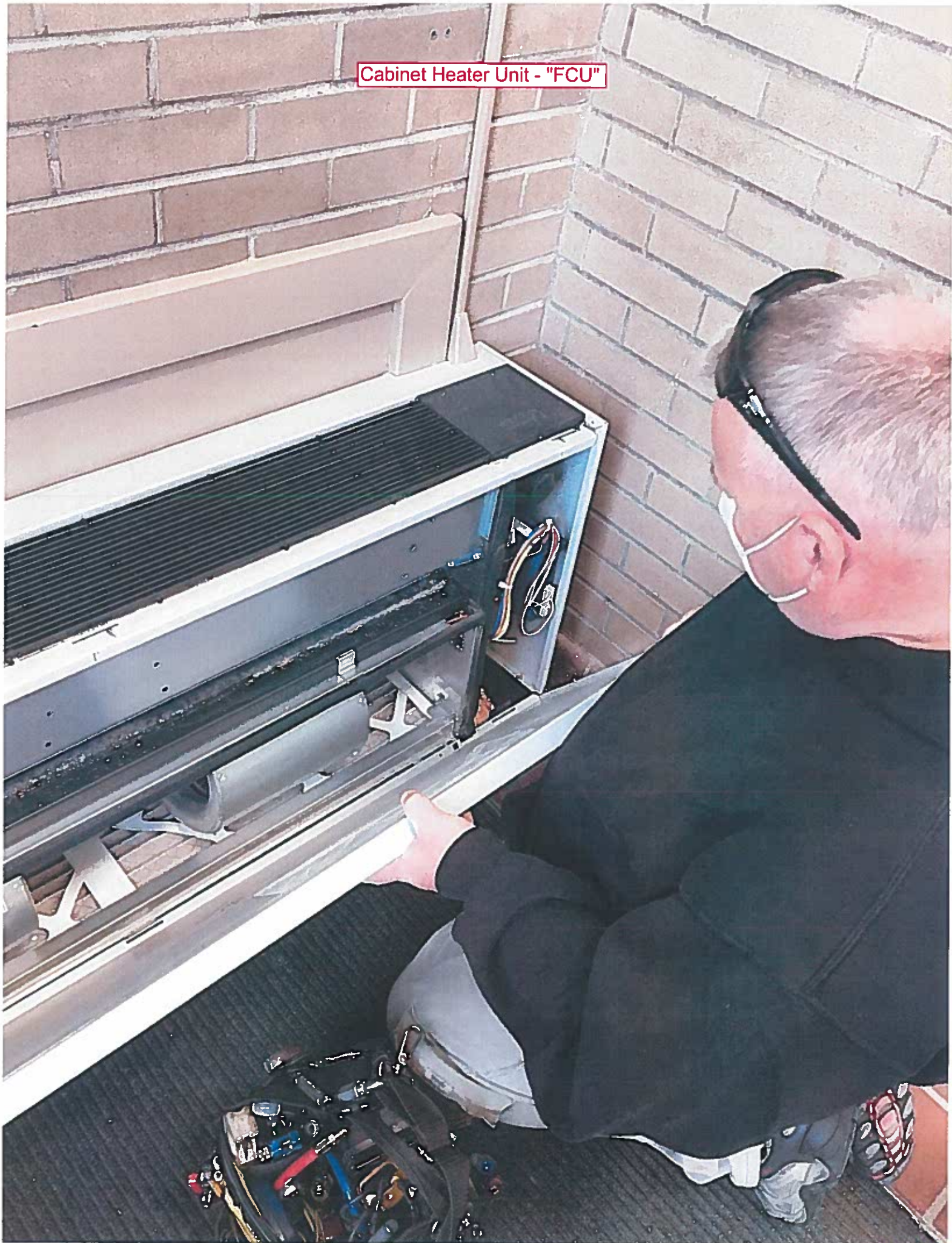
Typical Wiring Rules

- Blue Cable = Analog Input
- Yellow Cable = Analog Output
- Green Cable = Digital Input

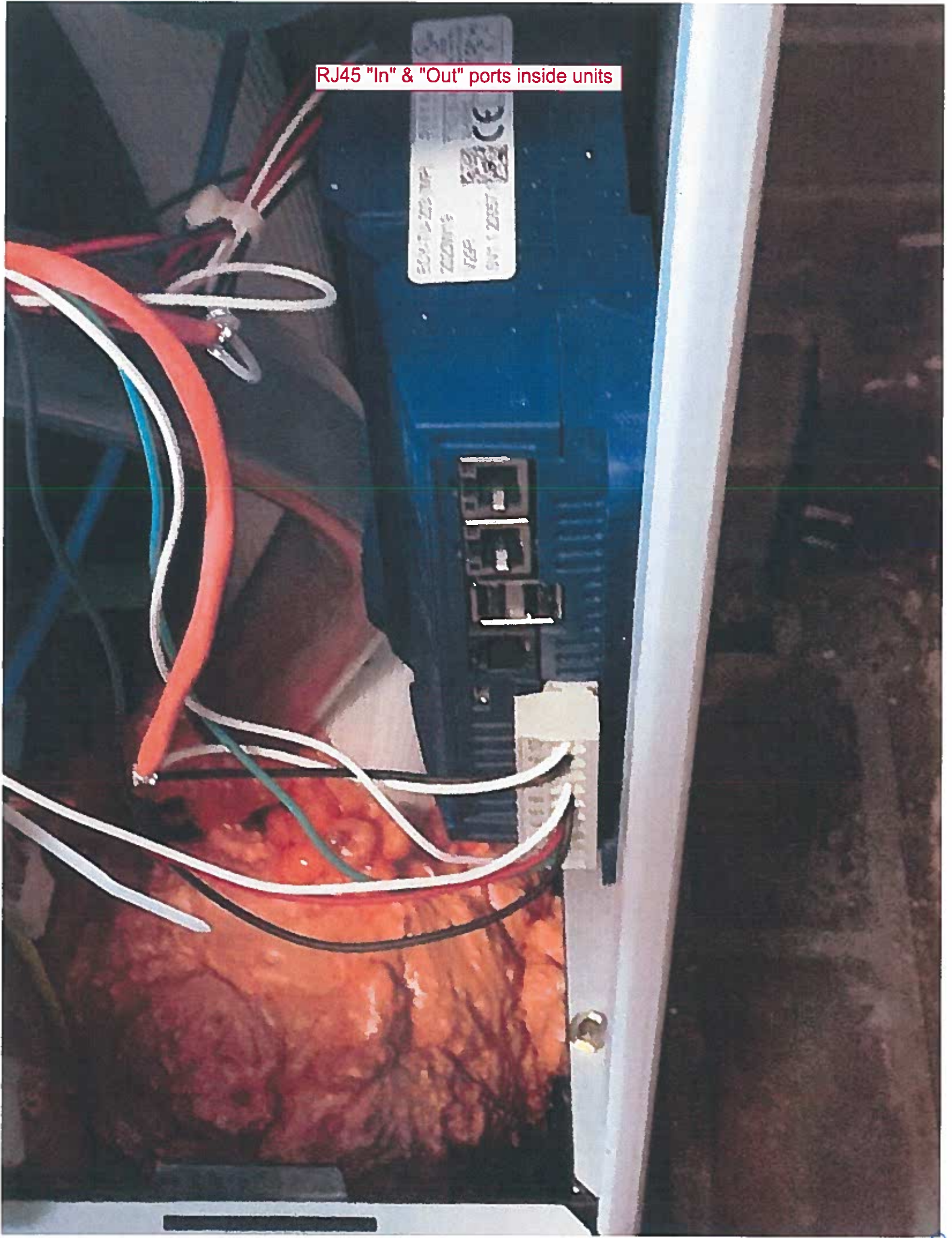
Alice

35 F

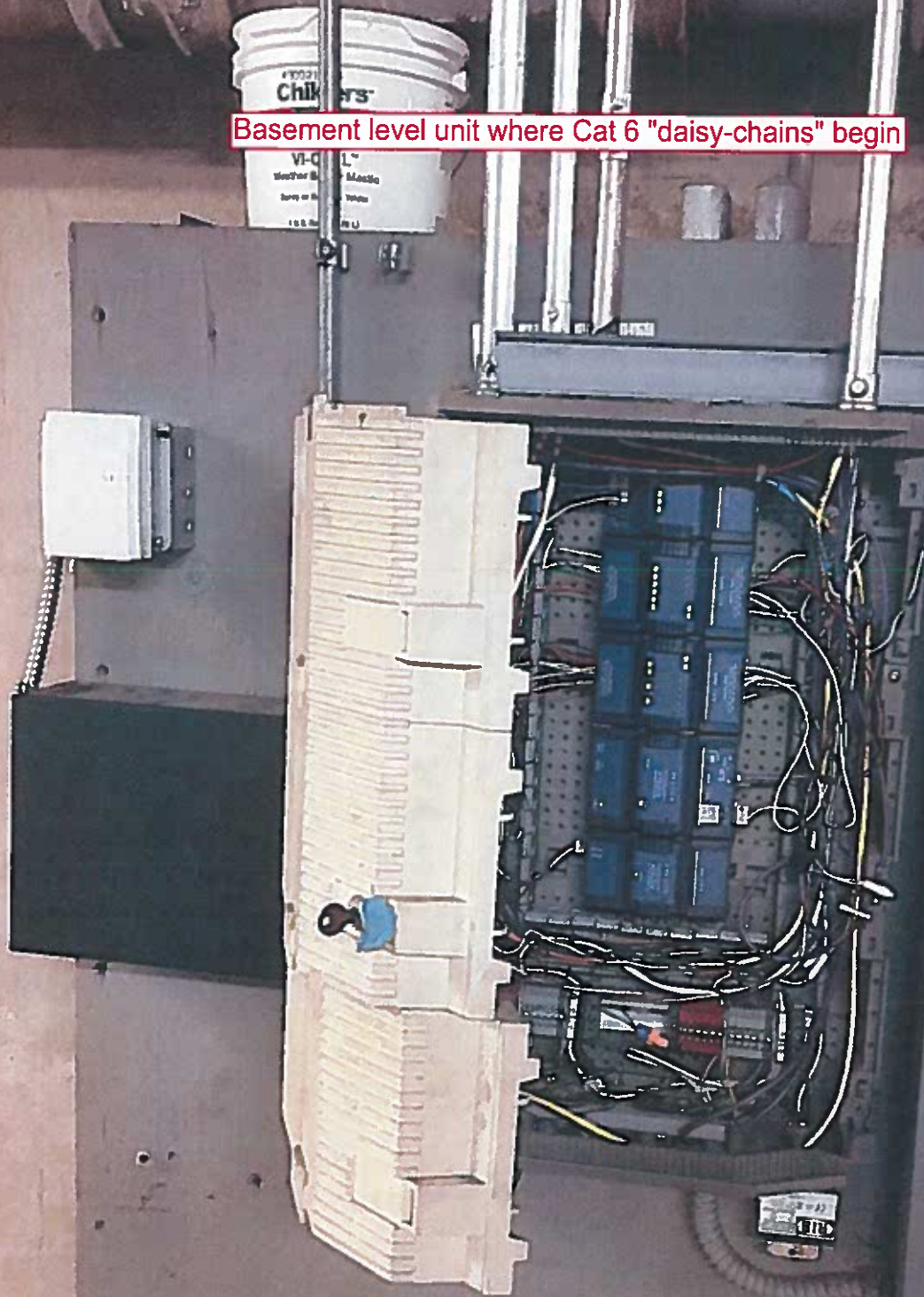
Cabinet Heater Unit - "FCU"



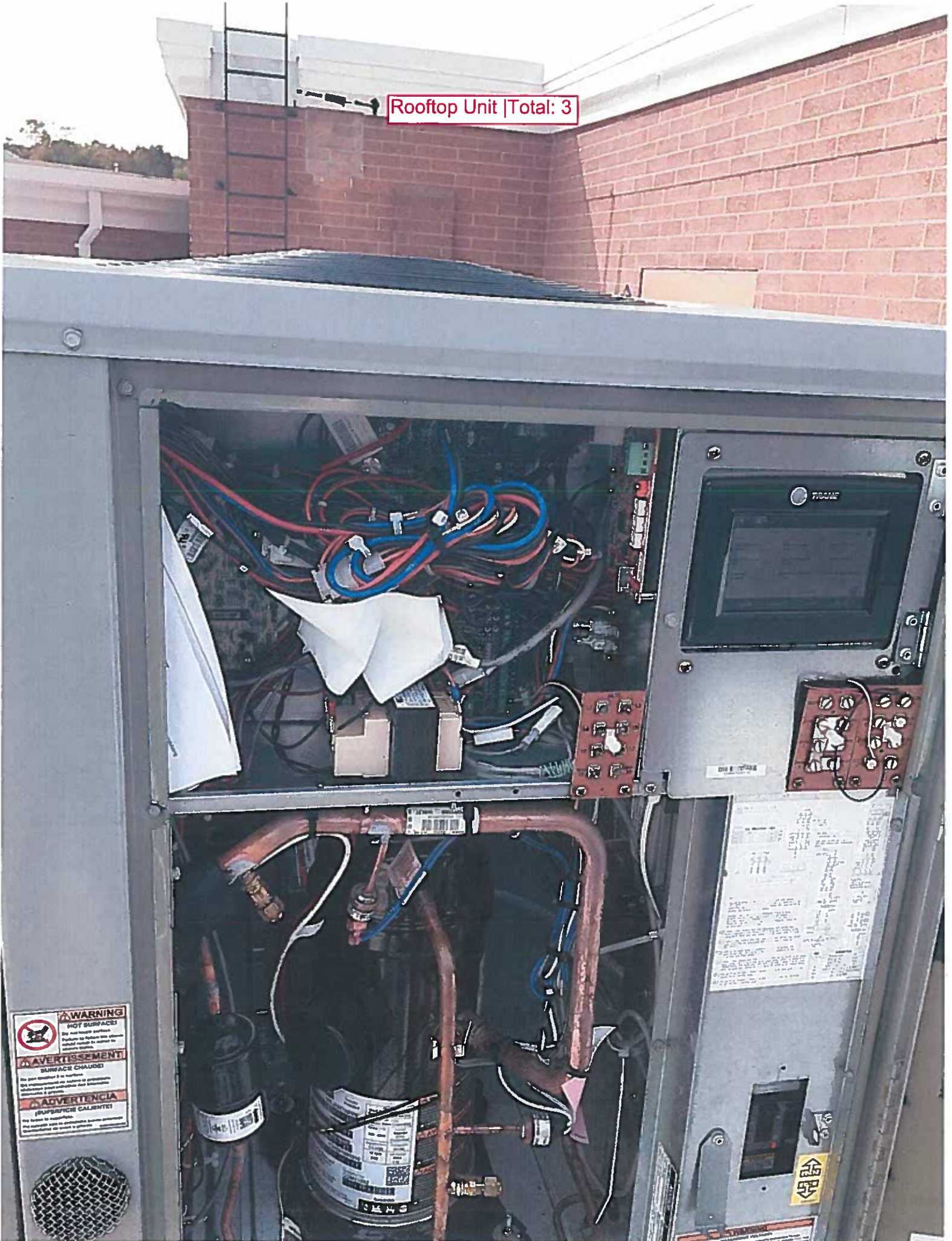
RJ45 "In" & "Out" ports inside units



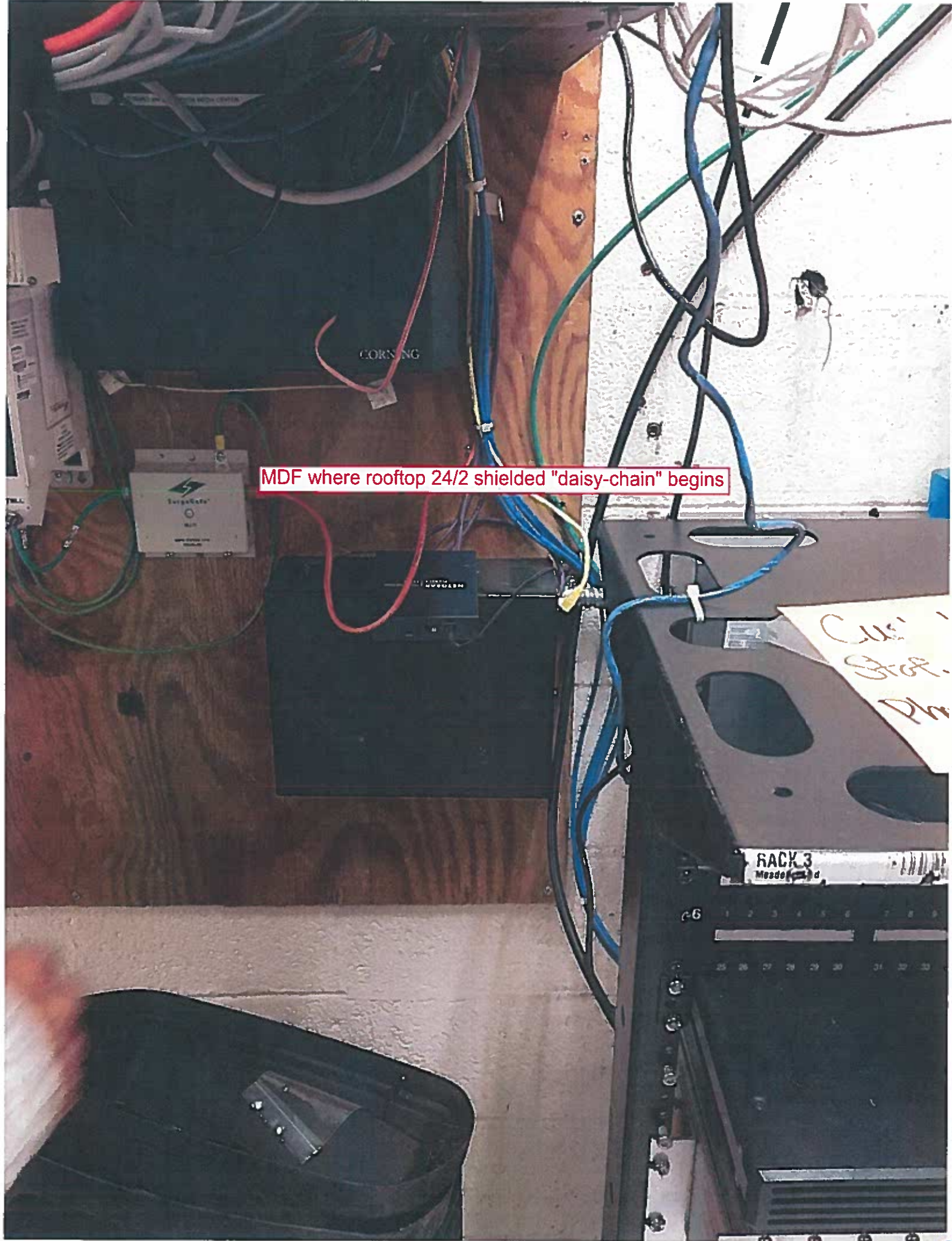
Basement level unit where Cat 6 "daisy-chains" begin



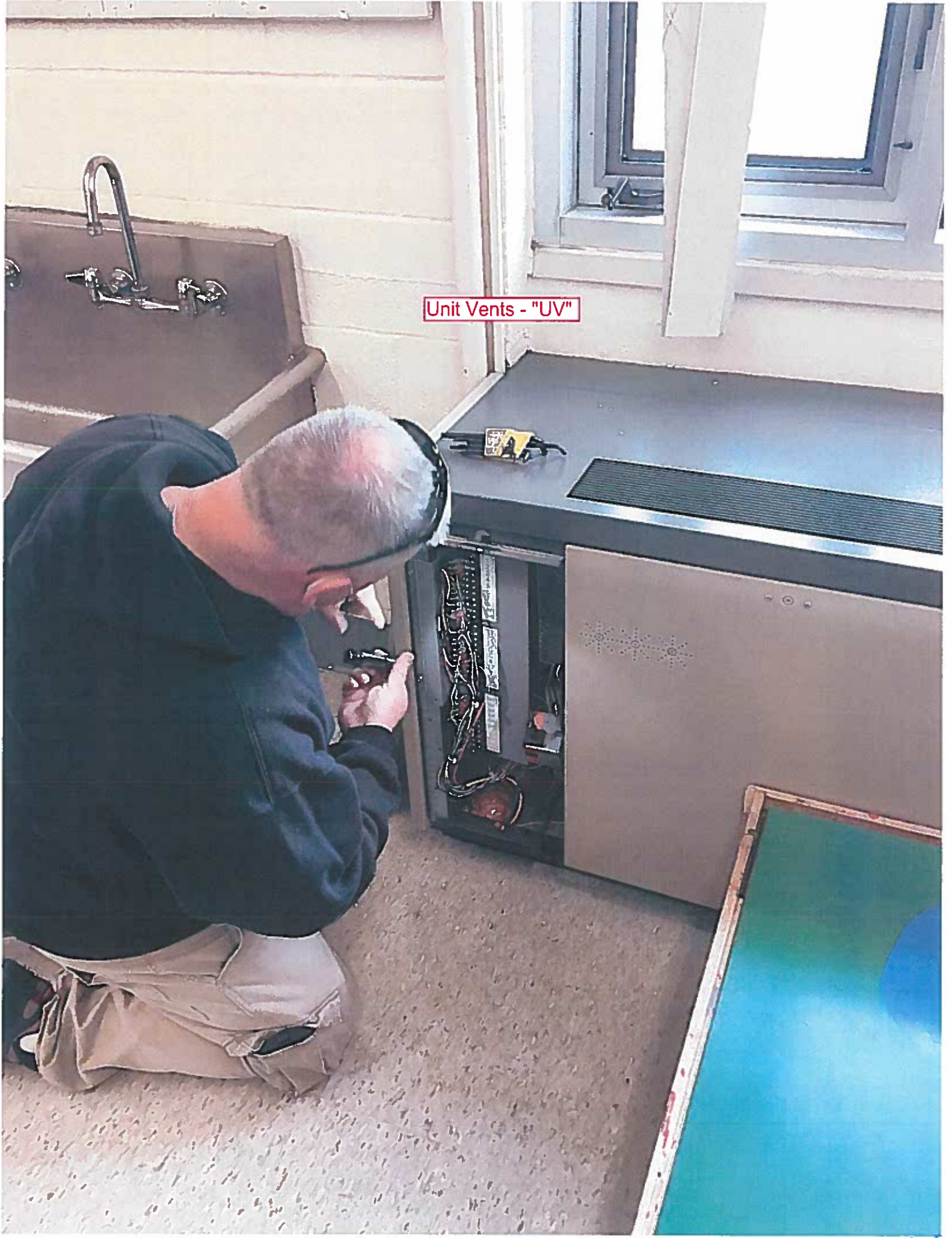
Rooftop Unit | Total: 3



MDF where rooftop 24/2 shielded "daisy-chain" begins



Unit Vents - "UV"



Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made.Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.Date 6/18/21

To the Board of Education:

The undersigned hereby make application on behalf of HAMDEN REGIONAL YOUTH BASKETBALL LEAGUE
 (Name of Organization)
 as association formed for YOUTH BASKETBALL GAMES & PRACTICES for permission to use the
 (Event Title)

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

Hamden High School ☐HHS: ☐ Auditorium/Black Box/Dressing Rooms☐ Gymnasium☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☐Elementary Schools:Bear Path ☒Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☒West Woods ☒Wintergreen ☐

HMS:

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

Elementary Schools:

☒ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

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

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

REHEARSAL / PREPARATION

Date

Time (From/To)

_____	_____
_____	_____
_____	_____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

MONDAY 10/18 5:30 - 8:00 PM

EVENT INFORMATION

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

SUNDAY

Date	Arrival Time	Event Time	End Time
2/15/22	11:00	1:00	1:00

BEAR PATH

PLUS SEE ATTACHED

Number of Performers/Presenters: 20Anticipated Attendance: 30Admission Charge: —Percentage of Hamden Performers: 66%

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

 (Initial)

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
BILL SCHULTE	22 BRACH STREET MILFORD CT 06450	203-605-6526	bill.schulte@att.net
MIKE GROVE	868 FARMINGTON DR. CHAPLIN CT	203-537-0436	msgrove23@yahoo.com
DAN GROVE	1260 AYOON BLVD. CHAPLIN CT	203-844-4774	dan@danegroup.com

RULES AND REGULATIONS

3513R

GDM

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

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

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

Bell Schulte
(Signature)6/18/11
(Date)

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

Approved by Board of Education: _____ Date: _____
(Initial)

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

WE WILL COMPLY WITH THE STATE AND CDC
COVID-19 GUIDELINES. AND WITH THE GUIDELINES
AS DETERMINED BY THE CIAC FOR THE
SCHOOL YEAR OF 2021-2022.

IF MASKS ARE REQUIRED BY PLAYERS, FANS,
OFFICIALS WE WILL ENFORCE.

ALONG WITH ANY OTHER RECOMMENDATIONS
REQUIRED AT THAT TIME

WJS (Initial)

SCHOOL DAY	GAMES GYMNASIUM WEST WOODS SATURDAY 8:00 AM TO 5:00 pm	GAMES GYMNASIUM BEAR PATH SATURDAY 8:00 AM TO 5:00 pm	GAMES GYMNASIUM SPRING GLEN SATURDAY 8:00 AM TO 5:00 pm	PRACTICES GYMNASIUM BEAR PATH MONDAY 5:30 TO 9:30	PRACTICES GYMNASIUM BEAR PATH TUESDAY 5:30 TO 9:30	PRACTICES GYMNASIUM BEAR PATH WEDNESDAY 5:30 TO 9:30	PRACTICES GYMNASIUM BEAR PATH THURSDAY 5:30 TO 9:30
WEEK							
1	4-Dec	4-Dec	4-Dec	29-Nov	30-Nov	1-Dec	2-Dec
2	11-Dec	11-Dec	11-Dec	6-Dec	7-Dec	8-Dec	9-Dec
3	18-Dec	18-Dec	18-Dec	7-Dec	14-Dec	15-Dec	16-Dec
4	1/8/2022	1/8/2022	1/8/2022	1/3/2022	1/4/2022	1/5/2022	1/6/2022
5	1/15/2022	1/15/2022	1/15/2022	1/10/2022	1/11/2022	1/12/2022	1/13/2022
6	1/22/2022	1/22/2022	1/22/2022	1/17/2022	1/18/2022	1/19/2022	1/20/2022
7	1/29/2022	1/29/2022	1/29/2022	1/24/2022	1/25/2022	1/26/2022	1/27/2022
8	2/5/2022	2/5/2022	2/5/2022	1/31/2022	2/1/2022	2/2/2022	2/3/2022
9	2/12/2022	2/12/2022	2/12/2022	2/7/2022	2/8/2022	2/9/2022	2/10/2022
10	2/19/2022	2/19/2022	2/19/2022	2/8/2022	2/15/2022	2/16/2022	2/17/2022
11	2/26/2022	2/26/2022	2/26/2022	2/21/2022	2/22/2022	2/23/2022	2/24/2022
12	3/5/2022	3/5/2022	3/5/2022	2/28/2022	3/1/2022	3/2/2022	3/3/2022

PRACTICES		PRACTICES	
GYMNASIUM		GYMNASIUM	
HAMDEN MIDDLE SCHOOL	HAMDEN MIDDLE SCHOOL	HAMDEN MIDDLE SCHOOL	HAMDEN MIDDLE SCHOOL
TUESDAY	THURSDAY		
5:30 TO 9:30	5:30 TO 9:30		
30-Nov	2-Dec		
7-Dec	9-Dec		
14-Dec	16-Dec		
1/4/2022	1/6/2022		
1/11/2022	1/13/2022		
1/18/2022	1/20/2022		
1/25/2022	1/27/2022		
2/1/2022	2/3/2022		
2/8/2022	2/10/2022		
2/15/2022	2/17/2022		
2/22/2022	2/24/2022		
3/1/2022	3/3/2022		

HAMDEN SCHOOL DISTRICT

My Account(414449573) 

Application Links -

Logout



Home Calendar Availability New Schedule Documents Account Setup

Search for  Advanced Search

Services Help

Actions: Add List Graph Report

Schedule Shortcuts Related Links

Legend

Update Schedule

☒ Schedule ID 190415☒ Status Submitted

View/Change Declined Reason

☐ Notify Booked By☐ Notify Contact Person

Date Created 5/27/2021 9:39:33 AM

Schedule State? Inactive

☒ Event Title Hamden Rec. Dept.-Summer Bas

Event Description Slamma Jamma

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room --

Gymnasium



(Use the CTRL key to select multiple rooms)

☒ Event Date(s)
8/9/2021
8/10/2021
8/11/2021
8/12/2021
8/13/2021

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

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

[Check Availability](#)☒ Start Time 8 30 AM

End Time 2 00 PM

Setup Begin Time 8 30 AM

Breakdown End Time 2 00 PM

☒ Duration 5 hours 30 minutes, Spans over 1 days.

Back to shortcuts

[Check Availability](#)

Organization Information

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

or new

Type -- Select Organization Type --

Contact Name

V.m ①

6/7/2021 9:27 AM

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

luzzi@hamden.com

☒ Email

Day-Time Phone

287-2579

Evening Phone

Cellular Phone

Billing Address

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Aud o/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

Other Needs

Booked by First Name

Laura

Last Name

Luzzi

Viii ②

6/7/2021, 9:27 AM

Email

lluzzi@hamden.com

Current Route To Tom Dyer

Route to Next -- Select Route To --

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

Event Visibility ☒ Yes, this is a schedule of public eventsInactive Schedule ☒Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save

Reset

Approval Process

Date Approved

Approved By

Note

No Approval Process on record.

Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
8/9/2021	8/9/2021				
8/10/2021	8/10/2021				
8/11/2021	8/11/2021				
8/12/2021	8/12/2021				
8/13/2021	8/13/2021				

Invoices

Create Invoice

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

Payments

Add New Payment

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

File Attachments

Add New File

Delete

Date

Submitted By

Description

Filename

Size

No attachments

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

Legend

V.iii ③

6/7/2021 9:27 AM

HAMDEN SCHOOL DISTRICT

My Account(414449573) **SchoolDude**

Application Links

Logout



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

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

[Services](#) | [Help](#)

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

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

[Legend](#)

[Update Schedule](#)



☒ **Schedule ID** 190422

☒ **Status** Submitted

[View/Change Declined Reason](#)

☐ Notify Booked By
☐ Notify Contact Person

Date Created 6/2/2021 1:05:59 PM

Schedule State? Inactive

☒ **Event Title** HF football & cheer registration

Event Description

Area Cafeteria

[View Bookings](#)

☒ **Location** HAMDEN MIDDLE SCHOOL

[View Room Details](#)

Building -- Select Building --

☒ **Rooms** -- Select Room --
Cafeteria

(Use the CTRL key to select multiple rooms)

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

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

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

[Check Availability](#)

☒ **Start Time** 5 : 30 : PM

End Time 7 : 30 : PM

Setup Begin Time 5 : 30 : PM

Breakdown End Time 7 : 30 : PM

☒ **Duration** 2 hours 00 minutes. Spans over 1 days.

[Back to shortcuts](#)

[Check Availability](#)

Organization Information

☒ **Organization** Hamden Father's Football and C

or new

Type -- Select Organization Type --

Contact Name -- Select Contact Name --

V. iv. ①

First Name

Last Name

Email

Day-Time Phone

Email

Evening Phone

Cellular Phone

Billing Address Parks Rec

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type? ☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing -- Select Assignee --

Yes, Invoices or usages fees have been generated.

Billing Comments

Budget -- Select Budget Account --

- Charge backs requires a budget code

Document Number

(e.g. contract or permit number)

PO Number

Back to shortcuts

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

To

☐ Yes, update organization record with above Insurance Information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

+ Add Rental Request

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

Back to shortcuts

Number of extra chairs

Number of parking spaces

Other Needs

Booked by First Name

Dave

Last Name

DeMartino

Email

ddemartino@hamden.com

Current Route To Emily McCann

V. iv. 2

6/2/2021. 1:46 PM

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

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

Approval Note

Event Visibility ☒ Yes, this is a schedule of public eventsInactive Schedule ☐Pending Schedule? ☐ **Add/Update Pending Reason**

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save **Reset****Approval Process**

Date Approved

Approved By

Note

No Approval Process on record.

Pending Reasons

Delete Pending Reason

Date Entered

Entered By

No Pending Reason on record.

Events

Event Start Date

Event End Date

Location

Event Start Date

Alternate Event

Event End Date

7/27/2021

7/27/2021

7/28/2021

7/28/2021

7/29/2021

7/29/2021

Invoices**Create Invoice**

Invoice Number

Status

Date Invoiced

Invoice Amount

Balance

No Invoices on record.

Payments**Add New Payment**

Invoice Number

Date Paid

Check Number

Pay By

Amount

No Payments on record.

Work Order Costs

Work Order #

Transaction Type

Transaction Description

Transaction Date

Costs

No Transactions on record.

File Attachments**Add New File**

Delete

Date

Submitted By

Description

Filename

Size

No attachments

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

Legend☒ Required Information☒ Insurance Expired

CRM Shortcut menu

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SID: SD-PD-ETWEB-07

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DID: 3

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V. N. 3

6/2/2021 1:46 PM