First Student

Caring for students today, tomorrow, together.

August 4, 2021

Dear District Leadership,

By now you probably have had a discussion with your Location Manager to let you know that as we are looking ahead and actively planning for fall, an area of concern is staffing. We expect the need for drivers to remain high over the coming months, which may impact our ability to provide reliable service when the new school year begins.

The student transportation industry was struggling with a driver shortage before COVID-19, and the pandemic has only exacerbated the situation. Staffing shortages are affecting the entire service sector, including retail, trucking and other transportation, restaurants, and hotels. Across North America, the industry's driver staffing levels are the lowest we have seen in recent years.

Both contracted school bus transportation companies and district-run operations are struggling to find drivers as this issue continues to escalate. Trade publication *School Transportation News* estimated that 80% of school districts and bus companies are currently experiencing school bus driver shortages.

We have identified several factors causing this problematic high driver shortage.

- Drivers are taking advantage of enhanced unemployment benefits, extended unemployment periods and relaxed regulations on eligibility.
- Unemployed workers currently receive a supplemental federal payment of $300 a week on top of their normal state benefits regardless of their prior earnings. In most states, these payments will continue until at least September.
- While we are still receiving applications for drivers, we have found that many of those potential candidates are applying to provide supporting documentation for unemployment benefits.
- The latest COVID relief package expands the Child Tax Credit with payments of up to $300 per child issued automatically on a monthly basis from July to December of 2021, with the remainder paid out when the recipient files their 2021 taxes.
- Other drivers are not returning because of COVID-19 related health concerns and vaccine hesitancy. Many of our drivers fall into categories of high risk for severe illness related to contraction of the COVID-19 virus.

www.firststudentinc.com

III A①

First Student

Caring for students today, tomorrow, together.

We are committed to working together to ensure we have the best fall start-up possible. We are proactively working to solve this issue. Our action plan includes:

- Potentially consolidating bus routes to offset driver shortages
- Raising wages and reducing step progressions
- Offering incentives, including sign-on/retention bonuses and/or employee referral bonuses.
- Significantly increasing our proactive recruiting and outreach to potential drivers and monitors.
- Local and Indeed sponsored job fairs
- Local retention and recruitment events throughout the summer
- Doubling our staff of region driver recruiting resources and transitioning more of those recruiting resources to full-time from temporary contractors.
- Proactively identifying and contacting potential candidates with targeted outreach via phone, email and text.
- Increasing our social media spend and presence on Facebook, LinkedIn and Twitter.

It's important to note that it takes time to move an applicant through the hiring process to become qualified to drive a school bus. It can be up to 12 weeks before a potential driver is credentialed and licensed to take the wheel. In many states, pandemic-related bottlenecks within the state certification process have significantly increased these timeframes.

Despite our best efforts, our staffing levels may remain an issue through the fall due to these unforeseeable circumstances beyond our control. We value our partnership and want to deliver a level of service the district expects of us, and we expect of ourselves. Your Location Manager will be providing you with a weekly staffing update as we look forward to working in-step with you to navigate these unprecedented challenges together.

Sincerely,

Vin Cappiello

Vinnie Cappiello
Area General Manager
First Student

www.firststudentinc.com

III A(2)

The Promise, Pride and Power of Learning
Hamden Public Schools
West Woods School

Daniel M. Levy, Principal

June 24, 2021

To whom it may concern:

I am writing this letter in support of the installation of a Grace Trail at West Woods School in partnership with Grace Trail, Inc. and Anne Jolles, the creator of this mindful reflection trail.

The idea for a trail at WWS grew out of a discussion among members of our school staff committees and WWS PTA leadership to encourage opportunities for students, staff, and families (after school hours and on weekends), to be able to make use of our school grounds for movement breaks accompanied by discussions in support of our social and emotional literacy goals. Our committee members explored a similar Grace Trail installed with support by the East Lyme Parks and Recreation Department: https://eltownhall.com/parks-and-rec/east-lyme-grace-trail/. The trail is premised on the ideas of:

G: "Gratitude: what am I grateful for?"
R: "Release: what do I need to release?"
A: "Acceptance: what do I need to accept?"
C: "Challenge: what is my next challenge?"
E: "Embrace: what can I embrace as possible?"

These concepts are appropriate discussion prompts in school as well as in the community and serve as connections to school-based programs like Positive Behavioral Interventions and Support (PBIS) and mindfulness to promote social and emotional well-being. Additionally, the pandemic has taught us the value in using our extensive campus for fresh air movement breaks during the academic day.

The GRACE Trail at WWS would utilize existing paths and walkways on our campus. Only 6 signs would be added: a "welcome sign and trail map" affixed to existing WWS building structures near the main entrance of the building, and 5 "GRACE" marker signs affixed to be installed on roughly 5-foot-tall sign posts around the campus as indicated on the following map.

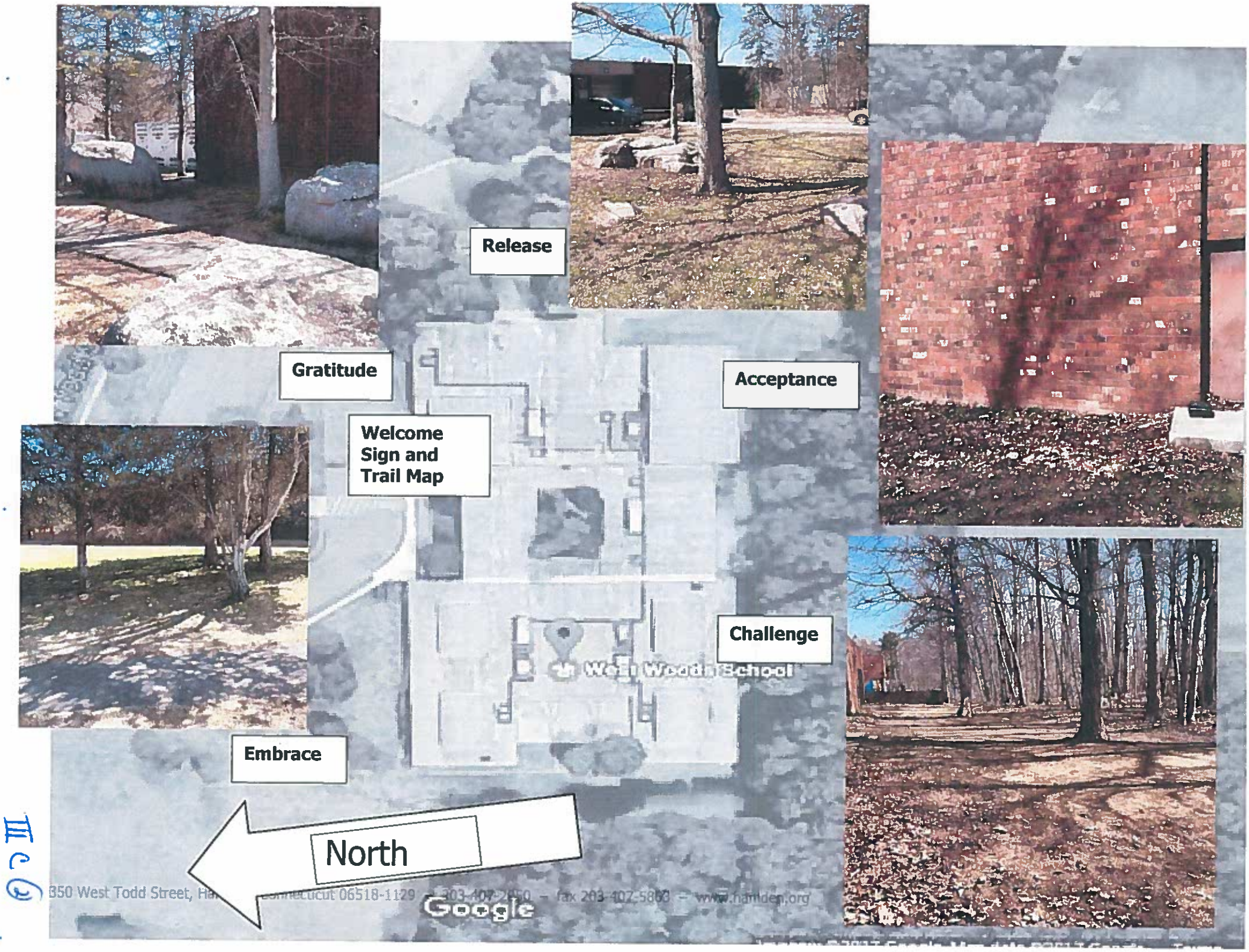
Please do not hesitate to contact me if you have any additional questions at either dlevy@hamden.org or (203) 407-2050.

Respectfully,

Daniel M. Levy,
Principal

350 West Todd Street, Hamden, Connecticut 06518-1129 – 203-407-2050 – fax 203-407-5863 – www.hamden.org

III C ①


Release
Gratitude
Acceptance
Welcome Sign and Trail Map
Challenge
Embrace
North
West Woods School
350 West Todd Street, Ha
Connecticut 06518-1129
203-407-2850
fax 203-407-5863
www.hamden.org
Google

III c ②

G R A C E

Welcome to the Hamden West Woods School Grace Trail®

This Grace Trail is a self-guided interactive wellness walk at the Hamden West Woods School. It includes five signs (G-R-A-C-E), which present the following questions to explore while you walk:

- **G** GRATITUDE: What am I GRATEFUL for?
- **R** RELEASE: What do I need to RELEASE?
- **A** ACCEPTANCE: What do I need to ACCEPT?
- **C** CHALLENGE: What is my next CHALLENGE?
- **E** EMBRACE: What can I EMBRACE as possible?

What is Grace Trail?

Grace Trail® is a family of interactive walking trails located throughout the United States. Creator Anne Jolles believed that self-reflection and walking add to good health, spiritual connections and personal resilience, to counter the mental and physical stressors inherent in our world.

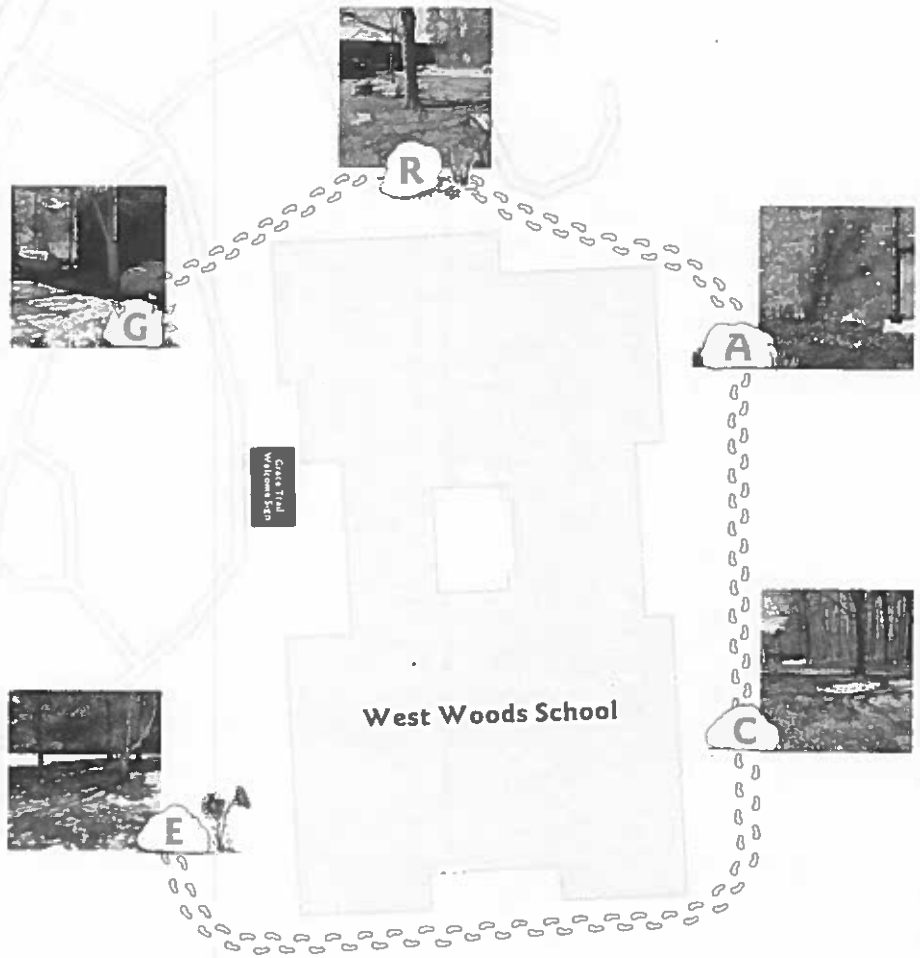
The West Woods School Grace Trail

This West Woods School Grace Trail® provides the school community an opportunity to walk, reflect, converse and enjoy, alone or with others. The trail was installed with ***(insert committee and credits here.)*** The Hamden West Woods School Grace Trail® is licensed from Grace Trail, Inc.

West Woods HAMDEN — PUBLIC SCHOOLS —

gracetrail.com

SCAN ME!



To share photos and thoughts about your Grace Trail ® experience, please connect with us using **#westwoodgracetrail** and **#gracetrail** on social media.

For information about holding fund-raising trail events at any of the sign stations, sponsoring a sign, or having your own Grace Trail installed for your location, please contact Grace Trail, Inc. directly and ask about our Trail Kit Licenses (GraceTrail.com)

Copyright 2021 Anne Jolles

EC ③

GRACE

GRATITUDE

What am I GRATEFUL for?

WESTWOODS
HAMDEN
PUBLIC SCHOOLS

#westwoodgracetrail

Copyright 2021 Anne Jolles

gracetrail.com

#gracetrail

III C 4

GRACE

RELEASE

What do I need to RELEASE?

WESTWOODS
HAMDEN
PUBLIC SCHOOLS

#westwoodgracetrail

Copyright 2021 Anne Jolles

gracetrail.com

#gracetrail

IIIc⑤

GRACE

ACCEPTANCE

What do I need to ACCEPT?

WEST WOODS
HAMDEN
PUBLIC SCHOOLS

#westwoodgracetrail

Copyright 2021 Anne Jolles

gracetrail.com

#gracetrail

EC6

GRACE

CHALLENGE

What is my next CHALLENGE?

WESTWOODS
HAMDEN
PUBLIC SCHOOLS

#westwoodgracetrail

Copyright 2021 Anne Jones

gracetrail.com

#gracetrail

GRACE

EMBRACE

What can I EMBRACE as possible?

WEST WOODS
HAMDEN
PUBLIC SCHOOLS

#westwoodgracetrail

Copyright 2021 Anne Jolles

gracetrail.com

#gracetrail

FSD #_____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

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

Date 7/15/2021

To the **Board of Education**:

The undersigned hereby make application on behalf of NASKA
(Name of Organization)

as association formed for Community Event Cultural for permission to use the
(Event Title)

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

Hamden High School ☒

Hamden Middle School ☒

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

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

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

Elementary Schools:
☐ Gymnasium
☐ Cafeteria
☐ Classroom

Equipment Needed:

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

Elementary Schools:

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

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
10/30/2021	12 PM	2 PM	10 PM

Number of Performers/Presenters: NA

Anticipated Attendance: 300 (Flexible Based on CDC Guidelines)

Admission Charge: NIL

Percentage of Hamden Performers: NA

REHEARSAL / PREPARATION

Date	Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

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

D.C. _____ (Initial)

IV iii 1

FSD #_____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Dhrubajyoti Chattopadhyay	655 Mix Avenue, Apt B16, Hamden, CT 06514	848-469-9100	dhrubainfotech@gmail.com

RULES AND REGULATIONS **3513R**

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

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

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

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

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

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

6. A permit is not transferable.

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

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

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

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

11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.

12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. D.C. (Please Initial)

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

D. Chattopadhyay 7/15/2021

(Signature) (Date)

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

Approved by Board of Education: _____ Date: _____

D.C. (Initial)

IV iii 2

FSD #_____

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

We will not have any performance for this event. We will have around 300 people attending the event. But we will comply with the CDC Guidelines at that time and manage the number of people accordingly. We will make sure the people attending are fully vaccinated and monitor they are wearing masks throughout the event unless specified otherwise at that time either by CDC or the School Management Committee. We will also adhere to the capacity limit of the gymnasium and cafeteria and make sure attendees are keeping a minimum social distance as will be stated by CDC or the School Management Committee at that time.

D.C. (Initial)

IVii 3

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? _____ **Location:** _____

How many movable chairs will you need? _____ **Location:** _____

Will you need stage lighting for your event? Yes ☐ No☐

**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*

How many follow spotlights will you need? 0 ☐ 1 ☐ 2 ☐

**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event? Yes ☐ No ☐

**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event: Yes ☐ No ☐

**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones? Yes ☐ No ☐

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

**Only available at the high school location*

Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☐ 2 ☐

**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*

Will you be using any projections for your event? Yes ☐ No ☐

Will your projections include sound (movies)? Yes ☐ No ☐

Check One:

☐ **We will provide our own person to handle the projections**

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

Special requests/Instructions: _____

_____

_____

_____

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

D.C._____(Initial)

OFFICE USE ONLY

_____ Supervisor

_____ Lighting Board Operator

_____ Sound Operator

_____ Spotlight 1

_____ Spotlight 2

_____ SM

_____ ASM

_____ Projection Specialist

IV iii 4

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

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, 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 III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as : Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group I – No fees
Group II – Direct labor costs and technical fees
Group III – Utilities, direct labor costs and technical fees
Group IV – Rental fees, utilities, direct labor costs and technical fees

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

Technical Fees (Sound, lighting, equipment)

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

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

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

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

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

Custodian Fees[1]:

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

Security Fees[2]:

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

[1] 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

FSD #_____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

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

Date 8-6-21

To the **Board of Education**:

The undersigned hereby make application on behalf of The Joan Lynn Dance Co.
(Name of Organization)

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

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

Hamden High School ☐

Hamden Middle School ☑

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

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

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

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

Equipment Needed:

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

Elementary Schools:

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

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
12-18-21	2:00pm	3:00pm	7:00pm
~~12-17-21~~			

Number of Performers/Presenters _____

Anticipated Attendance 200 - 300

Admission Charge _____

Percentage of Hamden Performers 95%

REHEARSAL / PREPARATION

Date	Time (From/To)
12-17-21	1-5 pm

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☑ No ☐

If yes, when do you plan to set up? on Dec. 17th if possible with respect to school events. We can also set up the morning of the 18th

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.

gc (Initial)

IVIV ①

FSD #_____

PRINT names of applicants

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Joan Christensen	109 Sanford St. D-2 Hamden, CT 06514	203-980-7327	Jdc.86@att.net

RULES AND REGULATIONS **3513R**

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

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

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

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

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

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

6. A permit is not transferable.

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

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

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

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

11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.

12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2).

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

14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. JC (Please Initial)

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

Joan Christensen 8-6-21

(Signature) (Date)

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

Approved by Board of Education: _____ Date _____

_____(Initial)

IV iv (2)

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)

1. We will require everyone, performers, audience, Teachers and Tech to wear a mask.

2. We will check the capacity ratings at the time of the event, and strictly follow All protocols with regard to seating & audience Capacity.

3. Dancers will be separated Back stage & required to keep their mask on at all times. We will have dressing room monitors for all dancers.

4. Audience will enter at the main front doors & leave (Only) by the auditorium doors.
We will have people in place to enforce all these rules.

Please let me know if there are any others protocols you wish us to implement.

JC (Initial)

IV iv 3

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? 3 Location: Lobby

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

Will you need stage lighting for your event? Yes ☑ No ☐

*If no, you will NOT be allowed to access any stage lights, only the overhead work lights.

How many follow spotlights will you need? 0 ☐ 1 ☑ 2 ☐

*Only our trained technicians are allowed to use our spotlights.

Will you need sound for your event? Yes ☑ No ☐

*You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.

Will you need us to play music during your event: Yes ☑ No ☐ – Can we have one of our Teachers in the booth also?

*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 1

*Up to two are available at each location

If yes, # of wired handheld microphones _____

*Up to six are available at each location

If yes, # of floor (tap) microphones _____

*Only available at the high school location

Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☑ 2 ☐

*Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.

Will you be using any projections for your event? Yes ☐ No ☑

Will your projections include sound (movies)? Yes ☐ No ☐

Check One:

☐ We will provide our own person to handle the projections

☐ I request that a technician from HPS handle the projections

Special requests/instructions: We will have Scenery + props - This is a condensed version of the Nutcracker. We may need extra hands as it gets closer.

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

_____(Initial)

OFFICE USE ONLY

_____ Supervisor

_____ Lighting Board Operator

_____ Sound Operator

_____ Spotlight 1

_____ Spotlight 2

_____ SM

_____ ASM

_____ Projection Specialist

IV in 4

FSD #_____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

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

Date July 27, 2021

To the **Board of Education:**

The undersigned hereby make application on behalf of New Haven Symphony Orchestra
(Name of Organization)

as association formed for 2021-22 Hamden Pops Series for permission to use the
(Event Title)

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

Hamden High School ☑

Hamden Middle School ☐

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

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

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

Elementary Schools:
☐ Gymnasium
☐ Cafeteria
☐ Classroom

Equipment Needed:

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

Elementary Schools:

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

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
4/9/21	12 noon	2:30pm	5:00pm
5/21/21	12 noon	2:30pm	5:00pm

Number of Performers/Presenters: 55

Anticipated Attendance: 200 - 500

Admission Charge: $39 - $44

Percentage of Hamden Performers: 5%

REHEARSAL / PREPARATION

Date	Time (From/To)
5/20/21	7:30 - 10:30 pm

How many people will attend the rehearsal? 55

Will your event require set up? Yes ☑ No ☐

If yes, when do you plan to set up?
5:00pm

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)

N i 1

FSD #_____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
John Leibensperger	4 Hamilton St. New Haven CT 06511	203-865-0871 X10	operations@newhavensymphony.org

RULES AND REGULATIONS 3513R

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

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

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

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

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

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

6. A permit is not transferable.

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

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

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

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

11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.

12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. _____ **(Please Initial)**

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

_____ _____
(Signature) (Date)

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

Approved by Board of Education: _____ **Date:**_____

_____**(Initial)**

IV p 2

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)

Pleas see attached

_____(Initial)

W 9 3

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? 10 **Location:** Lobby + Back stage

How many movable chairs will you need? 65 **Location:** Auditorium (extra in lobby)

Will you need stage lighting for your event? Yes ☑ No ☐

**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*

How many follow spotlights will you need? 0 ☐ 1 ☐ 2 ☐ TBD

**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event? Yes ☑ No ☐

**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event: Yes ☐ No ☑

**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones? Yes ☑ No ☐

If yes, # of wireless handheld microphones 2

**Up to two are available at each location*

If yes, # of wired handheld microphones 4

**Up to six are available at each location*

If yes, # of floor (tap) microphones 0

**Only available at the high school location*

Will you need Stage Manager / Hands provided by us? 0 ☑ 1 ☐ 2 ☐

**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*

Will you be using any projections for your event? Yes ☐ No ☑

Will your projections include sound (movies)? Yes ☐ No ☑

Check One:

☐ **We will provide our own person to handle the projections**

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

Special requests/Instructions: We may bring our own sound equipment to supplement the existing system. In each case we will provide a professional sound engineer

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

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

W Y 4

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

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

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, 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 III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as : Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group I – No fees
Group II – Direct labor costs and technical fees
Group III – Utilities, direct labor costs and technical fees
Group IV – Rental fees, utilities, direct labor costs and technical fees

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

Technical Fees (Sound, lighting, equipment)

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

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

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

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

Custodian Fees[1]:

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

Security Fees[2]:

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

[1] 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

K 5

New Haven Symphony Orchestra Safety Guidelines for HHS Spring 2022

Version: 7/23/2021

Adhering to CT Department of Economic and Community Development (DECD), CT Department of Public Health (CDPH), and Center for Disease Control (CDC)

Program Administrator: John Leibensperger, Operations Director, NHSO
4 Hamilton St. New Haven, CT 06511
operations@newhavensymphony.org
Cell: 610-301-4293

Concert Site:

Hamden High School Auditorium, 2040 Dixwell Ave, Hamden, CT 06514

Prior to Event:

1. Ticketing and Messaging
    a. E-Tickets required with contact information (for contact tracing)
    b. Cancellation Plan
        i. Patrons, city planners, musicians, staff, to be emailed and/or call to confirm and cancellation as needed
    c. Initial number of tickets available limited to 250.
        i. Additional tickets may become available as concert date arrives in accordance with CPDH and CDC recommendations.
    d. Example message to patrons before purchasing ticket online:

    Although no event can be risk-free during this pandemic, we are taking every precaution possible to ensure the safety of our audience, musicians, and staff. In order to comply with this goal and regulations set forth by the State of Connecticut, we require the following of ALL attendees at this event:

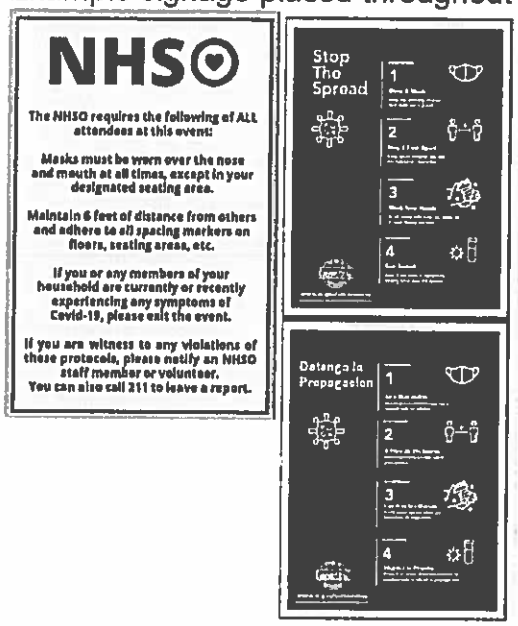
    Masks must be worn over the nose and mouth at all times.
    Maintain 3 feet of distance from others not in your household and adhere to all spacing markers on floors, seating areas, etc.
    If you or any members of your household are currently or recently experiencing any symptoms of Covid-19, you are to stay home.
    If you are witness to any violations of these protocols, please notify an NHSO staff. You can also call 211 to leave an anonymous report. For the safety of all, anyone who is not willing or able to comply with these policies will be required to leave the event at the discretion and request of an NHSO staff member.

2. Staff and musician Screening/Education

a. All staff and musicians must be fully vaccinated prior to the event and are required to show proof.
b. All staff and musicians will complete daily online COVID-19 symptom questionnaire beginning one week prior to event
   i. Any participant experiencing two or more symptoms will be asked to remain home and shall receive sick pay
   ii. Proper PPE use instructional videos to be shared

Concert Day Protocols:

1. Example signage placed throughout venue (large A-frames)



2. Items to be disinfected prior to each event
   a) Restrooms
   b) Tables
   c) Chairs
   d) Music stands
   e) Sound engineering equipment (mics, stands, chords)
   f) Any shared equipment
3. Venue layout
   a) Musicians
      i) Spaced as far apart as possible
      ii) PPE training upon arrival
      iii) Placed 12 ft from audience
      iv) Wind instruments
         (1) Masks worn at all times unless seated and performing
         (2) Absorbent pads for water
      v) Non-winds

(1) Masks worn at all times

vi) Temperatures taken upon arrival

(1) Temperatures of 100.4 degrees Fahrenheit will require musicians to leave

vii) No eating backstage

b) Patrons

i) Digital program books

ii) COVID-19 protocols made clear prior to arrival

iii) Plexi shield between box office and patrons

iv) Household units spaced 3ft apart

v) Masks must be worn by all

vi) Hand sanitizer, masks, disinfectant wipes available

vii) Contactless ticketing

viii) Social distancing markers for all lines

c) Staff

i) PPE training upon arrival

ii) Providing patron direction/customer experience

iii) Reminding patrons of mask and distancing requirements

iv) Temperatures taken upon arrival

d) Restrooms

i) Restroom capacity limited

ii) Any lines will be socially distanced outside of the building

4. Additional Concert Details

a) HVAC system requested to utilize MERV 13 air filter and circulate as much outside air as possible

b) Contact free ticket verification

c) Masks, hand sanitizer, and gloves available for all staff, musicians and patrons as needed

d) Total performance will be 60-90 minutes

i) No intermission

e) No food or beverage to be provided

f) Top of Show announcements to include safety reminders

g) House Managers to constantly remind patrons to adhere to safety guidelines

h) One-way directional signage throughout venue

NOTE: The NHSO is committed to following the most up-to-date COVID Guidance. As such, all guidelines as subject to change in accordance with CDPH and CDC recommendations. The NHSO receives venue specific safety guidance from Dr. Sten Vermund, Dean of the Yale School of Public Health and active Board Member of the NHSO.