



Home Calendar Availability New Schedule Documents Account Setup

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**Schedule** Shortcuts Related Links

Legend

### Update Schedule



**Schedule ID** 190651

**Status** Submitted

Notify Booked By

Notify Contact Person

**Date Created** 9/8/2021 1:22:08 PM

**Schedule State?** Inactive

**Event Title** Recreation Dept. - Martial Arts pr

**Event Description**

**Area** -- Select Area --

**Location** SHEPHERD GLEN SCHOOL

**Building** --Select Building--

**Rooms** -- Select Room--  
Gymnasium



(Use the CTRL key to select multiple rooms.)

**Event Date(s)**  
10/4/2021  
10/11/2021  
10/18/2021  
10/25/2021  
11/8/2021  
11/15/2021  
11/22/2021

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

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

**Start Time** 6:00 PM

**End Time** 7:00 PM

**Setup Begin Time** 6:00 PM

**Breakdown End Time** 7:00 PM

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

[Back to shortcuts](#)

### Organization Information

**Organization** Town of Hamden Parks & Recreat

or new

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

**Contact Name**



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**Schedule** Shortcuts Related Links

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### Update Schedule



**Schedule ID** 190599

**Status** Submitted

[View/Change Declined Reason](#)

Notify Booked By

Notify Contact Person

**Date Created** 8/20/2021 12:35:53 PM

**Schedule State?** Inactive

**Event Title**

**Event Description**

**Area** -- Select Area --

[View Bookings](#)

**Location** SHEPHERD GLEN SCHOOL

[View Room Details](#)

**Building** --Select Building--

**Rooms** -- Select Room--  
Gymnasium

*(Use the CTRL key to select multiple rooms.)*

**Event Date(s)**  
10/6/2021  
10/13/2021  
10/20/2021  
10/27/2021  
11/3/2021  
11/10/2021  
11/17/2021  
12/1/2021  
12/8/2021  
12/15/2021  
12/22/2021

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

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

[Check Availability](#)

**Start Time** 5 : 15 PM

**End Time** 7 : 30 PM

**Setup Begin Time** 5 : 15 PM

**Breakdown End Time** 7 : 30 PM

**Duration** 2 hours 15 minutes. Spans over 1 days.

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[Check Availability](#)

### Organization Information

**Organization**  [Note](#)  
or new


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

**Contact Name**

-- Select Contact Name --

**First Name**  
Laura

**Last Name**  
Luzzi

**Email**  
lluzzi@hamden.com  Email

**Day-Time Phone**  
2032872584

**Evening Phone**

**Cellular Phone**

**Billing Address**  
2750 Dixwell Ave  
Town of Hamden

Use Organization Billing Address

**FEIN**  **Sales Tax Exemption No.**

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

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

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

Yes, invoices or usages fees have been generated.

**Billing Comments**

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

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

**PO Number**

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### Insurance Information

**Company**

**Company Policy No**

**Coverage**

**Coverage Dates**   **To**  

Yes, update organization record with above insurance information.

### Setup Requirements

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

#### Required Maintenance Services

- Audio/Visual
- Custodial
- Event Setup
- Security

#### Service description


### Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

**Number Attending**

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

**Other Needs**

**Booked by First Name**  
Laura

**Last Name**  
Luzzi

**Email**

lluzzi@hamden.com

**Current Route To** Emily McCann

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


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

Approval Note

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

Inactive Schedule

Pending Schedule?  Add/Update Pending Reason

Pending Expiration Date  

Activate Schedule?

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**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
10/6/2021	10/6/2021				
10/13/2021	10/13/2021				
10/20/2021	10/20/2021				
10/27/2021	10/27/2021				
11/3/2021	11/3/2021				
11/10/2021	11/10/2021				
11/17/2021	11/17/2021				
12/1/2021	12/1/2021				
12/8/2021	12/8/2021				
12/15/2021	12/15/2021				
12/22/2021	12/22/2021				

**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

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Required Information

Insurance Expired

Ctrl+M Shortcut menu

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DID: 3

CUA: Firefox/91.0

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-- Select Contact Name --

**First Name**  
Laura

**Last Name**  
Luzzi

**Email**  
lluzzi@hamden.com  Email

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10/18/2021	10/18/2021				
10/25/2021	10/25/2021				
11/8/2021	11/8/2021				
11/15/2021	11/15/2021				
11/22/2021	11/22/2021				

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