

ANNOUNCEMENT OF OPERATIONS COMMITTEE ZOOM MEETING

When: Oct 5, 2021 07:00 PM Eastern Time (US and Canada)

Topic: Operations Committee Meeting- 10/5/21

Please click the link below to join the webinar:

<https://us06web.zoom.us/j/82010137238?pwd=YmIYSmdLYWJmak1oZFowUVq1NG9DUT09>

Passcode: 220460

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: 820 1013 7238

Passcode: 220460

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 (ex. "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 that 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.**

Note: Any member of the public may request, in writing, a physical location and "any electronic equipment necessary" to attend the meeting in real time. Said request shall be made to tdonnarummo@hamden.org not less than twenty-four (24) hours prior to the meeting.

- I. Call to order and roll call
- II. Public comments on information and action items
- III. Information items
 - A. 2021-2022 School year reopening status
 - B. Discussion of Maintenance Projects Pending
- IV. Action Item
 - i. Approval of building use by Hamden Park and Rec. Martial Arts Program to use the Shepherd Glen School gymnasium Mondays from October 4, 2021 –November 22, 2021 from 6pm-7:00pm
 - ii. Approval of building use by Hamden Park and Rec. Ballet Program to use the Shepherd Glen School gymnasium Thursdays from October-December 2021 from 5:15pm-7:00pm
 - iii. Approval of building use by Quinnipiac Dance Company to use the Hamden Middle School auditorium and classrooms December 10-11th from 4pm-11:00pm for their Winter Showcase
 - iv. Approval of building use by Hamden Heronettes to use room C107 the second Saturday from October 2021-June 2022 from 10:00am-12:30pm for their monthly board meeting
 - v. Approval of building use by Hamden Heronettes to use room C107 the second Monday from October 2021-June 2022 from 6-8pm for their monthly parent meeting
 - vi. Approval of building use by Hamden Park and Rec. to use the Hamden Middle School cafeteria November 5, 2021 from 6:30pm-9:30pm for the Autumn Fling Dance (dance for adults with special needs)
- V. Adjournment



Home Calendar Availability New Schedule Documents Account Setup

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

Schedule Shortcuts Related Links

Legend

Update Schedule



Schedule ID 190651

Status Submitted

[View/Change Declined Reason](#)

- 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 --

[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)

- 10/4/2021
- 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.

[Check Availability](#)

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](#)

[Check Availability](#)

Organization Information

Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

IV: i (1)

-- Select Contact Name --

First Name: Laura, Last Name: Luzzi

Email: fluzzi@hamden.com

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: []

Back to shortcuts

Insurance Information

Company: []

Company Policy No: []

Coverage: []

Coverage Dates: [] To []

Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

- Audio/Visual
 Custodial
 Event Setup
 Security

Service description

[]
[]
[]
[]

Rental Requests

+ Add Rental Request

No Rental Request defined.

Number Attending: []

Number of Adults: []

Number of Children: []

Back to shortcuts

Number of extra chairs: []

Number of parking spaces: []

Other Needs: []

Booked by First Name: Laura, Last Name: Luzzi

IV: (2)

Email
iluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

Event Visibility Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? Add/Update Pending Reason

Pending Expiration Date

Activate Schedule?

Back to shortcuts

Save Reset

Approval Process

Date Approved Approved By Note
No Approval Process on record.

Pending Reasons

Delete Pending Reason Date Entered Entered By
No Pending Reason on record.

Events

Event Start Date	Event End Date	Location	Alternate Event Event Start Date	Event End Date
10/4/2021	10/4/2021			
10/11/2021	10/11/2021			
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			

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

IV. i (3)

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 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 Rec. Dept. Ballet program

Event Description December 22 is a make-up date is needed

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	+	2	3	4	26	27	28	29	30	+	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.

[Back to shortcuts](#)

[Check Availability](#)

Organization Information

Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

IV ii ①

-- 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

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

Audio/Visual

Custodial

Event Setup

Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

IV ii 2

Email

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?

[Back to shortcuts](#)

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)

IV ii ③

Legend

- Required Information
- Insurance Expired
-  Shortcut menu

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

SID: SD-PD-ETWEB-34
DID: 3
CUA: Firefox/91.0

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W ii 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 9/12/21

To the Board of Education:

The undersigned hereby make application on behalf of Quinnipiac Dance Company
(Name of Organization)

as association formed for Winter Showcase
(Event Title) for permission to use the

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

Hamden High School

HHS: Auditorium/Black Box/Dressing Rooms

Equipment Needed:

Hamden Middle School

- Gymnasium
- C107
- Cafeteria
- Classroom
- Athletic Field/Pool (please circle option)

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

Elementary Schools:

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

Elementary Schools:

- Bear Path
- Church Street
- Dunbar Hill
- Helen Street
- Ridge Hill
- Shepherd Glen
- Spring Glen
- West Woods
- Wintergreen

- Elementary Schools:
- Gymnasium
- Cafeteria
- Classroom

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

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>12/11</u>	<u>4 pm</u>	<u>7 pm</u>	<u>11 pm</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 25

Anticipated Attendance: 100

Admission Charge: \$5/non-students

Percentage of Hamden Performers: 100%

REHEARSAL / PREPARATION

Date	Time (From/To)
<u>12/10</u>	<u>5-11 pm</u>
_____	_____
_____	_____

How many people will attend the rehearsal? 25

Will your event require set up? Yes No

If yes, when do you plan to set up?
Right before / after
arrival

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.

SA (Initial)

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? 4 Location: Dressing room

How many movable chairs will you need? 25 Location: Dressing room

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 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: On Friday we need to do a lighting run through.

**A technical supervisor will contact you to verify all requests
SA (Initial)

OFFICE USE ONLY	
_____	Supervisor
_____	Lighting Board Operator
_____	Sound Operator
_____	Spotlight 1
_____	Spotlight 2
_____	SM
_____	ASM
_____	Projection Specialist

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Sofia Adams	165 Cannon Street, Hamden	978-760-0542	sradbrms@qwinpiur.edu
_____	_____	_____	_____
_____	_____	_____	_____

RULES AND REGULATIONS

3513R

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

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

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

Sofia Adams _____ 9/12/21
 (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)

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)

In order to ensure everyone is safe all members of dance company are vaccinated and will be wearing masks on and off stage. Also, all guests must wear masks to attend, we will provide extras in case. We will ensure that no more people can enter past the point of capacity of the auditorium by keeping track at check-in.

_____ (Initial)

Fee Calculations

Quinnipiac Dance Company Winter Showcase

Processing Fee: \$45

Rent

Rooms	Days	HMS Fee	Total
Auditorium		\$500.00	\$0.00
Black Box (HHS Only)		\$250.00	\$0.00
Dressing Rooms (HHS Only)		\$50.00	\$0.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)		\$150.00	\$0.00
Cafeteria		\$200.00	\$0.00
Classroom C109		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	13	\$390.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	1	4	\$127.04
Sunday	2		\$0.00

Custodial Services

Saturday	Fee	Hours	Total
Open	\$45.54	1	\$45.54
Event		13	\$592.02
Clean up		2	\$182.16

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

TOTAL OF FEES: \$1,381.76



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 190666

Status Submitted

- Notify Booked By
- Notify Contact Person

Date Created 9/14/2021 12:19:23 PM

Schedule State? Inactive

Event Title Heronette Board Meeting

Event Description

Area -- Select Area --

Location HAMDEN HIGH SCHOOL

Building --Select Building--

Rooms -- Select Room--
C107 - Lecture Hall

(Use the CTRL key to select multiple rooms.)

- Event Date(s)
- 10/16/2021
 - 11/13/2021
 - 12/11/2021
 - 1/8/2022
 - 2/12/2022
 - 3/12/2022
 - 4/9/2022
 - 5/14/2022
 - 6/11/2022

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 10:00 AM

End Time 12:30 PM

Setup Begin Time 10:00 AM

Breakdown End Time 12:30 PM

Duration 2 hours 30 minutes. Spans over 1 days.

[Back to shortcuts](#)

Organization Information

Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

W iv ①

-- Select Contact Name --

First Name: Laura Last Name: Luzzi

Email: lluzzi@hamden.com

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:

Back to shortcuts

Insurance Information

Company:

Company Policy No.:

Coverage:

Coverage Dates: To

Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

- Audio/Visual
 Custodial
 Event Setup
 Security

Service description

Four empty text input fields for 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

Handwritten signature: Nir

Email

Current Route To Emily McCann

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

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

Approval Note

Event Visibility Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? Add/Update Pending Reason

Pending Expiration Date

Activate Schedule?

[Back to shortcuts](#)

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
10/16/2021	10/16/2021				
11/13/2021	11/13/2021				
12/11/2021	12/11/2021				
1/8/2022	1/8/2022				
2/12/2022	2/12/2022				
3/12/2022	3/12/2022				
4/9/2022	4/9/2022				
5/14/2022	5/14/2022				
6/11/2022	6/11/2022				

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)

IV iv 3



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 190667

Status Submitted

View/Change Declined Reason

- Notify Booked By
- Notify Contact Person

Date Created 9/14/2021 12:30:22 PM

Schedule State? Inactive

Event Title Heronette Parents Meeting

Event Description

Area -- Select Area --

View Bookings

Location HAMDEN HIGH SCHOOL

View Room Details

Building --Select Building--

Rooms -- Select Room--
C107 - Lecture Hall

(Use the CTRL key to select multiple rooms.)

- Event Date(s)
- 10/11/2021
 - 11/8/2021
 - 12/6/2021
 - 1/3/2022
 - 2/7/2022
 - 3/7/2022
 - 4/4/2022
 - 5/9/2022
 - 6/6/2022

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.

[Check Availability](#)

Start Time 6:00 PM

End Time 8:00 PM

Setup Begin Time 6:00 PM

Breakdown End Time 8:00 PM

Duration 2 hours 00 minutes. Spans over 1 days.

[Back to shortcuts](#) [Check Availability](#)

Organization Information

Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

IV ✓ ①

-- 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

Back to shortcuts

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

Yes, update organization record with above Insurance information.

Setup Requirements

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

Required Maintenance Services

- Audio/Visual
- Custodial
- Event Setup
- Security

Service description

Rental Requests

+ Add Rental Request

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

Back to shortcuts

Number of extra chairs

Number of parking spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
fluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

Event Visibility Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? Add/Update Pending Reason

Pending Expiration Date

Activate Schedule?

[Back to shortcuts](#)

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
10/11/2021	10/11/2021				
11/8/2021	11/8/2021				
12/6/2021	12/6/2021				
1/3/2022	1/3/2022				
2/7/2022	2/7/2022				
3/7/2022	3/7/2022				
4/4/2022	4/4/2022				
5/9/2022	5/9/2022				
6/6/2022	6/6/2022				

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)

IV v 3



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 190698

Status Submitted

[View/Change Declined Reason](#)

- Notify Booked By
- Notify Contact Person

Date Created 9/24/2021 11:01:24 AM

Schedule State? Inactive

Event Title Autumn Fling Dance

Event Description Dance for adults with special needs

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) 11/5/2021

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.

[Check Availability](#)

Start Time 6 : 30 PM

End Time 9 : 30 PM

Setup Begin Time 6 : 30 PM

Breakdown End Time 9 : 30 PM

Duration 3 hours 00 minutes. Spans over 1 days.

[Back to shortcuts](#) [Check Availability](#)

Organization Information

Organization Hamden Parks and Recreation

or new

Type -- Select Organization Type --

Contact Name

Nvi ①

-- Select Contact Name --

First Name Last Name

Email Day-Time Phone

Evening Phone Cellular Phone

Billing Address Parks and 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

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

Four empty text input fields for service description.

Rental Requests

+ Add Rental Request

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

Back to shortcuts

Number of extra chairs

Number of parking spaces

Other Needs

Booked by First Name Last Name
Dave DeMartino

IV vi (2)

Email
ddemartino@hamden.com

Current Route To Emily McCann

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

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

Approval Note

Event Visibility Yes, this is a schedule of public events

Inactive Schedule

Pending Schedule? Add/Update Pending Reason

Pending Expiration Date

Activate Schedule?

[Back to shortcuts](#)

Save Reset

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

Delete	Pending Reason	Date Entered	Entered By
No Pending Reason on record.			

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
11/5/2021	11/5/2021				

Invoices

[Create Invoice](#)

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

Payments

[Add New Payment](#)

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

Work Order Costs

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

File Attachments

[Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

- Required Information
- Insurance Expired
- Ctrl+M Shortcut menu

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 10.4.2021

Add

To the Board of Education:

The undersigned hereby make application on behalf of Shoreline Youth Football + Cheer

(Name of Organization)

as association formed for Cheerleading Competition for permission to use the
(Event Title)

(please check the box next to building AND rooms)

Hamden High School

Hamden Middle School

Central Office

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: Central Office:
- Gymnasium
 - Cafeteria
 - Classroom
 - Board Room
 - Room 101
 - Gymnasium

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
10.23.21	10:00 am	8:30-4	9:00 pm

Number of Performers/Presenters: 300

Anticipated Attendance: 700

Admission Charge: \$ 10

Percentage of Hamden Performers: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
10.22.21	6pm-9pm

How many people will attend the rehearsal? 128

Will your event require set up? Yes No

If yes, when do you plan to set up?

Set up will be
6pm-9pm
Friday 10.22.21

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

[Signature] (Initial)

Cafeteria will be used for performers to warm up + stretch;

Auditorium will be needed for performers to wait to be called.

If a set of cheer mats is available we can use those.

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Patti Prodan	15 Birchbark Road Shelton	(203) 887-2878	SheHonyouthcheer@gmail.com
Ami Delbuono	40 Lisa Drive Shelton	(203) 535-3634	adelbuono13@gmail.com
Barb Grazioso	359 Patton Dr. Cheshire	(203) 535-4945	CTShoremecheer@gmail.com

RULES AND REGULATIONS

3513R


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

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

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

 _____ (Signature)
 _____ 10.4.2021 _____ (Date)

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

 (Initial)

Approved by Board of Education: _____ Date: _____

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)

All spectators + volunteers will be wearing masks. Performers will wear mask before mat performance + after. All performers will use disposable level 3 surgical masks which will be thrown out as they step on mat and a new level 3 disposable mat will be given as they step off the mat. All performers, volunteers + spectators will do covid prescreen.

 (Initial)

FSD #

(Initial)

ADDENDUM A - For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes No

How many tables will you need? 10 Location: S in gym 5 in hallway

How many movable chairs will you need? 50 Location: Gym floor

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 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 (lap) microphones _____
**Only available at the high school location*

(The auditorium will only be used to seat performers as they wait to perform/warm up)

(Cafe will be used as a warm up area so no tables or seat will be needed.)

Weds

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

sp (Initial)

OFFICE USE ONLY	
____	Supervisor
____	Lighting Board Operator
____	Sound Operator
____	Spotlight 1
____	Spotlight 2
____	SM
____	ASM
____	Projection Specialist