

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **must** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.**Date 9/22/21To the **Board of Education**:The undersigned hereby make application on behalf of CHESHIRE DANCE CENTRE LLC
(Name of Organization)as association formed for Winter Dance Concert
(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☐ Gymnasium☒ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☐Elementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐HMS: ☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band RoomElementary 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
12/11/21	6:00pm	7:00pm	9:00pm
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 50-60Anticipated Attendance: 350-400Admission Charge: \$20-25Percentage of Hamden Performers: 5%**REHEARSAL / PREPARATION**

Date	Time (From/To)
12/11/21	12:00pm - end of performance
_____	_____
_____	_____

How many people will attend the rehearsal? 50-60Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

12:00pm to set up
2:00pm to begin rehearsal

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)

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? 30Location: Lobby, Black Box, C-107How many movable chairs will you need? 60 Location: As above + Dressing Rooms

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 2**Up to two are available at each location*If yes, # of wired handheld microphones 1**Up to six are available at each location*If yes, # of floor (tap) microphones 4-6**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**BS (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Betty Seibert	112 Laura Rd Hamden 06514	203.710.8372	b.seibert@cheshiredancecentre.com
David Bomke	Same		
Karyn OToole	40 Court Street Cromwell 06416	860.303.4443	

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. BT (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)

**CHESHIRE DANCE CENTRE
FACILITY APPLICATION—CDC AND COVID-19 COMPLIANCE**

AUDIENCE

- IF the seating capacity of the auditorium is capped at 50%, we plan to sell tickets by family unit with six-foot distancing between family groups. We have 57 families.
- All seats will be reserved; there will be no "general admission."
- Audience members will have hands sanitized upon entry.
- Audience members will be required to wear masks inside the building (unless medically excused).
- Ushers will direct audience members to their seats.
- Family groups will maintain social distancing while waiting to be seated. Lobby area will be marked for this purpose.
- Ushers will ensure audience members are kept at a social distance at intermission to use restrooms as needed.
- Ushers will dismiss audience members by family groups as their child(ren) are ready to leave.

PERFORMERS

- Our dancers have been following COVID-19 safety protocols at the studio since June 22, 2020. We will take established protocols with us to Hamden High School.
- Students will be dropped off at the front of the school building where they will put their street shoes into their designated bucket and proceed to their dressing area.
- To maintain social distancing in dressing rooms, the performers will be assigned as follows:
 1. 40 Students in area C107—siblings will be seated together; other students will be in groups of no more than 2 per table. It is estimated a total of 21 tables will be needed.
 2. 16 Dancers will be assigned to the Black Box area—socially distanced at 8 designated tables.
 3. Staff will be assigned to the Ladies Dressing Room
 4. 3 Boys will be assigned to the Gentlemen's Dressing Room.
- All Dressing room areas will be disinfected upon staff arrival and before performers' usage.
- Frequent hand sanitizing will be monitored.
- Performers will wear masks at all times.
- Social distancing will be structured into on-stage choreography as well as flow of movement in the backstage area.
- Dismissal of dancers at the conclusion of the event will be directed to maintain social distancing, with parents being informed when to leave the auditorium to meet their dancer.

PRELIMINARY DRAFT SCHEDULE

- 12:00 PM—support staff arrival; lay floor down on stage; organize backstage areas
- 2:00 PM—Performers arrive and go to assigned dressing rooms
- 3:00 PM—Dress rehearsal begins
- 5:00 PM—Meal break (out of building if deemed necessary by Hamden Bd. Of Ed)
- 6:15 PM—Return Arrival for performers
- **7:00 PM—Performance Time**
- 9:00 PM—Show ends; dismissal of audience and performers with protocol above
- 9:00 PM—Support Staff—pick up floor; clean areas used
- 10:00 PM - END

Fee Calculations

Cheshire Dance Centre - Winter Showcase 12/11/21

Processing Fee:

\$45

Rent

HMS

Rooms	Days	Fee	Total
Auditorium	1	\$500.00	\$500.00
Black Box (HHS Only)	1	\$250.00	\$250.00
Dressing Rooms (HHS Only)	1	\$50.00	\$50.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)	1	\$150.00	\$150.00
Cafeteria		\$200.00	\$0.00
Classroom 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	9	\$270.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat. \$31.76	2	3	\$190.56
Sunday \$42.34	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	9	\$409.86
Clean up	2	2	\$182.16

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

TOTAL OF FEES: \$2,093.12

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **must** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.**Date 10/25/2021

To the Board of Education:

The undersigned hereby make application on behalf of WTNH NEWS 8

(Name of Organization)

as association formed for GR8 HOLIDAY GIVE TOY DRIVE for permission to use the

(Event Title)

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

Hamden High School ☐

HHS:

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

Hamden Middle School ☐Elementary Schools:

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

HMS:

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

Elementary Schools:

- ☐ Gymnasium
☐ Cafeteria
☐ Classroom

Equipment Needed:

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

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☒ Other Needs: ROAD CASES
TRASH CAN

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
12/1/21	10:00AM	1A-1P	2pm
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 20-25 PEOPLE

Anticipated Attendance: _____

Admission Charge: \$0

Percentage of Hamden Performers: _____

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.

(Initial)

FSD # _____

PRINT names of applicants.**Contact Name****Address (Number, Street, Town, Zip)****Telephone****Email Address**

STEPHEN DONARUMMO 8 Elm St, New Haven CT 06510 203-784-8850 STEPHEN.DONARUMMO@CTHSH.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. **SSD** (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-i 2

Please describe your COVID19 safety protocols: _____

WE WILL MAINTAIN SOCIAL DISTANCING GUIDELINES AND CDC HEALTH PROTOCOLS. THE TY DRIVE WILL BE DRIVE-THRU WITH STATIONED TALESNT + VOLUNTEERS TAKING DONATIONS FROM TRUNKS.

FSD # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **MUST** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date.**Date October 5, 2021

To the Board of Education:

The undersigned hereby make application on behalf of Whitneyville Civic Association**(Name of Organization)**as association formed for representing the concerns of the Whitneyville community 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 ☐ DunbarHill ☐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

Central Office:

☐ Board Room☐ Room 101☒ Gymnasium**Equipment Needed:**HHS/HMS: See Addendum A and
return with this form.

Elementary Schools:

☒ Tables (how many) 2☒ Chairs (how many) 30☐ Other Needs: _____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
18-NOV-21	6:30 PM	7:00 PM	9:00 PM
20-JAN-22	6:30 PM	7:00 PM	9:00 PM
17-MAR-22	6:30 PM	7:00 PM	9:00 PM
19-MAY-22	6:30 PM	7:00 PM	9:00 PM

Number of Performers/Presenters: 4 officersAnticipated Attendance: 24 attendeesAdmission Charge: NonePercentage of Hamden Performers: 100%**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.

(Initial)

IV-III ①

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Mark Foran	135 Clifford St. Hamden	203 927 8619	jmark4n@mac.com
Liz Hellwig	55 Mulberry Hill	203-671-0757	framedet@comcast.net
CONNIE MATHESON	1412 WHITNEY AVE	416-730-8072	matheson.connie@gmail.com

RULES AND REGULATIONS

3513R

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

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

(Initial)

FSD # _____

Date: _____

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)

Attendees will be asked to provide proof of vaccination. The meeting will be simulcast so that members who are not vaccinated can participate remotely. Chairs will be spaced 6 feet apart. Masks will be worn at all times. The

meeting will conform to any other requirments of the Town of Hamden.

A sign up sheet will be used to collect contact information in case contact tracing is necessary.

1040 (Initial)

Fee Calculations

Whitneyville Civic Association

Processing Fee:

\$45

Rent

HMS

Rooms	Days	Fee	Total
Auditorium		\$500.00	\$0.00
Board Room	4	\$0.00	\$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		\$0.00

Security (if required)

Fee		Guards	Hours	Total
Mon. - Sat.	\$31.76	3		\$0.00
Sunday	\$42.34	2		\$0.00

Custodial Services

4 days; 2.5 hours/day

Saturday	Fee	Hours	Total
Open	\$45.54	1	\$45.54
Event		10	\$455.40
Clean up		1	\$45.54

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

TOTAL OF FEES:

\$591.48

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 10-1-21

To the Board of Education:

The undersigned hereby make application on behalf of Tia Russell Dance Studio
(Name of Organization)

as association formed for 2022 Winter Showcase for permission to use the
(Event Title)

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

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

Equipment Needed:

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

Elementary Schools:

Bear Path ☐ HMS: ☐ Auditorium
Church Street ☐ ☐ Gymnasium
Dunbar Hill ☐ ☐ Cafeteria
Helen Street ☐ ☐ Classroom
Ridge Hill ☐ ☐ Music/Band Room
Shepherd Glen ☐

Elementary Schools:

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

Spring Glen ☐ Elementary Schools:
West Woods ☐ ☐ Gymnasium
Wintergreen ☐ ☐ Cafeteria
☐ Classroom

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
2-18-22	3:00p	6:00p	9:00p
2-19-22	3:00p	6:00p	9:00p

Number of Performers/Presenters: 250

Anticipated Attendance: 500 per performance

Admission Charge: \$20.00

Percentage of Hamden Performers: 40%

REHEARSAL / PREPARATION

Date	Time (From/To)
2-17-21	4p-9p

How many people will attend the rehearsal? 250/275

Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up? All set up will happen during rehearsal

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)

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
James + Tia Brockington	275 Augur St. Hamden, CT 06517	203-606-3331	j.brockington@TRDStor.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. (Please Initia)

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)

Tia Russell Dance Studio
Winter Showcase 2022
CDC Covid-19 Guidelines

To Whom It May Concern:

Safety is first priority for us at the Tia Russell Dance Studio (TRDS). TRDS registered with the state of Connecticut as an operating business post Covid-19 pandemic shut-down and is fully compliant with state precautions and requirements. For our Winter Showcase in February 2022, we understand that extra precautions may be necessary to ensure safety for our students, performers, staff, volunteers, guests, and audience members.

Backstage Protocols and Operations:

Arranged drop off for performers and staff: Staff and performers will receive a pre-arranged drop off schedule. First, drop-off will begin with our staff. Staff will have ample time to set up and safely position to receive students/performers. Staff will be stationed at the front entrance and along the path to the dressing areas. Students will be dropped off at specific time frames assigned per age group. Both staff and students will be required to mask and sanitize prior to entering the building.

Dressing rooms and designated areas will be assigned prior to student arrival. All performers will remain masked in all areas excluding the performance stage. Performers will be masked in the designated dressing areas, bathrooms, and hallways. When it is time for individuals to perform, each student will be masked transitioning to the stage. Once the performer transitions to the entering side of the stage, their mask will be removed and immediately disposed. After the individuals perform, masks will be distributed at the exiting side of the stage and students will be safely transitioned back to the dressing areas where they will remain until/if their next performance.

Dismissal will be orderly and safe. Parents picking up students will be required to wait in a single file line(s) divided by student's age groups. Students will be dismissed based on their parent's position in line. Each student will be dismissed one at a time. Students will remain in their designated dressing areas until their name is called for dismissal. Teen and adult students will be dismissed independently out of a separate door.

Front of the House Protocols and Operations:

All guests and attendees will be required to sanitize and wear masks before entering the building. Masks are required for the duration of the performance. Staff and Ushers will be assigned and positioned throughout the auditorium to enforce the masks mandate.

There will separate entrance and exit door assigned based on auditorium layout. Guests will be dismissed by sections.

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? 6

Location: _____

How many movable chairs will you need? 6

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 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: _____

****A technical supervisor will contact you to verify all requests**(Signature) (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

Fee Calculations

Tia Russell Dance Studio - 2022 Winter Showcase - Feb 17, 18, 19 2022

Processing Fee: \$45

Rent

HMS

Rooms	Days	Fee	Total
Auditorium	3	\$500.00	\$1,500.00
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	3	\$75.00	\$225.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	17	\$510.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	2	6	\$381.12
Sunday	2		\$0.00

Custodial Services

4 days; 2.5 hours/day

Saturday	Fee	Hours	Total
Open	\$45.54	1	\$45.54
Event		17	\$1,548.36
Clean up		1	\$91.08

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

TOTAL OF FEES: \$4,346.10

FSD # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made.**Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date.**Date Oct 13th 2021

To the Board of Education:

The undersigned hereby make application on behalf of Legacy School of Dance
(Name of Organization)as association formed for Dance Recital for permission to use the
(Event Title)

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

Hamden High School ☒HHS: ☒ Auditorium/Black Box/Dressing Rooms☐ Gymnasium☒ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☐**Equipment Needed:**

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

Elementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐HMS: ☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band RoomElementary Schools:☐ Gymnasium☐ Cafeteria☐ ClassroomElementary 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
June 25 th	8:30-AM	12:00-2:30	8:30-PM
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 170Anticipated Attendance: 450 Each ShowAdmission Charge: \$20-\$24 Each

Percentage of Hamden Performers: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
June 23 rd	2:30-PM - 8:30-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?

Setup For Sound & LightsSlide Show Setup 4:30-PMStart Time 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)

FSD # _____

PRINT names of applicants.**Contact Name****Address (Number, Street, Town, Zip)****Telephone****Email Address**

Chrissy Celenzani

53-B Quinipiac Ave North Haven 06389-1628 Cdancer1a15@aol.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. **CC** (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)


11-V-2

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

Thank You For taking the time to review my application! :)

Legacy School of Dance will follow any & all CDC guidelines that are put into place at the time of our event.

- * Such as: Every one must wear a mask through out the building if required
- * Follow Guidelines For Seating Capacity.
- * Place Signs up and will have Legacy Staff monitor everyone to ensure masks are being kept on & they are following social distance procedure that are put into place.
- * We will have every family sign a waiver acknowledging that if and member of their family does not follow the schools guidelines that they will be dismissed from being in the facility.

 (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? 8Location: 4 Lobby / 4 Back Stage

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 2**Up to two are available at each location*If yes, # of wired handheld microphones 0**Up to six are available at each location*If yes, # of floor (tap) microphones 2**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:

Projection will be a slide
show to be viewed before the start of the
show.****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

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 Fees¹:

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

Security Fees²:

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

Fee Calculations

Legacy School of Dance - Dance Recital - June 23 25 2022

Processing Fee:

\$45

Rent

HMS

Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
Black Box (HHS Only)	2	\$250.00	\$500.00
Dressing Rooms (HHS Only)	2	\$50.00	\$100.00
Gymnasium		\$250.00	\$0.00
C107 (HHS Only)	2	\$150.00	\$300.00
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	18	\$540.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	3	12	\$1,143.36
Sunday	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	18	\$819.72
Clean up	2	2	\$182.16

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

TOTAL OF FEES: \$4,675.78

11-16