FSD#	FSD	#			
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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 9/22/21
To the Board of Education:				
The undersigned hereby ma	ke applica	ation on behalf of _		E DANCE CENTRE LLC of Organization)
as association formed for	201:00	tor Daniel	(Maine	for permission to use the
	VVIII	(Event Title	Concert	for permission to use the
(please check the box next to b	uilding AN		=/	
Hamden High School	HHS:	☐ Gymnasium	Box/Dressing Rooms	Equipment Needed:
Hamden Middle School		AC107		HHS/HMS: See Addendum A and
		☐ Cafeteria		return with this form.
		☐ Classroom		return with this form.
Elementary Schools:		☐ Athletic Field/Poo	(please circle option)	
Bear Path ☐ Church Street ☐	HMS:	☐ Auditorium		Elementary Schools:
Dunbar Hill		☐ Gymnasium		☐ Tables (how many)
Helen Street □		☐ Cafeteria		☐ Chairs (how many)
		☐ Classroom		Other Needs:
Ridge Hill		☐ Music/Band Room	1	and recess.
Shepherd Glen□	Clamant			
Spring Glen □	Element	ary Schools:		
West Woods		☐ Gymnasium ☐ Cafeteria		
Wintergreen □		☐ Classroom		
EVENT IN	FORMAT	ION		DEUEADOAI / ODEDADATION
*If multiple dates, please indicate clearly in				REHEARSAL / PREPARATION
		cauri date		Date Time (From/To)
Date Arrival Time	Ev	ent Time End T	īme	into (i tons to)
12/11/21 6:00pm		100pm 9:00		12/11/21 12:00pm - end of
				perto : mane
	_			
			H	ow many people will attend the rehearsal? 50-60
Number of Performers/Presenters	50-	60	V	/ill your event require set up? Yes ✓ No □
Anticipated Attendance: 3.5	0-400	)	If	yes, when do you plan to set up?
Admission Charge: # 20 -	-25		_	
		7.		2:00 pm to set up 2:00 pm to begin rehearsal
Percentage of Hamden Performen	s:	0		

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.



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ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events	
Will you need a podium?	Yes 🗆	Nod⊠
How many tables will you need? 30 Location: Lobby	, Black B.	0x, C-107
How many tables will you need? 30 Location: Lobby  How many movable chairs will you need? 60 Location: A	sabove + 1	Dressing Rooms
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yesd⊠	No□
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0428 1 🗆	2 🗆
Will you need sound for your event?  *You may bring in your own sound for the event. If you choose that option, of microphones will not be available for your use.	Yes 153 our sound system in	No □ cluding mixing board, amplifiers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will not	Yesd⊠ t be able to do any e	No □ editing.
Will you be using our microphones?	Yes	No 🗆
#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		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimu sides of the stage, then 2 stage hands will be needed.	0 □ 1 ☑ m of 1 stage hand n	2 □ nust be contracted. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No del
Will your projections include sound (movies)?	Yes 🗆	No ☑
Check One:		
☐ We will provide our own person to hand	le the projections	
☐ I request that a technician from HPS har	ndle the projections	OFFICE USE ONLY
		Supervisor
Special requests/Instructions:		Lighting Board Operator
		Sound Operator
	The state of the s	Spotlight 1
		Spotlight 2
*A technical supervisor will contact you to verify all requests		SM
(Initial)		ASM
		Projection Specialist

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130	"

DI	RINT names	of applicants.				
-		ct Name	Address (Number, Street,	Town, Zip)	<u>Telephone</u>	Email Address
I	Betty S	Beibert	2 112 Laura Rd		203.71083	7.2
I	build i	Bonke	Same	06514	b.seibert@	cheshire dance co
1	Saryn	OToole	40 Court Stre	et Cramwell	860,303,44	13
			RULES AND	REGULATIONS		3513R
		For t	the Use of the Hamden Public School Bu	ildings for Other Than R	Regular School Purposes	
1.	nature of the	i must be made to the	chool Buildings for other than regular school Board of Education on the blank form pres e building is to be used and must be signed n use.	cribed for that ournose. T	he application must state in	every detail the nursece and
2.	in accordar	nce with the Rules and	any building has been granted the Board wi s to supervise the meeting and enforce the d Regulations. Custodian(s) will report a mi will be a minimum charge of three hours of	Rules and Regulations of nimum of one-half hour	the Board with power to close	se the meeting if it is not hold
3.	If police att	endance is necessary and give the Police P	(to be determined by the Administration), the transfer to the Board of Education.	he persons in charge of the	ne event will be required to	provide such police
4.	The buildin building price	g is to be used only or or to the time stipulate	n the date specified and for the purpose na ed in this contract. Setup and rehearsal time	med in the permit. Nobody must be reflected on the	from the renting organization	on will be allowed to enter the
5.	A permit ca sole judge o event.	n be canceled withou of such violation, In ac	at notice provided its provisions or intent are addition, the Board of Education reserves the	violated in any way, and right to cancel a permit s	the Board of Education or it hould a school function be in	s representatives shall be the n conflict with the permitted
6.	A permit is	not transferable.				
7.	A permit is	not valid unless signe	d by the Superintendent or his/her designed	2.		
8.	No food or gymnasium	refreshments are to a auditorium or pool.	be served or eaten on the premise, unless Violation of this provision may result in	specifically mentioned in immediate revocation of	contract. Food or drink is the permit and is grounds	not to be brought into s for future denials.
9.	When use o	of a kitchen is required led. If a cafeteria work	d, details must be worked out in consultation er is needed, the permittee will be responsi	n with the food services co	ontractor, who will determine	whether a cafeteria worker
10.	When use of school) or the	of Audio Visual or Tele the building media spe	vision equipment is needed, details must b cialist (elementary schools). If it is determin	e worked out in consultati ed a technician is needed	on with the Director of Fine and the permittee will be respo	Arts (high school and middle nsible for the cost.
11.	Director of I	HIE ALLS, OTHY HAHIEU	ude use of theatrical lighting or sound equip school-appointed technicians will be able t e high school or middle school auditoriums	n lise stane technology of	minmont Conta for those as	and an artist to the state of t
12.	A statement	t of insurance to cover	loss or damage to equipment must be pres	sented to the Superintend	ent prior to approval (Board	Policy #1330.2)
13.	We cannot	reserve any date(s) be	efore receipt of this application. Therefore,	return this application as	soon as possible.	
14.	Requestor(s rental status	s) must comply with the (Please Init	e State of CT and/or CIAC opening guidelini <mark>al</mark> )	e requirements and must	ensure compliance during e	event or risk losing future
I ha	ve read an	d agree with the	above rules and regulations set fort	by the Hamden Boa	ard of Education:	
_	nature)	5 Oderbe	(Date)	2/15		
			ntion will be reflected on a "calculation shee arately. These charges are to be paid, by ch or by contacting the Facilities Department at		ill receive once the usage is a e <u>Hamden Board of Educati</u>	approved; lighting and on. The fee schedule is
Appr	gyed by Boar	rd of Education:	Date	•		

# 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

# 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

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60 Putnam Avenue Hamden, CT 06517

# APPLICATION FOR USE OF SCHOOL BUILDING

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

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> before the

event date. To the Board of Education: The undersigned hereby make application on behalf of WTH NEWS & as association formed for GRS HOLDAY CALE TOY 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 **Equipment Needed:** ☐ Gymnasium ☐ C107 Hamden Middle School HHS/HMS: See Addendum A and ☐ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field/Pool (please circle option) Elementary Schools: **Elementary Schools:** Bear Path HMS: □ Auditorium Church Street ☐ Gymnasium ☐ Tables (how many) Dunbar Hill 🗆 ☐ Cafeteria ☐ Chairs (how many) Helen Street □ ☐ Classroom Other Needs: ROAD CONS Ridge Hill 🗆 ☐ Music/Band Room TRAGH CAN Shepherd Glen□ OF PARKENE LOT **Elementary Schools:** Spring Glen □ ☐ Gymnasium West Woods ☐ Cafeteria Wintergreen ☐ Classroom **EVENT INFORMATION REHEARSAL / PREPARATION** \*If multiple dates, please indicate clearly information for each date Date Time (From/To) Arrival Time **End Time** 10:00 AM How many people will attend the rehearsal? Number of Performers/Presenters: 20 - 25 PEOPLE Will your event require set up? Yes □ No 🗆

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.

If yes, when do you plan to set up?



Anticipated Attendance:

Admission Charge: TO

Percentage of Hamden Performers:

Mark Company of the Company		
ECD II		
FSD#		

**PRINT** names of applicants.

**Contact Name** 

Address (Number, Street, Town, Zip)

Telephone

**Email Address** 

SERIEN DOWNRUMO	8 Eur St, NEW HAVEN CT 03510	203-784-850	SIEPLED. DIMPRIMO CHITIAL. Q

#### **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.
- 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.
- A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. (Please Initial)

I have read and agree with the abo	ove rules and regulations set forth by the Hamden Board of Education:
	10/25/2021
(Signature)	(Date)

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

Approved by Board of Education:	Date:
(Initial)	

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WE WILL MAINTHIN SUCIAL DISTANCE	
HEALTH PROTOCOLS. THE BY DROVE WIT	
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60 Putnam Avenue Hamden, CT 06517

#### **APPLICATION FOR USE OF SCHOOL BUILDING**

Applications **MUSt** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

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

			eve	ent (	date.		Det	e October 5, 2021
o the Board of	Education:						Dat	g
		e application on be	half of White	neyvi	ille Civic Assoc	lation		
					(Name	of Organiz	ation)	
s association fo	rmed for represe	nting the concerns of the	Whitneyville cor	mmun	nity		for pern	nission to use the
		•	vent Title)					
		(please check t	ne box next	to b	ouilding AND	rooms):		
Hamden High	School	HHS: 🗆 Auditor	ium/Black Bo	x/Dr	essing Rooms		nuinmai	nt Needed:
		☐ Gymnas		74 0.1	C33111B 11001113		-quipinei	it Necucu.
Hamden Mid	dle School□	☐ C107					JUC/UNA	S: See Addendum A and
	-	☐ Cafeteria				return with this form.		
Central Office	e IXI	☐ Classro					eturn w	ith this form.
		☐ Athletic	Field/Pool (p	olease	e circle option)			
Elementary S	chools: Bear						Element	ary Schools:
Path 🗆		HMS: Auditor						
Church Stree	t 🗆 Dunbar	☐ Gymnas						(how many) 2
HIII		☐ Classro	-					(how many) 30
<b>Helen Street</b>			Band Room				] Other	Needs:
Ridge Hill 🗆		as ividaley.	Tana Noon					
Shepherd Gle	en□Spring	Elementary Schools:			Central Office:			
Glen □ West Woods □ Wintergreen □		☐ Gymna:	ilum		<b>Board Room</b>	n -		
		☐ Cafeter	ia		Room 101			
		☐ Classro	om	Ø	Gymnasiun	1 -		
	EVENT IN	FORMATION	parament salitaneres estimate		1 [		REHEARS	SAL / PREPARATION
*If multiple datas n		nformation for each date						
ii iiidapio odao, p	rouse maroute diodity in				med facts re-	Da	rte	Time (From/To)
Date 18-NOV-21	Arrival Time 6:30 PM	Event Time	End Tim	ne				- Marian
20-JAN-22	6:30 PM	7:00 PM	9:00 PM		The state of the s			
17-MAR-22	6:30 PM	7:00 PM	9:00 PM					
19-MAY-22	6:30 PM	7:00 PM	9:00 PM					
10 110 11						How many p	eople will	attend the rehearsal?
Number of Perf	ormers/Presenters	4 officers				Will your eve	ent require	set up? Yes  No
Anticipated Attendance: 24 attendees						If yes, when	do you pl	an to set up?
Admission Cha	rge: None							
Deventors of	Insulan Dade	100%				-		
Percentage of F	Hamden Performe	15, 100%						
					- design			

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#
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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 Hellwio	55 mulberry Hill	203-671-0757	Francoletae
CONNIE MATHESON	1412 WHITNEY AVE	416-730-807	2 matheson, committee
	RULES AND REGULATIONS		3513R gmail. Con

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.
- 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.
- 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.
- 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.
- 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. [171 Typease Initial]

I have read simple 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 <a href="Hamden Board of Education">Hamden Board of Education</a>. The fee schedule is available on-line at <a href="https://www.hamden.org">www.hamden.org</a>, or by contacting the Facilities Department at (203) 407-2207.

(m4) (Initial)

Approved by Board of Education:  Date:  Please describe how you plan to comply with the state and CDC Could 10 will be a
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 Para
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 no
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.

FSD#

# Whitneyville Civic Association

**Processing Fee:** 

\$45

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

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

TOTAL OF FEES:

\$591.48

		-
FSD	II.	
120		

60 Putnam Avenue Hamden, CT 06517

#### APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> 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

Tomas approved Subject to re	.vocatioi		t date.	not be accepted prior to SIX PROVITED before the
				Date 10-1-21
To the Board of Education:		name.		
The undersigned hereby mak	e applica	ation on behalf of 10	Kyssell	1 Dance Studio
W.W	100	- 1.01 1 1.	(Nan	me of Organization)
as association formed for	201		owcase	for permission to use the
(minor de al Maria		(Event Title)		
(please check the box next to bu	ilding AN	ID rooms);		
Hamden High School 🗆	HHS:	Auditorium/Black Box/D	ressing Rooms	Equipment Needed:
Hamden Middle School	,	□ C107		HHS/HMS: See Addendum A and
		☐ Cafeteria		return with this form.
		Classroom		
Elementary Schools:		☐ Athletic Field/Pool (plea	ise circle option	Elementary Schools:
Bear Path 🗆	HMS:	☐ Auditorium		Elementary Schools.
Church Street □		☐ Gymnasium		☐ Tables (how many)
Dunbar Hill 🗆		☐ Cafeteria		☐ Chairs (how many)
Helen Street   Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bides Will    Bi		☐ Classroom		☐ Other Needs:
Ridge Hill □ Shepherd Glen□		☐ Music/Band Room		
Spring Glen □	Element	tary Schools:		
West Woods □		☐ Gymnasium		
Wintergreen □		☐ Cafeteria		
		☐ Classroom		
produced the second	CODICAT	P # 25 5 6		PETERDALIBREAL
*If multiple dates, please indicate clearly in				REHEARSAL / PREPARATION
in multiple dates, please indicate clearly in	iomation to	n each date		Date Time (From/To)
Date Arrival Time	Εı	vent Time End Time		2-17-21 4p-9p
2-18-22 3:00p	60	1000 91000		The state of the s
2-19-22 3:000	6	:00p 9:00p		AND Approximate property and an approximate constraints.
	*****	-		
	etenna			How many poople will offeed the selection 7 Co 1 276
				How many people will attend the rehearsal? 250   275
Number of Performers/Presenters:	25	0		Will your event require set up? Yes □ No □
Anticipated Attendance: 50	o per	pernimance		If yes, when do you plan to set up?
Admission Charge: \$ 2 0.	0.0			110 1011 100000
Additional Charge. 4 2 0				re hearsan during
Percentage of Hamden Performers	- 40	0%		
0				

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.



	isn	44		
ă	1.710	11	-	-

C	of applicants.	Address (Number, Street, Town, Zip)	Telephone	Email Address
James + 7	Tia Brackenchen	and a ct Hamden.	T 2-2-101	-2721
	olocidally. 11	Address (Number, Street, Town, Zip)  275 August. Ham den, C	203 - 600	) brucking ten@
	Pro CESST-date and other professional access to the Assa Entire Structure	RULES AND REGULATIONS		3513R
	For the Us	e of the Hamden Public School Buildings for Other Than R	enular School Purnoses	
nature of t	f the Hamden Public School of must be made to the Board	Buildings for other than regular schoolwork is under the direct of Education on the blank form prescribed for that purpose. If the find it is to be used and must be signed by three responsible per the second in t	control of the Board of Educ	n ayanı datail the nurnnee and
in accorda	arive I his appointee is to su ince with the Rules and Regi	ilding has been granted the Board will appoint a custodian an pervise the meeting and enforce the Rules and Regulations of alations Custodian(s) will report a minimum of one-half hour land a minimum charge of three hours of custodial coverage for an	the Board with power to clo	se the meeting if it is not held
I. If police at attendance	itendance is necessary (to be e and give the Police Permit	e determined by the Administration), the persons in charge of th Number to the Board of Education.	e event will be required to	provide such police
The building pr	ng is to be used only on the driver to the time stipulated in the	date specified and for the purpose named in the permit. Nobody his contract, Setup and rehearsal time must be reflected on the	from the renting organizati	ion will be allowed to enter the
A permit c sole judge evenl	an be canceled without noting of such violation in addition	ce provided its provisions or intent are violated in any way, and , the Board of Education reserves the right to cancel a permit s	the Board of Education or it hould a school function be i	is representatives shall be the n conflict with the permitted
A permit is	s not transferable			
A permit is	s not valid unless signed by t	he Superintendent or his/her designee		
No food o	or refreshments are to be se m, auditonum or pool Violat	erved or eaten on the premise, unless specifically mentioned in ion of this provision may result in immediate revocation of	contract Food or drink is the permit and is ground	not to be brought into s for future denials.
When use will be nee	of a kitchen is required, detailed. If a cafeteria worker is	ails must be worked out in consultation with the food services coneeded, the permittee will be responsible for the cost	intractor, who will determine	e whether a cafeteria worker
<ol><li>When use school) or</li></ol>	of Audio Visual or Television the building media specialist	equipment is needed, details must be worked out in consultable (elementary schools). If it is determined a technician is needed	on with the Director of Fine the permittee will be respond	Arts (high school and middle onsible for the cost
Director of	Fine Arts Only trained scho	se of lheatrical lighting or sound equipment. If needed, use of eol-appointed technicians will be able to use stage technology en school or middle school auditoriums, you must fill out Addend	quipment Costs for these s	ervices will be invoiced after
2 A statemen	nt of insurance to cover loss	or damage to equipment must be presented to the Superintend	ent prior to approval (Board	i Policy #1330 2)
3. We canno	t reserve any dale(s) before	receipt of this application. Therefore, return this application as	soon as possible	
4 Requestor rental statu		e of CT and/or CIAC opening guideline requirements and musi	ensure compliance during	event or risk losing future
	nd agree with the above	e rules and regulations set forth by the Hamden Bo $10-1-21$	ard of Education:	
Signiture)	/V \	(Date)		
esknical service	s fees will be billed separatel	will be reflected on a "calculation sheet" and invoice that you w y. These charges are to be paid, by check or money order, to the contacting the Facilities Department at {203} 407-2207.	ill receive once the usage is e <u>Hamden Board of Educa</u>	s approved, lighting and tion. The fee schedule is
pproved by Bo	ard of Education:	Date	Statement of States Association and programming department along the contractions	
	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.

FSD#	
FSD#	

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events	
Will you need a podium?	Yes 🗆	No D
How many tables will you need? Location.	entigenga-amministratività a trans desti desti trans de con que a con a comission con con con con con con con con con c	marrie de Milita
How many movable chairs will you need? Location:	elanalin samunan pangunyan pingapan san pangunyan sa	non-karandalina
Will you need stage lighting for your event?  *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes 🖸	No□
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	00 10	2 🗆
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, of microphones will not be available for your use.	Yes D our sound system i	No □ ncluding mixing board, amplifiers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note We will not	Yes 🗹 I be able to do any	No □ editing
Will you be using our microphones?	Yes	No 🗆
If yes, # of wireless handheld microphones/ *Up to two are available at each location		
If yes, # of wired handheld microphones *Up to six are available at each location		
If yes, # of floor (tap) microphones *Only available at the high school location		
Will you need Stage Manager / Hands provided by us? *Note If you plan to have curtains open/close or anything flown in, a minimu sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ Im of 1 stage hand	2 □ must be contracted. If you need contact with both
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 hand	lle the projections	3
☐ I request that a technician from HPS har	ndle the projectio	OFFICE USE ONLY
		Supervisor
Special requests/Instructions.		Lighting Board Operator
	a palama da da mana da In serience de da da mana da m	Sound Operator
	enparamentarion estambante de Artinismo primero en entrafacione en engando en En promisión de Salamente en englis en primero en entrafacio y comencia de esta en entrafacione.	Spotlight 1
		Spotlight 2
**Alephqical supervisor will contact you to verify all requests		SM
(Initial)		ASM
TO YU		Projection Specialist

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

**Processing Fee:** 

\$45

Rent	HMS
venr	HIVIS

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.	\$31.76	2	6	\$381.12
Sunday	\$42.34	2		\$0.00

## **Custodial Services**

## 4 days; 2.5 hours/day

			· - / - · - · /
Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	17	\$1,548.36
Clean up	2	1	\$91.08

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

**TOTAL OF FEES:** 

\$4,346.10

-	
FSD	#

60 Putnam Avenue Hamden, CT 06517

## **APPLICATION FOR USE OF SCHOOL BUILDING**

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

Tentative approval, subject to	revocation at BOE discret	tion. Application will not be event date.	e accepted prior to <u>SIX MONTHS</u> before the
To the <b>Board of Education</b> : The undersigned hereby ma	ke application on hobalf	of Legacy Scho	ola C. Dane
as association formed for	Dance Res		Organization) for permission to use the
		t Title)	- Permission to ase the
(please check the box next to be	uilding AND rooms):		
Hamden High School	HHS: Auditorium/	Black Box/Dressing Rooms	Equipment Needed:
Hamden Middle School 🛘	☐ C107☐ Cafeteria		HHS/HMS: See Addendum A and return with this form.
	☐ Classroom	d/Pool (please circle option)	
Elementary Schools:	Li Atmetic Flei	d/Pool (please circle option)	Elementary Schools:
Bear Path □ Church Street □ Dunbar Hill □ Helen Street □ Ridge Hill □ Shepherd Glen□	HMS: Auditorium Gymnasium Cafeteria Classroom Music/Band		☐ Tables (how many) ☐ Chairs (how many) ☐ Other Needs:
Spring Glen □ West Woods □ Wintergreen □	Elementary Schools:  Gymnasium Cafeteria Ciassroom		
*If multiple dates, please indicate clearly in  Date the State Arrival Time  State 25 - Am	Event Time	8:30. bia	REHEARSAL / PREPARATION  Date Time (From/To)  2:20-210 - 8/30-210  many people will attend the rehearsal?
Number of Performers/Presenters  Anticipated Attendance: 450  Admission Charge: #20	Each Show Dy Each	Will yes, Seet	when do you plan to set up?  When do you plan to set up?  When Show Set up 4:30 - PM  Ext Time Shop Shop Set up 4:30 - PM

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.



			FSD #	
PI	RINT names of applicants.  Contact Name	Address (Number, Street, Town, Zip)	Telephone	P thanks
			<u>Telephone</u>	Email Address
hc hc	ssy Celentary	53-8 Quinniping AveNorth	1 Haven 203-859 162	18 Chancer
		RULES AND REGULATIONS		3513R
	For the U.	se of the Hamden Public School Buildings for Other Tha	n Regular School Purposes	
1.	use thereof must be made to the Boal	Buildings for other than regular schoolwork is under the dired of Education on the blank form prescribed for that purpose ding is to be used and must be signed by three responsible.	The application must state in as	ary detail the numero on
2.	in accordance with the Rules and Reg	uilding has been granted the Board will appoint a custodian upervise the meeting and enforce the Rules and Regulations ulations. Custodian(s) will report a minimum of one-half ho e a minimum charge of three hours of custodial coverage for	s of the Board with power to close	the meeting if it is not half
3.	If police attendance is necessary (to be attendance and give the Police Permit	e determined by the Administration), the persons in charge of Number to the Board of Education.	of the event will be required to pro	ovide such police
4.	The building is to be used only on the building prior to the time stipulated in t	date specified and for the purpose named in the permit. Not his contract. Setup and rehearsal time must be reflected on	ody from the renting organization the application.	will be allowed to enter th
5,	A permit can be <b>canceled</b> without not sole judge of such violation. In addition event.	ce provided its provisions or intent are violated in any way, a n, the Board of Education reserves the right to cancel a perm	and the Board of Education or its ro nit should a school function be in c	epresentatives shall be th onflict with the permitted
6.	A permit is not transferable.			
7.	A permit is not valid unless signed by	he Superintendent or his/her designee.		
8.	No food or refreshments are to be segymnasium, auditorium or pool. Viola	erved or eaten on the premise, unless specifically mentioned tion of this provision may result in immediate revocation	in contract. <u>Food or drink is no</u> n of the permit and is grounds fo	t to be brought into or future denials.
9.	When use of a kitchen is required, deta will be needed. If a cafeteria worker is	ails must be worked out in consultation with the food services needed, the permittee will be responsible for the cost.	s contractor, who will determine wi	hether a cafeteria worker
10.	When use of Audio Visual or Television school) or the building media specialist	n equipment is needed, details must be worked out in consult (elementary schools). If it is determined a technician is nee	Itation with the Director of Fine Art ded, the permittee will be respons	s (high school and middle ible for the cost.
11.	Director of Fine Arts. Only trained scho	se of theatrical lighting or sound equipment. If needed, use ol-appointed technicians will be able to use stage technolog h school or middle school auditoriums, you must fill out Adde	W anuinment Costs for those cond	icac will be invoiced after
12.	A statement of insurance to cover loss	or damage to equipment must be presented to the Superinte	endent prior to approval (Board Po	olicy #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 Sta rental statue. (Please Initial)	te of CT and/or CIAC opening guideline requirements and m	ust ensure compliance during eve	ent or risk losing future
I ha	ave read and agree with the above	/ e rules and regulations set forth by the Hamden I	Board of Education:	

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 <u>Hamden Board of Education</u>. The fee schedule is available on-line at <u>www.hamden.org</u>, or by contacting the Facilities Department at (203) 407-2207.

Date:

Approved by Board of Education:

(Initial)

W-V-Q

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)

	Thork you For taking the time to review my
	application!
_	Legacy School of Dance Will follow any eall CDC guidlines that are put Into place at the time of our event.
χ ς	through out the building Frequired
*_	Follow Guide lines For Seating Capacity.
-	Place Signs up and willhouselegary Staff Monitor  Energy to the energy mask are bean Kept on a  they are Following Social distance gracedure that we put tota place.
* 1	that it and member of their family does not tollow the Schools quidlines that they will be dismissed from being in the facility.
	Initial)

FSD #	

(please check your response and fill in	ool and Middle School Auditoriu when appropriate)	m Events			
Will you need a podium?		Yes □	No		
How many tables will you need?	8 Location: 4 (ab)	4/4-Bo	Note CKStag	6	
How many movable chairs will yo	ou need? Location:	k '			
Will you need stage lighting for y *If no, you will NOT be allowed to a	our event? ccess any stage lights, only the overhe	Yes Valend Work lights.	No□		
How many follow spotlights will y *Only our trained technicians are al	rou need? lowed to use our spotlights.	0 X 1 🗆	2 🗆		
Will you need sound for your eve *You may bring in your own sound a microphones will not be available for	or the event. If you choose that option	Yes No., our sound system	No □ including mixin	g board, amplifiers, speakers and	
Will you need us to play music do *Must be on a single CD or USB sti	ring your event: ck in the correct order. Note: We will t	Yes (1) not be able to do any	No □ / editing.		
Will you be using our microphon	es?	) 366 D	No 🗆		
If yes, # of wire *Up to two are a	less handheld microphones vailable at each location	-			
If <b>yes, # of wire</b> *Up to six are a	d handheld microphones 🖄				
	r (tap) microphones at the high school location				
Will you need Stage Manager / Ha *Note: If you plan to have curtains of sides of the stage, then 2 stage han	pen/close or anything flown in, a minir	0 □ 1)√1 num of 1 stage hand	2 □ I must be contr	racted. If you need contact with both	
Will you be using any projections	for your event?	Yes □	No □		
Will your project	tions include sound (movies)?	Ye\$ ZÎ	No 🗆		
Check One:					
□ W	e will provide our own person to ha	ndle the projection:	S		
√2 Ir	equest that a technician from HPS h	andle the projection	ons	OFFICE USE ONLY	
				Supervisor	
Special requests/Instructions:	election Will be	a Slide		Lighting Board Operator	
Show to be vie	wed before the s	tort of th	t	Sound Operator	
				Spotlight 1	
				Spotlight 2	
**A technical supervisor will contact	ou to verify all requests			SM	
(Initial)				ASM	
				Projection Specialist	1.5

#### 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.

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Auditorium (Capacity 600)	\$0	\$500/day
Black Box	\$0	\$250/day
Dressing Rooms	\$0	\$50/day
≝ Gymnasium	\$0	\$250/day
Black Box Dressing Rooms Gymnaslum C107	\$0	\$150/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Auditorium (Capacity 550)	\$0	ères (-
Symnasium	\$0	\$500/day
	\$0	\$250/day
Cafeteria Classroom	\$0	\$200/day \$75/day
*		
Auditorium	\$0	\$150/day
Auditorium Gymnasium Cafeteria Glassroom	\$0	\$150/day
E Cafeteria	\$0	\$125/day
Classroom	\$0	\$75/day

Custodian Fees1:

Time and one-half **Double Time** 

\$45.54 per hour Monday - Saturday

\$60.72 per hour Sunday and Holidays

Security Fees2:

Time and one-half

\$31.76 per hour Monday - Saturday \$42.34 per hour Sunday and Holidays

**Double Time** 

Utility Fee (Group III & IV)

\$30.00 per hour

<sup>1</sup> 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

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time frame.

<sup>&</sup>lt;sup>2</sup> 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

# 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)	- T	\$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.	\$31.76	3	12	\$1,143.36
Sunday	\$42.34	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

