

Building Use Checklist

Joan Lynn
Dance
4/3/22

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - ☐ Rent
 - ☐ Utilities
 - ☐ Security (for times when public is there)
 - ☐ Custodial Services
- ☒ Copy of insurance certificate
- ☐ Additional information needed
 - ☐ Does this event recur annually and how long has the vendor been using facilities? N/A

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 1-5-22

To the Board of Education:

The undersigned hereby make application on behalf of

Joan Lynn Dance Company
(Name of Organization)

as association formed for

Recital/Spring
(Event Title)

for permission to use the

Showcase

(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 ☒

HMS:

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

Elementary Schools:

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

Elementary Schools:

- ☐ Gymnasium
☐ Cafeteria
☐ Classroom

Equipment Needed:

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

Elementary Schools:

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

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
4-3-22	1:00 pm	2:00 pm	3:00 pm

Number of Performers/Presenters: 35-40Anticipated Attendance: 150-175

Admission Charge: _____

Percentage of Hamden Performers: 99%**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.

gc (Initial)

FSD # _____

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail Address

Joan Christensen 1 McMahon Lane 203-980- Jdc.86@att.net
 North Branford, CT 7327
 06471

RULES AND REGULATIONS

3513R

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

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

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

Joan Christensen 1-5-22
 (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)

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? 1Location: LobbyHow many movable chairs will you need? 2Location: Lobby

Will you need stage lighting for your event?

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

How many follow spotlights will you need?

0 ☒1 ☐2 ☐**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event?

Yes ☒No ☐**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event?

Yes ☒No ☐**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**gc (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

We will have every Performer and audience member masked.

We only expect 150-¹⁷⁵ ~~200~~ so we can social distance the audience.

Hand Sanitizer/ Clorox Wipes all available to performers & audience.

Performers will be spread out among the available rooms & assigned a certain area.

Fee Calculations

Joan Lynn Dance Co Spring Showcase April 3, 2022

Sunday

Processing Fee:

\$45

Rent

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

Utilities

Fee	Hours	Total
\$30.00	4	\$120.00

Security (if required)

Fee		Guards	Hours	Total
Mon. - Sat.	\$21.76	2		\$0.00
Sunday	\$42.34	2	3	\$254.04

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	2		\$0.00
Clean up	2		\$0.00

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	4	\$242.88
Clean up	2	2	\$242.88

TOTAL OF FEES: \$1,615.52

The Dance Connection
6/9 - 6/11/22

Building Use Checklist

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - Rent
 - Utilities
 - Security (for times when public is there)
 - Custodial Services
- ☐ Copy of insurance certificate N/A
- ☐ Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

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 12-1-2021

To the Board of Education:

The undersigned hereby make application on behalf of

THE DANCE CONNECTION
(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)

Equipment Needed:

Hamden Middle School ☒

HMS:

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

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

Elementary Schools:

- ☐ Gymnasium
☐ Cafeteria
☐ Classroom

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
6-10-2022	4 PM	6 PM	9:30 PM
6-11-2022	4 PM	6 PM	10 PM

Number of Performers/Presenters: approx. 150-200 cashiersAnticipated Attendance: 300-500Admission Charge: ?Percentage of Hamden Performers: approx. 70**REHEARSAL / PREPARATION**

Date	Time (From/To)
6-9-2022	4 PM - 9 PM

How many people will attend the rehearsal? approx. 200Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

4 PM - set up (2) Tables
in Auditorium (4) Chairs

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.

18 (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? 2Location: AuditoriumHow many movable chairs will you need? 4Location: Auditorium

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 ☒Have my own sound

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

Will you need us to play music during your event:

Yes ☐No ☒

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

Will you be using our microphones?

Yes ☐No ☒

If yes, # of wireless handheld microphones _____

*Up to two are available at each location

If yes, # of wired handheld microphones _____

*Up to six are available at each location

If yes, # of floor (tap) microphones _____

*Only available at the high school location

Will you need Stage Manager / Hands provided by us?

0 ☒1 ☐2 ☐

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

Will you be using any projections for your event?

Yes ☐No ☒

Will your projections include sound (movies)?

Yes ☐No ☒Providing own

Check One:

☒ We will provide our own person to handle the projectionsVideo☐ I request that a technician from HPS handle the projections

Special requests/Instructions: _____

**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

FSD # _____

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail AddressLinda Tuliano45- Letts Court East Hamden, CT 06518203-469-8127SLTJOLG@GMAIL.COM**RULES AND REGULATIONS****3513R*****For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes***

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

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

(Signature) LT(Date) 12-1-2022

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)

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

We will comply with the state
and CDC Covid 19 guidelines for our
recital. Whatever they may be by our
recital. If we are told to wear
masks, we will do so.

We will set up our audience
by their rules and the rules of Hamden
Middle School.

SL (Initial)

The Dance Connection Recital Covid Protocols June 2022

To whom it may concern,

This is Linda Juliano, Artistic Director of the Dance Connection , responding with a more detailed list of protocols for our June Recital (June 9-11 2022).

Please note below our plan for our June 9,10,11 2022 Recital Covid Protocols. Please note that if at anytime CT State and CDC Recommendations and or Town of Hamden requirements change, we will adapt to reflect and honor any and all restrictions/precautions to provide a Safe performance for our Dancers, our Audience and our Staff. Please see below:

STAFF:

- * All of our Staff is fully Vaccinated/Boostered
- * All Teachers/Faculty/Staff will be masked for the duration of the performance, unless restrictions change.
- * They will all arrive at least 90 minutes prior to the performance, to set up.
- * They will over see all Students/Parents/Audience Members. Guide them to dressing areas, seat them, and make sure they follow all protocols, while in the building.
- * We will have a staff member out front to help check in, with hand sanitizer, and additional masks.
- * We will have ushers who will escort audience members to their seats.
- * We will have staff to monitor the dressing Areas, as well as any designated waiting Areas, while children wait to perform.
- * We will have staff members sanitize high touch point surfaces between shows, and throughout performances as needed.

DANCERS:

- * All Students will arrive dressed in their 1st costume, with hair and make up done.
- * All students will be dropped off in a timely manor; approximately 90 minutes before the show, check in, have temperatures taken(if necessary), be given hand sanitizer, and shown to their designated dressing area.
- * All Students will wear Masks while in the building, including performances, unless restrictions change by June.
- * Dancers will be socially distanced while waiting backstage, and while in Dressing areas. Children will only use the Dressing areas to change, and then will move to designated area where they will wait for their performance and can be spaced out safely.
 - While in the Dressing Area as well as while lining up to go back stage, all dancers will be monitored by a staff member and safely distanced.
 - After their performance they will be escorted to their changing room, change and return to their designated area. Along with limiting the number of children in each Dressing Room, assigning a designated area, has helped us to monitor the children and kept the Dressing Rooms open, thus cutting down on potential spread.
- * To keep the number of Students on Stage at one time to a minimum, we can/have adjusted/modified our Finale to a "Final Bow" where each groups walks out bows and exits. With a brief final thank you by the Director prior to the Bow. If restrictions change and we are allowed a normal Finale, we will adjust at a later time.
- * Once the Final Bow takes place, Dancers will be escorted to their changing area, change, and leave with a Parent. Any pictures or visiting with families will be directed to outside of building.

The Dance Connection
Recital Covid Protocols June 2022

AUDIENCE:

- * Audience Members will be asked to arrive 60 minutes prior , but no later than 30minutes prior to performance.
- * All Audience members will be required to wear a mask, unless proof of medical restriction, during the entire time they are in the building.
- * There will be no food or drink allowed inside.
- * They will enter and check in, get hand sanitizer and be escorted to their seats.
- * Audience will be socially distanced into family blocks(unless restrictions change).
- * Audience will be limited to reflect the State guide for indoor performances.
- * We will not do an intermission, to keep show to a minimum.
- * Visiting Dancers, Pictures, etc, will only be allowed after the show and outside of building.
- * Hand Sanitizer will be set up in lobby and dressing areas.

Again, we will add and or modify to comply with State and Local Guides, to ensure a Safe performance for all. Any Staff, Child, or Audience member who feels ill will be asked to stay home. We have safely been conducting classes throughout the pandemic. Our studio has exceeded the Government standards for Covid Safety. We have had zero transmission/spread from inside the studio. Any and all cases, or possible exposures have been reported, by our parents, with 100% transparency. We are confident that we can host and provide a safe performance for our students and audience. We thank you for your consideration.

Respectfully,
Linda Juliano
Artistic Director
The Dance Connection
slj066@aol.com
203-469-8177
203-469-8815

McCann, Emily

From: Sandee <slj066@aol.com>
Sent: Wednesday, December 15, 2021 10:51 AM
To: McCann, Emily
Subject: Re: Building Use Application

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Emily,

Besides the Auditorium, we would need the Cafeteria and two classrooms for Changing/Dressing Rooms.

Thank You
Linda Juliano

-----Original Message-----

From: McCann, Emily <emccann@hamden.org>
To: Slj066@aol.com <Slj066@aol.com>
Sent: Wed, Dec 15, 2021 8:08 am
Subject: Building Use Application

Hi Linda,

Besides the auditorium at HMS, will you be needing any other rooms for your event in June?

Thanks,

Emily McCann

Hamden Public Schools
Facilities Department

Fee Calculations

The Dance Connection June 9 10 11 2022

Thur, Fri + Sat

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	3	\$200.00	\$600.00
Classroom x2	6	\$75.00	\$450.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

2 classrooms x
3 Days

Utilities

Fee	Hours	Total
\$30.00	16.5	\$495.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	\$31.76	2	7.5
Sunday	\$42.34	2	\$0.00

Custodial Services

Saturday	Hours	Total
Open	1	\$45.54
Event	16.5	\$751.41
Clean up	2	\$182.16

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

TOTAL OF FEES:

\$4,545.51

Building Use Checklist

CAFE PTA
4/9/22

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☐ Fee Calculations *N/A - PTA event*
 - ☐ Rent
 - ☐ Utilities
 - ☐ Security (for times when public is there)
 - ☐ Custodial Services
- ☒ Copy of insurance certificate
- ☐ Additional information needed
 - ☐ Does this event recur annually and how long has the vendor been using facilities? *1st time event*

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? 0 Location: _____

How many movable chairs will you need? 0 Location: _____

Will you need stage lighting for your event? Yes ☐ No ☐**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐**Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☐ No ☒**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event: Yes ☐ No ☒**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☐ No ☒

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☒ 1 ☐ 2 ☐Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☐ No ☒Will your projections include sound (movies)? Yes ☐ No ☒

Check One:

☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projections

Special requests/Instructions: _____

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

AGS (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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 5 January, 2022To the **Board of Education**:The undersigned hereby make application on behalf of CAFE PTA**(Name of Organization)**as association formed for Church Street School Community Day 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☐ GymnasiumHamden Middle School ☐☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)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: bathroom access**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
April 9	9.30 am	10 am	3 pm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: _____

Anticipated Attendance: 40Admission Charge: nonePercentage of Hamden Performers: 100%**REHEARSAL / PREPARATION**

Date	Time (From/To)
N/A	_____
_____	_____
_____	_____
_____	_____

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.

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Andrea Gloria-Soria	48 Church St. Hamden CT 06514	713-885-3155	president@churchstcafe.org
Stephanie Burkes	134 Chester St. Hamden CT 06514	203-291-9997	treasurer@churchstcafe.org
Nathan Havill	48 Church St. Hamden CT 06514	203-314-9628	vicepresident@churchstcafe.org

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. **AGS** (Please Initial)

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

Andrea Gloria-Soria January 5, 2022

(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: _____

AGS (Initial)

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)

The purpose of this event is to clean up and beautify the grounds at Church Street School, while bringing our community together in a safe manner.

Activities include trash pick-up, trimming bushes, gardening, planting flowers and other ornamentals.

The event will be hosted completely outdoors and face masks will be required.

At the end of the event, we will offer pizza, which will be distributed by a responsible person wearing nitrile gloves. Social distance will be enforced during the meal. Water will be provided as sealed disposable water bottles. Hand sanitizer will be available at all times. The bathrooms will be available to volunteers and equipped with soap for hand washing.

We anticipate a maximum of 40 volunteers distributed throughout the 6 hour event, thus social distance will not be a problem.

COMMERCIAL CRIME POLICY DECLARATIONS

In return for the payment of the premium, and subject to all the terms and conditions of this Policy, we agree with you to provide the insurance as stated in this Policy.

Coverage Is Written:

☒

Primary

☐

Excess

☐

Coindemnity

☐

Concurrent

Company Name Area: Gotham Insurance Company 412 Mt Kemble Ave, Suite 300C Morristown, NJ 07960
Producer Name Area: AIM Association Insurance Management, Inc. PO Box 742946 Dallas, TX 75374
Named Insured: CAFE PTA
(Also list any Employee Benefit Plan(s) included as Insureds)
Mailing Address: 95 Church Street Hamden, CT 06514
Policy Period
From: 10/31/2021
To: 10/31/2022 12:01 AM at your mailing address shown above.

Insuring Agreements	Limit Of Insurance Per Occurrence	Deductible Amount Per Occurrence
1. Employee Theft	\$ 25,000	\$250
2. Forgery Or Alteration	\$ 25,000	\$250
3. Inside The Premises – Theft Of Money And Securities	\$ 25,000	\$250
4. Inside The Premises – Robbery Or Safe Burglary Of Other Property	\$ 25,000	\$250
5. Outside The Premises	\$ 25,000	\$250
6. Computer And Funds Transfer Fraud	\$ 25,000	\$250
7. Money Orders And Counterfeit Money	\$ 25,000	\$250
Coverage is provided only if an amount is shown opposite an Insuring Agreement. If the amount is left blank or "Not Covered" is inserted, such Insuring Agreement and any other reference thereto in this Policy are deleted.		

If Added By Endorsement:

Insuring Agreement	Limit Of Insurance Per Occurrence	Deductible Amount Per Occurrence
	\$	\$
	\$	\$
	\$	\$

Endorsements Forming Part Of This Policy When Issued:

See Schedule of Forms and Endorsements

Cancellation Of Prior Insurance Issued By Us:

By acceptance of this Policy, you give us notice cancelling prior Policy Numbers
; the cancellation to be effective at the time this Policy becomes effective.

Countersignature Of Authorized Representative

Name: Elgin B Allen Jr.

Title: CEO

Signature: 

Date: 11/4/2021

SIGNATURE PAGE

In witness whereof, Gotham Insurance Company has caused this policy to be signed by its president and secretary.



Larry Hannon
President



Frank D. Papalia
Secretary

Named Insured: CAFE PTA
Policy #: CR2021PTA13671

Policy Period: 10/31/2021

To 10/31/2022

IL 0001 (0519)

Building Use Checklist

Quinnipiac Dance
5/6 + 5/7¹⁰

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - Rent
 - Utilities
 - Security (for times when public is there)
 - Custodial Services
- ☒ Copy of insurance certificate
- ☐ Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

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 1/20/2022To the **Board of Education**:The undersigned hereby make application on behalf of Quinnipiac Dance Company
(Name of Organization)as association formed for Quinnipiac Dance Company Spring Showcase 2022 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
05/07/2022	5:30 p.m.	7:07 p.m.	10:30 p.m.
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 25-30 dancersAnticipated Attendance: 100 peopleAdmission Charge: \$5 dollars. Free for QU studentsPercentage of Hamden Performers: 0**REHEARSAL / PREPARATION**

Date	Time (From/To)
05/06/2022	5:30 p.m. to 11:00 p.m.
_____	_____
_____	_____

How many people will attend the rehearsal? at most 30Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Set up will begin at 4:00 p.m. by the showcase coordinator and a few select members of the company.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.

KB (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? 1 Location: Hallway of entranceHow many movable chairs will you need? 0 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 0**Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☐ 2 ☒**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☒ No ☐Will your projections include sound (movies)? Yes ☒ No ☐

Check One:

☐ We will provide our own person to handle the projections☒ I request that a technician from HPS handle the projectionsSpecial requests/Instructions: If possible, we would like to have technicians who are well trained.At our last showcase, there were many problems with the lighting and sound, so if possible
it would be great to have technicians who understand the lighting and sound set up.****A technical supervisor will contact you to verify all requests**

KB (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
<u>Krista Birong</u>	<u>210 Greene Avenue, Sayville, NY 11782</u>	<u>(631)601-3280</u>	<u>kristabirong@gmail.com</u>
<u>Jenna Coppola</u>	<u>39 Dahlia Street, Staten Island, NY 10312</u>	<u>(917)833-4826</u>	<u>jennacopa@yahoo.com</u>
<u>Nicole Ribauda</u>	<u>4463 Whitney Avenue, Hamden, CT 06518</u>	<u>(631)416-4505</u>	<u>nvribauda@quinnipiac.edu</u>

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. **KB (Please Initial)**

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

Krista Birong 01/20/2022
 (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: _____
KB (Initial)

FSD # _____

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

Due to the ever changing guidelines with COVID, Quinnipiac Dance Company will follow all CDC guidelines and suggestions in
order to have a healthy and safe performance. We will require all dancers, crew, and audience to wear masks during the rehearsals and/or
performance. Audience members will be asked to keep two seats between each group, as family, living units, and friends may sit together.
When lining up for entering the building, audience members will be asked to maintain social distancing by selected performers. They will also
be informed of the regulations in regards to seating and masks as they buy their ticket/show their Q-Card as they enter the building and
auditorium. Dancers will ensure to social distance and keep their masks on as they are in the dressing rooms
If guidelines are to change, Quinnipiac Dance Company will make sure to make accommodations with Hamden High School.

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

Security Fees²:

Time and one-half Double Time	\$31.76 per hour	Monday – Saturday
	\$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

QU Dance Co May 6 7, 2022

Processing Fee:

\$45

Rent

HMS

Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
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)		\$150.00	\$0.00
Cafeteria		\$200.00	\$0.00
Classroom x2		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	10.5	\$315.00

Security (if required)

Fee		Guards	Hours	Total
Mon. - Sat.	\$31.76	1	3.5	\$111.16
Sunday	\$42.34	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	10.5	\$956.34
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: \$2,955.20



Home Calendar Availability New Schedule Documents Account Setup

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Schedule Shortcuts Related Links

Legend

Update Schedule



☒ **Schedule ID** 191054

☒ **Status** Submitted

[View/Change Declined Reason](#)

☐ Notify Booked By

☐ Notify Contact Person

Date Created 2/9/2022 10:57:43 AM

Schedule State? Inactive

☒ **Event Title** Hamden Rec. Dept. Summer Acti

Event Description

Area -- Select Area --

[View Bookings](#)

☒ **Location** HAMDEN MIDDLE SCHOOL

[View Room Details](#)

Building --Select Building--

☒ **Rooms** -- Select Room--
Auditorium
Music Room
HALLWAYS



(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

7/5/2022
7/6/2022
7/7/2022
7/8/2022
7/11/2022
7/12/2022
7/13/2022
7/14/2022
7/15/2022

February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	+	2	3	4	5	27	28	29	30	31	+	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

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

[Check Availability](#)

☒ **Start Time** 8 30 AM

End Time 4 00 PM

Setup Begin Time 8 30 AM

Breakdown End Time 4 00 PM

☒ **Duration** 7 hours 30 minutes. Spans over 1 days.

[Back to shortcuts](#)

[Check Availability](#)

Organization Information

☒ **Organization** Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

2036719416

Evening Phone

Cellular Phone

Billing Address

2750 Dixwell Ave, Town of Hamden
Town of Hamden

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates



To



☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking

spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save

Reset

Approval Process

Date Approved Approved By Note

No Approval Process on record.

Pending Reasons

Delete Pending Reason Date Entered Entered By

No Pending Reason on record.

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
7/5/2022	7/5/2022				
7/6/2022	7/6/2022				
7/7/2022	7/7/2022				
7/8/2022	7/8/2022				
7/11/2022	7/11/2022				
7/12/2022	7/12/2022				
7/13/2022	7/13/2022				
7/14/2022	7/14/2022				
7/15/2022	7/15/2022				

Invoices

Create Invoice

Invoice Number Status Date Invoiced Invoice Amount Balance

No Invoices on record.

Payments

Add New Payment

Invoice Number Date Paid Check Number Pay By Amount

No Payments on record.

Work Order Costs

Work Order # Transaction Type Transaction Description Transaction Date Costs

No Transactions on record.

File Attachments

Add New File

Delete Date Submitted By Description Filename Size

No attachments

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



Home Calendar Availability New Schedule Documents Account Setup

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Schedule Shortcuts Related Links

Legend

Update Schedule



☒ **Schedule ID** 191055

☒ **Status** Submitted

[View/Change Declined Reason](#)

☐ Notify Booked By

☐ Notify Contact Person

Date Created 2/9/2022 11:05:44 AM

Schedule State? Inactive

☒ **Event Title** Hamden Rec. Dept. Summer Acti

Event Description Two performance's, 2PM & 7PM

Area -- Select Area --

[View Bookings](#)

☒ **Location** HAMDEN MIDDLE SCHOOL

[View Room Details](#)

Building --Select Building--

☒ **Rooms** -- Select Room--

Auditorium

Cafeteria

Music Room

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)** 7/16/2022

February 2022							March 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
30	31	1	2	3	4	5	27	28	1	2	3	4	5
6	7	8	9	10	11	12	6	7	8	9	10	11	12
13	14	15	16	17	18	19	13	14	15	16	17	18	19
20	21	22	23	24	25	26	20	21	22	23	24	25	26
27	28	+	2	3	4	5	27	28	29	30	31	+	2
6	7	8	9	10	11	12	3	4	5	6	7	8	9

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

[Check Availability](#)

☒ **Start Time** 12 00 PM

End Time 10 00 PM

Setup Begin Time 12 00 PM

Breakdown End Time 10 00 PM

☒ **Duration** 10 hours 00 minutes. Spans over 1 days.

[Back to shortcuts](#)

[Check Availability](#)

Organization Information

☒ **Organization** The Whitney Players Theater Co

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Cindy

Last Name

Devoe

Email

cindysdevoe@comcast.net>

Email

Day-Time Phone

203-281-6007

Evening Phone

203-281-6007

Cellular Phone

Billing Address

26 West Helen Street
Hamden, CT

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back

☒ Payment

☐ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates



To



☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking

spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

[Back to shortcuts](#)

Save

Reset

Approval Process

Date Approved Approved By Note

No Approval Process on record.

Pending Reasons

Delete Pending Reason Date Entered Entered By

No Pending Reason on record.

Events

Event Start Date Event End Date Location Event Start Date Event End Date

7/16/2022 7/16/2022

Invoices

[Create Invoice](#)

Invoice Number Status Date Invoiced Invoice Amount Balance

No Invoices on record.

Payments

[Add New Payment](#)

Invoice Number Date Paid Check Number Pay By Amount

No Payments on record.

Work Order Costs

Work Order # Transaction Type Transaction Description Transaction Date Costs

No Transactions on record.

File Attachments

[Add New File](#)

Delete Date Submitted By Description Filename Size

No attachments

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

Legend

☒ Required Information

☒ Insurance Expired

Ctrl+M Shortcut menu

[Home](#)

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[New Schedule](#)

[Documents](#)

[Account Setup](#)

Building Use Checklist

Gorti Family
4/23 + 4/24

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - ☐ Rent
 - ☐ Utilities
 - ☐ Security (for times when public is there)
 - ☐ Custodial Services
- ☐ Copy of insurance certificate
- ☐ Additional information needed
 - ☐ Does this event recur annually and how long has the vendor been using facilities?

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 2-17-2022

To the Board of Education:

The undersigned hereby make application on behalf of GORTI FAMILY

(Name of Organization)

as association formed for ANJALI GORTI'S ARANGETRAM for permission to use the

(Event Title)

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

Hamden High School ☐HMS: ☐ 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: _____**EVENT INFORMATION****If multiple dates, please indicate clearly information for each date*

Date	Arrival Time	Event Time	End Time
4-24-22	8.00am	2.00pm	10.00pm

Number of Performers/Presenters: 1Anticipated Attendance: 150 peopleAdmission Charge: NO CHARGEPercentage of Hamden Performers: 100%**REHEARSAL / PREPARATION**

Date	Time (From/To)
4-23-22	4.00pm - 10.00pm

How many people will attend the rehearsal? 15Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

On 4-23-22 @ 4.00pm - 10.00pm

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.

AS (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? 20 Location: CafeteriaHow many movable chairs will you need? 75 Location: CafeteriaWill 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 locationIf yes, # of wired handheld microphones 2
*Up to six are available at each locationIf yes, # of floor (lap) microphones _____
*Only available at the high school locationWill 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:

- Either way ok.
- ☐ 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

AS (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
ANUPAMA SHIRALI	3 NATURE TRAIL	203 843 8883	anupama.shirali@gmail.com
SUDHAKAR GORTI		650 587 8769	svgorti@gmail.com
ANJALI GORTI		203 823 8009	anjali.gorti@gmail.com

RULES AND REGULATIONS

3513R

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

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

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

(Signature)

(Date)

02-17-2022

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: _____

AS (Initial)

FSD # _____

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

See next sheet

AS (Initial)

CDC Guidelines to be followed during Anjali's Arangetram

Currently, most of Connecticut's rules for reopening are lifted, with certain exceptions related to the wearing of face coverings. It is still recommended that you follow social distancing protocols and specific capacities permitted for gatherings at indoor or outdoor venues.

The Gorti family will adhere to the following best practices during Anjali Gorti's Arangetram performance on April 24, 2022. The following are some guidelines we are planning for the event:

1. One door for entry and another door for exit, both well marked to promote one-way foot traffic.
2. Full cleaning before and after event will be paid towards custodial services. Cleaning supplies and cleaning person will be on hand for cleaning/disinfection during the event for high traffic surface areas/ high touch areas.
3. Wearing masks will be mandatory unless in designated areas like the cafeteria or on stage during the performance (dancer/presenter).
4. Personal protective equipment (face masks & gloves) will be provided. Hand sanitizers and hand wipes will be available for use.
5. Seating will ensure social distancing between different family groups.
6. Number of people at event will be 150-200 people maximum (below the state mandated 50% capacity, which for HMS is maxed at 250 people).
7. Seating and table arrangement in cafeteria will maintain 6 feet distance between families.
8. Windows will be open in the cafeteria to ensure free air circulation during mealtimes.
9. Videographers and photographers will maintain 6 feet distances during all times.
10. Stage layout will be designed to minimize people on the stage and maintain social distancing. No live music/musicians for this program, this will ensure minimum people on stage during the performance.
11. Costume changing room will be sanitized before use and number of people kept to a minimum. This will ensure minimum exposure to the dancer.
12. Isolation plan - a designated area will be kept in the side in-case an attendee might get sick with Covid like symptoms.

We will work hard to maintain these rules during the program. If the BoE have any further recommendations, please let us know. We will definitely apply them.

Thank you very much.

Regards,
Gorti Family

Fee Calculations

Gorti Family April 23 24 2022

Processing Fee:

\$45

Rent

		HMS	
Rooms	Days	Fee	Total
Auditorium	2	\$500.00	\$1,000.00
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	2	\$200.00	\$400.00
Classroom	2	\$75.00	\$150.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	20	\$600.00

Security (if required)

Fee		Guards	Hours	Total
Mon. - Sat.	\$31.76	2		\$0.00
Sunday	\$42.34	2	8	\$677.44

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	6	\$546.48
Clean up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	2	14	\$1,700.16
Clean up	2	2	\$242.88

TOTAL OF FEES: \$5,650.38

Building Use Checklist

GAOCT
3/27

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - ☐ Rent
 - ☐ Utilities
 - ☐ Security (for times when public is there)
 - ☐ Custodial Services
- ☐ Copy of insurance certificate
- ☐ Additional information needed
 - ☐ Does this event recur annually and how long has the vendor been using facilities? *First event*

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 2/17/22

To the Board of Education:

The undersigned hereby make application on behalf of GAACT (SOI(C) Certificate)
(Name of Organization)

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

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☐ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium
☐ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Hamden Middle School

- ☒ Auditorium
☐ Gymnasium
☐ Cafeteria
☒ Classroom C2 For changing
☐ Music/Band Room (Boys/Girls)

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date 3/27/22 Time (From/To) 12-3 pm

How many people will attend the rehearsal? 80

Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Stage Decoration
Seating Arrangement
Light / Sound Testing
Dress Up

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>3/27/22</u>	<u>12 NOON</u>	<u>3-6 p.m</u>	<u>8:00 p.m</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers / Presenters: 120

Anticipated Attendance: 225 (Total)

Admission Charge: \$

Percentage of Hamden Performers: _____

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.

Re (Initial)

FSD # _____

ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate)

Will you need a podium?

Yes ☒

No ☐

How many tables will you need? 2 Location: Lobby

How many movable chairs will you need? 8 Location: Lobby (At the tables)

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 _____

**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*

RS (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
RONAK SHAH	36 Central Ave. ^{NO.} Haven	203-907-7575	Ronakshah51@gmail.com
_____	_____	_____	_____
_____	_____	_____	_____

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)

⑩ Setup a table at the entrance. And 2 people will be at the table to check the temperature by thermometer. Will provide a Face Mask and hand sanitizer pump will be placed at the table before entry at the building,

→ Half (50%) capacity to follow social distance.
 → keep space by leaving 1 seating empty between 2 chairs.

RS (Initial)

RULES AND REGULATIONS*For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes*

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

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

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

(Signature) [Signature] (Date) 2/17/22

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: _____

PS (Initial)

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, PTSD, 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 Double Time	\$45.54 per hour	Monday – Saturday
	\$60.72 per hour	Sunday and Holidays

Security Fees²:

Time and one-half Double Time	\$31.76 per hour	Monday – Saturday
	\$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 hour (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

GAOCT March 27 2022

Processing Fee:

\$45

Rent

HMS

Rooms	Days	Fee	Total
Auditorium	1	\$500.00	\$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 x2	2	\$75.00	\$150.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	8	\$240.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat. \$31.76	2		\$0.00
Sunday \$42.34	2	6	\$508.08

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	2		\$0.00
Clean up	2		\$0.00

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	2	8	\$971.52
Clean up	2	2	\$242.88

TOTAL OF FEES: **\$2,718.20**

Building Use Checklist

Cheshire Dance
Center

6/19/22

☒ Event Information sheet

☒ Addendum A

☒ Rules and Regulations signed

☒ Complete COVID protocols (details needed)

☒ Fee Calculations

☐ Rent

☐ Utilities

☐ Security (for times when public is there)

☐ Custodial Services

☐ Copy of insurance certificate

☐ Additional information needed

☐ Does this event recur annually and how long has the vendor been using facilities?

Vendor has used our facilities
many times before

#45 ✓ 3771 2/16/22 Sent

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 2/16/22

To the **Board of Education**:

The undersigned hereby make application on behalf of

CHESHIRE DANCE CENTRE LLC

(Name of Organization)

as association formed for

DANCE RECITAL

(Event Title)

for permission to use the

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☒ Auditorium ☒ Black Box ☒ Dressing Rooms
☐ Gymnasium
☒ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date 6/19/22 Time (From/To) 11am-2:00 p.m.

How many people will attend the rehearsal? 75

Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

at 11:00 Sunday of

EVENT INFORMATION

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

Date	Audience Arrival Time	Event Time	End Time
<u>6/19/22</u>	<u>2:30pm</u>	<u>3:00pm</u>	<u>5:00pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 60-75

Anticipated Attendance: 300-400

Admission Charge: \$25-

Percentage of Hamden Performers: 5%

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.

BS (Initial)

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
BETTY SEIBERT } DAVID BONKE }	112 Laura Rd Hamden 06514	203.710.8372	bseibert@cheshiredancecentre. com
KARYN O'TOOLE	40 COURT ST, CROMWELL 06416	860.303.4443	

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)

See attached document.

We will comply with whatever mandates are in place mid-June by the Town of Hamden & Hamden Bd. of Ed.

BS

(Initial)

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

AUDIENCE

- We will comply with any policies required by the Hamden Bd of Ed at the time of performance. We plan to sell tickets by family unit with six-foot distancing between family groups. We have 65 families.
- All seats will be reserved; there will be no “general admission.”
- Audience members will have hands sanitized upon entry.
- Audience members will wear masks inside the building (unless medically excused) if mandated by the Town of Hamden or the Hamden Bd of Ed.
- 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 our 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. 58 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 29 tables will be needed.
 2. 15 Dancers (Seibert Dancers) will be assigned to the Black Box area—socially distanced at 8 designated tables.
 3. 4 Staff Teachers 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 to leave the auditorium to meet their dancer.

PRELIMINARY SCHEDULE

- 11:00 AM—support staff arrival; lay floor down on stage; organize backstage areas
- 12:00 PM—Performers arrive and go to assigned dressing rooms
- 12:30 PM—Dress rehearsal begins
- 2:00 PM—Meal break (out of building if deemed necessary by Hamden Bd. Of Ed)
- 2:30 PM – Arrival for audience
- **3:00 PM –Performance Time**
- 5:00 PM—Show ends; dismissal of audience and performers with protocol above
- 5:00 PM—Support Staff –pick up floor; clean areas used

RULES AND REGULATIONS**3513*****For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes***

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

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. **BS** (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)

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? 30 Location: LOBBY, BLACK BOX, & C-107How many movable chairs will you need? 75 Location: AS ABOVE + DRESSING ROOMSWill 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 projectionsSpecial requests/Instructions: not yet certain if my
own person will be available to run
the projections.****A technical supervisor will contact you to verify all requests****OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

BS (Initial)

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

Cheshire Dance Centre June 19 2022

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 x2		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	6	\$180.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat. \$31.76	2		\$0.00
Sunday \$42.34	2	3	\$254.04

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	2		\$0.00
Clean up	2		\$0.00

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	2	6	\$728.64
Clean up	2	2	\$242.88

TOTAL OF FEES: \$2,461.28

Building Use Checklist

Academy of
Dance
6/2-6/3

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☒ Fee Calculations
 - ☐ Rent
 - ☐ Utilities
 - ☐ Security (for times when public is there)
 - ☐ Custodial Services
- ☐ Copy of insurance certificate
- ☐ Additional information needed
 - ☐ Does this event recur annually and how long has the vendor been using facilities?
Yes and a very long time

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 2/19/22To the **Board of Education**:The undersigned hereby make application on behalf of Academy of Dance LLC
(Name of Organization)as association formed for Dance 2022
(Event Title) for permission to use the

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☒ Auditorium ☒ Black Box ☒ Dressing Rooms
☐ Gymnasium
☒ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date	Time (From/To)
<u>6/2/22</u>	<u>4:00 - 10:00</u>

How many people will attend the rehearsal? 75Will your event require set up? Yes ☒ No ☐If yes, when do you plan to set up?

_____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
<u>6/3/22</u>	<u>3:00</u>	<u>6:00</u>	<u>8:30 - 9:00</u>

Number of Performers/Presenters: 65Anticipated Attendance: 350 - 400Admission Charge: \$25.00Percentage of Hamden Performers: 1/4 -

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.

JS (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? 3Location: Front of AuditoriumHow many movable chairs will you need? 6Location: Front of Auditorium

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 Backstage**Up to two are available at each location*If yes, # of wired handheld microphones 4 In Booth**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: All lighting - special effects, Gobos Hung & Installed. Risers for Finale. Platform Set up for videographer as we have set up in the past shows. Use of Box office wireless mic for Rehearsal & performance - announce-ments. Crew from last year would be great if possible.

****A technical supervisor will contact you to verify all requests****OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

____ (Initial)

RULES AND REGULATIONS**3513*****For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes***

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

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. JA (Please Initial)

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

Jessica Montanella 2/19/22
(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)

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBUC 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

PRINT names of applicants.

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail Address

<u>Teresa Gambardella</u>	<u>2 E Hayrock Pt</u>	<u>203 494 -</u>	<u>Tdancer123</u>
	<u>Road Branford</u>	<u>5981</u>	<u>@comcast.net</u>

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)

Academy of dance staff will comply with all guidelines presented by the state and CDC as recommended. if necessary. Please see the attached sheet which details all safety protocols and procedures in place. Our showcase last year at the Hamden High school was successful in maintaining the safety of all attendees. We look forward to another wonderful showcase this year in the spring of 2022.

____ (Initial)

Academy of Dance LLC

Hamden Board of Directors;

Academy of Dance LLC will follow all necessary protocols to ensure the safety of all our students, teachers, and faculty at Hamden High School. Since August 24th, 2020, we have created many safety guidelines that we intend on continuing while using the Hamden High Auditorium.

Prior to Rehearsal/Showcase we will have a COVID release consent form filled out by all dancing participants and their parents. Prior to arrival we can have all hair and make-up done ahead of time. We will take temperatures at the door and have hand sanitizer available before entering the building. Each Person will be masked at all times. We will then escort them to the dressing areas. Each group will be sectioned off using white tape on the floor.

We will be using 4 rooms for changing purposes. 107, C109 the black box and the dressing rooms in the back of the stage. We will stay within the room capacity at all times. Any door that can remain open for ventilation would be good and also I will bring my HEPA air purifier to keep in the big dressing room.

The backstage area will consist of two teachers, stage left and right and we will have one teacher on deck to escort dancers to and from the wing area. We will have quick changers in the black box to assist with costume changes if necessary. All dancers, teachers and parents will remain masked at all times.

Dancers etc will be given a short break to go outside and get some fresh air. We will use exit doors available to release the students at the completion of the dress rehearsal. We can sanitize the stage using appropriate germ cleaners. We will Lysol all doors and handles of the areas that we use.

All tickets will be allocated according to the student's registration number ahead of time. Using the seating chart provided, we will section off families in groups of pods and separate them with at least three seats apart. The school will provide an accurate seating chart updating us on damaged or lost seats so we can accurately configure placement. We will stay under 300 to ensure we do not exceed the 50% person capacity in the auditorium. Tickets will be

done electronically so we will just count heads and take temperatures at the door.

On the day of the Showcase, we will keep people outside in a socially distanced line. When entering the door, we will take temperatures and after using hand sanitizer they can be seated.

Families will be seated together and we will remind each family to arrive on time, so that our Show can start on time. We will take a 15 intermission in between acts to allow for more time exiting the building and then re entering. Our MC from the booth can call out groups in an orderly fashion. The right side of the center aisle can exit to the right into the hallway and the left side could exit out the back. There will be absolutely no visiting with the Dancers. This is something we have never permitted and is also an important safety precaution of ours.

All Video proceeds will be handled ahead of time and our Videographer will be positioned on a platform or riser and kept 3 feet apart from other attendees.

At the completion of the show, we will use the same exiting procedure as we have done for the intermission segment, maintaining socially distant rules as they safely exit the building. Please let us know if there are any other concerns or suggestions. We were one of the first dance studios to use the auditorium and have always had a great experience here at the High School. We appreciate your continued professionalism especially concerning the safety and well being of our students during this pandemic. On behalf of all of us at Academy of Dance, we want to thank you for your time in reviewing our application today. We are all so very excited to get back on stage :)

Sincerely,

Teresa Gambardella, Director

Fee Calculations

Academy of Dance LLC June 2 3 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 x2		\$75.00	\$0.00
Music/Band Room (HMS Only)		\$75.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$30.00	12	\$360.00

Security (if required)

Fee	Guards	Hours	Total
Mon. - Sat.	2	4	\$254.08
Sunday	2		\$0.00

Custodial Services

Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	2	12	\$1,092.96
Clean up	2	2	\$182.16

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

TOTAL OF FEES: \$3,834.20