### **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
  - o 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 Schools**

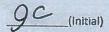
60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date. To the Board of Education: The undersigned hereby make application on behalf of for permission to use the (please check the box next to building AND rooms): Hamden High School HHS: ☐ Auditorium/Black Box/Dressing Rooms **Equipment Needed:** ☐ Gymnasium Hamden Middle School D ☐ C107 HHS/HMS: See Addendum A and ☐ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field/Pool (please circle option) **Elementary Schools: Elementary Schools:** Bear Path Auditorium HMS: Church Street □ ☐ Gymnasium ☐ Tables (how many) Dunbar Hill 🗆 ☐ Cafeteria ☐ Chairs (how many) Helen Street Classroom ☐ Other Needs: Ridge Hill D-Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen ☐ Gymnasium West Woods □ ☐ Cafeteria Wintergreen ☐ Classroom **EVENT INFORMATION** REHEARSAL / PREPARATION \*If multiple dates, please indicate clearly information for each date Date Time (From/To) Arrival Time **Event Time End Time** 1:00 pm 2:00pm 5:00 pm How many people will attend the rehearsal? Number of Performers/Presenters: 3.5 - 40 Will your event require set up? Yes □ No 🗆 Anticipated Attendance: 150 - 175 If yes, when do you plan to set up? 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.



			FS	D#
P	RINT names of applicants.			
	Contact Name Address	s (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
1	ban Christensen 1 M	emahon lane	203-980-	Jdc. 84 Patt.n
_	ban Christensen 1 m	th Branford, CT	7327	44 C C C C C C C C C C C C C C C C C C
		06471		
		RULES AND REGULATIONS		3513R
	For the Use of the Ham	den Public School Buildings for Other Than	Regular School Purposes	
1.	The use of the Hamden Public School Buildings for cuse thereof must be made to the Board of Education nature of the activity for which the building is to be us loss of property arising from such use.			
2.	When permission for the use of any building has bee representative. This appointee is to supervise the moin accordance with the Rules and Regulations. Custo hour after close of event. There will be a minimum of	eeting and enforce the Rules and Regulations of one-half hour	of the Board with power to clo	man Albert manually and the first own as a second
3.	If police attendance is necessary (to be determined be attendance and give the Police Permit Number to the	y the Administration), the persons in charge of Board of Education.	the event will be required to	provide such police
4.	The building is to be used only on the date specified building prior to the time stipulated in this contract. Se	and for the purpose named in the permit. Nobo- atup and rehearsal time must be reflected on th	dy from the renting organizati e application.	on will be allowed to enter the
5.	A permit can be canceled without notice provided its sole judge of such violation. In addition, the Board of event.	provisions or intent are violated in any way, an Education reserves the right to cancel a permit	d the Board of Education or it should a school function be i	is representatives shall be the n conflict with the permitted
6.	A permit is not transferable.			
7.	A permit is not valid unless signed by the Superintend	lent or his/her designee.		
8.	No food or refreshments are to be served or eaten of	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.

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 less or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

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

13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.

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

will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.

available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

rental status. \_\_\_\_ (Please Initial)

Approved by Board of Education: (initial)

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

FSD #
g board, amplifiers, speakers and
acted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator
Sound Operator
Spotlight 1

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events	
Will you need a podium?	Yes 🗆	No 🖸
How many tables will you need? Location: Lob	by	
How many movable chairs will you need? Location: L	obby	
Will you need stage lighting for your event?  *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □	Not
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	00 10	2 🗆
Will you need sound for your event?  *You may bring in your own sound for the event. If you choose that option, o microphones will not be available for your use.	Yes ☑ our sound system in	No □ including mixing board, amplifiers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes be able to do any t	No □ editing.
Will you be using our microphones?	Yes D	No 🗆
*Up to two are available at each location		
If yes, # of wired handheld microphones *Up to six are available at each location		
*Only available at the high school location		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimulation of the stage, then 2 stage hands will be needed.	0 ☑ 1 ☐ m of 1 stage hand n	2  must be contracted. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No 🖼
Will your projections include sound (movies)?	Yes 🗆	No 🗆
Check One:		
☐ We will provide our own person to hand!	e the projections	
☐ I request that a technician from HPS han	dle the projection	OFFICE USE ONLY Supervisor
		Lighting Board Operator
Special requests/Instructions:		Sound Operator
		Spotlight 1
		Spotlight 2
**A technical supervisor will contact you to verify all requests		SM
9C (Initial)		ASM
		Projection Specialist

		220	_	-	***	mental a
FSD	50					
1-513	22					
130	52					
	20.34	_	-	-	-	

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 will have every performer and audience member masked.  We only expect 150- 50 we can.  Social distance the audience.
Social distance the audience
Hand Sanitizer/ Obstox Wipes all available to performers & audience.
Performers will be spread out among the available Rooms + asigned a Certain area.
the available Rooms + asigned a
Certain area.

(Initial)

### **Fee Calculations**

### Joan Lynn Dance Co Spring Showcase April 3, 2022 Sunday \$45

**Processing Fee:** 

Rent				
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	1	\$75.00	\$75.00	
Music/Band Room (HMS Only)	1	\$75.00	\$75.00	
Field		\$500.00	\$0.00	

### Utilities

Fee Market Fee	Hours	Total	
\$30.00	4	\$120.00	

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
<del>Open</del>			\$0.00
Event			\$0.00
Clean up	2		\$0.00

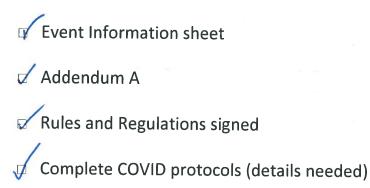
Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	4	\$242.88
Clean up	2	2	\$242.88

TOTAL OF FEES:

\$1,615.52

The Dance Connection 6/9-6/11/12

### **Building Use Checklist**



Fee Calculations

o Rent

- Utilities
- o 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?

			-50	10000	1-12-2	ī
FSD	#					

### **Hamden Public Schools**

60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

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

To the Board of Education:			Date	12-1-2021
The undersigned hereby ma	ke application on behalf of	THS	DANICE	COMMICEDON
		(Name of	Organization)	CONNECTION.
as association formed for	1)ANCE	Recuta		ssion to use the
	(Event Title)		· · · · · · · ·	Sion to use the
(please check the box next to bu	uilding AND rooms):			
Hamden High School □	HHS:	ox/Dressing Rooms	Equipment	Needed:
Hamden Middle School	□ C107 □ Cafeteria □ Classroom □ Athletic Field/Pool (p	nlease circle ention		: See Addendum A and h this form.
*If multiple dates, please indicate clearly in  Date Arrival Time 6-10-2022 4 9 4  G-11-10-22 4 9 9  Number of Performers/Presenters	HMS: Auditorium  Gymnasium  Cafeteria  Classroom  Music/Band Room  Elementary Schools:  Gymnasium  Cafeteria  Classroom  HFORMATION  Information for each date  Event Time  Gay  LO. 6	How Will	□ Tables (h □ Chairs (h □ Other No  REHEARSA  Date 9 - 4001	to set up?
Admission Charge: Percentage of Hamden Performers	s: Garux 70		1 a vicero	m (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.

(Initial)

0.4	
D#	

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	1 Events		
Will you need a podium?	Yes 🗆	No □	
How many tables will you need? 2 Location:	ditarium		
How many movable chairs will you need? Location:	wheren	7	-
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overheat	Yes 🗡	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0)2( 10	2 🗆	
Will you need sound for your event?  *You may bring in your own sound for the event. If you choose that option, microphones will not be available for your use.	Yes □ our sound system ind		Have man sound
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will no	Yes □ ot be able to do any e	No 🗹	
Will you be using our microphones?	Yes 🗆	No DX	
If yes, # of wireless handheld microphones *Up to two are available at each location			
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minim sides of the stage, then 2 stage hands will be needed.	0 x 1 □ num of 1 stage hand n	2 □ must be contr	racted. If you need contact with both
Will you be using any projections for your event?	Yes □	No EX	
Will your projections include sound (movies)?	Yes □	No 🗗	Providing own
Check One:			9
We will provide our own person to han	dle the projections	Video	)
☐ I request that a technician from HPS ha	andle the projection	is	OFFICE USE ONLY
			Supervisor
Special requests/Instructions:			Lighting Board Operator
Special requests/Instructions:			Sound Operator
Special requests/Instructions:			Sound Operator Spotlight 1
			Sound Operator Spotlight 1 Spotlight 2
**A technical supervisor will contact you to verify all requests  (Initial)			Sound Operator Spotlight 1

			FSD #	
4	names of applicants.  Contact Name  Sa Williamo	Address (Number, Street, Town, Zip) 45-Letis Cart East Hay Usu.	Telephone 203-469-8127	Email Address  SLJOLUWWAGL.CO
		RULES AND REGULATIONS		3513R
	For the	Use of the Hamden Public School Buildings for Other Than R	egular School Purposes	
1. The	e use of the Hamden Public School thereof must be made to the Bo	ool Buildings for other than regular schoolwork is under the direct of and of Education on the blank form prescribed for that purpose. T	control of the Board of Education	on. All applications for the very 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
- 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 R 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.
- 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.
- 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. (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 <u>Hamden Board of Education</u> . The fee schedule is available on-line at <a href="https://www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: _	Date:
(Initial)	

	SUSTAIN PLANTS
FSD#	
The second second	

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 COC COURS 19 Guidelines for our
recital. Unatever they may be by our
recital. It we are told to wear
masks, we will do so,
We will set up our andience
by Their rues and the rules of Handen
Middle Schall



### 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 with 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 ad 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,

: ž

**Emily McCann** 

Hamden Public Schools Facilities Department

### **Fee Calculations**

Thur, Fri + Sod

\$0.00

The Dance Connection June 9 10 11 2022

**Processing Fee:** 

\$45

Rent	
Rooms	

	HMS		
Days Fee		Total	
3	\$500.00	\$1,500.00	
	\$250.00	\$0.00	
	\$50.00	\$0.00	
	\$250.00	\$0.00	
	\$150.00	\$0.00	
3	\$200.00	\$600.00	
6	\$75.00	\$450.00	
	\$75.00	\$0.00	
	3	3 \$500.00 \$250.00 \$50.00 \$250.00 \$150.00 3 \$200.00 6 \$75.00	

\$500.00

2 class rooms X 3 Days

**Utilities** 

Field

Fee	Hours	Total	
\$30.00	16.5	\$495.00	

Security (if required)

Fee		Guards	Hours	Total
Mon Sat.	\$31.76	2	7.5	\$476.40
Sunday	\$42.34	2		\$0.00

### **Custodial Services**

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

Sunday	\$60.72	Hours	Total
<del>Ореп</del>	· <del>1</del>		\$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
- □ Additional information needed
  - Does this event recur annually and how long has the vendor been using facilities?

FSD #
g board, amplifiers, speakers and
acted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator

ADDENDUM A – For High School and Middle School Auditoriur (please check your response and fill in when appropriate)	n Events		
Will you need a podium?	Yes □	No ☑	
How many tables will you need? Location:			
How many movable chairs will you need? Location:	0		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □ ad work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 ☑ 1 □	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, microphones will not be available for your use.	Yes □ our sound system i	<b>No ☑</b> including mixing	g board, amplifiers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will not	<b>Yes</b> □ ot be able to do any	<b>No </b> ✓ editing.	
Will you be using our microphones?	Yes □	No ☑	
If yes, # of wireless handheld microphones *Up to two are available at each location	_		
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minim sides of the stage, then 2 stage hands will be needed.	<b>0                                    </b>	<b>2</b> □ I must be contra	acted. If you need contact with both
Will you be using any projections for your event?	Yes □	No ☑	
Will your projections include sound (movies)?	Yes □	No ☑	
Check One:			
☐ We will provide our own person to han	dle the projections	6	
☐ I request that a technician from HPS ha	andle the projectio	ns	OFFICE USE ONLY
			Supervisor
Special requests/Instructions:			Lighting Board Operator
			Sound Operator
			Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
AGS (Initial)			ASM
			Projection Specialist

	-5-5	0.00	ALCOHOLY IV	10000
FSD	#			
1 30	#			2.777

### **Hamden Public Schools**

60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

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

					Date _	5 January, 2022
To the <b>Board of Education</b> :					_	
The undersigned hereby mak	ce applica	ation on behalf of	CAFE PTA			1
		-	(Nan	ne of Orgai	nization)	
as association formed for Church Street School Community Day		(			sion to use the	
		(Event Tit	e)		ioi periiis	sion to use the
(please check the box next to bu	ilding AN		C)			
(produce circuit tire box next to bu	maning Air	10 1001113).				
Hamden High School □	HHS:	□ Auditorium/Blac	Rox/Dressing Rooms	-	Equipment I	Needed:
aacii ingii ociiooi 🖂		☐ Gymnasium	C DOW DIESSING ROOMS	5	Equipment	veeueu.
Hamden Middle School □		□ C107				
Hamiden Wildale School		☐ Cafeteria				See Addendum A and
		☐ Classroom			return with	this form.
			ol ( <mark>please circle optio</mark>	n)		
Elementary Schools:		= Attrictic Field/10	or (prease circle option	11)	Elementary	Schoole
Bear Path 🗆	HMS:	☐ Auditorium			Licinentary	Schools.
Church Street 🗹		☐ Gymnasium			□ <b>-</b>	
Dunbar Hill 🗆		☐ Cafeteria			Li Tables (ho	ow many)
Helen Street □		☐ Classroom			Li Chairs (ho	w many)
Ridge Hill □		☐ Music/Band Rooi	n		☑ Other Nee	eds: bathroom access
Shepherd Glen□		<b>—</b> (Masic) Baria (100)	11			
Spring Glen □	Element	ary Schools:				
West Woods □		☐ Gymnasium				
		☑ Cafeteria				
Wintergreen □		☐ Classroom				
EVENT IN	EODMAT	ION	the state of the s		DELLEADOAL	/ DDED AD ATION
*If multiple dates, please indicate clearly in					REHEARSAL	/ PREPARATION
in multiple dates, please mulcate cleany in	iormation to	each date			D-4-	T: (F = 5)
Date Arrival Time	E.	ont Times - Fuel	T:	N/A	Date	Time (From/To)
April 9 9.30 am			Time	N/A		
7-pin 5 9.50 am		am 3 pm	<del></del>			
	_					
				How many	people will atte	nd the rehearsal?
Number of Performers/Presenters:						
Number of Ferformers/Fresenters.				Will your e	vent require set	up? Yes □ No □
Anticipated Attended 40						
Anticipated Attendance: 40			If yes, whe	en do you plan to	set up?	
Admission Charge: none						
Admission Charge: none	· · · · · · · · · · · · · · · · · · ·					
Porcentage of Hemden Desferre	. 1000/					
Percentage of Hamden Performers	;_100%	<del></del>	`			

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

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FSD#			
L2D #			
The second	 	_	-

PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
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.
	DIN EC AND DECUM ATIONS		25400

### 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.
- 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.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We <u>cannot</u> 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. 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 <a href="Hamden Board of Education">Hamden Board of Education</a>. The fee schedule is available on-line at <a href="https://www.hamden.org">www.hamden.org</a>, or by contacting the Facilities Department at (203) 407-2207.

Approved by	Board of Education:	Date:_
AGS	(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)

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 equiped 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:	
X 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	РТА
	(Also list any Employee Benefit Plan(s) included as Insureds)
Mailing Address: 95 Ch	urch 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: Es alla J

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)

auinnipiac Dance
5/6+5/7

### **Building Use Checklist**



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

FSD	#		
. 00	"		0.00

### **Hamden Public Schools**

60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

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

To the <b>Board of Education</b> :				Da	te
The undersigned hereby ma	ko annlio	ention on habelf of Outputs	Dansa (	O	
The undersigned hereby ma	ive applic		ac Dance	<u>ompar</u>	ıy
as association formed for			(Name of Orga	nization)	
as association formed for	Jinnipiad	Dance Company Spring Sh	owcase 2022	tor peri	nission to use the
bloom should the house set to be		(Event Title)			
please check the box next to b	ullaing Al	ND rooms):			
Hamden High School	HHS:	Auditorium/Black Box/Dressing R	ooms	Equipme	nt Needed:
		☐ Gymnasium	30,113		
Hamden Middle School		□ C107		ппс/пи	IS: See Addendum A and
		☐ Cafeteria			
		☐ Classroom		return w	vith this form.
Elementary Schools:		☐ Athletic Field/Pool (please circle o	option)		
Bear Path				Element	ary Schools:
Church Street □	HMS:	☐ Auditorium			
Dunbar Hill		☐ Gymnasium		☐ Tables	(how many)
		☐ Cafeteria		☐ Chairs	(how many)
Helen Street □		☐ Classroom		□ Other	Needs:
Ridge Hill □		☐ Music/Band Room		_ 0 11101	
Shepherd Glen□					
Spring Glen □	Elemen	tary Schools:			
West Woods □		Gymnasium			
Wintergreen □		□ Cafeteria			
		☐ Classroom			
EVENT I	NFORMA	TION		REHEAD	SAL / PREPARATION
*If multiple dates, please indicate clearly				KEHEAN	BALT FREPARATION
maisure dates, prease maisure deally	intonnauon n	or cach date		Date	Time (From/Te)
Date Arrival Time	F	vent Time End Time			Time (From/To)
					5:30 p.m. to 11:00 p.m.
05/07/20225:30 p.m.		7:07 p.m10:30 p.m.			
	_			-	
y	_		How many	reonle will	attend the rehearsal? at most 30
			1 low many	heobie Mili	attenu tile reliearsair at most 30
Number of Performers/Presenters	s: 25-30 d	dancers	Will your o	wont roquiro	set up? Yes   No □
			vviii your e	veni require	set up? Yes  ■ No □
Anticipated Attendance:1	00 people		If yes, whe	en do vou pla	in to set up?
	, ,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				4:00 p.m. by the showcase
Admission Charge: \$5 dollars. Fi	ree for OL	J students	coordi	nator and a	few select members of the
3			Cooldi		company.
Percentage of Hamden Performe	rs: (	0			zompony.
			1		

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

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ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes □	No 🖨	
How many tables will you need? _ 1 _ Location: _ Hailway of	entrance	<del></del>	
How many movable chairs will you need? _ 0 Location:	_		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes 🗍 d work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🖨	
Will you need sound for your event?  *You may bring in your own sound for the event. If you choose that option, of microphones will not be available for your use.	Yes our sound system in	<b>No</b> □ cluding mixing board, amplifi	ers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes 🗍 t be able to do any	No □ editing.	
Will you be using our microphones?	Yes 🗍	No □	
If yes, # of wireless handheld microphones2  *Up to two are available at each location	_		
If yes, # of wired handheld microphones0 *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimusides of the stage, then 2 stage hands will be needed.	0 □ 1 □ um of 1 stage hand	2 🖨 nust be contracted. If you ne	ed contact with both
Will you be using any projections for your event?	Yes 🗐	No □	
Will your projections include sound (movies)?	Yes 📵	No □	
Check One:			
☐ We will provide our own person to hand	le the projections		
I request that a technician from HPS har	ndle the projection	OFFICE USE O	NLY
		Supervis	or
Special requests/Instructions: _If possible, we would like to have technicia	ns who are well tr	Lighting	Board Operator
At our last showcase, there were many problems with the lighting and it would be great to have technicians who understand the lighting and s	l sound, so if poss	ble Sound O	perator
	ound set up.	Spotlight	1
		Spotlight	2
**A technical supervisor will contact you to verify all requests		SM	
KB (Initial)		ASM	
		Drajactic	2 Specialist

FSD	)#		

PRINT names of applicants.			
Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Krista Birong	210 Greene Avenue, Sayville, NY 11782	(631)601-3280	kristabirong@gmail.com
Jenna Coppola	39 Dahlia Street, Staten Island, NY 10312	(917)833-4826	jennacopa@yahoo.com
Nicole Ribaudo	4463 Whitney Avenue, Hamden, CT 06518	(631)416-4505	nvribaudo@quinnipiac.ed
	RULES AND REGULATIONS		3513R
Fo	or the Use of the Hamden Public School Buildings for Other Than F	Regular School Purposes	
use thereof must be made to t	c School Buildings for other than regular schoolwork is under the direct the Board of Education on the blank form prescribed for that purpose. In the building is to be used and must be signed by three responsible purpose.	The application must state i	in every detail the purpose and
representative. This appointe in accordance with the Rules a	of any building has been granted the Board will appoint a <b>custodian an</b> e is to supervise the meeting and enforce the Rules and Regulations of and Regulations. Custodian(s) will report a minimum of <b>one-half hour</b> are will be a minimum charge of three hours of custodial coverage for an	the Board with power to cl before scheduled time and	ose the meeting if it is not held
If police attendance is necessare attendance and give the Police	ary (to be determined by the Administration), the persons in charge of the Permit Number to the Board of Education.	he event will be <b>required</b> to	provide such police
The building is to be used only building prior to the time stipul	y on the date specified and for the purpose named in the permit. Nobod lated in this contract. Setup and rehearsal time must be reflected on the	y from the renting organiza application.	ition will be allowed to enter the
<ol> <li>A permit can be canceled with sole judge of such violation. In event.</li> </ol>	hout notice provided its provisions or intent are violated in any way, and a addition, the Board of Education reserves the right to cancel a permit s	the Board of Education or should a school function be	its representatives shall be the in conflict with the permitted
6. A permit is not transferable.			
7. A permit is not valid unless sig	ned by the Superintendent or his/her designee.		
8. <u>No food or refreshments</u> are gymnasium, auditorium or poo	to be served or eaten on the premise, unless specifically mentioned in ol. Violation of this provision may result in immediate revocation o	contract. Food or drink is f the permit and is groun	s not to be brought into ds for future denials.
When use of a kitchen is requi will be needed. If a cafeteria w	ired, details must be worked out in consultation with the food services coorker is needed, the permittee will be responsible for the cost.	ontractor, who will determine	ne whether a cafeteria worker
10. When use of Audio Visual or T school) or the building media s	elevision equipment is needed, details must be worked out in consultate specialist (elementary schools). If it is determined a technician is needer	tion with the Director of Finds, the permittee will be resp	e Arts (high school and middle consible for the cost.
Director of Fine Arts. Only train	nclude use of theatrical lighting or sound equipment. If needed, use of ned school-appointed technicians will be able to use stage technology of the high school or middle school auditoriums, you must fill out Addence	equipment. Costs for these	services will be invoiced after
12. A statement of insurance to co	over loss or damage to equipment must be presented to the Superintend	dent prior to approval (Boa	rd Policy #1330.2)
13. We <u>cannot</u> reserve any date(s	s) before receipt of this application. Therefore, return this application as	s soon as possible.	
14. Requestor(s) must comply with rental statusKB(Please	n the State of CT and/or CIAC opening guideline requirements and mus Initial)	t ensure compliance durinç	g event or risk losing future
	ne above rules and regulations set forth by the Hamden Bo	ard of Education:	
(Signature)			
technical services fees will be billed.	olication will be reflected on a "calculation sheet" and invoice that you verse separately. These charges are to be paid, by check or money order, to the fig. or by contacting the Facilities Department at (203) 407-2207.	will receive once the usage he <u>Hamden Board of Educ</u>	is approved; lighting and ation. The fee schedule is
	Date:		
KB (Initial)			

FSD#	SD#
------	-----

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.

\$25 per hour	
	Lighting/Sound Technician
\$15 per hour	Student Technician
\$65 per hour	Lighting Supervisor
\$50 per day	LCD Projector Usage
\$100 per day	Piano Usage (only with permission of Fine Arts Director)
\$45 per hour	Lighting System Usage (performance or rehearsal day)
\$25 per hour	Sound System Usage (performance or rehearsal day)
\$45	Lighting System Usage (performance or rehearsal day) Sound System Usage (performance or rehearsal day)

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

		ROOM RENTAL FEES	TAL FEES	_
		GROUP I, II, III	GROUP IV	
				_
	Auditorium (Capacity 600)	\$0	\$500/day	
	Black Box	\$0	\$250/day	
	Dressing Rooms	\$0	\$50/day	
_	Gymnasium	\$0\$	\$250/day	
_	C107	\$0	\$150/day	
	Cafeteria	\$0	\$200/day	
	Classroom	0\$	\$75/day	
	Auditorium (Capacity 550)	\$0	\$500/dav	
_	Gymnasium	\$0	\$250/day	
$\overline{}$	Cafeteria	\$0	\$200/day	
0	Classroom	0\$	\$75/day	
~	Auditorium	0\$	\$150/day	
0	Gymnasium	\$0	\$150/day	
0	Cafeteria	\$0	\$125/day	
v	Classroom	\$0	\$75/day	

### Custodian Fees 1:

Time and one-half \$45.54 per hour Monday – Saturday

Double Time \$60.72 per hour Sunday and Holidays

## Security Fees<sup>2</sup>:

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 hou

<sup>1</sup> Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

<sup>2</sup> Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

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

### **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		<del>\$0.00</del>

### **Custodial Services**

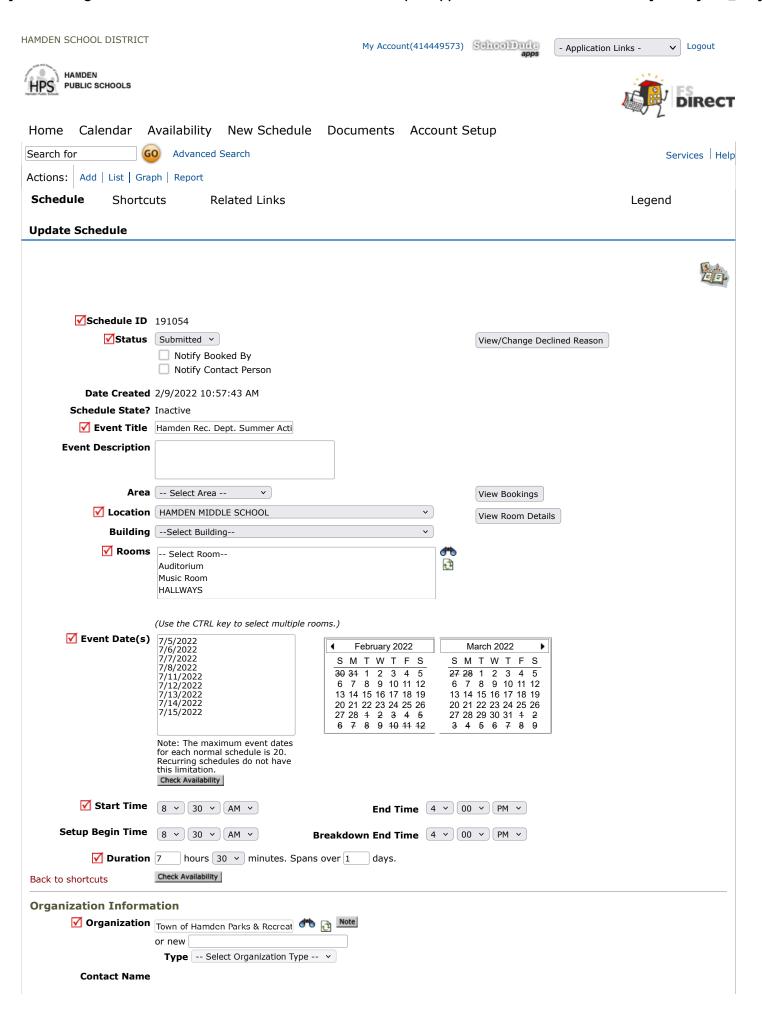
Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	10.5	\$956.34
Clean up	2	2	\$182.16

Sunday	\$ <del>60.72</del>	Hours	Total
<del>Open</del>	1		\$0.00
Event	1		\$0.00
Clean up	2	· · · · · · · · · · · · · · · · · · ·	\$0.00

**TOTAL OF FEES:** 

\$2,955.20

Facility Scheduling



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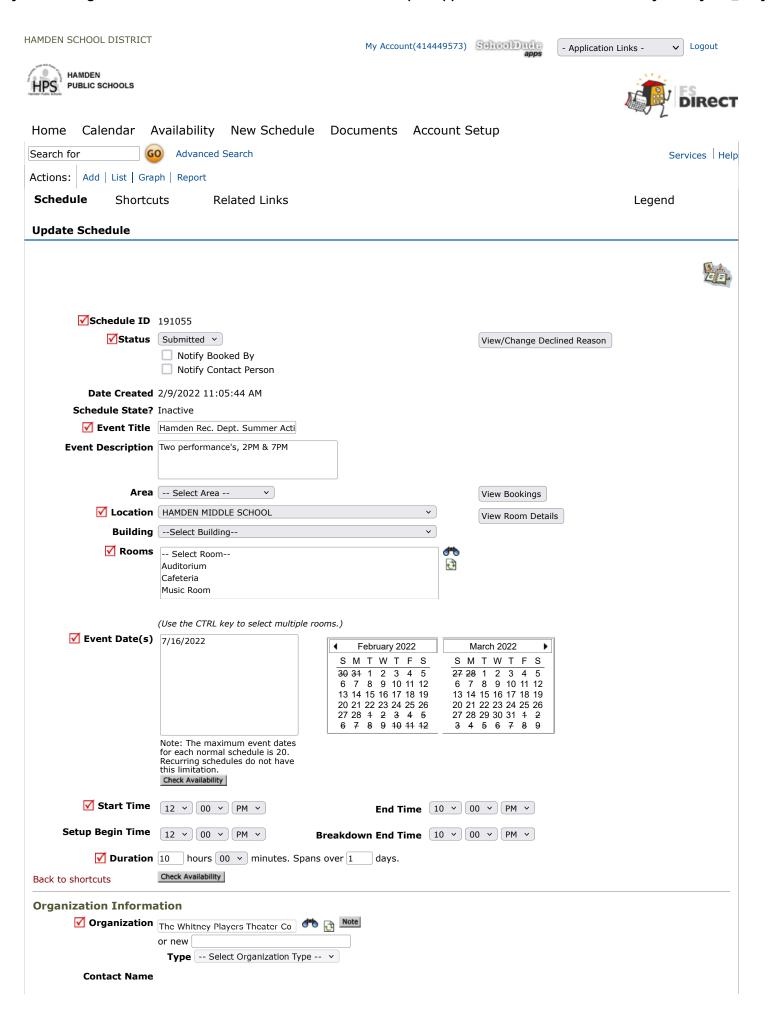
	Select Contact Name v			
	First Name	Last Name		
	Laura	Luzzi		
	Email	] <b></b>	Day-Time Phone	
	lluzzi@hamden.com	M Email	2036719416	
	Evening Phone		Cellular Phone	
Billing Address	2750 Dixwell Ave, Town of Hamd Town of Hamden	en		
	Use Organization Billing Ad	dress		
FEIN	Sa	les Tax Exemption No.		
	☐ Yes, add this contact to the	e organization's contact list.		
Invoice Type?	O Charge back O Payment	t 🧿 No charge		
Responsible for Billing	Select Assignee v			
	Yes, invoices or usages fe	es have been generated.		
Billing Comments				
Budget	Select Budget Account	Charge backs requires a bud	get code.	
Document Number	(e.g. co	ntract or permit number)		
PO Number				
Back to shortcuts				
Insurance Information	on			
Company				
Company Policy No				
Coverage				
Coverage Dates	То			
	_	ord with above insurance informatio	-	
	ies, update organization reco	ord with above insurance information		
-				
Setup Requirements				
Note: Tasks already generated	d for events will not reflect change  Required Maintenance Serv		Service description	
	Audio/Visual	ices	Service description	
	Audio/ Visual			
	Custodial			
	☐ Event Setup			
	☐ Security			
Dantal Danier				+ Add Rental Request
Rental Requests				· Aud Nemai Request
No Rental Request defined.				
Number Attending				
Number of Adults				
Number of Children				
Back to shortcuts				
Number of extra chairs				
Number of parking spaces				
Other Needs				
Booked by	First Name Last	: Name		
	Laura			

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	<b>Emai</b> Iluzzi(	<b>l</b> @hamden.com				
Current Rou	te To Emily	McCann				
			Calast Davits To			
	Note: Lo	Route to Next:		automatically route the next person	defined in the routing system.	
Approva	Note					
Event Visi	bility 🔽 Ye	es, this is a schedul	e of public events			
Inactive Sch	edule 🧿					
Pending Sche	dule? O A	.dd/Update Pending R	eason			
		ending Expiration D		•		
Activate Sche						
Back to shortcuts	Save	Reset				
Approval Proces	s					
Date Approved		Approved By		Note		
No Approval Process	on record.					
Pending Reason	s					
Delete Pending Re				Date Entered	Entered By	
No Pending Reason of				Dato Lincioa	Zinoida Zy	
Events						
<b>Event Start Date</b>	Event End	Date		Alternate E	vent	
		Lo	ocation	Event Start Date	<b>Event End Date</b>	
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 Numbe	r	Status	Date Invoiced	Invoice Amount	Balance	
No Invoices on record		Otatao	Date inveneda	involoc Amount	Balalloo	
Payments						Add New Payment
Invoice Numl	oer	Date Paid	Check Number	Pay	у Ву	Amount
No Payments on reco	rd.					
Work Order Cos	ts					
Work Order # No Transactions on re	Transaction 1	⊽pe	Transac	tion Description	Transaction Date	Costs
File Attachment	S					Add New File
Delete	Date	Submitted By		Description	Filename	Size
No attachments						
(No limit on number	of files attac	hed. Total size of al	uploaded files mu	st be less than 5MB)		

3 of 4 2/9/2022, 11:09 AM

Facility Scheduling



1 of 4 2/9/2022, 11:10 AM

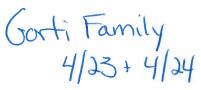
	Select Contact Name v		
	First Name Last Name		
	Cindy		
	Email	Day-Time Phone	
	cindysdevoe@comcast.net>	203-281-6007	
	<b>Evening Phone</b> 203-281-6007	Cellular Phone	
Billing Address	26 West Helen Street Hamden, CT		
	Use Organization Billing Address		
FEIN	Sales Tax Exe	mption No.	
	☐ Yes, add this contact to the organization	n's contact list.	
Invoice Type?	O Charge back	rge	
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 pe	rmit number)	
PO Number			
Back to shortcuts			
Insurance Information	on		
Company			
Company Policy No			
Coverage			
Coverage Dates	То		
coverage bates			
	Yes, update organization record with above	insurance information.	
Setup Requirements			
Note: Tasks already generated	for events will not reflect changes in service de		
	Required Maintenance Services	Service description	
	Audio/Visual		
	Custodial		
	- French Cobins		
	☐ Event Setup		
	☐ Security		
		,	
Rental Requests			+ Add Rental Request
No Rental Request defined.			
Number Attending			
Number of Adults			
Number of Children			
Back to shortcuts			
Number of extra chairs			
Number of parking spaces			
Other Needs			
Booked by	First Name Last Name		
ĺ	Laura Luzzi		

2 of 4 2/9/2022, 11:10 AM

	Email Iluzzi@hamden.com				
Current Route To	Emily McCann				
Approve?		Salact Pauta To			
	Note: Leave 'Route to Next' bla	Select Route To v	utomatically route the next pers	son defined in the routing system.	
Approval Note					
	Yes, this is a schedu	le of public events			
Inactive Schedule	•				
Pending Schedule?	Add/Update Pending	Reason			
	Pending Expiration D	Pate			
Activate Schedule?	0				
Back to shortcuts	Save Reset				
Approval Process					
Date Approved	Approved By	1	Note		
No Approval Process on reco					
Pending Reasons					
Delete Pending Reason			Date Entered	Entered By	
No Pending Reason on recor	<sup>-</sup> d.				
Events					
Event Start Date Eve	ent End Date		Alterna	te Event	
7/16/2022 7/16	L 5/2022	ocation E	Event Start Date	Event End Date	
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.	Date Faiu	Check Number		гау Бу	Amount
Work Order Costs					
Work Order # Transa	action Type	Transactio	n Description	Transaction Date	Costs
No Transactions on record.					
File Attachments					Add New File
Delete Date	Submitted By	,	Description	Filename	Size
No attachments	. Gushiitted By		Bescription	i nename	0120
(No limit on number of file	s attached. Total size of a	II uploaded files must	be less than 5MB)		
		•	-		
Legend					
		1		1	
		<b>☑</b> Requ	ired Information		
		🔀 Insu	rance Expired		
		ctrl+MShor	tcut menu		
	Home Calenda	r Availability Ne	ew Schedule Documer	its Account Setup	

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### **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

Additional information needed

O Does this event recur annually and how long has the vendor been

using facilities?

environt-hasha	-		**************************************	7
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 <u>SIX MONTHS</u> before the event date.

					Date 2-17-2027
To the Board of Education:					
The undersigned hereby	make applica	ation on behalf o	of GORTI	FAm	
		• (	(Na	me of Orga	nization)
as association formed for A	MIAU	GORTI 3	ARANGETKI	AW .	nization) for permission to use the
		(Event	Title)		
(please check the box next to	building Af	ND rooms):			
Hamden High School □	HHS:		Black Box/Dressing Room	ns	Equipment Needed:
		☐ Gymnasium			
Hamden Middle School		□ C107			HHS/HMS: See Addendum A and
		☐ Cafeteria			return with this form.
		☐ Classroom	Mari dalaman minuta mass		
Elementary Schools:		LI Athletic Held	/Pool (please circle opti	on)	Elementary Schools:
Bear Path 🗆	HMS:	Auditorium			Liementary Schools.
Church Street □	11110.	☐ Gymnasium			☐ Tables (how many)
Dunbar Hill 🗆					☐ Chairs (how many)
Helen Street □		LI Classroom	FOR COSTUME C	Muse	Other Needs:
Ridge Hill 🗆		☐ Music/Band F	Room		Li Other Reeds,
Shepherd Glen□					
Spring Glen □	Elemen	tary Schools:			
West Woods □		☐ Gymnasium			
Wintergreen □		☐ Cafeteria ☐ Classroom			
		Li Classroom			
D/EU	T INFORMAT	TON			REHEARSAL / PREPARATION
If multiple dates, please indicate clea					NEUCONONE / FREE ABATTON
it multiple dates, pesse indicate des	ary micrimation is	or each date			Date Time (From/To)
Date Arrival Tir	ne Fr	vent Time 6	End Time	A-23-	-22 4.00pm-10.00pm
4-24-22 8.000			0.00pm		
				How man	y people will attend the rehearsal? 15
Number of Performers/Presen				Will your	event require set up? Yes \$ No
Anticipated Attendance:	150 p	eople		If yes, wh	en do you plan to set up?
Admission Charge:	MD CH	ARGE			4.00 pm - 10.00 pm.
Percentage of Hamden Perfor	mers: 10	0%			

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



FSD #
board, amplifiers, speakers and
ncted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator
Sound Operator
Spotlight 1
Spotlight 2

(please check your response and fill in when appropriate)			
Will you need a podium?	Yes X	No □	
How many tables will you need? 20 Location: Cafe  How many movable chairs will you need? 35 Location: C	teria		
How many movable chairs will you need? 35 Location:	a feteria		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead.	Yes to ad work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 10	2 10/4	
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option microphones will not be available for your use.	Yes X , our sound system	No □ including mixid	ng board, amplifiers, speakers and
Will you need us to play music during your event: "Must be on a single CD or USB stick in the correct order. Note: We will re	Yes X not be able to do an	No 🗆 ny editing.	
Will you be using our microphones?	Yes X	No □	
If yes, # of wireless handheld microphones	<del></del>		
if yes, # of wired handheld microphones			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager I Hands provided by us?  *Note: If you plan to have curtains open/close or anything flown in, a minimal sides of the stage, then 2 stage hands will be needed.	0°FL 1 □ num of 1 stage har		tracted. If you need contact with both
*Note: If you plan to have curtains open/close or anything flown in, a minir			tracted. If you need contact with both
*Note: If you plan to have curtains open/close or anything flown in, a minir sides of the stage, then 2 stage hands will be needed.	num of Stage har	nd must be con	tracted. If you need contact with both
*Note: If you plan to have curtains open/close or anything flown in, a minir sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?	num of stage har	nd must be com	tracted. If you need contact with both
*Note: If you plan to have curtains open/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:	Yes Ki	No 🗆	tracted. If you need contact with both
*Note: If you plan to have curtains open/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:	Yes X Yes X	No 🗆	tracted. If you need contact with both  OFFICE USE ONLY
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:	Yes X Yes X	No 🗆	
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:	Yes X Yes X	No 🗆	OFFICE USE ONLY
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:  We will provide our own person to have the property of the provide our own person to have the provide our own person to hav	Yes X Yes X	No 🗆	OFFICE USE ONLY Supervisor
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:  We will provide our own person to have the property of the provide our own person to have the provide our own person to hav	Yes X Yes X	No 🗆	OFFICE USE ONLY  Supervisor Lighting Board Operator
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:  We will provide our own person to have the property of the provide our own person to have the provide our own person to hav	Yes X Yes X	No 🗆	OFFICE USE ONLY  Supervisor  Lighting Board Operator  Sound Operator
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:  We will provide our own person to hand the provide our own person to hand the provide our own hand the	Yes X Yes X	No 🗆	OFFICE USE ONLY  Supervisor  Lighting Board Operator  Sound Operator  Spotlight 1
*Note: If you plan to have curtains oper/close or anything flown in, a minin sides of the stage, then 2 stage hands will be needed.  Will you be using any projections for your event?  Will your projections include sound (movies)?  Check One:  We will provide our own person to hat a request that a technician from HPS in Special requests/instructions:	Yes X Yes X	No 🗆	OFFICE USE ONLY  Supervisor  Lighting Board Operator  Sound Operator  Spotlight 1  Spotlight 2

he Hamden Public School hust be made to the Boar activity for which the buil rty arising from such use ssion for the use of any bi e. This appointee is to se e with the Rules and Reg use of event. There will be adance is necessary (to be and give the Police Permit is to be used only on the to the time stipulated in the	Address (Number, Street, Town, Zip)  3 NATURE TRAIL  RULES AND REGULATIONS  RULES AND REGULATIONS  Buildings for other than regular schoolwork is under the dof Education on the blank form prescribed for that puilding is to be used and must be signed by three reaportuilding has been granted the Board will appoint a custo upervise the meeting and enforce the Rules and Regularizations. Custodian(s) will report a minimum of one-hase a minimum charge of three hours of custodial coverage determined by the Administration), the persons in chart Number to the Board of Education.  date specified and for the purpose named in the permit this contract. Setup and rehearsal time must be reflected ince provided its provisions or intent are violated in any win, the Board of Education reserves the right to cancel a	203843883 660 S.878769 2038228009 Than Regular School Purposes edirect control of the Board of Educations. The application must state in eatible persons, who will be held respond to a store of the Board with power to close if hour before scheduled time and refer any event.  Inge of the event will be required to provide the application.  Nobody from the renting organization of the application.	overy detail the purpose and onsible for any damage or ct as its personal or the meeting if it is not held main a minimum of one-hall rovide such police in will be allowed to enter the representatives shall be the
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he Hamden Public School hust be made to the Boar activity for which the buil rty arising from such use ssion for the use of any bi e. This appointee is to se e with the Rules and Reg use of event. There will be adance is necessary (to be and give the Police Permit is to be used only on the to the time stipulated in the	Buildings for other than regular schoolwork is under the dof Education on the blank form prescribed for that pulding is to be used and must be signed by three respectively the present of the Board will appoint a custo supervise the meeting and enforce the Rules and Regularitions. Custodian(s) will report a minimum of one-had a minimum charge of three hours of custodial coverage determined by the Administration), the persons in chart Number to the Board of Education.  I date specified and for the purpose named in the permit this contract. Setup and rehearsal time must be reflected provided its provisions or intent are violated in any visions.	e direct control of the Board of Educations. The application must state in estible persons, who will be held responded an and/or security personnel to a stions of the Board with power to close if hour before scheduled time and refer any event.  Nobody from the renting organization on the application.	overy detail the purpose and onsible for any damage or ct as its personal or the meeting if it is not held main a minimum of one-hall rovide such police in will be allowed to enter the representatives shall be the
nust be made to the Boar activity for which the built rty arising from such use sion for the use of any bre. This appointee is to se with the Rules and Regase of event. There will build and give the Police Permit is to be used only on the to the time stipulated in the canceled without not	nd of Education on the blank form prescribed for that pulding is to be used and must be signed by three reaper uilding has been granted the Board will appoint a custo upervise the meeting and enforce the Rules and Regulations. Custodian(s) will report a minimum of one-had a minimum charge of three hours of custodial coverage determined by the Administration), the persons in chart Number to the Board of Education.  In the permit this contract. Setup and rehearsal time must be reflected provided its provisions or intent are violated in any visions.	pose. The application must state in esible persons, who will be held responded an and/or security personnel to a stions of the Board with power to close if hour before scheduled time and refer any event.  The person of the event will be required to provide the event will be required to provide the application.  The provided the event will be required to provide a policition.	overy detail the purpose and onsible for any damage or ct as its personal or the meeting if it is not held main a minimum of one-hall rovide such police in will be allowed to enter the representatives shall be the
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and give the Police Permit is to be used only on the to the time stipulated in the be canceled without not	Number to the Board of Education.  date specified and for the purpose named in the permit this contract. Setup and rehearsal time must be reflecte ice provided its provisions or intent are violated in any v	Nobody from the renting organization on the application.  Year, and the Board of Education or its	n will be allowed to enter the representatives shall be the
to the time stipulated in the canceled without not	this contract. Setup and rehearsal time must be reflecte ice provided its provisions or intent are violated in any v	d on the application. ray, and the Board of Education or its	representatives shall be the
be canceled without not such violation. In addition	ice provided its provisions or intent are violated in any v n, the Board of Education reserves the right to cancel a	ray, and the Board of Education or its permit should a school function be in	representatives shall be the
			counter with the benuithed
ot transferable.			
at valid unless signed by	the Superintendent or his/her designee.		
ofreshments are to be sauditorium or pool. Viola	erved or eaten on the premise, unless specifically ment tion of this provision may result in immediate revo	oned in contract. <u>Food or drink is ne</u>	ot to be brought into for future denials.
a kitchen is required, det d. If a cefeteria worker is	ails must be worked out in consultation with the food se needed, the permittee will be responsible for the cost.	rvices contractor, who will determine	whether a cafeteria worker
	n equipment is needed, details must be worked out in out (elementary schools). If it is determined a technician it		
ne Arts. Only trained sch		nology equipment. Costs for these ser	rvices will be invoiced after
of insurance to cover loss	or damage to equipment must be presented to the Su	perintendent prior to approval (Board I	Policy #1330.2)
eserve any date(s) before	e receipt of this application. Therefore, return this applic	pation as soon as possible.	
must comply with the Str A2 (Please Initial)	ate of CT and/or CIAC opening guideline requirements	and must ensure compliance during e	vent or risk losing future
l agragatile the sha	ve rules and regulations set forth by the Ham	den Board of Education:	
AD VIE de			
2	ompleted. If using the high insurance to cover loss eserve any date(s) before must comply with the St. (Please Initial)	ompleted. If using the high school or middle school auditoriums, you must fill out if insurance to cover loss or damage to equipment must be presented to the Supplement and date(s) before receipt of this application. Therefore, return this application must comply with the State of CT and/or CIAC opening guideline requirements and comply with the state of CT and/or CIAC opening guideline requirements and comply with the above rules and regulations set forth by the Hammark CO2-17-20-2	ne Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these secondleted. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technicians are to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board I eserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.  In the state of CT and/or CIAC opening guideline requirements and must ensure compliance during experience initial.  I agrees with the above rules and regulations set forth by the Hamden Board of Education:  O 2 1 7 20 20

	FSD #
Please describe how you plan to comply with the state and CDC Covid-19 guidelines for you the plan for audience (capacity, seating, entry and exit) as well as performers on stage and distancing, etc). We must have this information before the Board will consider your requeryou may attach a separate document with your protocols)	back stage (masks, social
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 \$45

**Processing Fee:** 

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)	TAXONOM DA	\$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		\$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

	3/27
Event Information sheet	-, .
Addendum A	
Rules and Regulations signed	
Complete COVID protocols (details needed)	
Fee Calculations	
<ul> <li>Rent</li> </ul>	
<ul> <li>Utilities</li> </ul>	
<ul> <li>Security (for times when public is there)</li> </ul>	
<ul> <li>Custodial Services</li> </ul>	
Copy of insurance certificate	
Additional information needed	
<ul> <li>Does this event recur annually and how long has the vusing facilities?</li> </ul>	endor been

FSD	#

### **Hamden Public Schools**

60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

70 ( 2:07)	HOW FOR GOT OF SOLIOOF BUILDI	NG
Applications MUST be fil	led at least SIX WEEKS before the day for	r which it is made.
Tentative approval, subject to revocation at BOE dis	cretion. Application will not be ac	ccepted prior to SIX MONTHS before the
	event date.	
		Date 2 17 22
To the Board of Education:		
The undersigned hereby make application on be	half of GAOCT	sol(c) certificate)
the anacisigned hereby make application on be	mail of Color	JUICE GANTROLE
	(Name of Org	-
as association formed for Culture	al Event	for permission to use the
	ivent Title)	
Please check the box next to the rooms you are req	uesting. The rooms available for use	are listed under their location.
Hamden High School		Equipment Needed:
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary Schools:	
☐ Gymnasium	Bear Path □	ture ture e. c. adddoaad
□ C107		HHS/HMS: See Addendum A and
☐ Caleteria	Church Street □	return with this form.
Classroom	Dunbar Hill 🗆	
□ Athletic Field	Helen Street □	Flomentany Schooles
Z Attrictic field	Ridge Hill 🗆	Elementary Schools:
Harrie Advist of the	Shepherd Glen□	
Hamden Middle School	Spring Glen □	☐ Tables (how many)
Auditorium	West Woods □	☐ Chairs (how many)
Gymnasium		Other Needs:
☐ Cafeteria	Wintergreen □	
Classroom (2) For changing Music/Band Room (Boys Kirls)	Li Cafeteria	
☐ Music/Band Room	Li Classroom	
(Royelking)	☐Gymnasium	
Central Office		
☐ Gymnasium		
☐Board Room		
□Room 101		EVENT INFORMATION
		cate clearly information for each date
REHEARSAL / PREPARATION		,
	Date Arr	ival Time Event Time End Time
Date Time (From/To)		NOON 3-6 PM 8: 6 PM
3127122 12-3 PM	1	THE PARTY OF THE P
How many people will attend the rehearsal?	Number of Performers	Presenters: 120
How many people will attend the remedisari	Number of Performers	riesemers
Lucii Vanda Van Ma		: 225 (Total)
Will your event require set up? Yes No	☐ Anticipated Attendance	223 (101901)
N		4
If yes, when do you plan to set up?	Admission Charge:	Φ
Stage Deloration		
seating Horomon	Percentage of Hamder	Performers:
Light Round Held	ang	
Dreg of Lin		
THE STATE		

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.

R (Initial)

			FSD #
ADDENDUM A – For High School and Middle School Auditorium Explease check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes 🗷	No □	
How many tables will you need? 2 Location: Location	4	_	
How many movable chairs will you need? S Location: Lobb	y CA+ +	net	ables)
Will you need stage lighting for your event? "If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes X vork lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 1 1 0	2)	
Will you need sound for your event?  "You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes Xi r sound system inc	No □ luding mixing	board, amplifiers, speakers and
Will you need us to play music during your event: "Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes  oe able to do any ed	No O	
Will you be using our microphones?	Yes D	No □	
If yes, # of wireless handheld microphones *Up to two are available at each location			
If yes, # of wired handheld microphones *Up to six are available at each location			
if yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 1 □ n of 1 stage hand π	2 □ oust be contra	cted. If you need contact with both
Will you be using any projections for your event?	Yes	No 🗆	
Will your projections include sound (movies)?	Yes Ki	No □	
Check One:	,		
We will provide our own person to handle	e the projections		
☐ I request that a technician from HPS han	dle the projection	s	OFFICE USE ONLY
,			Supervisor
Out of the second floods with one			Lighting Board Operator
Special requests/Instructions:			Sound Operator
			Spotlight 1
			Spotlight 2
MARK to be a second			SM
**A technical supervisor will contact you to verify all requests			ASM
(initial)			Projection Specialist

PRINT names of applicants. Contact Name  Address (Number, Street, Town, Zlp)  Telephone  Email Address  Ronakshall  Gentral Ave Haven 203-907-7578 Ronakshall  gracil, C  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)  B'setup a table at the entrance And 2  free pla will be at the table to check the temperaturer by thermo meter Will provid a Face Mask and hand Sanitizer Plum P will be placed at the table helper entry at the building.  Half (50%) Composity to follow social distances keep Space by leaving 1 seating empty between 2 chairs.	
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)  Befup a table at the entrance And 2  feeple will be at the table to cheek the temperaturer by thermo meter Will provid a face Mask and hand Sanitizer Pump will be placed at the table before entry at the building.  Half [50].) Composity to follow Social dispance	
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FSD#_	
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### **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.

- 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
- 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.
- 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)
	ave read and agree with the above rules and regulations set forth by the Hamden Board of Education:  (Date)
tec	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 halcal services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule ilable on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.
Ap	proved by Board of Education: Dale:

(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.

after school tutoring, summer school programs, professional development, etc. Group 1 Official Town organizations and agencies such as Parks & Recreations, Mayor's Organizations that carry out Board of Education sponsored activities such as activities are conducted for the benefit of children such as PTA, PTSO, etc., Office, Legislative Council, Registrar of Voters, etc.; Organizations whose

Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations Group II Civic organizations for the benefit of Hamden residents that carry out official sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.

are unrelated to school children or education, such as : Women's and men's service Group III Hamden-based community organizations and non-profit groups whose activities 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 II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is Group IV -- Rental fees, utilities, direct labor costs and technical fees Group III - Utilities, direct labor costs and technical fees Group II - Direct labor costs and technical fees refundable only if application is denied.

\$15 per hour \$65 per hour \$45 per hour \$100 per day \$25 per hour \$50 per day Plano Usage (only with permission of Fine Arts Director) lighting System Usage (performance or rehearsal day) ound System Usage (performance or rehearsal day) Technical Fees (Sound, Ilkhting, equipment Lighting/Sound Technician LCD Projector Usage Student Technician Jehting Supervisor

Ughting/Sound technicians and Supervisory fees will be billed after event.

\$500/day \$250/day \$250/day \$150/day \$150/day \$150/day \$500/day \$250/day \$200/day \$75/day \$150/day \$150/day \$125/day \$75/day GROUP IV ROOM RENTAL FEES GROUP I, II, III 888888 8888 2222 Auditorium (Capacity 550) uditorium (Capacity 600) **Dressing Rooms** Gymnasium Gymnasium Gymnasium Auditorium Classroom Classroom Classroom Black Box Cafeterla Cafeteria Cafeteria C107 Elementary

\$45.54 per hour Time and one-half Double Time

Custodian Fees1:

Monday - Saturday

\$60.72 per hour Sunday and Holldays \$31.76 per hour Monday - Saturday Time and one-half Security Fees2:

\$42.34 per hour Sunday and Holidays

\$30.00 per hour Utility Fee (Group III & IV)

Double Time

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 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

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

### **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.	<del>\$31.76</del>	2		\$ <del>0.00</del>
Sunday	\$42.34	2	6	\$508.08

### **Custodial Services**

Saturday	<del>\$45.54</del>	Hours	<del>Total</del>
<del>Open</del>	1		\$ <del>0.00</del>
Event	2		<del>\$0.00</del>
Clean up	2		<del>\$0.00</del>

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 Centre 6/19/12

Event Information sheet	6/19/22
Addendum A	•
Rules and Regulations signed	
Complete COVID protocols (details needed)	
Fee Calculations	
o Rent	
<ul> <li>Utilities</li> </ul>	
<ul> <li>Security (for times when public is there)</li> </ul>	
<ul> <li>Custodial Services</li> </ul>	
□ Copy of insurance certificate	
□ Additional information needed	
o Does this event recur annually and how long has the vent using facilities? Vendor has used own	dor been facilities
using facilities? Vendor has used our many times before	

\$45 V3771 2/16/22 Sent

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N-STREET	10	

### **Hamden Public Schools**

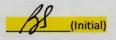
60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made. Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date. To the Board of Education: The undersigned hereby make application on behalf of as association formed for 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. **Equipment Needed: Hamden High School** Auditorium Black Box Dressing Rooms **Elementary Schools:** ☐ Gymnasium Bear Path HHS/HMS: See Addendum A and XC107 Church Street return with this form. ☐ Cafeteria Dunbar Hill ☐ Classroom Helen Street □ **Elementary Schools:** □ Athletic Field Ridge Hill □ Shepherd Glen□ ☐ Tables (how many) Hamden Middle School Spring Glen □ ☐ Chairs (how many) \_\_\_ ☐ Auditorium West Woods ☐ Gymnasium ☐ Other Needs: Wintergreen ☐ Cafeteria ☐ Cafeteria ☐ Classroom ☐ Classroom ☐ Music/Band Room ☐ Gymnasium **Central Office** ☐ Gymnasium ☐Board Room **EVENT INFORMATION** □Room 101 \*If multiple dates, please indicate clearly information for each date REHEARSAL / PREPARATION **Event Time End Time** 3:00 m How many people will attend the rehearsal? 75 Number of Performers/Presenters: Will your event require set up? Yes ₩ No □ Anticipated Attendance: If yes, when do you plan to set up? Admission Charge: at 11:00 anday of 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.

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I JU II	

Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
ETTY SELBERT 2	112 Laura Rd	203.710.8372	
DAVID BOMKE ]	112 haura Rd Handen 06514	bseibert@ches	hire dancecen
ARYN O'TOOLE	to COURT ST, CROMWELL	860.303.4443	
the plan for audience (capacity	to comply with the state and CDC Covid-19 y, seating, entry and exit) as well as perform e this information before the Board will con cument with your protocols)	ners on stage and back stag	e (masks, social
Jee a	attached docum	ent.	
_ We w	ill comply with ere in place Town of Har nden Bd. of Ed.	whatever	
nandates	ere in place	mid-Jone	
by the	- Town of Ha	mden x	
- Han	nden Bd. of Ed	,	
-			



PRINT names of applicants.

### 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

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25000000	THE PLAN

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### **RULES AND REGULATIONS**

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

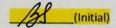
Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district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

- 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 <a href="mailto:three responsible persons">three responsible persons</a>, 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.
- If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. 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.
- 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)

Lotto Dec	bert	egulations set forth by the Hamden Board of	
ignature)	,	(Date)	

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

Approved by Board of Education:	Date:	



FS	D #
C-1 NG	107 ROOMS
board, a	mplifiers, speakers and
cted. If y	rou need contact with both
OFFICE	USE ONLY
	upervisor
Si	
	ghting Board Operator
Li	

ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)			
Will you need a podium?	Yes 💢	No 🗆	
How many tables will you need? 30 Location: LoBY,	BLACK I	BOX & C-107	
Will you need a podium?  How many tables will you need? 30 Location: 48 A  How many movable chairs will you need? 75 Location: AS A	BOVE +	DRESSING ROOMS	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 □ 1)×<	2 🗆	
Will you need sound for your event?  *You may bring in your own sound for the event. If you choose that option, or microphones will not be available for your use.	Yeş 🕱 ur sound system ii	No □ including mixing board, amplifiers, speakers and	
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes 🗷 be able to do any	No □ y editing.	
Will you be using our microphones?	Yes	No □	
If yes, # of wireless handheld microphones	-		
If yes, # of wired handheld microphones/ *Up to six are available at each location			
*Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ m of 1 stage hand	the state of the s	th
Will you be using any projections for your event?	Yes)X	No 🗆	
Will your projections include sound (movies)?	Yes 🕱	No □	
Check One:			
☐ We will provide our own person to hand	le the projections	18	
✓ I request that a technician from HPS han	idle the projection	OFFICE USE ONLY	
		Supervisor	
Special requests/Instructions: not yet certain in	f my	Lighting Board Operator	
own person will be waitable to	run	Sound Operator	
p p g		Spotlight 1	
		Spotlight 2	
**A technical supervisor will contact you to verify all requests		SM	
(Initial)		ASM	
/ (Illicial)		Projection Specialist	

### SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL FACILITIES AND SITES

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.

All applications are based on tentative approval and are subject to revocation at BOE discretion.

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Auditorium (Capacity 600)	so	\$500/day
	\$0	\$250/day
Dressing Rooms	\$0	\$50/day
Black Box Dressing Rooms Gymnasium C107	\$0	\$250/day
C107	\$0	\$150/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
9	20	dragti
Auditorium (Capacity 550)  Gymnasium	\$0	\$500/day
∑ Gymnasium	\$0	\$250/day
Cafeteria	\$0	\$200/day
Cafeteria Classroom	\$0	\$75/day
≥ Auditorium	\$0	\$150/day
Auditorium Gymnasium Cafeteria Classroom	\$0	\$150/day
E Cafeteria	\$0	\$125/day
Classroom	so	\$75/day

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday

Double Time \$60.72 per hour Sunday and Holidays

Security Fees<sup>2</sup>:

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

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

<sup>&</sup>lt;sup>1</sup> Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

<sup>&</sup>lt;sup>2</sup> Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

### **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)	NEW PROPERTY.	\$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		<del>\$0.00</del>
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
Rules and Regulations signed
Complete COVID protocols (details needed)
Fee Calculations

Utilities

Rent

- 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

FSD	#		

### **Hamden Public Schools**

60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

Tentative approval, subject to revocation at BOE disc	retion. Application will not be accep	ted prior to <u>SIX MONTHS</u> before the
	event date.	Date 2/19/22
		Date
To the Board of Education:	alf of Academy of	Danca IIC
The undersigned hereby make application on beh	(Name of Organiz	ation)
as association formed for Dance	2022 (Name of Organiz	for permission to use the
as association formed for	ent Title)	Tor permission to use the
Please check the box next to the rooms you are requ	esting. The rooms available for use are	listed under their location.
Please check the box next to the rooms you are requ		
Hamden High School		Equipment Needed:
☑ Auditorium ☑ Black Box ☑ Dressing Rooms	Elementary Schools:	
☐ Gymnasium	Bear Path 🗆	HHS/HMS: See Addendum A and
♥C107	Church Street 🗆	return with this form.
	Dunbar Hill 🗆	
	Helen Street 🗆	Elementary Schools:
☐ Athletic Field	Ridge Hill □	Elementary Schools.
	Shepherd Glen□	☐ Tables (how many)
Hamden Middle School	· · · · · · · · · · · · · · · · · · ·	☐ Chairs (how many)
☐ Auditorium	Wast Waste 🗆	
☐ Gymnasium	Wintergreen □	Other Needs:
La Caleteria	□ Cafeteria	
LI Classroom	□ Classroom	
Music/Band Room	□Gymnasium	
Central Office		
Gymnasium		
□Board Room		
□Room 101		NT INFORMATION
DELICADOAL ADDEDADATION	*If multiple dates, please indicate of	learly information for each date
REHEARSAL / PREPARATION		Fort Time Fed Time
Date Time (From/To)	Date Arrival 7	Time Event Time End Time
Date Time (From 10)	_ 6/3/20 3.0	6:00 8130-9:0
6/2/22 4.00-10:0	0 6/3/22 3.0	0 000
0/2/22		
How many people will attend the rehearsal?	Number of Performers/Prese	enters: 65
		3-31 ( 3
Will your event require set up? Yes ☑ No □	Anticipated Attendance:	30-400
	1	2- 2-
If yes, when do you plan to set up?	Admission Charge:	25.00
		V.1 -
	Percentage of Hamden Perf	ormers: / 7

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.



			FSU #
ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes □	No 🗹	
How many tables will you need? 3 Location: Front o			
How many movable chairs will you need? 6 Location: Front	+ of Av	ditorium	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes 🗖 work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 1 1	2 🗆	
Will you need sound for your event?  *You may bring in your own sound for the event. If you choose that option, ou microphones will not be available for your use.	Yes 🗹 ur sound system incl	No □ luding mixing boa	ard, amplifiers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes 🗹 be able to do any ed	No □ liting.	
Will you be using our microphones?	Yes 🗹	No □	
If yes, # of wireless handheld microphones	Backstage		
If yes, # of wired handheld microphones	n Booth		
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ n of 1 stage hand m	2 ust be contracted	d. If you need contact with both
Will you be using any projections for your event?	Yes □	No 🗹	
Will your projections include sound (movies)?	Yes □	No 🗓	
Check One:			
☐ We will provide our own person to handle	e the projections		
☐ I request that a technician from HP3 han	dle the projections	OF	FFICE USE ONLY
☐ I request that a technician from HPS hand	dle the projections	OF	FICE USE ONLY  Supervisor
A 1	~	OF	
Special requests/Instructions: All lighting - special Hung & Installed Risers For Finals	effects (	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Supervisor
Special requests/Instructions: All lighting - special Hung & Installed Risers For Finale Set up For videographer as we have the past shows use of Box office	effects (		Supervisor Lighting Board Operator
Special requests/Instructions: All lighting - special Hung & Installed Riseps For Finale Set up For Videographer as we have the past shows Use of Box office mike Mic for Rehearsal & perform	effects ( Platfo e set up e wirele	- 10005 - 1000 -	Supervisor Lighting Board Operator Sound Operator
Special requests/Instructions: All lighting - special Hung & Installed Risers For Final Set up For Vidrographer as we have the past shows. Use of Box office ments, crew From last year would if possible.	effects ( Platfo E set up E wirele	- 10005 - 1000 -	Supervisor Lighting Board Operator Sound Operator Spotlight 1
Special requests/Instructions: All lighting - special Hung & Installed Risers For Final Set up For videographer as we have the past shows. Use of Box office ments, crew From last year would	effects ( Platfo e set up e wirele	- 10005 - 1000 -	Supervisor Lighting Board Operator Sound Operator Spotlight 1 Spotlight 2

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### **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.

- 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.

(Initial)

- 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.
- 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)
- We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.

10.	To <u>summe</u> reserve any successful and approximation of the sum and approximation of the sum and approximation of the sum and a	
14.	<ol> <li>Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirement rental status. (Please Initial)</li> </ol>	is and must ensure compliance during event or risk losing future
	I have read and agree with the above rules and regulations set forth by the Ha	mden Board of Education:
(Oigi	(Signature)	
tech	The charges for this building use application will be reflected on a "calculation sheet" and invoice technical services fees will be billed separately. These charges are to be paid, by check or money available on-line at <a href="www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-22	order, to the <u>Hamden Board of Education</u> . The fee schedule is
App	Approved by Board of Education: Date:	

# 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
Student Technician
Student Technician
Lighting Supervisor
LCD Projector Usage
Piano Usage (only with permission of Fine Arts Director)
Lighting System Usage (performance or rehearsal day)
Sound System Usage (performance or rehearsal day)
\$25 per hour

Auditorium (Capacity 500)         \$0         \$500/day           Auditorium (Capacity 500)         \$0         \$2500/day           Ellack Box         \$0         \$2500/day           Cafeteria         \$0         \$150/day           Cafeteria         \$0			ROOM RENTAL FEES	TAL FEES
Auditorium (Capacity 600) \$0  Black Box \$0  Dressing Rooms \$0  Gymnasium (Capacity 550) \$0  Gymnasium (Capacity 550) \$0  Gymnasium (Capacity 550) \$0  Gymnasium \$0  Cafeteria \$0  Cafete			GROUP I, II, III	GROUP IV
Auditorium (Capacity 600) \$0  Black Box  Dressing Rooms \$0  Gymnasium  Cafeteria \$0  Gareteria \$0  Cafeteria \$0  C				
Black Box         \$0           Dressing Rooms         \$0           Gymnasium         \$0           C107         \$0           Cafeteria         \$0           Auditorium (Capacity 550)         \$0           Gymnasium         \$0           Classroom         \$0           Classroom         \$0           Auditorium         \$0           Gymnasium         \$0           Cafeteria         \$0           Classroom         \$0           Clastroim         \$0           Clastroom         \$0           Clastroom         \$0           Clastroom         \$0		Auditorium (Capacity 600)	\$	\$500/day
Dressing Rooms         \$0           Gymnasium         \$0           C107         \$0           Cafeteria         \$0           Classroom         \$0           Auditorium (Capacity 550)         \$0           Gymnasium         \$0           Classroom         \$0           Auditorium         \$0           Gafeteria         \$0           Classroom         \$0           Classroom         \$0           Classroom         \$0           Classroom         \$0	ų\$	Black Box	\$	\$250/day
Gymnasium         \$0           C107         \$0           Cafeteria         \$0           Classroom         \$0           Auditorium (Capacity 550)         \$0           Gymnasium         \$0           Classroom         \$0           Auditorium         \$0           Gymnasium         \$0           Cafeteria         \$0           Classroom         \$0           Classroom         \$0           Classroom         \$0	H	Dressing Rooms	\$	\$50/day
Cafeteria \$0  Cafeteria \$0  Classroom Auditorium (Capacity 550) \$0  Gymnasium Cafeteria \$0  Classroom Auditorium \$0  Auditorium \$0  Classroom	æp	Gymnasium	\$	\$250/day
Cafeteria         \$0           Classroom         \$0           Auditorium (Capacity 550)         \$0           Gymnasium         \$0           Classroom         \$0           Auditorium         \$0           Gymnasium         \$0           Classroom         \$0           Classroom         \$0           Classroom         \$0           Classroom         \$0	we	C107	\$	\$150/day
Classroom \$0  Auditorium (Capacity 550) \$0  Gymnasium \$0  Classroom \$0  Auditorium \$0  Gymnasium \$0  Classroom \$0  Classroom \$0  Classroom \$0  Classroom \$0  Classroom \$0  Classroom \$0	H	Cafeteria	\$	\$200/day
Auditorium (Capacity 550) \$0 Gymnasium Cafeteria \$0 Classroom Auditorium \$0 Gymnasium \$0 Cafeteria \$0 Gymnasium \$0 Cafeteria \$0		Classroom	\$0	\$75/day
Gymnasium \$0 Cafeteria \$0 Classroom \$0 Auditorium \$0 Gafeteria \$0 Classroom \$0 Classroom \$0	albb	Auditorium (Capacity 550)	\$	\$500/day
Cafeteria \$0 Classroom \$0 Auditorium \$0 Gafeteria \$0 Classroom \$0 Classroom \$0	W.	Gymnasium	S.	\$250/day
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Auditonium \$0 Gymnasium \$0 Cafeteria \$0 Classroom \$0	РШЕН	Classroom	\$0	\$75/day
Auditorium \$0 Gymnasium \$0 Cafeteria \$0 Classroom \$0				
Gymnasium \$0 Cafeteria \$0 Classroom \$0	ÁH	Auditorium	8	\$150/day
Cafeteria \$0 Classroom \$0	ņu	Gymnasium	S	\$150/day
Classroom \$0	<b>S</b> ILL	Cafeteria	\$0	\$125/day
	43	Classroom	\$	\$75/day

## Custodian Fees 1:

Time and one-half \$45.54 per hour Monday – Saturday

Double Time \$60.72 per hour Sunday and Holidays

### Security Fees<sup>2</sup>:

ees<sup>2</sup>: 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

<sup>1</sup> Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our (minimum) to close and the actual hours of the event

<sup>2</sup> Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

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

FSD#		

PRINT names of applicants.
Contact Name

Address (Number, Street, Town, Zip)

**Telephone** 

**Email Address** 

Teresa Gambardella 2 E Hayrock Pt Road Branford

203 494 -598 l Tdancer 123 @concast. net

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 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.

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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.	\$31.76	2	4	\$254.08
Sunday	\$42.34	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	<del>\$60.72</del>	Hours	Total
<del>Open</del>	1		\$ <del>0.00</del>
<del>Event</del>	2		\$0.00
<del>Clean up</del>	2		\$ <del>0.00</del>

TOTAL OF FEES: \$3,834.20