

Building Use Checklist

Park + Rec
9/9-9/11/22

- ☒ Event Information sheet
- ☒ Addendum A N/A
- ☒ Rules and Regulations signed N/A
- ☒ Complete COVID protocols (details needed) N/A
- ☐ Fee Calculations N/A Town
 - ☐ 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?

HAMDEN SCHOOL DISTRICT

My Account(414449573) SchoolDude

Application Links

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

[Schedule](#) [Shortcuts](#) [Related Links](#)

[Legend](#)

Update Schedule

☒ **Schedule ID** 191212

☒ **Status** Submitted

☐ Notify Booked By

☐ Notify Contact Person

[View/Change Declined Reason](#)

Date Created 4/25/2022 2:52:47 PM

Schedule State? Inactive

☒ **Event Title** Underwater Rugby National Tour

Event Description

☒ **Location** HAMDEN HIGH SCHOOL

Building -- Select Building --

Organization Information

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

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back

☐ Payment

☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates To

☐ Yes, update organization record with above insurance information.

New Events

Area(ALT+A) ☒ Rooms(ALT+R) ☒

Event Date (ALT+D) ☒ Start Time (ALT+S) ☒ End Time (ALT+E) ☒

Setup Begin Time(ALT+N) Breakdown End Time(ALT+M) Duration(ALT+T) ☒

-- Select Area --

-- Select Room --

(use ctrl key to select multiple rooms)

Copy fields to next entries

-- Select Area --

-- Select Room --

(use ctrl key to select multiple rooms)

Copy fields to next entries

-- Select Area --

-- Select Room --

(use ctrl key to select multiple rooms)

Back to shortcuts

Note: The maximum event dates for each irregular schedule is 20. Click 'Save' to add more events.

Save

Events

Add Event

Location	Event Start Date	Event End Date	Setup Begin Time	Breakdown End Time	Buildings Rooms
HAMDEN HIGH SCHOOL	9/9/2022 5:00PM	9/9/2022 10:00PM	5:00PM	10:00PM	C107 - Lecture Hall C109 - PE Rm Pool Pool area lockers Restrooms
HAMDEN HIGH SCHOOL	9/10/2022 10:30AM	9/10/2022 10:00PM	10:30AM	10:00PM	C107 - Lecture Hall C109 - PE Rm Pool Pool area lockers Restrooms
HAMDEN HIGH SCHOOL	9/11/2022 8:00AM	9/11/2022 7:00PM	8:00AM	7:00PM	C107 - Lecture Hall C109 - PE Rm Pool Pool area lockers Restrooms

Setup Requirements

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

Required Maintenance Services

- ☐ Audio/Visual
- ☐ Custodial
- ☐ Event Setup
- ☐ Security

Service description

Rental Requests

+ Add Rental Request

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

Back to shortcuts

Number of extra chairs

Number of parking spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Current Route To Emily McCann

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

Approval Note

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

Inactive Schedule ☐

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save Reset

Approval Process

Date Approved	Approved By	Note
---------------	-------------	------

No Approval Process on record.

Pending Reasons

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

Invoices

Create Invoice

Invoice Number	Status	Date Invoiced	Invoice Amount	Balance
----------------	--------	---------------	----------------	---------

No Invoices on record.

Payments

Add New Payment

Invoice Number	Date Paid	Check Number	Pay By	Amount
----------------	-----------	--------------	--------	--------

No Payments on record.

Work Order Costs

Work Order #	Transaction Type	Transaction Description	Transaction Date	Costs
--------------	------------------	-------------------------	------------------	-------

No Transactions on record.

File Attachments

[Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

☒ Required Information

☒ Insurance Expired

Ctrl+M Shortcut menu

SID: SD-PD-ETWEB-09
DID: 3
CUA: Firefox/99.0

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Building Use Checklist

Special Education
Robin Riccitelli
4/27 - 5/26/22

☒ Event Information sheet

☒ Addendum A

☒ Rules and Regulations signed

☐ Complete COVID protocols (details needed)

☐ Fee Calculations

- ☐ Rent

- ☐ Utilities

- ☐ Security (for times when public is there)

- ☐ Custodial Services

☐ Additional information needed

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

FSD # _____

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

Date _____

To the Board of Education:

The undersigned hereby make application on behalf of HPS Alternate Special Education Programming
(Name of Organization)as association formed for Beginner Soccer Training
(Event Title) for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

1 Fields**Equipment Needed:**

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐If yes, when do you plan to set up?

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

Date	Arrival Time	Event Time	End Time
4/27-5/12/06	3:30P	—	4:30P
Wednesdays + Thursdays			

Number of Performers/Presoners: _____

Anticipated Attendance: _____

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.

_____(Initial)

FSD#

PRINT names of applicants.

Contact Name:

Address (Number, Street, Town, Zip)

Telephone

Email Address

Robin Ricciuti

R.Riccitelli @hamden.org

Yonic Aquila

aquilayannic@gmail.com

coacnderrsmith@gmail.com

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

_____(initial)

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

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

1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
4. The building is to be used only on the date specified and for the purpose named in the permit. No body 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 in the application.
5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
6. A permit is not transferable.
7. A permit is not valid unless signed by the Superintendent or his/her designee.
8. No food or refreshments are to be served or eaten on the premises, 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 those 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 GIAC 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 Hamden Board of Education. The fee schedule is available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: _____

Date: _____

(Initials)

FREE **TRAINING**

BEGINNER'S SOCCER TRAINING
WEDNESDAYS & THURSDAYS
3:30-4:30 PM

*Starts Wednesday April 27, 2022
Ends May 26, 2022*



670 Wintergreen Ave. Hamden, CT

Open to
Boys and Girls
Ages 5-12

call us at 347-688-0020
or send us an email
coachderrsmith@gmail.com

MOBILE TRAINING CAMP
AFFORDABLE
1 ON 1 LESSONS
AVAILABLE NOW

Building Use Checklist

Park + Rec
Creative kids
7/11 - 7/25/22

☒ Event Information sheet

☒ Addendum A

☒ Rules and Regulations signed

☒ Complete COVID protocols (details needed)

☒ Fee Calculations

- ☐ Rent

- ☐ Utilities

- ☐ Security (for times when public is there)

- ☐ Custodial Services

☐ Additional information needed

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

Update Schedule

☒ **Schedule ID** 191075

☒ **Status** Submitted

[View/Change Declined Reason](#)

☐ Notify Booked By

☐ Notify Contact Person

Date Created 2/24/2022 8:59:17 AM

Schedule State? Inactive

☒ **Event Title** Creative Kids Art program sponsi

Event Description Instructors Debbie Ferguson & Patrick Sullivan

Area -- Select Area --

[View Bookings](#)

☒ **Location** SPRING GLEN SCHOOL

[View Room Details](#)

Building --Select Building--

☒ **Rooms** -- Select Room--

115 - Art room

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

7/11/2022
7/12/2022
7/13/2022
7/14/2022
7/15/2022
7/18/2022
7/19/2022
7/20/2022
7/21/2022
7/22/2022
7/25/2022

February 2022

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

March 2022

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

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

[Check Availability](#)

☒ **Start Time** 8 30 AM

End Time 12 00 PM

Setup Begin Time 8 30 AM

Breakdown End Time 12 00 PM

☒ **Duration** 3 hours 30 minutes. Spans over 1 days.


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

Organization Information

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

or new

Type -- Select Organization Type --



Note

Contact Name

1 of 4

2/24/2022, 9:08 A

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type? ☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing -- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
luzzi@harmden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

[Back to shortcuts](#)

[Save](#) [Reset](#)

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

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

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
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				
7/18/2022	7/18/2022				
7/19/2022	7/19/2022				
7/20/2022	7/20/2022				
7/21/2022	7/21/2022				
7/22/2022	7/22/2022				
7/25/2022	7/25/2022				
7/26/2022	7/26/2022				
7/27/2022	7/27/2022				
7/28/2022	7/28/2022				
7/29/2022	7/29/2022				

Invoices

[Create Invoice](#)

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

Payments

[Add New Payment](#)

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

Work Order Costs

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

File Attachments

[Add New File](#)

Whitsons
4/26 - 5/31/22

Building Use Checklist

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☐ Fee Calculations *n/a*
 - ☐ 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 # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **must** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date.**Date March 4, 2022

To the Board of Education:

The undersigned hereby make application on behalf of Whitsons

(Name of Organization)

as association formed for Cooking Matters Family Class at Church Street for permission to use the

(Event Title)

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

Hamden High School ☐

HHS:

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

HMS:

☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band RoomElementary Schools:Bear Path ☐Church Street ☒Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐Elementary Schools:☐ Gymnasium☒ Cafeteria☐ Classroom**Equipment Needed:**

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

Elementary Schools:☐ Tables (how many) _____☐ Chairs (how many) _____☐ Other Needs: _____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
4/26/22	5:00pm	5:30pm	8:00pm
Rekurs on May 3, 10, 17, 24, 31 (six classes)			

Number of Performers/Presenters: 4 instructors/volunteersAnticipated Attendance: 12 individuals taking the classAdmission Charge: NonePercentage of Hamden Performers: Church Street families will be taking the class.**REHEARSAL / PREPARATION**

Date

Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

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

A.S. (Initial)

FSD # _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? _____ Location: _____

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

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

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

(Initial)

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

FSD # _____

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
<u>Adam Sendroff</u>	<u>60 Putnam Avenue</u>	<u>203-407-2205</u>	<u>sendroffa@whitsons.com</u>
<u>Principal Karen Butler</u>	<u>95 Church Street</u>	<u>203-407-2020</u>	<u>klbutler@hamden.org</u>
<u>Nargis Karampurwala</u>	<u>11 Fairfield Blvd., Wallingford 06492</u>	<u>203-303-3908</u>	<u>nkarampurwala@chnct.org</u>

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

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

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

Adam Sendroff March 4, 2022
 (Signature) (Date)

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

Approved by Board of Education: _____ Date: _____
A.S. (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)

This is a partnership between Whitsons, Church Street School, and Cooking Matters Connecticut from the Community Health Network Foundation. A Cooking Matters class will be offered to Church Street families. The program consists of 6 weekly classes that teach meal planning, healthy meal preparation, how to shop on a budget, and nutrition education. Additionally, each family will be given two bags of groceries to take home each week.

We will follow all state, local, and Hamden Public Schools COVID protocols that are in place when the event occurs to ensure the safety of all participants. Due to COVID, we are limiting the number of participants in the classes to 12, normally it is 20. This will allow for proper social distancing to occur, and we will be able to spread out in the kitchen and cafeteria. Everyone will be required to wear masks, both the instructors and the families taking the class.

(Initial)

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

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

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

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

Group III Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.

Group IV All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)

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

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

** Based on HPS Energy Program, events must use minimal space requested and time frame.

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Hamden High		
Auditorium (Capacity 600)	\$0	\$500/day
Black Box	\$0	\$250/day
Dressing Rooms	\$0	\$50/day
Gymnasium	\$0	\$250/day
C107	\$0	\$150/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Hamden Middle		
Auditorium (Capacity 550)	\$0	\$500/day
Gymnasium	\$0	\$250/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Elementary		
Auditorium	\$0	\$150/day
Gymnasium	\$0	\$150/day
Cafeteria	\$0	\$125/day
Classroom	\$0	\$75/day

Custodian Fees¹:

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

Security Fees²:

Time and one-half	\$31.76 per hour	Monday – Saturday
Double Time	\$42.34 per hour	Sunday and Holidays
Utility Fee (Group III & IV)	\$30.00 per hour	

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

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

Hamden Fathers
4/25 - 5/23/20

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

HAMDEN SCHOOL DISTRICT

My Account(414449573)

SchoolDude
apps

- Application Links -

Logout



Home Calendar Availability New Schedule Documents Account Setup

Search for Advanced Search

Services | Help

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

Schedule Shortcuts Related Links

Legend

Update Schedule

☒ **Schedule ID** 191140

☒ **Status** Submitted

[View/Change Declined Reason](#)

☐ Notify Booked By

☐ Notify Contact Person

Date Created 3/16/2022 2:56:30 PM

Schedule State? Inactive

☒ **Event Title** HF Football Cheer clinic

Event Description

Area Gym

[View Bookings](#)

☒ **Location** WEST WOODS SCHOOL

[View Room Details](#)

Building --Select Building--

☒ **Rooms** -- Select Room--

Gymnasium

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)** 4/25/2022
5/2/2022
5/9/2022
5/16/2022
5/23/2022

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

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

[Check Availability](#)

☒ **Start Time** 6:00 PM

End Time 7:30 PM

Setup Begin Time 6:00 PM

Breakdown End Time 7:30 PM

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

[Back to shortcuts](#)

[Check Availability](#)

Organization Information

☒ **Organization** Hamden Father's Football and C

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Last Name

Email

Email

Day-Time Phone

Evening Phone

Cellular Phone

Billing Address Parks Rec

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back

☐ Payment

☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking spaces

Other Needs

Booked by

First Name

Last Name

Dave

DeMartino

Email
ddemartino@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save Reset

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

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

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
4/25/2022	4/25/2022				
5/2/2022	5/2/2022				
5/9/2022	5/9/2022				
5/16/2022	5/16/2022				
5/23/2022	5/23/2022				

Invoices

Create Invoice

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

Payments

Add New Payment

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

Work Order Costs

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

File Attachments

Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

- ☒ Required Information
- ☒ Insurance Expired

We Are the Vill
7/1 - 8/16/22

Building Use Checklist

- ☒ Event Information sheet
- ☐ Addendum A N/A
- ☐ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☐ Fee Calculations
 - ☐ 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?

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **MUST** be filed at least **SIX WEEKS** before the day for which it is made.*Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** event date.Date 3/23/2022

To the Board of Education:

The undersigned hereby make application on behalf of We are the Village, Inc.
(Name of Organization)as association formed for Summer Camp
(Event Title) for permission to use the

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

Hamden High School

- ☐ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium
☐ G107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Hamden Middle School

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

Central Office

- ☒ Gymnasium & classrooms
☐ Board Room
☐ Room 101

Elementary Schools:

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

Equipment Needed:HHS/HMS: See Addendum
return with this form.**Elementary Schools:**

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

REHEARSAL / PREPARATION

Date

Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time
July 1, 2022	8:00 am	

Number of Performers/Presenters: _____

Anticipated Attendance: _____

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 school buildings, to take the utmost care in the use of the school property, to make good any damages to or loss of school property.

PRINT names of applicants.

Contact Name

Address (Number, Street, Town, Zip)

Telephone

En

Melissa Jones

21 B. Perbury St. Hamden, CT 06430

203-507-7760

th

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

We will follow all CDC guidelines. We are asking for the usage of the gymnasium and classrooms at GC for a summer camp for From July 1st - August 8.00 am - 5.00 pm.

We are also requesting a fee waiver during that time. If you have any questions, please feel free to call 203-507-7760

Donnarummo, Taryn

From: McCann, Emily
Sent: Wednesday, March 23, 2022 9:39 AM
To: Donnerummo, Taryn
Subject: FW: Building use form for summer camp

Please add to next agenda.

Em

From: We Are The Village <thevillageweare@gmail.com>
Sent: Wednesday, March 23, 2022 9:37 AM
To: McCann, Emily <emccann@hamden.org>
Subject: Building use form for summer camp

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

Building Use Checklist

Town Clerk
Veterans Cemetery
6/13/22 - 6/14/22

- ☒ Event Information sheet
- ☒ Addendum A
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☐ Fee Calculations N/A
 - ☐ 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 # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING***Applications **MUST** be filed at least **SIX WEEKS** before the day for which it is made.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.**Date 3/29/2022

To the Board of Education:

The undersigned hereby make application on behalf of

Hamden Town Clerk

(Name of Organization)

as association formed for Vietnam Veterans Ceremony for permission to use the

(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date	Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

4pm on 6/13 & 6/14**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
<u>6/13</u>	<u>4:00</u>	<u>5:00</u>	<u>7:00</u>
<u>6/14</u>	<u>4:00</u>	<u>5:00</u>	<u>7:00</u>

Number of Performers/Presenters: 7Anticipated Attendance: 200Admission Charge: 0Percentage of Hamden Performers: 100%

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.

(K) (Initial)

FSD # _____

~~PRINT~~ names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Karimah Mickens	32 Building Brook Rd Hamden	973 222-3287	Kmickens@hamden.com
Sean Grace	852 Wintergreen Av Hamden	203-376-5292	Sean.Grace@hamden.com
Lauren Garrett	2150 Dixwell Ave, Hamden	203-277-7100	lgarrett@hamden.com

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

Vietnam Veterans Ceremony in partnership with the Lt. Governor's Office. We will honor Hamden Vietnam Veterans.

Masks are optional and we will encourage social distancing.

(Initial)

RULES AND REGULATIONS

3513

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

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

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

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

(Signature)

(Date)

3/29/2022

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

Approved by Board of Education: _____

Date: _____

(Initial)

FSD # _____

ADDENDUM A -- For High School and Middle School Auditorium Events
 (please check your response and fill in when appropriate)
Will you need a podium? Yes ☒ No ☐How many tables will you need? 4 Location: front of stage (2); 2 in hallHow many movable chairs will you need? 12 Location: stageWill you need stage lighting for your event? Yes ☐ No ☒

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

How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐

*Only our trained technicians are allowed to use our spotlights.

Will you need sound for your event? Yes ☒ No ☐

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

Will you need us to play music during your event? Yes ☒ No ☐

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

Will you be using our microphones? Yes ☒ No ☐If yes, # of wireless handheld microphones 2

*Up to two are available at each location

If yes, # of wired handheld microphones _____

*Up to six are available at each location

If yes, # of floor (lap) microphones _____

*Only available at the high school location

Will you need Stage Manager / Hands provided by us? 0 ☒ 1 ☐ 2 ☐

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

Will you be using any projections for your event? Yes ☐ No ☒Will your projections include sound (movies)? Yes ☐ No ☒

Check One:

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

Special requests/instructions: _____

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

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

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

- Group I** Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.
- Group II** Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.
- Group III** Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.
- Group IV** All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations and non-profit groups.

- Group I** — No fees
- Group II** — Direct labor costs and technical fees
- Group III** — Utilities, direct labor costs and technical fees
- Group IV** — Rental fees, utilities, direct labor costs and technical fees
- Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, lighting, equipment)

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

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

** Based on HPS Energy Program, events must use minimal space requested and time frame.

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

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Hamden High		
Auditorium (Capacity 600)	\$0	\$500/day
Black Box	\$0	\$250/day
Dressing Rooms	\$0	\$50/day
Gymnasium	\$0	\$250/day
C107	\$0	\$150/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Hamden Middle		
Auditorium (Capacity 550)	\$0	\$500/day
Gymnasium	\$0	\$250/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
Hamden Elementary		
Auditorium	\$0	\$150/day
Gymnasium	\$0	\$150/day
Cafeteria	\$0	\$125/day
Classroom	\$0	\$75/day

Custodian Fees¹:

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

Security Fees²:

Time and one-half	\$31.76 per hour	Monday – Saturday
Double Time	\$42.34 per hour	Sunday and Holidays
Utility Fee (Group III & IV)	\$30.00 per hour	

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

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

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

Parks + Rec.

PM Rec Program

6/1 - 6/15/22

+

5/2 - 5/18/22

HAMDEN SCHOOL DISTRICT

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Schedule

Shortcuts

Related Links

Legend

Update Schedule



☒ Schedule ID 191224

☒ Status Submitted

View/Change Declined Reason

☐ Notify Booked By

☐ Notify Contact Person

Date Created 4/26/2022 3:26:29 PM

Schedule State? Inactive

☒ Event Title PM Recreation Programming

Event Description

Area -- Select Area --

View Bookings

☒ Location HAMDEN HIGH SCHOOL

View Room Details

Building -- Select Building --

☒ Rooms -- Select Room --

Pool
Pool area lockers

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

6/1/2022
6/2/2022
6/3/2022
6/6/2022
6/7/2022
6/8/2022
6/9/2022
6/10/2022
6/13/2022
6/14/2022
6/15/2022

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

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

Check Availability

☒ Start Time 4:00 PM

End Time 9:00 PM

Setup Begin Time 4:00 PM

Breakdown End Time 9:00 PM

☒ Duration 5 hours 00 minutes. Spans over 1 days.

Back to shortcuts

Check Availability

Organization Information

☒ Organization Town of Hamden Parks & Recreational

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

✉ Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back☐ Payment☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

From To

☐ Yes, update organization record with above Insurance Information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
iluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts

Save Reset

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

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

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
6/1/2022	6/1/2022				
6/2/2022	6/2/2022				
6/3/2022	6/3/2022				
6/6/2022	6/6/2022				
6/7/2022	6/7/2022				
6/8/2022	6/8/2022				
6/9/2022	6/9/2022				
6/10/2022	6/10/2022				
6/13/2022	6/13/2022				
6/14/2022	6/14/2022				
6/15/2022	6/15/2022				
6/16/2022	6/16/2022				
6/17/2022	6/17/2022				
6/20/2022	6/20/2022				
6/21/2022	6/21/2022				
6/22/2022	6/22/2022				
6/23/2022	6/23/2022				
6/24/2022	6/24/2022				

Invoices

Create Invoice

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

Payments

Add New Payment

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

Work Order Costs




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

File Attachments

Delete	Date	Submitted By	Description	Filename	Size	Add New File
No attachments						

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

Legend

-  Required Information
-  Insurance Expired
-  Shortcut menu

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Schedule

Shortcuts

Related Links

Legend

Update Schedule



☒ Schedule ID 191223

☒ Status Approved

View/Change Declined Reason

☒ Notify Booked By

☒ Notify Contact Person

Date Created 4/26/2022 3:23:26 PM

Schedule State? Activated

Check Double Bookings

This is an active schedule. Location and event dates cannot be changed on this schedule. You can create an Alternate Event for individual events related to this schedule or cancel this schedule and create a new one or add in new event dates.

☒ Event Title PM Recreation Programming

Event Description

Area -- Select Area --

View Bookings

☒ Location HAMDEN HIGH SCHOOL

View Room Details

Building -- Select Building --

☒ Rooms -- Select Room --

Pool
Pool area lockers

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

5/2/2022
5/3/2022
5/4/2022
5/9/2022
5/10/2022
5/11/2022
5/12/2022
5/13/2022
5/16/2022
5/17/2022
5/18/2022

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

Add New Event

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

Start Time 4:00 PM End Time 9:00 PM

Setup Begin Time 4:00 PM Breakdown End Time 9:00 PM

Duration 5 hours 0 minutes, span over 1 days

Organization Information

☒ Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back☐ Payment☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
luzzi@hamden.com

Route to Next -- Select Route To --

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

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

Inactive Schedule ☐

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☒

Back to shortcuts

Save Reset

Approval Process

Date Approved	Approved By	Note
4/26/2022 3:31:56 PM	McCann, Emily	

Pending Reasons

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

Events

Add New Event

Event Start Date	Event End Date	Location	Event Start Date	Alternate Event	Event End Date
5/2/2022	5/2/2022				
5/3/2022	5/3/2022				
5/4/2022	5/4/2022				
5/9/2022	5/9/2022				
5/10/2022	5/10/2022				
5/11/2022	5/11/2022				
5/12/2022	5/12/2022				
5/13/2022	5/13/2022				
5/16/2022	5/16/2022				
5/17/2022	5/17/2022				
5/18/2022	5/18/2022				
5/19/2022	5/19/2022				
5/20/2022	5/20/2022				
5/23/2022	5/23/2022				
5/24/2022	5/24/2022				
5/25/2022	5/25/2022				
5/26/2022	5/26/2022				
5/27/2022	5/27/2022				
5/31/2022	5/31/2022				

Invoices

Create Invoice

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

Payments

Add New Payment

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

Work Order Costs

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

File Attachments

[Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

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

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Building Use Checklist

Parks + Rec
Lego
8/1 - 8/5/22

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

HAMDEN SCHOOL DISTRICT

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Schedule Shortcuts Related Links

Legend

Update Schedule



☒ Schedule ID 191225

☒ Status Submitted

View/Change Declined Reason

- ☐ Notify Booked By
- ☐ Notify Contact Person

Date Created 4/27/2022 10:19:15 AM

Schedule State? Inactive

☒ Event Title Lego/Science program - Build wit

Event Description Sponsored by the Hamden Recreation Dept.

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building -- Select Building --

☒ Rooms -- Select Room --
173

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

8/1/2022
8/2/2022
8/3/2022
8/4/2022
8/5/2022

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

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

Check Availability

☒ Start Time 8 15 AM

End Time 3 00 PM

Setup Begin Time 8 15 AM

Breakdown End Time 3 00 PM

☒ Duration 6 hours 45 minutes. Spans over 1 days.

Back to shortcuts

Check Availability

Organization Information

☒ Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

luzzi@hamden.com

Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back

☐ Payment

☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking

spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
lluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

[Back to shortcuts](#)

[Save](#) [Reset](#)

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

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

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
8/1/2022	8/1/2022				
8/2/2022	8/2/2022				
8/3/2022	8/3/2022				
8/4/2022	8/4/2022				
8/5/2022	8/5/2022				

Invoices

[Create Invoice](#)

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

Payments

[Add New Payment](#)

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

Work Order Costs

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

File Attachments

[Add New File](#)

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

- ☒ Required Information
- ☒ Insurance Expired

Ctrl+MShortcut menu

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Building Use Checklist

Park + Rec
Soccer Clinic
6/10 - 8/5/22

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

HAMDEN SCHOOL DISTRICT

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Update Schedule

☒ **Schedule ID** 191226☒ **Status** Submitted[View/Change Declined Reason](#)☐ Notify Booked By☐ Notify Contact Person**Date Created** 4/27/2022 10:27:30 AM**Schedule State?** Inactive☒ **Event Title** Recreation Soccer Clinic - Everso**Event Description** Only need Café for an hour for lunch between 11:30-1:00**Area** -- Select Area --[View Bookings](#)☒ **Location** WEST WOODS SCHOOL[View Room Details](#)**Building** -- Select Building --☒ **Rooms** -- Select Room --Cafeteria
Athletic Field

(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**6/20/2022
6/21/2022
6/22/2022
6/23/2022
6/24/2022
8/1/2022
8/2/2022
8/3/2022
8/4/2022
8/5/2022

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

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

[Check Availability](#)☒ **Start Time** 8:45 AM**End Time** 4:00 PM**Setup Begin Time** 8:45 AM**Breakdown End Time** 4:00 PM☒ **Duration** 7 hours 15 minutes. Spans over 1 days.[Back to shortcuts](#)[Check Availability](#)

Organization Information

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

or new

Type -- Select Organization Type --**Contact Name**

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type?

☐ Charge back☐ Payment☒ No charge

Responsible for Billing

-- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account --

Charge backs requires a budget code.

Document Number

(e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual☐ Custodial☐ Event Setup☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
liuzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

Back to shortcuts Save Reset

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

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

Events

Event Start Date	Event End Date	Location	Event Start Date	Event End Date
6/20/2022	6/20/2022			
6/21/2022	6/21/2022			
6/22/2022	6/22/2022			
6/23/2022	6/23/2022			
6/24/2022	6/24/2022			
8/1/2022	8/1/2022			
8/2/2022	8/2/2022			
8/3/2022	8/3/2022			
8/4/2022	8/4/2022			
8/5/2022	8/5/2022			

Invoices

Create Invoice

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

Payments

Add New Payment

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

Work Order Costs

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

File Attachments

Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

 Required Information

 Insurance Expired

 Shortcut menu

Home Calendar Availability New Schedule Documents Account Setup

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CUA: Firefox/99.0

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Building Use Checklist

Parks + Rec
Science
6/20 - 8/12/22

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

HAMDEN SCHOOL DISTRICT

My Account(414449573) School Dude apps - Application Links - Logout



Home Calendar Availability New Schedule Documents Account Setup

Search for GO Advanced Search

Services | Help

Actions: Add | List | Graph | Report

Schedule Shortcuts Related Links

Legend

Update Schedule



☒ Schedule ID 191227

☒ Status Submitted

☐ Notify Booked By

☐ Notify Contact Person

View/Change Declined Reason

Date Created 4/27/2022 10:58:15 AM

Schedule State? Inactive

☒ Event Title Recreation Science program - Ma

Event Description

Area -- Select Area --

☒ Location HAMDEN MIDDLE SCHOOL

Building -- Select Building --

☒ Rooms -- Select Room --

173

View Bookings

View Room Details

☒ Event Date(s)

(Use the CTRL key to select multiple rooms.)

6/20/2022

6/21/2022

6/22/2022

6/23/2022

6/24/2022

8/8/2022

8/9/2022

8/10/2022

8/11/2022

8/12/2022

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

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

Check Availability

☒ Start Time 8 45 AM

End Time 3 00 PM

Setup Begin Time 8 45 AM

Breakdown End Time 3 00 PM

☒ Duration 6 hours 15 minutes. Spans over 1 days.

Back to shortcuts Check Availability

Organization Information

☒ Organization Town of Hamden Parks & Recreat

or new

Type -- Select Organization Type --

Contact Name

-- Select Contact Name --

First Name

Laura

Last Name

Luzzi

Email

lluzzi@hamden.com

Email

Day-Time Phone

2032872584

Evening Phone

Cellular Phone

Billing Address 2750 Dixwell Ave, Town of Hamden
Town of Hamden

☐ Use Organization Billing Address

FEIN

Sales Tax Exemption No.

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

Invoice Type? ☐ Charge back ☐ Payment ☒ No charge

Responsible for Billing -- Select Assignee --

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget -- Select Budget Account -- Charge backs requires a budget code.

Document Number (e.g. contract or permit number)

PO Number

[Back to shortcuts](#)

Insurance Information

Company

Company Policy No

Coverage

Coverage Dates

To

☐ Yes, update organization record with above Insurance information.

Setup Requirements

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

Required Maintenance Services

☐ Audio/Visual

☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

[+ Add Rental Request](#)

No Rental Request defined.

Number Attending

Number of Adults

Number of Children

[Back to shortcuts](#)

Number of extra chairs

Number of parking
spaces

Other Needs

Booked by

First Name

Laura

Last Name

Luzzi

Email
lluzzi@hamden.com

Current Route To Emily McCann

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

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

Approval Note

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

Inactive Schedule ☒

Pending Schedule? ☐ Add/Update Pending Reason

Pending Expiration Date

Activate Schedule? ☐

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Save Reset

Approval Process

Date Approved	Approved By	Note
No Approval Process on record.		

Pending Reasons

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

Events

Event Start Date	Event End Date	Location	Alternate Event	Event Start Date	Event End Date
6/20/2022	6/20/2022				
6/21/2022	6/21/2022				
6/22/2022	6/22/2022				
6/23/2022	6/23/2022				
6/24/2022	6/24/2022				
8/8/2022	8/8/2022				
8/9/2022	8/9/2022				
8/10/2022	8/10/2022				
8/11/2022	8/11/2022				
8/12/2022	8/12/2022				

Invoices

Create Invoice

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

Payments

Add New Payment

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

Work Order Costs

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


File Attachments

Add New File

Delete	Date	Submitted By	Description	Filename	Size
No attachments					

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

Legend

- ☒ Required Information
- ☒ Insurance Expired
-  Shortcut menu

SID: SD-PD-ETWEB-33
DID: 3
CUA: Firefox/99.0

Home Calendar Availability New Schedule Documents Account Setup |
My Account(414449573) Services Help Logout |
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