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

Building Use Checklist



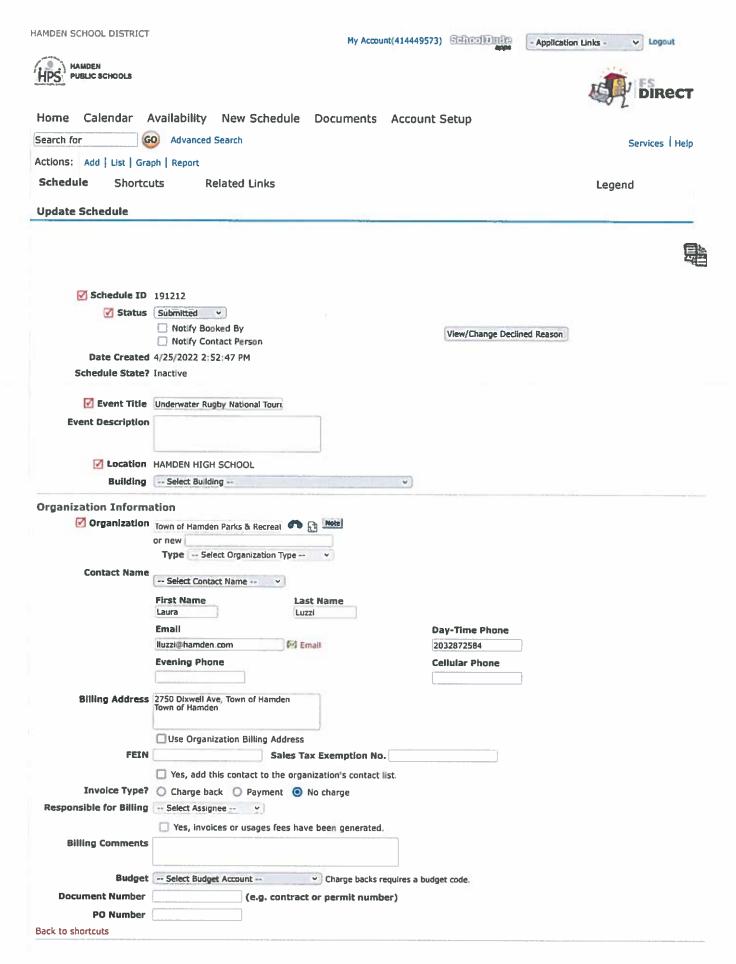
Addendum A N/A

 \nearrow Rules and Regulations signed $\land \land \land \land$

Complete COVID protocols (details needed) N/A

□ Fee Calculations N/A Town

- o Rent
- o 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?



Company Policy No											
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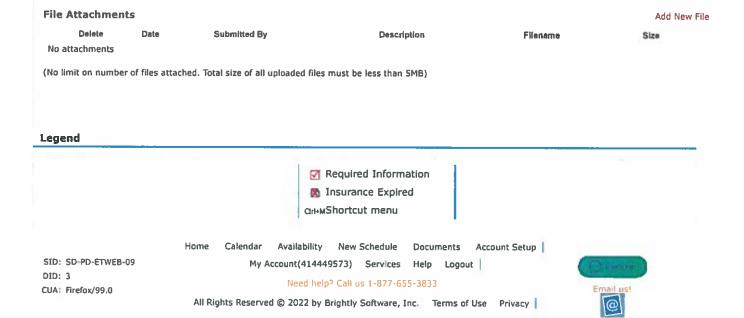
Facility Scheduling

https://app11.schooldude.com/toolbox/mydtfs/mydtfs_s/myd

Note: Tasks already generate	Required Maintenance S			ervice descrip	tion	
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Number of extra chairs						
Number of parking spaces						
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Booked by						
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	Email					
	lluzzi@hamden.com					
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Approval Note						
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Facility Scheduling

https://app11.schooldude.com/toolbox/mydtfs/mydtfs_s/myd



Building Use Checklist

Special Education
Robin Riccitali.
4/17-5/26/22

Event Information sheet

Addendum A

Rules and Regulations signed

- □ Complete COVID protocols (details needed)
- Fee Calculations
 - o Rent
 - o 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?

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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications IT USE be filed at least SIX WEEKS before the day for which it is made.

he Board of Education.		Date
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the undersigned nereby make application of	on behalf of the the little	e Special Education Program
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SOCIOLIST TOTAL DESIGNATION OF THE SOCIAL	(Event Title)	for permission to use the
se check the box next to the rooms you are		r use are listed under their location
Hamden High School		
Auditorium OBlack Box Obressing Rooms	Elementary Schools:	Equipment Needed:
E Gymnasium	Bear Path []	
CI C107	Church Street 🖸	HHS/HMS: See Addendum A and
☐ Cafeteria	Dunbar HIM 🖾	return with this form.
☐ Glassroom	Helen Street D	
□ Athletic Held	Ridge Hill CI	Elementary Schools:
	Shopherd Glen	
Hamden Middle School	Spring Glon 🖺	☐ Tables (how many)
☐ Auditorium	West Woods II	☐ Ghairs (how many)
© Gymnasium		D Other Needs:
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	El Cafeteria Classmani	
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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 usmost 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 net

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(E)5122	I KIRCHA			2000
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				CONTRACT OF

PRINT names of applicants.

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Room Riccitchi Yonnic Aquila

exiccitelli @hamaen.org

coachaerrsmith@gmail.com

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

3513

FSD #

RULES AND REGULATIONS

For the Use of the Handen Public School Buildings for Other Than Popular 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 Hemden Public School Buildings for other than regular schoolwork is under the airest control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form presented 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 responsibility persons, who will be hold responsible for any damage or loss of property ensing from such use.
- 2. When permission for the use of any building has been granted the Soard will appoint a custodian and/or ancustry personnel to act as its personal representative. This appointed to expension 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. Custodiants) 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 expresses 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 data specified and for the purpose named in the permit, his body from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Serup and whearest time must be reflected as the application.
- A permit can be concated without notice provided its provisions or intent and violated in any way, and the Board of Education or its representatives shall be the size judge of such violation. In addition, the Board of Education reserves the right we caused a server's should a school function be in conflict with the permitted event.
- 5. A parrolt is not transferable

(Initial)

- 7. A permit is not valid unless signed by the Superintendent or his her designed.
- No feed or refreshments are to be served or eaten on the premise, unless specifically mentioned in securant. Feed or driving in the brought into
 gymnasium, ductionium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future dentale.
- 9. When use of a kitchen is required, details must be werker out in committed with the food services contractor, who will determine whether a caletonia worker is it is needed. If a catherin worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, distalls must be worked out in committee with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is elemented a technician is needed, the permittee will be represented to the cost.
- 13. Use of eactoriums does not include use of theutrical highling or seand equipment. If needed, one of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appendix declined solver able to use stage fechnology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle server auditoriums, you must fill out Additionary A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to engineers must be presented to the Superintendent prior to approved (Sound Policy #1330.2).
- 13. We connot 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 GT analist GIAC opening quientine requirements and must ensure compliance during event or risk lesing feature rental states.

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

(Section)

The charges for this building use application will be reflected on a featuration sheet, and invoice that you will receive crice the usage trapproved, lighting and technical services fees will be billed separately. These charges are to be easil, by Check or money order, to the Named of Education. The fee schedule is a label on-line at www.b anders ere. or by contacting the Position Department at (202) 407-2207.

Approved by Doard of Educations	Date

FREE TRAINIG

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

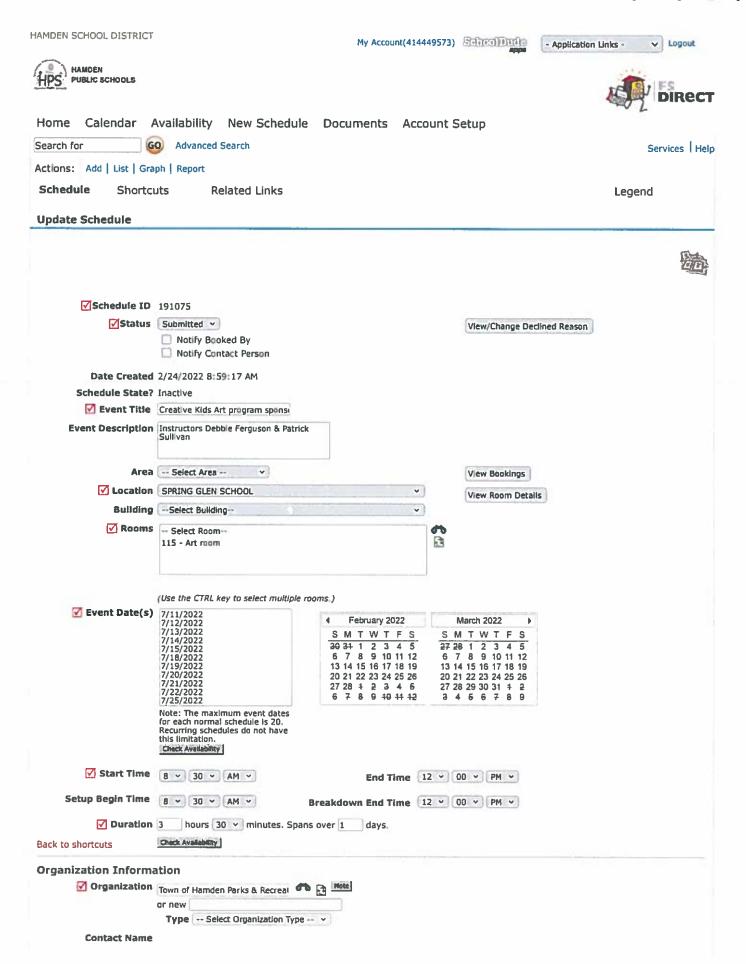
Building Use Checklist

Parkt Rec Creative kids 7/11-7/25/22



📈 Addendum A

- o Rent
- o Utilities
- o 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?



	- Select Contact Name >		
	First Name	Last Name	
	Laura	Luzzi	
	Email		Day-Time Phone
	lluzzi@hamden.com	⊠ Email	2032872584
	Evening Phone		Cellular Phone
	Evening Finding		Central Priorie
Billing Address	2750 Dixwell Ave, Town of Hamo Town of Hamden	den	
	Town of Hampen		
	Use Organization Billing Ad	ddenee	
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PEIN		•	
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Responsible for Billing	Select Assignee 🕶		
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-			
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Approval Note					
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	Pending Expiration	n Date	=		
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	and Fred Bata		*** -		
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7/29/2022 7/29	9/2022				
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No Transactions on record,			•		<u> 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7</u>
File Attachments					Add New File

Whitsons 4/26-5/31/22

Building Use Checklist



Addendum A

Rules and Regulations signed

☑ Complete COVID protocols (details needed)

 \Box Fee Calculations \sim / \land

- o Rent
- o 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?

555 0	
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 <u>SIX MONTHS</u> before the event date.

				Date March 4, 2022
To the Board of Education:		ation on behalf of Whitsor		
The undersigned hereby n	nake applic	ation on behalf ofVIIIISOF		
	Cookin	Metters Femily Class et Ch	(Name of Orga	· · · · · · · · · · · · · · · · · · ·
as association formed for	COOKING	Matters Family Class at Ch	turch Street	for permission to use the
please check the box next to	building Al	(Event Title)		
please theth the box hext to	Dullulling Al	ND TOOMS).		
Hamden High School □	HHS:	☐ Auditorium/Black Box/Dressing	Rooms	Equipment Needed:
_		☐ Gymnasium	•	•
Hamden Middle School		□ C107		HHS/HMS: See Addendum A and
		☐ Cafeteria		•
		☐ Classroom		return with this form.
Elementary Schools:		☐ Athletic Field/Pool (please circl	e option)	
Bear Path				Elementary Schools:
· · · · ·	HMS:	☐ Auditorium		•
Church Street 🙀		☐ Gymnasīum		☐ Tables (how many)
Dunbar Hill 🗆		☐ Cafeteria		☐ Chairs (how many)
Helen Street 🗆		☐ Classroom		Other Needs:
Ridge Hill 🗆		☐ Music/Band Room		La Other Needs:
Shepherd Glen□				
Spring Glen □	Elemen	tary Schools:		
West Woods □		☐ Gymnasium		
Wintergreen □		💢 Cafeteria		
		☐ Classroom		
EVENT	Γ INFORMA [*]	TION		DEUEADCAL / DDEDADATION
*If multiple dates, please indicate clear				REHEARSAL / PREPARATION
ii mulupie dates, piease indicate deal	иу иноглавол н	or each date		Date Time (From/To)
Date Arrival Tim	. E	vent Time End Time		Date Time (From/To)
4/26/22 5:00pm				
- V.VVDIII				
Recurs on May 3, 10, 17	4,311	six classes)		
			<u> </u>	
			Hamman	eu accele váll ettend tha anhanna 10
			How mar	ny people will attend the rehearsal?
Number of Performers/Present	ere 4 instr	uctors/volunteers		
Number of Performers/Present				event require set up? Yes No
			Wili your	event require set up? Yes □ No □
Number of Performers/Present Anticipated Attendance: 12 in			Wili your	
Anticipated Attendance: 12 ir			Wili your	event require set up? Yes □ No □
			Wili your	event require set up? Yes □ No □
Anticipated Attendance: 12 ir Admission Charge: None	ndividuals	taking the class	Wili your	event require set up? Yes □ No □
Anticipated Attendance: 12 ir	ndividuals	taking the class	Wili your	,

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	#	

	 For High School and Middle School Auditorium I response and fill in when appropriate) 	Events		
Will you need a p	oodium?	Yes □	No □	
How many tables	will you need? Location:			
How many mova	ble chairs will you need? Location:			
	ge lighting for your event? T be allowed to access any stage lights, only the overhead	Yes □ work lights.	No□	
	spotlights will you need? echnicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🗆	
*You may bring in	und for your event? your own sound for the event. If you choose that option, or not be available for your use.	Yes □ ur sound system	No □ including mixin	g board, amplifiers, speakers and
Will you need us *Must be on a sing	to play music during your event: gle CD or USB stick in the correct order. Note: We will not	Yes □ be able to do an	No □ y editing.	
Will you be using	g 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			
*Note: If you plan	ige Manager I Hands provided by us? to have curtains open/close or anything flown in, a minimul then 2 stage hands will be needed.	0 □ 1 □ m of 1 stage han		racted. 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	le the projection	ns	
	☐ I request that a technician from HPS har	ndle the projecti	ions	OFFICE USE ONLY
				Supervisor
Special requests/li	nstructions:			Lighting Board Operator
: 15.00 Par 11				Sound Operator
			7.7	Spotlight 1
				Spotlight 2
**A technical supe	rvisor will contact you to verify all requests			SM
(Init				ASM
				Projection Specialist

ESD	#	
5		

3513R

PRINT names of applicants.

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

RULES AND REGULATIONS

203-303-3908

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

- The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event
- 6. 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.
- 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)
- 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. A.S. (Please Initial)

I have read and agree with the above	rules and regulations set forth by the Ham	den Board of Education:
Adam Candroff	11 1 0000	

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)		

ESD#	
130 11	

of 6

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
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

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 il 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.

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	\$15 per hour	\$65 per hour	\$50 per day	r) \$100 per day	\$45 per hour	\$25 per hour
Technical Fees (Sound, lighting, equipment)	Lighting/Sound 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)

*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	TAL FEES
		GROUP 1, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$500/day
цØį	Black Box	\$	\$250/day
Ηu	Dressing Rooms	\$0	\$50/day
əpı	Gymnasium	\$0	\$250/day
mej	C107	\$0	\$150/day
4	Cafeteria	\$0\$	\$200/day
	Classroom	05	\$75/day
alb	Auditorium (Consolis CCO)	3	- Troops
ΡįΙ	doce franches in the contract	2	APR/DOC¢
Νı	Gymnasium	\$0	\$250/day
ıəp	Cafeteria	\$0	\$200/day
шe	Classroom	\$0	\$75/day
н			
A	Andibean	ç	
161		ne.	Apn/ncre
ua	Сутпаsium	\$0	\$150/day
Шā	Cafeteria	\$0	\$125/day
13	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 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

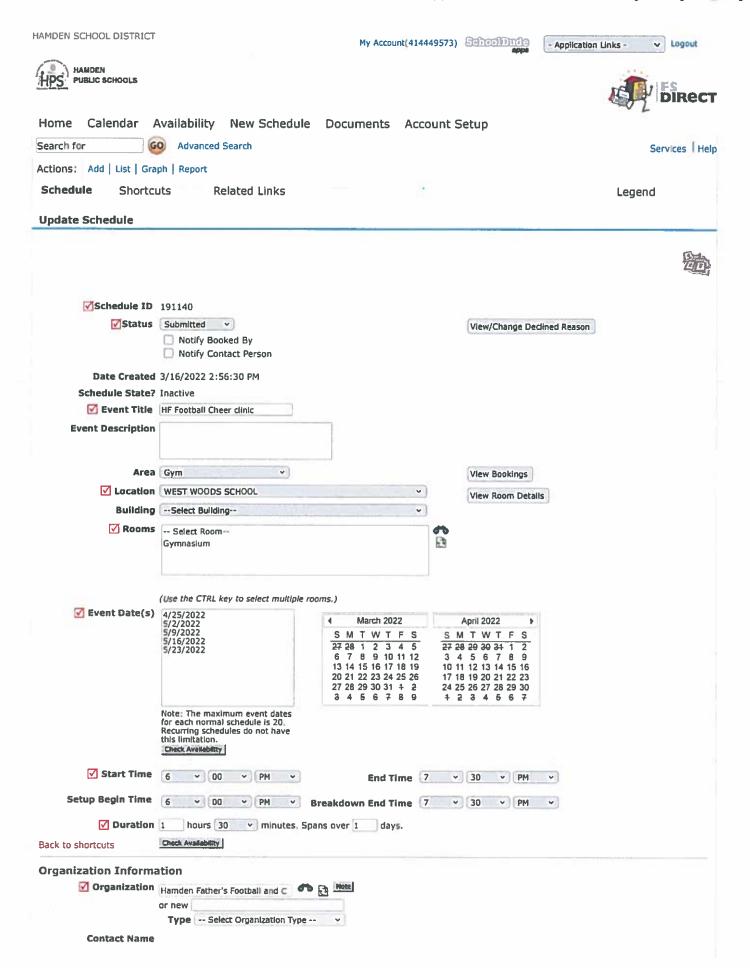
¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are based on a minimum of three hours, including one hour to open/set up, one our {minimum} to close and the actual hours of the event ² Group II, III, and IV are responsible for security fees when security 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

^{**} Based on HPS Energy Program, events must use minimal space requested and time

Building Use Checklist

Hamden Fathers 4/25-5/23/2:

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



	Select Contact Name 😕	
	First Name Last Name	
	Email	Day-Time Phone
	E Email	
	Evening Phone	Cellular Phone
Billing Address	Parks Rec	
		= 147
	Use Organization Billing Address	
FEIN		
	Yes, add this contact to the organization's co	ntact list.
	O Charge back O Payment No charge	
Responsible for Billing		
	Yes, invoices or usages fees have been gene	erated.
Billing Comments		
de a a all comme	Colort Budget A	and the second s
Budget Document Number		packs requires a budget code.
	(e.g. contract or permit	number)
PO Number Back to shortcuts		
Insurance Information	on	
Company		
Company Policy No		
Coverage		
Coverage Dates	то [- a
	Yes, update organization record with above insur	ance Information.
Setup Requirements		
Note: Tacks already separate		
note. lasks already generate	d for events will not reflect changes in service descript	
note. lasks alleady generate	Required Maintenance Services	Service description
note. Pasks alleady generate		
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	Required Maintenance Services Audio/Visual Custodial Event Setup	Service description
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Rental Requests 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	Required Maintenance Services Audio/Visual Custodial Event Setup Security	Service description

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Approva	Note			a-F-278F		
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Inactive Sch	edule 💿					
Pending Sche	dule? O	Add/Update Pendin	ig Reason			
	P	ending Expiration	Date	.02		
Activate Sche	dule?					
Back to shortcuts	Save	Reset				
Approval Proces	s					
Date Approved		Approved	Ву	Note		
No Approval Process	on record.	• •	•			
Pending Reason	s					
Delete Pending Re	ason			Date Entered	Entered By	
No Pending Reason of	n record.					
Events						
Event Start Date	Event End	I Date		Alternat	e Event	
			Location	Event Start Date	Event End Date	
4/25/2022	4/25/2022	2				
5/2/2022	5/2/2022					
5/9/2022	5/9/2022					
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3/23/2022	3/23/2022	2				
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Work Order#	Transaction '	Туре	Transact	ion Description	Transaction Date	Costs
No Transactions on re	cord.					
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			75 NG			
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			☑ Rea	uired Information		
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			M 11120	arence expired		

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

Building Use Checklist



- □ Addendum A N
- □ Rules and Regulations signed
- □ Fee Calculations
 - o Rent
 - o Utilities
 - o 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?

		-		_
CCD	and .			
	FT		_	_

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 SOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> event date.

		- 61	rent surce.		
					Date 3 23 202
o the Board of Education:	4		.10 000	11	11
The undersigned hereby	make application on	behalf of	we are	The U	mage me
			(Nam	e of Organia	and the second
association formed for	Thurse 1	(WW)			for permission to use the
and the first of t		(Event Title)			
ease check the box next to	the rooms you are i	requesting. Th	ė rooms available	for use are	listed under their location.
Hamden High School					Equipment Needed:
☐ Auditorium ☐Black Bo	x Dressing Rooms	Elementai	ry Schools:		
☐ Gymnasium		Bear Path	St Physical disease for the street of the second		HHS/HMS: See Addendum
□ G107		Church Str	reet 🗆		return with this form.
☐ Cafeteria		Dunbar Hi	n c		return with this lothi.
☐ Classroom		Helen Stre	And have a second of the secon		
☐ Athletic Field		Ridge Hill	Annual Control of the		Elementary Schools:
		Shepherd			
Hamden Middle Schoo	N .	Spring Gle			☐ Tables (how many)
☐ Auditorium		West Woo	And the state of t		Chairs (how many)
☐ Gymnasium		Wintergre	mpurchases, 1		Other Needs:
☐ Cafeteria		□ Cafeteria			
☐ Classroom		☐ Classroo			
☐ Music/Band Room		☐ Gymnasi			
		— Супписы			
Central Office	CANTOS				
B Gymnasium & C\USS	1000				
☐Board Room				E)/1	INT INCODUATION
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REHEARS	AL / PREPARATION		Himotepia asias,	proceso andicare o	acting shortheapti for each case
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How many people will a	ttend the rehearsal?_		Number of Per	formers/Pres	enters:
Will your event require s	set up? Yes 🗆 No	0	Anticipated Att	endance:	
If yes, when do you plan	to set up?		Admission Cha	irge:	
			Percentage of	Hamden Do	formers'
		Charles (I)	returinage Of	namuen rei	KATIKSTS.
			S Colonia		
		and the state of t			

		FSD #
PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone Em
Melissa Jones	& B. Perdung A. Hamden do A	
the plan for audience (capacity distancing, etc). We must have you may attach a separate doc		on stage and back stage (meryour request for facility u
the usage of	the gymnasium and clas	ire asking for
	camp for From July	
Hyun have and 203-507-7760	equesting a fee water d	uning that fin

Donnarummo, Taryn

From:

McCann, Emily

Sent:

Wednesday, March 23, 2022 9:39 AM

To:

Donnarummo, 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.

Town Clerk Voterous Coreman 6/13/22-6/14/22

Building Use Checklist

- Addendum A
- Rules and Regulations signed
- Complete COVID protocols (details needed)
- \Box Fee Calculations $\bowtie \beta$
 - o Rent
 - o 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?

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FSD#		
Section 1	4.1	1,0

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATIO	ON FOR USE OF SCHOO	OL BUILDING	
		the day for which it is made.	
Tentative approval, subject to revocation at BOE discre		not be accepted prior to <u>SIX MONTHS</u> before t	he
	event date.	3/3/17/22	
		Date 3/29/7022	,
To the Board of Education:	dlander	元 ハー	
The undersigned hereby make application on beha	if of Humaen	10wn Cherk	
1/ 1 1/1-	(Nam	ne of Organization)	
as association formed for VICTWIM VETC	rans l'ovemi	ne of Organization) // for permission to use the	
	nt Title)		
Please check the box next to the rooms you are reques		e for use are listed under their location	
Trans are are non trans or one tooms you are reque	rang. The rooms avended	C for all are alles and a treat foreston.	
Hamden High School		Equipment Needed:	
	ementary Schools:		
	ear Path 🗆	HHS/HMS: See Addendum A and	
	ourch Street 🗆	•	
	ınbar Hill 🗍	return with this form.	
	elen Street 🛘		
TI Ashinata Cinia		Elementary Schools:	
	dge Hill 🔲		
	epherd Glen 🗆	☐ Tables (how many)	
S Auditorium Sp	ring Glen 🛘	☐ Chairs (how many)	
☐ Gymnasium W	est Woods 🗆	Other Needs:	
	intergreen III	Li Other Needs:	_
☐ Classroom ☐	Cafeteria		
☐ Music/Band Room ☐	Classroom		
	Gymnasium		
Central Office			_
☐ Gymnasium		· · · · · · · · · · · · · · · · · · ·	
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	- 6/14	4.06 5:00 7:00	
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How many people will attend the rehearsal?	— Number of Perf	formers/Presenters:/	ł
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Will your event require set up? Yes ≅ No □	Anticipated Atte	rendance: 200	- [
If you when do you when to cut you?	1 1	~	- [
If yes, when do you plan to set up?	Admission Char	arge: 0	Ì
40m 00 6/13 4 6/14		10081	-
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	— Percentage of I-	Hamden Performers: 100%	- 1
	— I I		-

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#	17 4 5 5 4 5 5 4 5 5 5 5 5 5 5 5 5 5 5 5
PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Karimah Mickens	32 Building Brank Rd Hamden		ranain.
Sean Grace	852 Wintergreen Av Harrobe	203-376-528	2 Seams Saraccolland
auren Garrett	2750 Dixwell tre, Harrely	203-271-7/00	Igarrett Chamden con
Please describe how you plan to the plan for audience (capacity, distancing, etc). We must have you may attach a separate document of the following of the foll	comply with the state and CDC Covid-19 guide seating, entry and exit) as well as performers of this information before the Board will consider	lines for your event. n stage and back stag	Please include both se (masks, social lity use. (If easier, () () () ()
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		-	
28.80 2 252			

_(Initial)

FSD #

RULES AND REGULATIONS

513

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.
- 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.
- Ho 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) trust comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk tosing future rental status. (Please Initial)
	respead and agree with the above rules and regulations set forth by the Hamden Board of Education:
(Sign	0124 7707.

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

Approved by Board of Education:	Date:	
(V . n)		
((Initial)		

			FSD#
ADDENDUM A For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes 🗹	No □	.
How many tables will you need? 4 Location: 1000	of Stax	(z) j 2	2 in half
Will you need a podium? How many tables will you need? 4 Location: 40 How many movable chairs will you need? 12 Location: 54	je	-	•
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes 🗆	Note	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	000010	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.	Yes 🗹 ar sound system inch	No □ uding mixing L	poard, 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 it	Yes it.	No □ iting.	
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			
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.		2 🗆 est be contrac	ted. 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 HPS hand	dle the projections		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		·	<u>s</u>
$\sqrt{\Lambda}$			ASM
(Initial)			Designation Considerate

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 BDE

discretion,

after school tutoring, summer school programs, professional development, etc. 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 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. Group II

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 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 Group I - No 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	\$15 per hour	\$65 per hour	\$50 per day) \$100 per day	\$45 per hour	\$25 per hour
Technical Fees (Sound, Ilahting, equipment)	Lighting/Sound Technician	Student Technician	Lighting Supervisor	LCD Projector Usage	Piano Usage (only with parmission of Fine Arts Director)	Lighting System Usage (performance or rehearsal day)	sound system Usage (performance or renearsal day)

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

BROUP IV \$250/day \$50/day \$250/day \$150/day \$200/day \$250/day \$200/day \$150/day \$125/day 5500/day \$75/day \$75/day \$75/day 500/day ROOM RENTAL FEES GROUP I, II, III 2222222 2222 2222 uditorium (Capacity 600) Auditorium (Capacity 550) Dressing Rooms Gymnaskum Symmasium **Sympasium** Auditorium Classroom Classroom Classroom Black Box Caletarda Cafeterla Cafeteria C107 प्रविद्धा ध्वकृष ALDERIN LINE

Custodian Fees 1:

\$60.72 per hour Sunday and Holldays \$42.34 per hour Sunday and Holidays \$45.54 per hour Monday - Saturday \$31.76 per hour Monday -- Saturday Time and one-half Time and one-half Double Time Double Time Security Fees²:

Utility Fee (Group III & IV)

\$30.00 per hour

4 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 feas 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

^{**} Based on HPS Energy Program, events must use minimal space requested and time

Building Use Checklist

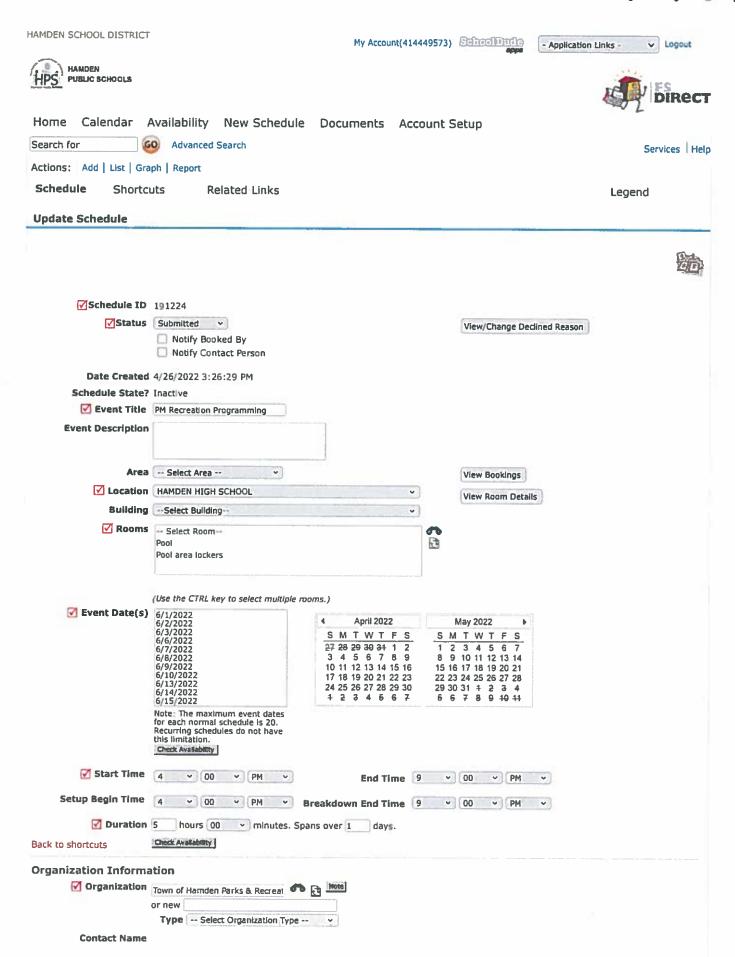
Parks + Rec.

PM Rec Program

6/1-6/15/22

+
5/2-5/18/22

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

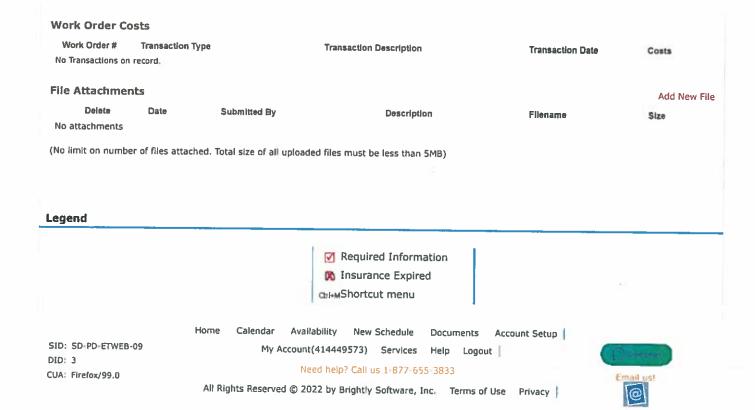


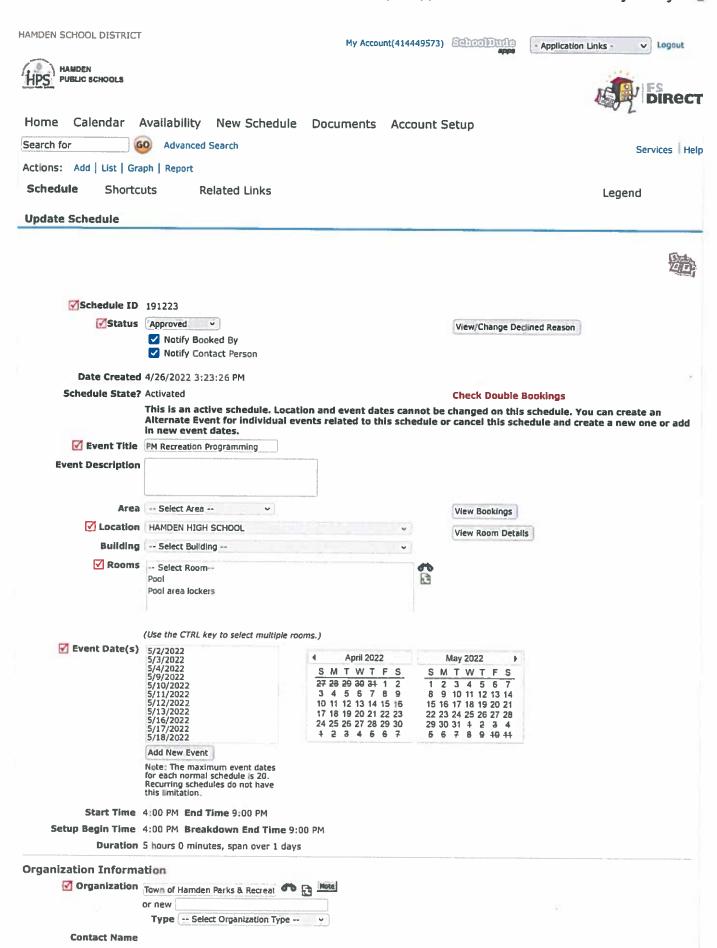
	- Select Contact Name)		
	First Name	Last Name		
	Laura	Luzzi		
	Email		Day-Time Phone	
	lluzzi@hamden.com	⊠ Email	2032872584	
	Evening Phone		Cellular Phone	
Billing Address	2750 Dixwell Ave, Town of Hamde Town of Hamden	en		
	TOWN OF FIBRIDE			
	Use Organization Billing Add	iress		
FEIN		les Tax Exemption No.		
	Yes, add this contact to the			
Invoice Type?	O Charge back O Payment			
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	Yes, invoices or usages fee	as have been consisted		
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PO Number	(e.g. con	itract or permit number)		
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Company				
Company Policy No				
Coverage				
Coverage Dates	То	Fa		
	Yes, update organization recor	rd with above insurance informatio	n.	
Setup Requirements				
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	☐ Security			
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Number of extra chairs				
Number of parking				
spaces				
Other Needs				
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	Email Iluzzi@hamden.com				
	te To Emily McCann				
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Facility Scheduling

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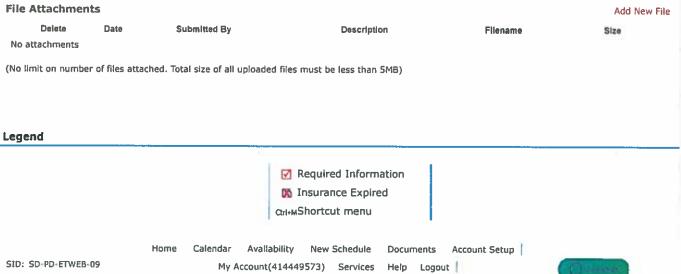


	Select Contact Name			
	First Name	Last Name		
	Laura	Luzzi		
	Email)	Day-Time Phone	
	lluzzi@hamden.com	Email .	2032872584	
	Evening Phone		Cellular Phone	
Billing Address	2750 Dixwell Ave, Town of Hamde Town of Hamden	en		
	Use Organization Billing Add	dress		
FEIN	Sa	les Tax Exemption No.		
	Yes, add this contact to the	organization's contact list.		
Invoice Type?	O Charge back O Payment			
Responsible for Billing		-		
	Yes, invoices or usages fee	es have been generated.		
Billing Comments				
Budget	- Select Budget Account	Charge backs requires a	budget code.	
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Back to shortcuts				
Number of extra chairs				
Number of parking				
Spaces Other Needs				
Other Needs				
Booked by	First Name Last	Name		
	Laura Luzzi			

	Email Iluzzi@hamden.c	077			
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5/26/2022	5/26/2022				
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Invoices					Create Invoice
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Facility Scheduling

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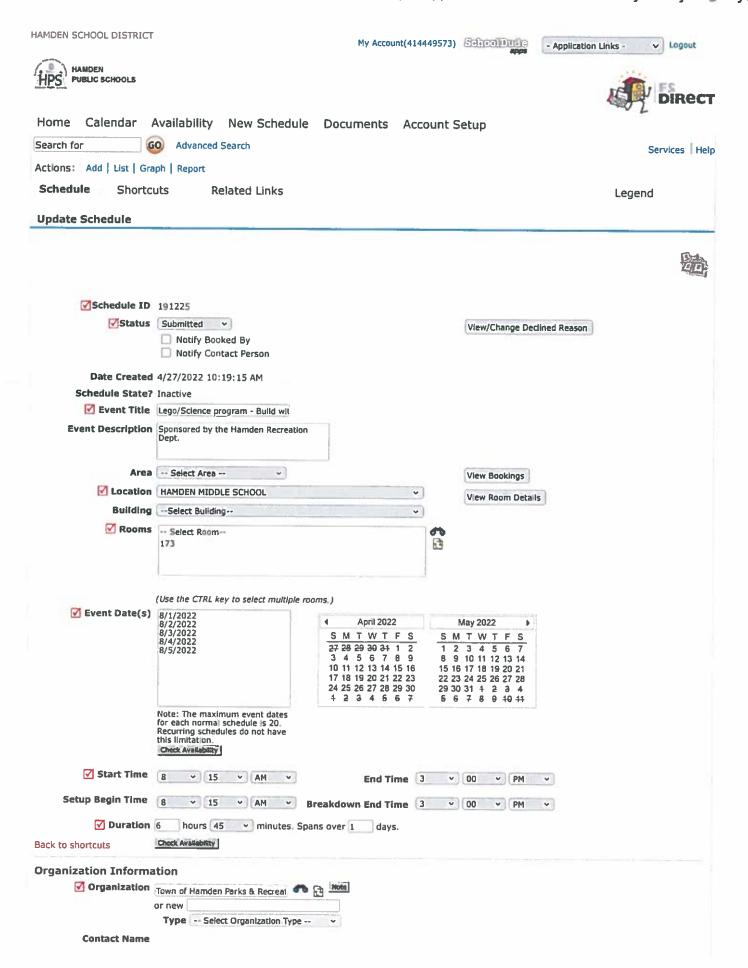
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Building Use Checklist

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

- Event Information sheet
- □_Addendum-A
- □ Rules and Regulations signed
- □ Complete COVID protocols (details needed)
- □_Fee Calculations
 - o Rent
 - o 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?



	Select Contact Name v			
	First Name	Last Name		
	Laura	Luzzi		
	Email] e-a _ 00000	Day-Time Phone	
	Iluzzi@hamden.com	Et Email	2032872584	
	Evening Phone		Cellular Phone	
		···		
Billing Address	2750 Dixwell Ave, Town of Hamde 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	No charge		
Responsible for Billing	Select Assignee - v			
	Yes, invoices or usages fee	es have been generated.		
Billing Comments				
Budget	- Select Budget Account	Charge backs requires a	budget code.	
Document Number	(e.g. cor	ntract or permit number)		
PO Number				
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Company				
Company Policy No				
Coverage				
Coverage Dates	Т То			
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	Yes, update organization reco	ord with above insurance information	n,	
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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		

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Event Visi	bility 🔽	Yes, this is a sche	dule of public events			
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No Pending Reason or	n record.					
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8/2/2022	8/1/2022 8/2/2022					
8/3/2022	8/3/2022					
8/4/2022	8/4/2022					
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(No limit on number o	of files attac	hed. Total size of	f all uploaded files mus	st be less than 5MB)		
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DID: 3

CUA: Firefox/99.0

Home Calendar Availability New Schedule Documents Account Setup |

My Account(414449573) Services Help Logout |

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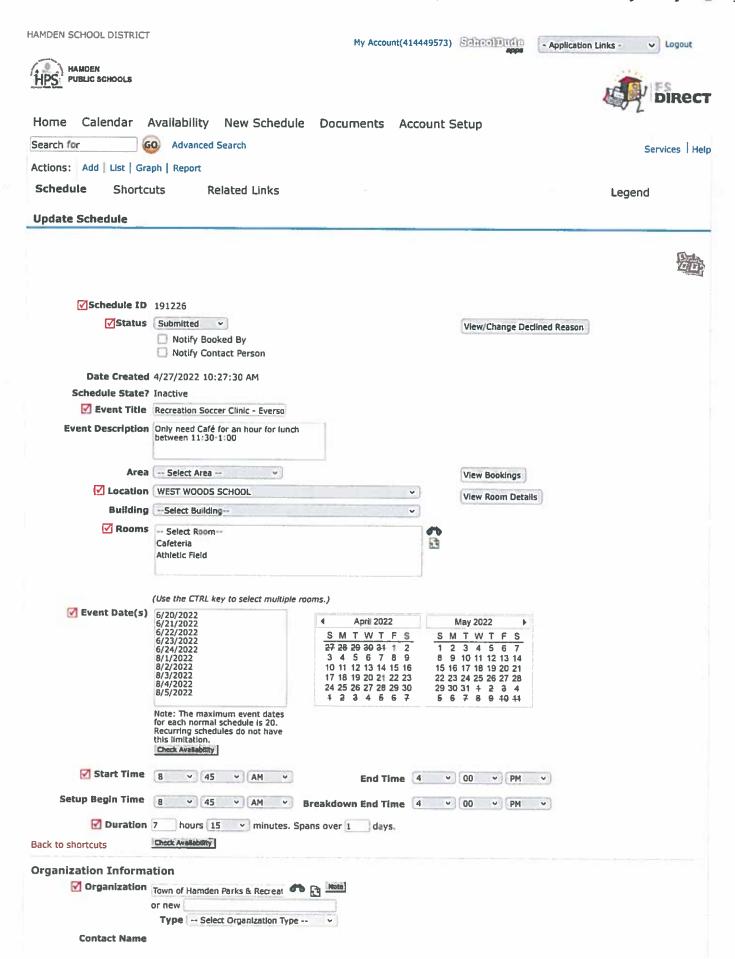


Building Use Checklist

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

2	Event	Information sheet
	Adde	ndum A
	Rules	and Regulations signed
	Comp	olete COVID protocols (details needed)
	Fee-C	alculations
	0	Rent
	0	Utilities
	0	Security (for times when public is there)
	0	Custodial Services
	Addit	ional information needed
	0	Does this event recur annually and how long has the vendor been

using facilities?



	Select Contact Name			
	First Name	ast Name		
	Laura	Luzzi		
	Email		Day-Time Phone	
		4 Email	2032872584	
	Evening Phone		Cellular Phone	
Billing Address	2750 Dixwell Ave, Town of Hamden Town of Hamden			
	Titles Organization Billion Adde			
FEIN	Use Organization Billing Address	s Tax Exemption No.		
1 4414				
Invoica Tuna?	Yes, add this contact to the c			
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Responsible for Billing				
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Billing Comments				
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	Select Budget Account	Charge backs requires	budget code.	
Document Number	(e.g. cont	ract or permit number)		
PO Number				
Back to shortcuts				
Insurance Information	on			
Company				
Company Policy No				
Coverage				
Coverage Dates	То			
	Yes, update organization record	with above insurance information	on.	
Setup Requirements				
Note: Tasks already generated	for events will not reflect changes in	service description		
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Rental Requests No Rental Request defined. Number Attending Number of Adults Number of Children	Required Maintenance Service Audio/Visual Custodial Event Setup		Service description	+ Add Rental Request
Rental Requests No Rental Request defined. Number Attending Number of Adults Number of Children Back to shortcuts Number of extra chairs Number of parking	Required Maintenance Service Audio/Visual Custodial Event Setup		Service description	+ Add Rental Request
Rental Requests No Rental Request defined. Number Attending Number of Adults Number of Children Back to shortcuts Number of extra chairs Number of parking spaces	Required Maintenance Service Audio/Visual Custodial Event Setup		Service description	+ Add Rental Request
Rental Requests 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	Required Maintenance Service Audio/Visual Custodial Event Setup Security		Service description	+ Add Rental Request
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	Email				
	lluzzi@hamden.com				
Current Route	To Emily McCann				
	ve? Route to Ne	rt Select Poute To	· •		
			automatically route the next pers	on defined in the routing system.	
Approval N					
Event Visible	lity 🔽 Yes, this is a sc	hedule of public events			
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		ion Date	100		
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Back to shortcuts	Faus Bases				
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Pending Reasons					
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Events					
Event Start Date	Event End Date		Alternate	Event	
		Location	Event Start Date	Event End Date	
6/20/2022	5/20/2022				
6/21/2022	5/21/2022				
6/22/2022	5/22/2022				
	5/23/2022				
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0,5,2022	7 37 2022				
Invoices					Create Involce
					Create IIIVOICE
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Payments					Add New Payment
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File Attachments					Add New File
	ate Submitte	ed By	Description	Filename	Size
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(No limit on number of i	files attached. Total size	of all uploaded files mus	t be less than 5MB)		

Legend

Required Information
Insurance Expired
Cut+MShortcut menu

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DID: 3

CUA: Firefox/99.0

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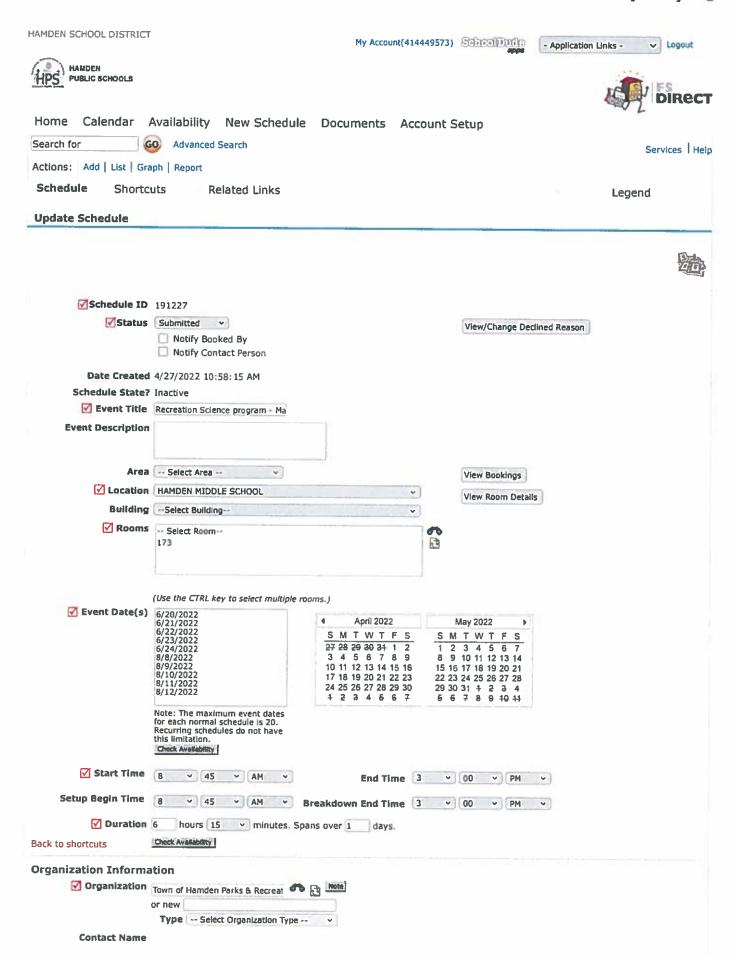
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Building Use Checklist

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

- □ Rules-and Regulations signed
- □ Complete-COVID-protocols (details needed)
- □ Fee Calculations
 - o Rent
 - o Utilities
 - Security (for times when public is there)
 - Custodial Services
- Additional information needed
 - O Does this event recur annually and how long has the vendor been using facilities?



	Select Contact Name V		
	First Name Last	Name	
	Laura		
	Email	Da	y-Time Phone
	lluzzi@hamden.com ⊠ Em	all 20	32872584
	Evening Phone	Ce	llular Phone
Billing Address	2750 Dixwell Ave, Town of Hamden Town of Hamden	î) c	
	Use Organization Billing Address		
FEIN		c Exemption No.	
PEIN			
	Yes, add this contact to the organ		
Involce Type?	O Charge back O Payment 1 N	lo charge	
Responsible for Billing	Select Assignee v		
	Yes, invoices or usages fees have	heen generated	
Billing Comments		been generated	
Jiming Commence			
		- The Disease of the	
Budget	Select Budget Account	Charge backs requires a buc	dget code.
Document Number	(e.g. contract	or permit number)	
PO Number			
Back to shortcuts			
			10 to
Insurance Information	on		
Company			
Company Policy No			
Coverage			
_			
Coverage Dates	То	28	
	Yes, update organization record with	above insurance information.	
Satur Daguiramente			
Setup Requirements		26	
Note: Tasks already generated	I for events will not reflect changes in serv	rice description.	Camilla danatatan
Note: Tasks already generated	Required Maintenance Services	rice description,	Service description
Note: Tasks already generated		rice description.	Service description
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Rental Requests No Rental Request defined. Number Attending Number of Adults Number of Children Back to shortcuts Number of extra chairs	Required Maintenance Services Audio/Visual Custodial Event Setup	rice description.	
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Rental Requests 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	Required Maintenance Services Audio/Visual Custodial Event Setup	rice description.	

	Emai Iluzzio	I @hamden.com					
Current Rou	to To Englis	McCann					
	101			-			
Арр			t Select Route To	o automatically route the next	person defined in the	routing system.	
Approval							
Event Visi	bility 🗸 Ye	es, this is a sch	edule of public events				
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Event Start Date	Event End	Date	Location		nate Event		
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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						
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8/11/2022	8/11/2022						
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Invoices							Create Involce
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No Invoices on record							
Payments							Add New Payment
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File Attachments							Add New File
		Section 100	4 Dec	Managh Al			55
Delete No attachments	Date	Submitte	эву	Description		Filename	Size
No attachments							
(No limit on number of	of files attach	ed. Total size	of all uploaded files mu	ist be less than 5MB)			

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