

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?

Park + Rec

Sky Hawks program

rain location

7/5-8/12/22

town

Donnarummo, Taryn

From: McCann, Emily
Sent: Thursday, May 12, 2022 12:02 PM
To: Donnerarummo, Taryn
Subject: FW: Skyhawks back-up

Please add to June Operations

From: Ariola, Tom <tariola@hamden.org>
Sent: Thursday, May 12, 2022 11:40 AM
To: McCann, Emily <emccann@hamden.org>
Cc: Cross, John <jcross@hamden.org>
Subject: Re: Skyhawks back-up

Has to go through operations

Sent from my iPhone

On May 12, 2022, at 9:37 AM, McCann, Emily <emccann@hamden.org> wrote:

Please advise.

Thank you,

Emily

From: Laura Luzzi <LLuzzi@Hamden.com>
Sent: Thursday, May 12, 2022 9:36 AM
To: McCann, Emily <emccann@hamden.org>
Subject: Skyhawks back-up

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

Emily,

Please see highlighted message and let me know what your thoughts are, I want to get everything into the system to secure the program placement for a back-up...thanks!

From: Laura Luzzi
Sent: Wednesday, April 27, 2022 11:42 AM
To: 'McCann, Emily' <emccann@hamden.org>
Subject: RE: Slamma-Jamma + others

Thanks Emily for getting back to me so quickly, things are really revering up and I don't want to upset anyone...most of the ones in question are in June-August, can you put in all the request I submitted for the meeting in May please?

Also I need your help getting a back-up school for the Skyhawks program. They meet at Basset Park during the summer however I need a back-up school which I usually use Ridge Hill School in the event it rains, otherwise they are outside. Will there be any renovations planned at Ridge Hill this summer? Again only for inclement weather and the program is well supervised, the kids will not be running around the school! We enter thru the bottom driveway where the buses go, enter the building, go down the ramp to the gym, this has worked perfectly in the past!

The weeks I will need are as followed:

7/05-7/08 (Time 9-3)

7/11-7/15 (Time 9-12)

7/25-7/29 (Time 9-12)

8/01-8/05 (Time 9-3)

8/08-8/12 (Time 9-3)

If it's OK, I will put in the request thru Schooldude, not sure if you need to ask the principal.

Thanks again!

Laura

From: McCann, Emily [<mailto:emccann@hamden.org>]

Sent: Wednesday, April 27, 2022 11:05 AM

To: Laura Luzzi <LLuzzi@Hamden.com>

Subject: RE: Slamma-Jamma + others

They're on the agenda for May. April's meeting was cancelled. I will be approving as soon as the meeting happens. The ones that start before then are fine to begin.

Em

From: Laura Luzzi <LLuzzi@Hamden.com>

Sent: Wednesday, April 27, 2022 11:01 AM

To: McCann, Emily <emccann@hamden.org>

Subject: Slamma-Jamma + others

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

Good Morning Emily,

I hope all is well with you and at the BOE!

I'm contacting you regarding the Slamma-Jamma BB program, when will it be approved? The Directors are getting inquiries and wants to take registrations for the campers, please give me an update!

Also, please check and see for the other programs like Whitney Players, Build with Ricky, Creative Kids Arts program, and others I just put in the request for like Everson Soccer at WW

school and Mad Science...I may be missing a few other...let me know cause residents are calling and asking for programming!

Thanks,
Laura

Laura F. Luzzi
Town of Hamden
2750 Dixwell Ave.
Hamden, CT 06518

Recreation Supervisor - Aquatics
203-287-2584 - Office
203-287-2587 - Fax
203-996-2536 - Cell
lluzzi@hamden.com

Building Use Checklist

Park + Rec
Summer Day
6/29 - 7/29/22

- ☐ Event Information sheet
- ☐ Addendum A
- ☐ Rules and Regulations signed *town*
- ☐ 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?

HAMDEN SCHOOL DISTRICT

My Account(414449573)

SchoolDude
apps

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HAMDEN
PUBLIC SCHOOLS



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

Schedule

Shortcuts

Related Links

Legend

Update Schedule



☒ Schedule ID 191230

☒ Status Submitted

View/Change Declined Reason

☐ Notify Booked By

☐ Notify Contact Person

Date Created 4/28/2022 1:29:42 PM

Schedule State? Inactive

☒ Event Title Hamden Rec. Dept. Summer Day

Event Description

Area -- Select Area --

View Bookings

☒ Location HAMDEN MIDDLE SCHOOL

View Room Details

Building --Select Building--

☒ Rooms

-- Select Room--

Gymnasium

Cafeteria

Tennis Courts

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

6/27/2022
6/28/2022
6/29/2022
6/30/2022
7/1/2022
7/5/2022
7/6/2022
7/7/2022
7/8/2022
7/11/2022
7/12/2022

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

End Time 5 30 PM

Setup Begin Time 7 15 AM

Breakdown End Time 5 30 PM

☒ Duration 10 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
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
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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				

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

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

Schedule

Shortcuts

Related Links

Legend

Update Schedule

☒ Schedule ID

191232

☒ Status

Submitted

View/Change Declined Reason

☐ Notify Booked By

☐ Notify Contact Person

Date Created 4/28/2022 1:32:09 PM

Schedule State? Inactive

☒ Event Title Hamden Rec. Dept. Summer Day

Event Description

Area

-- Select Area --

View Bookings

☒ Location

HAMDEN MIDDLE SCHOOL

View Room Details

Building

--Select Building--

☒ Rooms

-- Select Room--

Gymnasium

Cafeteria

Tennis Courts

☒ Event Date(s)

7/25/2022

7/26/2022

7/27/2022

7/28/2022

7/29/2022

(Use the CTRL key to select multiple rooms.)

May 2022

June 2022

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

Check Availability

☒ Start Time

7

15

AM

End Time

5

30

PM

Setup Begin Time

7

15

AM

Breakdown End Time

5

30

PM

☒ Duration

10

hours

15

minutes

Spans over

1

days

Check Availability

Organization Information

☒ Organization

Town of Hamden Parks & Recreat

or new

Type

-- Select Organization Type --

Contact Name

1 of 4

5/13/2022, 11:10 AM

-- 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?

☐

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
7/25/2022	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

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

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SID: SD-PD-ETWEB-34
DID: 3
CUA: Firefox/100.0

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Building Use Checklist

Park + Rec
Mundkin/Rasrap
6/27-7/28/22

- ☐ Event Information sheet
- ☐ Addendum A
- ☐ Rules and Regulations signed

town

- ☐ 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?



Home Calendar Availability New Schedule Documents Account Setup

Search for GO Advanced Search

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Actions: Add | List | Graph | Report

Schedule Shortcuts Related Links Legend

Update Schedule



☒ Schedule ID 191234

☒ Status Submitted

Notify Booked By

Notify Contact Person

View/Change Declined Reason

Date Created 4/28/2022 1:38:34 PM

Schedule State? Inactive

☒ Event Title P. & R. Munchkin/Rascal Summer

Event Description

Area -- Select Area --

View Bookings

☒ Location SHEPHERD GLEN SCHOOL

View Room Details

Building --Select Building--

☒ Rooms -- Select Room--

Gymnasium

Multi purpose field

Cafeteria

(Use the CTRL key to select multiple rooms.)

☒ Event Date(s)

6/27/2022

6/28/2022

6/29/2022

6/30/2022

7/1/2022

7/5/2022

7/6/2022

7/7/2022

7/8/2022

7/11/2022

7/12/2022

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

End Time 5 30 PM

Setup Begin Time 7 15 AM

Breakdown End Time 5 30 PM

☒ Duration 10 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 -- v

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 -- v

☐ Yes, invoices or usages fees have been generated.

Billing Comments

Budget

-- Select Budget Account -- v

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
6/27/2022	6/27/2022				
6/28/2022	6/28/2022				
6/29/2022	6/29/2022				
6/30/2022	6/30/2022				
7/1/2022	7/1/2022				
7/5/2022	7/5/2022				
7/6/2022	7/6/2022				
7/7/2022	7/7/2022				
7/8/2022	7/8/2022				
7/11/2022	7/11/2022				
7/12/2022	7/12/2022				
7/13/2022	7/13/2022				
7/14/2022	7/14/2022				
7/15/2022	7/15/2022				
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				

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

<

Legend

☒ Required Information

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Ctrl+MShortcut menu

Leave a message

Email us!

HAMDEN SCHOOL DISTRICT

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SchoolDude
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- 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** 191235

☒ **Status** Submitted

[View/Change Declined Reason](#)

- ☐ Notify Booked By
☐ Notify Contact Person

Date Created 4/28/2022 1:40:55 PM

Schedule State? Inactive

☒ **Event Title** P. & R. Munchkin/Rascal Summer

Event Description

Area -- Select Area --

[View Bookings](#)

☒ **Location** SHEPHERD GLEN SCHOOL

[View Room Details](#)

Building --Select Building--

☒ **Rooms** -- Select Room--
Gymnasium
Multi purpose field
Cafeteria



(Use the CTRL key to select multiple rooms.)

☒ **Event Date(s)**

7/25/2022
7/26/2022
7/27/2022
7/28/2022
7/29/2022

May 2022							June 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
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15	16	17	18	19	20	21	12	13	14	15	16	17	18
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End Time 5 30 PM

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[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

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

FEIN

Sales Tax Exemption No.

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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 --

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Document Number

(e.g. contract or permit number)

PO Number

Back to shortcuts

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Company Policy No

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Coverage Dates



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☐ Custodial

☐ Event Setup

☐ Security

Service description

Rental Requests

+ Add Rental Request

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Back to shortcuts

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Other Needs

Booked by

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Last Name

Luzzi

Email
iluzzi@hamden.com

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Pending Expiration Date

Activate Schedule? ☐

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7/28/2022	7/28/2022			
7/29/2022	7/29/2022			

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

Legend

- ☒ Required Information
- ☒ Insurance Expired

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Building Use Checklist

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

- Rent

- Utilities

- Security (for times when public is there)

- Custodial Services

- ☐ Additional information needed

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

Part + Rec.

July 1st

July 20th

Rain location

town

Hamden Arts Commission
Free Summer Concert Series

July 1, 8, 15, 22

7pm - 10:00 pm

Hamden Public Schools
60 Putnam Avenue
Hamden, CT 06517

FSD # _____

APPLICATION FOR USE OF SCHOOL BUILDING

Performance Location

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

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

Date 5/23/22

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Arts + Culture

(Name of Organization)

as association formed for Hamden Summer Concert Series 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)
<u>7/1</u>	<u>12:00 pm - 1:00 pm</u>
<u>7/8</u>	<u>12:00 pm - 1:00 pm</u>
<u>7/15</u>	<u>12:00 pm - 1:00 pm</u>
<u>7/22</u>	<u>12:00 pm - 1:00 pm</u>

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
<u>7/1</u>	<u>12:00 pm</u>	<u>7:00 pm</u>	<u>9:00 pm</u>
<u>7/8</u>	<u>12:00 pm</u>	<u>7:00 pm</u>	<u>9:00 pm</u>
<u>7/15</u>	<u>12:00 pm</u>	<u>7:00 pm</u>	<u>9:00 pm</u>
<u>7/22</u>	<u>12:00 pm</u>	<u>7:00 pm</u>	<u>9:00 pm</u>

Number of Performers/Presenters: 9 concerts

Anticipated Attendance: 500

Admission Charge: Free

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.

Submitted By:

Alissa Marchese - Arts + Marketing Manager
203-287-7003 Amarchese@Hamden.com
2750 North Main Avenue

(Initial)

PSD# _____

PRINT names of applicants.

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Alisha Mathewale

Hamden ARB 2901 Dixwell Ave.

7003

AlishaMathewale@

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)

(Initial)

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

Will you need a podium?

Yes ☐No ☒How many tables will you need? 1

Location: _____

How many movable chairs will you need? 1

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.

*our
 sand carrying
 only 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. *Bringing sound company*

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 (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

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. Jan (Please Initial)

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

(Signature)

(Date)

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

Approved by Board of Education: _____

Date: _____

(Initial)