

Building Use Checklist

Hamden Kings Basketball
10/17- 6/5/23

- ☒ 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? 2nd year requesting

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the event date

Date 9/7/22

To the Board of Education:

The undersigned hereby make application on behalf of

Jaime Rodriguez

(Name of Organization)

as association formed for

Hamden Kings Basketball Team

(Event Title)

for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☒ 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 Start ASAP Time (From/To) 5pm - 7pm
until Monday evenings
June 5th, 2023

How many people will attend the rehearsal? 12-15 Kids
2-6 parents

Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up?

bring own basketballs

EVENT INFORMATION

*If multiple dates please indicate clearly information for each date

Date	Arrival Time	Event Time	End Time
<u>Monday's</u>	<u>4:50 PM</u>	<u>5:00 PM</u>	<u>7:00 PM</u>
<u>ASAP</u>			

Number of Performers/Presenters: 12-15 Kids, 2-6
adults

Anticipated Attendance: 12-21

Admission Charge: 0

Percentage of Hamden Performers: 100%

FSD # _____

PRINT names of applicants. Please write legibly if not typed.

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

Jaime Rodriguez 337 Augur St
Hamden CT

(718-531
1164)

JRodriguez@Hamden.
org

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)

I will monitor my players for COVID and respect
quarantine guidelines as we do in Hamden Public
Schools.

RULES AND REGULATIONS

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

Please initial each numbered guideline

JR

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.

JR

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.

JR

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.

JR

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.

JR

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.

JR

6. A permit is not transferable.

JR

7. A permit is not valid unless signed by the Superintendent or his/her designee.

JR

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.

JR

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.

JR

10. 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. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. 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.**

JR

11. 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.

JR

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)

- JK 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- JK 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.
- JK 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature) _____

(Date) 9/7/22

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

Approved by Board of Education: _____ Date: _____

DAntonio, Stacie

From: Rodriguez, Jamie
Sent: Wednesday, September 7, 2022 10:47 AM
To: DAntonio, Stacie
Subject: Fwd: Jaime Rodriguez

Can you please print this out as well for me ? Thanks

Get [Outlook for iOS](#)

From: Rodriguez, Laura <Laura.Rodriguez@hamden.org>
Sent: Wednesday, September 7, 2022 10:39 AM
To: Rodriguez, Jamie
Subject: Re: Jaime Rodriguez

Hello Jamie,

I would love for you to bring your basketball team to Dunbar Hill on Monday evenings to work out and practice. I also have some 6th grade families that are looking to involve their children in after school activities.

I have known you for many years and I appreciate how dedicated you are to the children of Hamden. When we worked together at Church Street School you were always present and had a positive attitude that the students loved. You continue this work at Ridge Hill School and I know that you are also well respected by that community. They are lucky to have you. You want to provide a safe place for the students to play and interact and I admire this immensely.

Thank you for your efforts on behalf of the children of Hamden. Please let me know if I can be of further assistance.

Thank you,

Laura M Rodriguez

Principal

Dunbar Hill School

CDP Coordinator - Adult Ed

Hamden, CT 06514

203-407-2025

lrodriguez@hamden.org



C.R. + Co. Dance
2/15/23 + 2/18/23

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?

FSD # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the
event dateDate 9/7/22To the **Board of Education**:The undersigned hereby make application on behalf of C.R.+Co Dance LLC

(Name of Organization)

as association formed for Winter Dance Concert 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 SchoolAuditorium 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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ 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 2/15/23 Time (From/To) 4:00 - 8:00 pm

How many people will attend the rehearsal? 100Will 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

	Arrival Time	Event Time	End Time
<u>2/18/23</u>	<u>2:00 pm</u>	<u>6:00 pm</u>	<u>8:00 pm</u>

Number of Performers/Presenters: 100Anticipated Attendance: 500Admission Charge: \$20.00Percentage of Hamden Performers: 30%

PRINT names of applicants. Please write legibly if not typed.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Chelsea Little-Hughes	175 High Top Cir West Hamden, CT 06514	203- 675-0264	c.randco@yahoo.com
Tonya Howard	177 Sherman Ave. Hamden, CT 06518	203-887-2705	teh-howard@yahoo.com
Talima Andrews	362 Golf Dr. East Haven, CT	518-256-3136	talimasandrews@aol.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)

C.R. + Co wishes to hold our annual winter dance recital at Hamden Middle School's Auditorium. We know and understand the importance of health and safety protocols. We will follow all CDC guidelines and provide sanitizer stations for all guests. We will also provide ushers to ensure guests are entering/exiting specific doors. ~~and~~ Those assisting back stage will be masked.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- CLH 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.
- CLH 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.
- CLH 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.
- CLH 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.
- CLH 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.
- CLH 6. A permit is not transferable.
- CLH 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- CLH 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.**
- CLH 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.
- CLH 10. 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. Due to staffing shortages, please be advised that we may not be able to fully staff your event. 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.
- CLH 11. 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.
- CLH 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)

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

CLH 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.

CLH 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

*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*

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

 9/7/22
(Signature) (Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium?

Yes ☐No ☒How many tables will you need? 2 Location: Hallway/LobbyHow many movable chairs will you need? 6 Location: Hallway/Lobby

Will you need stage lighting for your event?

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

How many follow spotlights will you need?

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

Will you need sound for your event?

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

Will you need us to play music during your event?

Yes ☒No ☐**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones?

Yes ☒No ☐If yes, # of wireless handheld microphones 2**Up to two are available at each location*

If yes, # of wired handheld microphones _____

Up to six are available at each location*If yes, # of floor (tap) microphones 3Only 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**CLH (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

Fee Calculations

Whitney Players August 2022

Wednes + Sat.

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	2	\$1,500.00	\$3,000.00
Black Box (HHS Only)		\$750.00	\$0.00
Dressing Rooms (HHS Only)		\$150.00	\$0.00
C107 (HHS Only)		\$450.00	\$0.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Classroom	1	\$225.00	\$225.00
Music/Band Room (HMS Only)	1	\$225.00	\$225.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	6	\$360.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	3	2	\$190.56
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	3	2	\$273.24
Clean Up	2	2	\$182.16

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

TOTAL FEES: \$4,546.50

Building Use Checklist

Joan Lynn Dance

12/9 - 12/10/22

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

Long time event partner

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the event date

Date 9/10/22To the **Board of Education**:

The undersigned hereby make application on behalf of Joan Lynn Dance Company
(Name of Organization)

as association formed for Nutcracker 3.0
(Event Title) for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ 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 12/9/22 Time (From/To) 3pm-10pm

How many people will attend the rehearsal? 40-50

Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?
3pm

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>12/10/22</u>	<u>10am</u>	<u>12pm & 4pm</u>	<u>8pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 30

Anticipated Attendance: 500

Admission Charge: \$25-\$35

Percentage of Hamden Performers: 90%

FSD # _____

PRINT names of applicants. Please write legibly if not typed.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Joan Christensen	1 McMahon Lane, North Branford, CT 06471	203-980-7327	JoanLynnDanceCompany@gmail.com
_____	_____	_____	_____
_____	_____	_____	_____

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

We plan to comply with all state and CDC Covid-19 guidelines. This includes but is not limited to: social distancing in regards to seating, performers, and staff,
staggered entrances and exits for audience and patrons; requiring masks if state and CDC guidelines request them; providing masks for anyone who would like one;
sterilizing and cleaning surfaces as necessary.

RULES AND REGULATIONS**For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes****Please initial each numbered guideline**

- JC 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in **every** detail the purpose and nature of the activity for which the building is to be used and must be signed by **three responsible persons**, who will be held responsible for any damage or loss of property arising from such use.
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- JC 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.
- JC 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.
- JC 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.
- JC 6. A permit is not transferable.
- JC 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- JC 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.**
- JC 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.
- JC 10. 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. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. 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.**
- JC 11. 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.
- JC 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)

JC 13. We **cannot** reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.

JC 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.

JC 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

Joan Christensen

9/10/22

(Signature)

(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

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

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (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**

JC _____ (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

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

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

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

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. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department

Technical Fees (Sound, lighting, equipment)

Sound Supervisor	\$130 per hour
Lighting Supervisor	\$130 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$90 per hour

*Technician, Supervisor, and System Usage fees will be billed after event.

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

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

		ROOM RENTAL FEES	
		GROUP I, II, III	GROUP IV
Hamden High	Auditorium (Capacity 600)	\$0	\$1500/day
	Black Box	\$0	\$750/day
	Dressing Rooms	\$0	\$150/day
	Gymnasium	\$0	\$750/day
	CL07	\$0	\$450/day
	Cafeteria	\$0	\$600/day
Hamden Middle	Classroom	\$0	\$225/day
	Auditorium (Capacity 500)	\$0	\$1500/day
	Gymnasium	\$0	\$450/day
	Cafeteria	\$0	\$600/day
	Classroom	\$0	\$225/day
Elementary	Auditorium	\$0	\$450/day
	Gymnasium	\$0	\$450/day
	Cafeteria	\$0	\$375/day
	Classroom	\$0	\$225/day

Custodian Fees¹:

Time and one-half
Double Time

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

Security Fees²:

Time and one-half
Double Time

\$31.76 per hour Monday – Saturday
\$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV)
\$60.00 per hour (Was \$30/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, two hours(minimum) to close and the actual hours of the event. Custodians will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 custodian, 151-300 = 2 custodians, 300-450 = 3 custodians, etc)

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. Guards will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc)

Fee Calculations

Joan Lynn Dance Company 12/9-10/22 Nutcracker 3.0

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	2	\$1,500.00	\$3,000.00
Black Box (HHS Only)		\$750.00	\$0.00
Dressing Rooms (HHS Only)		\$150.00	\$0.00
C107 (HHS Only)		\$450.00	\$0.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Classroom	1	\$225.00	\$225.00
Music/Band Room (HMS Only)	1	\$225.00	\$225.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	17	\$1,020.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	3	4	\$381.12
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	17	\$774.18
Clean Up	2	2	\$182.16

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

TOTAL FEES: \$5,898.00

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?

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **MUST** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the event date

Date 9/14/22

To the Board of Education:

The undersigned hereby make application on behalf of CHESHIRE DANCE CENTRE

(Name of Organization)

as association formed for WINTER FROLIC 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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ 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 12/17/22 Time (From/To) 10:00 AM - 7:00 PM

How many people will attend the rehearsal? 60-75Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Set morning 12/17**EVENT INFORMATION**

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

Date 12/17/22 Arrival Time 3:30 PM Event Time 4:00 PM End Time 6:00 PM

Number of Performers/Presenters: 50Anticipated Attendance: 300-400Admission Charge: \$25.00Percentage of Hamden Performers: 5%

FSD # _____

PRINT names of applicants. Please write legibly if not typed.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
BETTY SEIBERT } DAVID BOMKE }	112 Laura Road Hamden, CT 06514	203.710.8372	bseibert@cheshiredancecenter.com
KARYN O'TOOLE	40 Court Street, Cromwell 06416	860.363.4443	

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

We will follow any/all guidelines as prescribed by the Hamden BofE and/or the Town of Hamden at that time.

See attached sheet used for previous events @ HHS.

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

AUDIENCE

- IF the seating capacity of the auditorium is capped at 50%, we plan to sell tickets by family unit with six-foot distancing between family groups. We have 57 families.
- All seats will be reserved; there will be no “general admission.”
- Audience members will have hands sanitized upon entry.
- Audience members will be required to wear masks inside the building (unless medically excused).
- Ushers will direct audience members to their seats.
- Family groups will maintain social distancing while waiting to be seated. Lobby area will be marked for this purpose.
- Ushers will ensure audience members are kept at a social distance at intermission to use restrooms as needed.
- Ushers will dismiss audience members by family groups as their child(ren) are ready to leave.

PERFORMERS

- Our dancers have been following COVID-19 safety protocols at the studio since June 22, 2020. We will take established protocols with us to Hamden High School.
- Students will be dropped off at the front of the school building where they will put their street shoes into their designated bucket and proceed to their dressing area.
- To maintain social distancing in dressing rooms, the performers will be assigned as follows:
 1. 40 Students in area C107—siblings will be seated together; other students will be in groups of no more than 2 per table. It is estimated a total of 21 tables will be needed.
 2. 16 Dancers will be assigned to the Black Box area—socially distanced at 8 designated tables.
 3. Staff will be assigned to the Ladies Dressing Room
 4. 3 Boys will be assigned to the Gentlemen's Dressing Room.
- All Dressing room areas will be disinfected upon staff arrival and before performers' usage.
- Frequent hand sanitizing will be monitored.
- Performers will wear masks at all times.
- Social distancing will be structured into on-stage choreography as well as flow of movement in the backstage area.
- Dismissal of dancers at the conclusion of the event will be directed to maintain social distancing, with parents being informed when to leave the auditorium to meet their dancer.

PRELIMINARY DRAFT SCHEDULE

- 12:00 PM—support staff arrival; lay floor down on stage; organize backstage areas
- 2:00 PM—Performers arrive and go to assigned dressing rooms
- 3:00 PM—Dress rehearsal begins
- 5:00 PM—Meal break (out of building if deemed necessary by Hamden Bd. Of Ed)
- 6:15 PM —Return Arrival for performers
- **7:00 PM —Performance Time**
- 9:00 PM—Show ends; dismissal of audience and performers with protocol above
- 9:00 PM—Support Staff —pick up floor; clean areas used
- 10:00 PM - END

*This
will
be
for
last
June*

RULES AND REGULATIONS**For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes****Please initial each numbered guideline**

- BS* 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.
- BS* 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**.
- BS* 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.
- BS* 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.
- BS* 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.
- BS* 6. A permit is not transferable.
- BS* 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- BS* 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.**
- BS* 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.
- BS* 10. 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. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. 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.**
- BS* 11. 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.
- BS* 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)

- BS 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- BS 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
- BS 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

*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*

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

Roddy P. Puker
(Signature)

9/14/22
(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: _____

FSD # _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium?

Yes ☐No ☒How many tables will you need? 30 Location: Lobby, Black Box, C107, Dressing RoomsHow many movable chairs will you need? 75 Location: Same

Will you need stage lighting for your event?

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

How many follow spotlights will you need?

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

Will you need sound for your event?

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

Will you need us to play music during your event?

Yes ☒No ☐**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones?

Yes ☒No ☐If yes, # of wireless handheld microphones 2**Up to two are available at each location*If yes, # of wired handheld microphones 1**Up to six are available at each location*If yes, # of floor (tap) microphones 4-6**Only available at the high school location*

Will you need Stage Manager / Hands provided by us?

0 ☐1 ☐2 ☒**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*

Will you be using any projections for your event?

Yes ☐No ☒

Will your projections include sound (movies)?

Yes ☐No ☒

Check One:

☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projectionsSpecial requests/Instructions: _____

_____****A technical supervisor will contact you to verify all requests**B (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

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

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

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

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

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. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 Attention to Finance or Facilities Department

Technical Fees (Sound, lighting, equipment)

Sound Supervisor	\$130 per hour
Lighting Supervisor	\$130 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$90 per hour

*Technician, Supervisor, and System Usage fees will be billed after event.

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

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Hamden High		
Auditorium (Capacity 800)	\$0	\$1500/day
Black Box	\$0	\$750/day
Dressing Rooms	\$0	\$150/day
Gymnasium	\$0	\$750/day
C107	\$0	\$450/day
Cafeteria	\$0	\$600/day
Classroom	\$0	\$225/day
Hamden Middle		
Auditorium (Capacity 500)	\$0	\$1500/day
Gymnasium	\$0	\$450/day
Cafeteria	\$0	\$600/day
Classroom	\$0	\$225/day
Elementary		
Auditorium	\$0	\$450/day
Gymnasium	\$0	\$450/day
Cafeteria	\$0	\$375/day
Classroom	\$0	\$225/day

Custodian Fees¹:

Time and one-half
Double Time

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

Security Fees²:

Time and one-half
Double Time

\$31.76 per hour Monday – Saturday
\$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV)

\$60.00 per hour (Was \$30/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, two hours(minimum) to close and the actual hours of the event. Custodians will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 custodian, 151-300 = 2 custodians, 300-450 = 3 custodians, etc)

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. Guards will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc)

Fee Calculations

Cheshire Dance Centre, Dec 17, 2022

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	1	\$1,500.00	\$1,500.00
Black Box (HHS Only)	1	\$750.00	\$750.00
Dressing Rooms (HHS Only)	1	\$150.00	\$150.00
C107 (HHS Only)	1	\$450.00	\$450.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Glassroom		\$225.00	\$0.00
Music/Band Room (HMS Only)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	9	\$540.00

Security (If required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	3	\$190.56
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	9	\$409.86
Clean Up	2	2	\$182.16

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

TOTAL FEES: \$4,263.12