



Sunshine Preschool

20 Augur Street, Hamden, CT 06517

Phone: (203) 562-5840 - Email: sunshinepreschl@gmail.com

Website: sunshinepreschool-hamden.com

To Whom It May Concern:

Sunshine Preschool is a small, center-based child care program servicing children aged 8 weeks - 5 years of age. In order to expand, there is a need for additional parking spaces. The Hamden Board of Education building will provide **15** additional parking spaces in the back of their parking lot to Sunshine Preschool employees and families. Sunshine Preschool employees and families will only park in the parking spaces marked for Sunshine Preschool. Hamden Board of Education is not responsible for any damages/injuries that involve a Sunshine employee or customer that may take place in the parking lot area. Sunshine Preschool will rent **15** Hamden Board of Education parking spaces for \$500 per year. The contract will start on October 13, 2022 and renew in 5 years on October 13, 2027. The Hamden BOE is able to terminate the contract at any given moment for any reason with a 90-day notice if they wish to terminate.

Signed:

Rachael Judson, Director & Owner

Date

Signed:

Hamden BOE Representative

Date

Donnarummo, Taryn

From: Rachael Judson <sunshinepreschl@gmail.com>
Sent: Tuesday, October 18, 2022 4:32 PM
To: Donnarummo, Taryn
Subject: Re: Sunshine Preschool Letter to BOE
Attachments: Parking Letter.docx

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

Hi Taryn,

Sorry for any inconvenience I may be causing you and the Board of Education. The Zoning Board would feel more comfortable if we had an additional 5 spaces for Sunshine staff members. They would also like it if we could extend the parking contract for a total of 5 years and if you wish to terminate the parking contract - a 90 day notice. I appreciate you and the other Hamden Board of Education members in assisting us with this expansion project. Please see attached the new revised parking contract.

Thanks,
Rachael

On Wed, Oct 12, 2022 at 4:11 PM Rachael Judson <sunshinepreschl@gmail.com> wrote:
Hi Taryn,

Thank you so much, I truly appreciate it! I've attached the signed copy. Should I mail a check?

Thanks,
Rachael

On Wed, Oct 12, 2022 at 1:00 PM Donnarummo, Taryn <tdonnarummo@hamden.org> wrote:

Good afternoon, Rachel.

Please see the attached signed agreement. If you can, please sign and email back so we have a copy for our records.

Thanks!

Taryn Donnarummo

Executive Assistant to the Superintendent

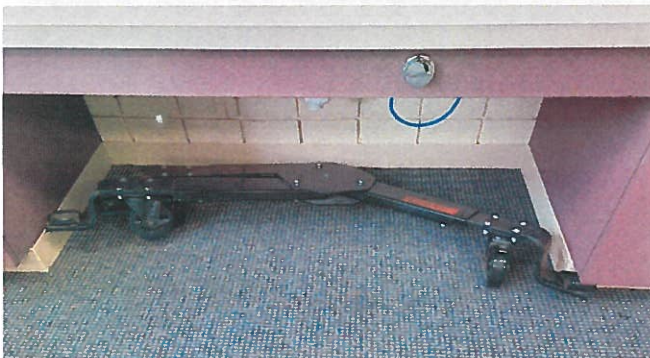
60 Putnam Ave.

The following items are hazardous, unused for many years, and taking up valuable storage space needed for new equipment. Repair/ repurpose options have been explored and deemed either cost-prohibitive or impossible. All items have been marked with red tape labeled "REMOVE" for clarity. Please dispose.

- 5 old choral risers: currently stored behind back curtain on stage in gym at Spring Glen School



- 1 piano dolly: currently stored under sink in music room at Spring Glen School



- 1 old upright light wood piano: currently stored on stage in gym at Spring Glen School



- 12 platforms: currently stored in basement at Ridge Hill School



From: Sousa, Artur <ASousa@hamden.org>
Date: Monday, November 14, 2022 at 6:48 PM
To: Dellavalle, Leslie <LDellaValle@hamden.org>
Subject: Re: piano

Hi Leslie,

The donor stated the digital piano was purchased in 2020 and has not been used much since it was purchased. They also stated there was no name on the piano and that it measures 54" by 14.5". It also comes with a bench. (see the attached picture)

The donation would replace my current digital piano, which is 25 years old and starting to have technical issues, such as the input jack for the amp is loose and starting to cause a humming sound through the amp. Also, the midi connections are not working properly and unable to use software that allows the use of midi interfaces.

As I stated earlier, the donation would replace my current piano which I use in all of my classes, in both general music and chorus to sing songs, demonstrate vocal techniques and pitch range, discuss solfege syllables and how it relates to the pitches we sing and hear from instruments such as the piano. To sum it all up, I would use the donated digital piano in every aspect of the general and chorus program at West Woods.

Please let me know if you need any other information and thank you for all your help in this matter.



Artur J. Sousa
Choral Director/General Music Teacher
Hamden Education Association Fine and Performing Arts Representative

West Woods Elementary School
350 West Todd St.
Hamden, CT 06518

203-407-2050

CONFIDENTIALITY NOTICE: This email message, including any attachments, is for the sole use of the intended recipient(s) and may contain confidential and privileged information. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Building Use Checklist

Dance Connection
June 2nd + 3rd
11AM - 6pm

- ☒ 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

To the Board of Education:

Date 10-20-2022The undersigned hereby make application on behalf of The Dance Connection

(Name of Organization)

as association formed for DANCE 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	Time (From/To)
<u>June 2nd 2022</u>	<u>4 AM to 9 AM</u>
_____	_____
_____	_____

How many people will attend the rehearsal? 200Will 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>June 3rd 2022</u>	<u>11 AM</u>	<u>2 PM</u>	<u>4:30 PM</u>
<u>June 3rd 2022</u>	<u>4:30 PM</u>	<u>6 PM</u>	_____
_____	_____	_____	_____

Number of Performers/Presenters: approx 200Anticipated Attendance: 400 to 500

Admission Charge: _____

Percentage of Hamden Performers: 0%

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
<u>Linda Juliana</u>	<u>45-Letis Ct. E. Haverhill</u> 06112	<u>203-988-9230</u>	<u>SLJ066@aol.com</u>
<u>Sandra Juliana</u>	<u>45-Letis Ct. E. Haverhill</u> 06112	<u>203-469-8811</u> <u>203-469-8815</u>	<u>il</u>

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

The Dance Connection Recital Protocol June 2023

To Whom it May Concern,

This is Linda Juliano, Artistic Director of the Dance Connection, responding with a more detailed list of protocols for our June Recital (June 2-3 2023).

Please note below our plan for our June 2-3 2023 Recital Covid Protocols. Please note that if at anytime CT State and CDC Recommendations and or Town of Hamden requirements change, we will adapt to reflect and honor any and all restrictions/precautions to provide a Safe performance for our Dancers, our Audience and our Staff. Please see below:

STAFF:

- * All of our Staff is fully Vaccinated/Boostered
- * All Teachers/Faculty/Staff will be masked for the duration of the performance, unless restrictions change.
- * They will all arrive at least 90 minutes prior to the performance, to set up.
- * They will oversee all Students/Parents/Audience Members. Guide them to dressing areas, seat them, and make sure they follow all protocols, while in the building.
- * We will have a staff member out front to help check in, with hand sanitizer, and additional masks.
- * We will have ushers who will escort audience members to their seats.
- * We will have staff to monitor the dressing Areas, as well as any designated waiting Areas, while children wait to perform.
- * We will have staff members sanitize high touch point surfaces between shows, and throughout performances as needed.

DANCERS:

- * All Students will arrive dressed in their 1st costume, with hair and make up done.
- * All students will be dropped off in a timely manner; approximately 90 minutes before the show, check in, have temperatures taken(if necessary), be given hand sanitizer, and shown to their designated dressing area.
- * All Students will wear Masks while in the building, including performances, unless restrictions change by June.
- * Dancers will be socially distanced while waiting backstage, and while in Dressing areas. Children will only use the Dressing areas to change, and then will move to designated area where they will wait for their performance and can be spaced out safely.
-While in the Dressing Area as well as while lining up to go back stage, all dancers will be monitored by a staff member and safely distanced.
-After their performance they will be escorted to their changing room, change and return to their designated area. Along with limiting the number of children in each Dressing Room, assigning a designated area, has helped us to monitor the children and kept the Dressing Rooms open, thus cutting down on potential spread.
- * To keep the number of Students on Stage at one time to a minimum, we can/have adjusted/modified our Finale to a "Final Bow" where each group walks out bows and exits. With a brief final thank you by the Director prior to the Bow. If restrictions change and we are allowed a normal Finale, we will adjust at a later time.
- * Once the Final Bow takes place, Dancers will be escorted to their changing area, change, and leave with a Parent. Any pictures or visiting with families will be directed to outside of building.

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? 5Location: AuditoriumHow many movable chairs will you need? 5Location: Auditorium

Will you need stage lighting for your event?

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

How many follow spotlights will you need?

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

Will you need sound for your event?

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

Will you need us to play music during your event?

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

Will you be using our microphones?

Yes ☐No ☒

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (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** *JS* (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, PTSD, 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)	\$50 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 600)	\$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

\$43.54 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.)

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 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 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 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 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 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 6. A permit is not transferable.
- 7 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8 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 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 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.**
- 11 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.
- 12 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)

Fee Calculations

Processing Fee: \$45

Rent

Rooms	Days	Fee	Total
Auditorium	2	1,500.00	3,000
Black Box (HHS)			
Dressing Rooms (HHS)			
Gym			
C107 (HHS)			
Cafeteria	1	600.00	600.00
Classroom	2	225.00	450.00
Music/Band (HMS)	2	225.00	450.00
Field			

Utilities

Fee	Hours	Total
60.00	12	720.00

Security (if required)

Fee	Guards	Hours	Total
6/3 \$31.76	3	4	381.12
Sunday \$42.34			

Custodial Services

M-S \$45.54	Custodians	Hours	Total
6/2			
Event	1	5	227.70
Clean Up	1	1	45.54

6/3	Custodians	Hours	Total
Open	1	1	45.54
Event	3	7	956.34
Clean Up	3	3	409.86

Total \$7,331.10

Building Use Checklist

Tia Russell
2/22-2/25/23
3-10pm
HMS

- ☒ 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 1-15-22

To the Board of Education:

The undersigned hereby make application on behalf of Tia Russell Dance Studio

(Name of Organization)

as association formed for Winter Showcase 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 2/22/23 Time (From/To) 3pm 9pm

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>2/24/23</u>	<u>3pm</u>	<u>7pm</u>	<u>10pm</u>
<u>2/25/23</u>	<u>2pm</u>	<u>6pm</u>	<u>9pm</u>
_____	_____	_____	_____

Number of Performers/Presenters: 200

Anticipated Attendance: 500 per evening

Admission Charge: \$25.00

Percentage of Hamden Performers: 50/50

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
James Brockington	275 Angur St. Hamden, CT 06517	203-606-3331	jbrockington@rdstudio.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)

Please See attached

RULES AND REGULATIONS

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

Please initial each numbered guideline

- JB 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.
- JB 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.
- JB 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.
- JB 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.
- JB 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.
- JB 6. A permit is not transferable.
- JB 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- JB 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.
- JB 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.
- JB 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.
- JB 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.
- JB 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)

FSD # _____

13. We cannot reserve any date(s) before the approval of your 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.

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)

11-14-22

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: _____

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? NO Location: _____

How many movable chairs will you need? NO 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 0
**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 ☐

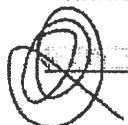
Check One:

☒ 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

Tia Russell Dance Studio
Winter Showcase 2023
CDC Covid-19 Guidelines

To Whom It May Concern:

Safety is first priority for us at the Tia Russell Dance Studio (TRDS). TRDS registered with the state of Connecticut as an operating business post Covid-19 pandemic shut-down and is fully compliant with state precautions and requirements. For our Winter Showcase in February 2023, we understand that extra precautions may be necessary to ensure safety for our students, performers, staff, volunteers, guests, and audience members.

Backstage Protocols and Operations:

Arranged drop off for performers and staff: Staff and performers will receive a pre-arranged drop off schedule. First, drop-off will begin with our staff. Staff will have ample time to set up and safely position to receive students/performers. Staff will be stationed at the front entrance and along the path to the dressing areas. Students will be dropped off at specific time frames assigned per age group. Both staff and students will be required to mask and sanitize prior to entering the building.

Dressing rooms and designated areas will be assigned prior to student arrival. Masks and face coverings are encouraged, but optional.

Dismissal will be orderly and safe. Parents picking up students will be required to wait in a single file line(s) divided by student's age groups. Students will be dismissed based on their parent's position in line. Each student will be dismissed one at a time. Students will remain in their designated dressing areas until their name is called for dismissal. Teen and adult students will be dismissed independently out of a separate door.

Front of the House Protocols and Operations:

All guests and attendees will be required to sanitize before entering the building. Staff and Ushers will be assigned and positioned throughout the auditorium. Masks and face coverings are encouraged, but optional.

There will separate entrance and exit door assigned based on auditorium layout. Guests will be dismissed by sections.

Fee Calculations

Tia Russell Dance Studio Feb 22, 24, 25, 2023

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	3	\$1,500.00	\$4,500.00
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	3	\$225.00	\$675.00
Music/Band Room (HMS Only)	3	\$225.00	\$675.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	20	\$1,200.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	3	3	\$285.84
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	20	\$1,821.60
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: \$9,430.14

JoanLynn Dance
6/2 + 6/3/23

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 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 6/3/23To the **Board of Education**:The undersigned hereby make application on behalf of The Joan Lynn Dance Company

(Name of Organization)

as association formed for Summer Dance Recital 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	Time (From/To)
6/2/23	3pm to 8pm
_____	_____
_____	_____
_____	_____

How many people will attend the rehearsal? 70Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Set up is included in the time range
listed above.

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
6/3/23	12pm	2pm	6pm
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 60Anticipated Attendance: 200-250Admission Charge: \$25-35Percentage of Hamden Performers: 90%

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Joan Christensen	1 McMahon Lane, North Branford, 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 federal guidelines considering Covid-19. If required, we will limit seating capacity per performance and/or stagger seating. Also if required, we will require staggered entry and exit, as well as social distancing.

Masks will be provided at the door, as well as backstage for any performers or crew who would like them. If there are any other requirements put in place, we are happy to work with the town of Hamden to implement them.

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.
- JC _____ 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.
- 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

12/1/22

(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: _____

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? 2 Location: Backstage LeftHow 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 (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

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

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 600)	\$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	\$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)	\$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

The Joan Lynn Dance Company 06/2-6/3/23

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	2	\$1,500.00	\$3,000.00
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
Classroom		\$225.00	\$0.00
Music/Band Room (HMS Only)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	11	\$660.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	4	\$254.08
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	6	\$546.48
Clean Up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	6	\$364.32
Clean-Up	2	2	\$242.88

TOTAL FEES: \$6,751.18