Whitney Players 2/22/23-3/1/23

Event Information sheet

Addendum A

Rules and Regulations signed

Complete COVID protocols (details needed)

Fee Calculations

- o Rent
- Utilities
- Security (for times when public is there)
- Custodial Services
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

CCD	AA		
FSD	FF		

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. Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to SIX MONTHS before the event date. To the Board of Education: The undersigned hereby make application on behalf of <u>Newhriter Players Theater Company</u>
(Name of Organization) as association formed for Winter for permission to use the (Event Title) (please check the box next to building AND rooms): Hamden High School □ HHS: ☐ Auditorium/Black Box/Dressing Rooms **Equipment Needed:** ☐ Gymnasium Hamden Middle School 🕼 ☐ C107 HHS/HMS: See Addendum A and ☐ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field/Pool (please circle option) **Elementary Schools: Elementary Schools:** Bear Path 🗆 Auditorlum HMS: Church Street 📮 ☐ Gymnasium ☐ Tables (how many) Dunbar Hill 🗆 Cafeteria Scat on 19.314 ☐ Chairs (how many) Helen Street 🗆 Classroom Other Needs: Ridge Hill □ Music/Band Room Shepherd Glen□ Spring Glen **Elementary Schools:** ☐ Gymnasium West Woods □ ☐ Cafeteria Wintergreen 🗆 □ Classroom **EVENT INFORMATION** REHEARSAL / PREPARATION *If multiple dates, please indicate clearly information for each date Time (From/To) Date Arrival Time **Event Time** End Time 2/22 + 2/24 9.00 pm 6:00 pm 500 pm 9:00 pm 7:00 How many people will attend the rehearsal? 30-40 Number of Performers/Presenters: 35 Will your event require set up? Yes 2 No □ Anticipated Attendance: 100 - 150 If yes, when do you plan to set up? Sound Set up ather Admission Charge: 5/8 · 920 Fre petween 1-9 or Percentage of Hamden Performers ____

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

F	5D #
Telephone	Email Address
203 640 4648 203 281 6007	Cindysderoe@comcast.n
203 779 9129	Jennyb 605@ yahoo.com

amberrholdi egmail can

PRINT names of applicants. **Contact Name**

Circly Simell-Devoz Jennifer Buonfiglio Amber Richetelli

Address (Number, Street, Town, Zlp)

26 W. Helen Ste Hanklen DUSIN 402 N. High Ste. E. Hoven CT 178 Knop Hill Dr. Handen Obs 18

203 28160 203 779.9129 203 500-7338

3513R

RULES AND REGULATIONS

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

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 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
- 6. A permit is not transferable.
- A permit is not valid unless signed by the Superintendent or his/her designee.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9 When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13 We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible

 Requestor(s) must comply with the State of CT and/or CIAC opening grental status. (Please Initial) 	uideline requirements and must ensure compliance during event or risk losing future
I have read and agree with the above rules and regulations set	forth by the Hamdes Roard of Education
Control of the contro	Torut by the namuen board of Education;
(Signature) (Date:	11/2023
(Signalule) (Dale	AND THE RESERVE OF THE PERSON
The charges for this building use application will be reflected on a "calculation technical services fees will be billed separately. These charges are to be paid, available on-line at www.hamden.org , or by contacting the Facilities Department	n sheet" and invoice that you will receive once the usage is approved; lighting and by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is nent at (203) 407-2207.
Approved by Board of Education:	Date
C9D (Initial)	

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events	
Will you need a podium?	Yes 🖸	No 🗹
How many tables will you need? 4 Location: 10bbs		
How many movable chairs will you need? 8 Location: 1066	(20 each	table
Will you need stage lighting for your event? "If no, you will NOT be allowed to access any stage lights, only the overhead	Yes 🖾 work lights.	No□
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 1 1	2 🖸
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, o microphones will not be available for your use. We do bring in a large	Yes ロー ur sound system in ひょくいっ 下	No 🗆 cluding mixing board, amplifiers, speakers and ecl. Santac, Horizon Stund
Will you need us to play music during your event: "Must be on a single CD or USB stick in the correct order. Note: We will not	Yes 🗹 be able to do any e	No □ diting.
Will you be using our microphones?	Yes 🗆	No 🗗
If yes, # of wireless handheld microphones *Up to two are available at each location	Honzon	will bring our microphenes
If yes, # of wired handheld microphones *Up to six are available at each location		
If yes, # of floor (tap) microphones *Only available at the high school location		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimulative sides of the stage, then 2 stage hands will be needed.	0 ☑ 1 ☐ m of 1 stage hand n	2 □ nust be contracted. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No 🖬
Will your projections include sound (movies)?	Yes 🗆	No 🖭
Check One:		
☐ We will provide our own person to hand	le the projections	
☐ I request that a technician from HPS han	dle the projection	OFFICE USE ONLY Supervisor
Special requests/Instructions: genie IA for backdrop 2/2/ and then again on 3/4 backdrop	to remove.	Lighting Board OperatorSound OperatorSpotlight 1
**A technical supervisor will contact you to verify all requests		Spotlight 2
CSD (Initial)	ASM	

FSD#_

Projection Specialist

ECD #	
LOD 44	

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)

Le currently fillow cor could-A guidelines we will reduce capacity if necessary
I will do a most moudate if necessary. No film who the torun & ROE.
are currently doing.
we have social distanced actors in the part as well as clear marks on
stage if required.
CS D (Initial)

3

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

discretion.

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

Group I Official Town organizations and agencles 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 ctvic 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 entitles, etc. as well as non-Hamden based community organizations and non-profit groups.

Group I - No fees Group II - Direct labor costs and technical fees Group III - Utilities, direct labor costs and tachnical fees Group IV - Rental fees, utilities, direct labor costs and technical fees Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is

refundable only if application is denied.

Technical Fees [Sound, !!ghtion. equipment]

Ughting/Sound Technician

Student Technician

Lighting Supervisor

LCD Projector Usage
Plano Usage (anly with permission of Fine Arts Director)

Sound System Usage (performance or rehearsal day)

Sound System Usage (performance or rehearsal day)

\$25 per hour

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

\$50/day \$250/day \$150/day \$200/day \$500/day \$250/day \$200/day \$75/day GROUP IV \$250/day \$150/day \$150/day \$125/day \$75/day \$500/day 575/day ROOM RENTAL FEES 8888888 8888 2222 uditorium (Capacity 600) Auditorium (Capacity 550) Dressing Rooms Gymnasium **Gymnasium Gymnasium** Auditorium Black Box Classroom Classroom Саватоот Cafeterla Cafeterla Cafetera 1010 elbbiM nebmsH

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

Security Fees?: \$31.76 per hour Monday – Saturday
Double Time \$42.34 per hour Sunday and Holidays

Utility Fee (Group III & IV) \$30.00 per hour

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

76/2

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

Fee Calculations

The Whitney Players Theater Company 2/22-3/4/23

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	9	\$1,500.00	\$13,500.00
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	1	\$600.00	\$600.00
Classroom	9	\$225.00	\$2,025.00
Music/Band-Room (HMS-Only)	9	\$225.00	\$2,025.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	40	\$2,400.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	12	\$381.12
Sunday	\$ 42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	10	\$455.40
Clean Up	_ 1	6	\$273.24

Sunday	\$60.72	Hours	Total
Open			-
Event			
Clean-Up			

TOTAL FEES:

\$21,705.30

Joan Lynn Dance 3/12/23

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

- o Rent
- Utilities
- Security (for times when public is there)
- Custodial Services
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

FSD#	
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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

The state of the s	event dat		will not be accepted	DIOF to SIA ME	ontins before th
				Date	12/16/23
To the Board of Education:					
The undersigned hereby make application on	behalfof TI		Dance Company		
Comr	etition Showcase	(Name of (Organization)		
as association formed for Comp			for permi	ssion to use the	E
	(Event Title)				
Please check the box next to the rooms you are i	equesting. The rooms	s available for u	use are listed unde	er their location	
Hamden High School					
☐ Auditorium ☐Black Box ☐Dressing Rooms	Elementary Schoo	de.	Equipment f	Needed:	
☐ Gymnasium	Bear Path	115:		: See Addendi	0
□ C107	· - -		*		ım A and
☐ Cafeteria	Church Street		return wit	h this form.	
□ Classroom	Dunbar Hill 🗆				
☐ Athletic Field	Helen Street □		Elementar	y Schools:	
	Ridge Hill 🗆		☐ Tables (F	now many)	
	Shepherd Glen□			iow many)	
Hamden Middle School	Spring Glen 🔲 🦥		☐ Other Ne	eeds:	
☑ Auditorium	West Woods □				
☐ Gymnasium	Wintergreen 🗆				
☐ Cáfeteria ☑ Classroom	Please choose from				· · · · · · · · · · · · · · · · · · ·
☑ Music/Band Room	the elementary	<u>m</u>			-
Central Office	room options				
☐ Gymnasium	<u>below:</u>				
☐ Board Room	☐ Classroom				
□ Room 101	☐ Cafeteria				
	☐ Gymnasium				
	,				
REHEARSAL / PREPARATION			EVENT INFOR		
Data Ti (F F	"Hr	multiple dates, pleas	e indicate clearly informa	tion for each date	
Date Time (From/To N/A N/A)				
		Date	Arrival Time	Event Time	End Time
	3/	/12/23	12pm	2pm	6pm
	—— I I —				_
	 -				
How many people will attend the rehearsal?	N/A —				
now many people will attenu the renearsal?	14073				
Will your event require set up? Yes ☑ No	Nu	mher of Perform	ers/Presenters:	38	
will your event require set up? Tes 22 No	Nu Nu	inibel of Fellollii	eis/Fieseilleis;		
If yes, when do you plan to set up?	Ant	ticinated Attenda	ince: 200-250		
At the arrival time of 12pm mentioned in the		noipated Attende	ince. 200 200		
"Event Information".		mission Charge:	\$25-35		
		ooon onarge,			
Name and the second sec	Per	rcentage of Ham	den Performers:	90%	

		F	5D #
<u>PRINT</u> names of applicants. Plea <u>Contact Name</u>	se write legibly if not typed. Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Joan Christensen	1 McMahon Lane, North Branford, 06471	203-980-7327	JoanLynnDanceCompany@gmail.com
the plan for audience (capa distancing, etc). We must h	an to comply with the state and CDC Covid-19 guid city, seating, entry and exit) as well as performers ave this information before the Board will conside document with your protocols)	on stage and back.	stage (masks, social
We plan to comply with all s	tate and federal guidelines considering Covid-19	9. If required, we w	rill limit seating capacity
per performance and/or stagge	er seating. Also if required, we will require staggered	d entry and exit, as	well as social distancing.
	door, as well as backstage for any performers or creverage are happy to work with the town of Hamden to imple		n. If there are any other
	8		

FSD #_	
	 3513

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.
	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 (Boa	. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval and 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 regulation Joan Christensen (Signature)	ns set forth by the Hamder 12/1/22 (Date)	n Board of Education:
The charges for this building use application will be reflected on a "calc technical services fees will be billed separately. These charges are to be available on-line at www.hamden.org , or by contacting the Facilities De	e paid, by check or money order,	you will receive once the usage is approved; lighting and , to the <u>Hamden Board of Education.</u> The fee schedule is
Approved by Board of Education:	Date:	

			FSD #
ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes □	No ☑	
How many tables will you need? 2 Location: Backsta	ge Left		
How many movable chairs will you need? Location:		_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes ☑ vork lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 ☑ 1 □	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes ☑ sound system inclu	No □ ding mixing board	d, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes ☑ able to do any editi	No □ ing.	
Will you be using our microphones?	Yes 🗹	No □	
If yes, # of wireless handheld microphones *Up to two are available at each location If yes, # of wired handheld microphones *Up to six are available at each location If yes, # of floor (tap) microphones *Only available at the high school location Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 ☑ 1 □ of 1 stage hand mu	2 □ st be contracted.	If you need contact with both
Will you be using any projections for your event?	Yes □	No 🗹	
Will your projections include sound (movies)?	Yes 🗆	No □	
Check One:			
☐ We will provide our own person to handle	the projections		
☐ I request that a technician from HPS hand	lle the projections	OFI	FICE USE ONLY Supervisor
Special requests/Instructions:		_	Lighting Board Operator Sound Operator
			Spotlight 1
		- <u> </u>	Spotlight 2
*A technical supervisor will contact you to verify all requests			SM
<u></u>			ASM
JC (Initial)		1-3	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'sservice 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 hou
Lighting Supervisor	\$130 per hou
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.

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

		ROOM RENTAL FEES	ITAL FEES
		GROUP I, II, III	GROUP IV
1	Auditorium (Capacity 600)	\$0	\$1500/day
ų9įį	Black Box	\$0	\$750/day
Ηu	Dressing Rooms	\$0	\$150/day
əpu	Gymnasium	\$0	\$750/day
nel	C107	\$0\$	\$450/day
4	Cafeteria	\$0\$	\$600/day
	Classroom	0\$	\$225/day
əli			
bbil	Auditorium (Capacity 500)	\$0	\$1500/day
Mr	Gymnasium	\$0	\$450/day
ıəp	Cafeteria .	\$0	\$600/day
шeН	Classroom	\$0	\$225/day
λje	Auditorium	\$0	\$450/day
jua	Gymnasium	\$0	\$450/day
ma	Cafeteria	\$0	\$375/day
13	Classroom	20	\$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, actodians, 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)

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

Fee Calculations

The Joan Lynn Dance Company 03/12/2023

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	1	\$1,500.00	\$1,500.00
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	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			\$0.00
Sunday	\$42.34	1	6	\$254.0 4

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open			
Event			
Clean Up			

Sunday	\$60.72	Hours	Total
Open	1	4	\$60.72
Event	1	6	\$364.32
Clean Up	1	3	\$182.16

TOTAL FEES:

\$3,216.24

aujonipiae Dance 4/21-4/22/23

1	Event	Information	sheet
V	Event	Information	shee

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 #	
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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

Applications must be filed at least SIA WEEKS be	erore the day for w	mich it is mage of	k will not be accepted	DION TO SIX MOI	nens before the
	<u>ever</u>	t date		Date 1/2	6/2023
To the Board of Education:				Date_1/2	0/2023
The undersigned hereby make application on	Labore Ouin	nipiac Dance	Company		
The undersigned hereby make application on	benairor	/Name a	of Organization)		
as association formed for Quinnipiac Dance	Company Sn			tt	
as association formed for Quittinplac Datice		ning Showcas	101 perm	ission to use the	
min that it is a second	(Event Title)		44 . 4		
Please check the box next to the rooms you are r	equesting. The ro	oms available to	r use are listed und	er their location.	
Hamden High School					
☐ Auditorium ☐Black Box ☐Dressing Rooms	Elementary S	chools	Equipment	Needed:	
☐ Gymnasium	Bear Path		* *	5: See Addendu	m Δ and
□ C107	Church Street		•	th this form.	iii A alia
□ Cafeteria			return wi	tii tais ioriii.	
Classroom	Dunbar Hill	_			
☐ Athletic Field	Helen Street	L	Elementa	ry Schools:	
	Ridge Hill 🗆	_	□ Tables (how many)	
	Shepherd Gle		☐ Chairs (how many)	
Hamden Middle School	Spring Glen [☐ Other N	leeds:	
☐ Auditorium	West Woods				
☐ Gymnasium	Wintergreen				_
☐ Cafeteria ☐ Classroom	Please choose	· fram			
☐ Music/Band Room					
	the elementa				
	room optionş	ext			
Central Office	<u>below:</u>				
Gymnasium	☐ Classroor	n			
☐ Board Room	☐ Cafeteria				
☐ Room 101	☐ Gymnasi				
	— 0,111110311	J. (1)			
REHEARSAL / PREPARATION			EVENT INFO	RMATION	
		*If multiple dates, p	lease indicate clearly inform	nation for each date	
Date Time (From/To)				
4/21/23 4:45pm-11:00	pm	Date	Arrival Time	Event Time	End Time
		4/22/23	4:45pm	7:07pm	_10:30pm_
			<u> </u>		
How many people will attend the rehearsal?	25-30				
				5 20 1	
Will your event require set up? Yes □ No		Number of Perfo	ormers/Presenters: <u>2</u>	5-30 dancers	
			100		
If yes, when do you plan to set up?		Anticipated Atte	ndance: 100 per	opie	
Set up will begin at 4:00pm by the			\$5: free for C	III etudante	
Showcase Coordinator and a few sele		Admission Char	ge:\$5; free for Q	o studellis	
members of the company					
		Percentage of F	lamden Performers:_		

		F	SD #
PRINT names of applicants. Plea Contact Name	se write legibly if not typed. Address (Number, Street, Town, Zip)	Telephone	Email Address
Contact Name	Address (Mulliber, Street, Town, Zip)	Telephone	Elitali Address
Keirsten Dunn	275 Mount Carmel Ave Hamden, CT 06518	973-943-8813	Keirsten.dunn@quinnipiac.edu
the plan for audience (capa distancing, etc). We must h	lan to comply with the state and CDC Covid-19 guid acity, seating, entry and exit) as well as performers have this information before the Board will conside document with your protocols)	on stage and back	stage (masks, social
With the ever-changing C	COVID-19 guidelines, QU Dance Company is de	dicated to both fol	lowing and enforcing
social distancing as the C	DC currently recommends. Each member of QU	Dance Company	has at least received
the primary series of CO	VID vaccine as per Quinnipiac University's enro	llment policies. As	of right now, we do
not require that our dance	ers and audience members wear a mask, but it is	recommended espe	ecially for those who
are immunocompromised	l. As always, we will suggest to audience membe	ers that they sit with	h their "family unit"
and leave a few seats in b	petween each other. If COVID-19 cases rise, we v	will reevaluate and	enforce stricter
guidelines as the CDC su	ggests.		

FSD i	E .	
	4	

3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 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 https://doi.org/10.1007/jhtml.com/, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- KO 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.
- _KO_ 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.
- **KD** 6. A permit is not transferable.
- KD 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- KD 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. 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. 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. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

CCD #	II.JS.JA
F3U #	2000000

- KD 13. We <u>cannot</u> 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

not affiliated with the Hamden Public School Di.	strict is required
I have read and agree with the above rules and regulation (Signature)	ns set forth by the Hamden Board of Education: 1/26/2023 (Date)
	culation sheet" and invoice that you will receive once the usage is approved; lighting and e paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is epartment at (203) 407-2207.
Approved by Board of Education:	Date:

ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes □	No 🗆	
How many tables will you need? 1 Location: Hallway o	f entrance	_	
How many movable chairs will you need?Location:		_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead to	Yes □ work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗀 🗎 🗆	2 🗖	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes □ r sound system inclu	No □ ding mixing	board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes able to do any edit	No □ ing.	
Will you be using our microphones?	Yes 🗆	No 🗆	
If yes, # of wireless handheld microphones2 *Up to two are available at each location			
If yes, # of wired handheld microphones0 *Up to six are available at each location			
If yes, # of floor (tap) microphones 0 *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ of 1 stage hand mu	2 st be contract	cted. If you need contact with both
Will you be using any projections for your event?	Yes □	No 🗆	
Will your projections include sound (movies)?	Yes 🗖	No □	
Check One:			
☐ We will provide our own person to hand	e the projections		
☐ I request that a technician from HPS han	dle the projections		OFFICE USE ONLY
			Supervisor
Special requests/Instructions: If possible, we would like to have techni	cians who are		Lighting Board Operator
We would love to have the woman who worked with us at our last her name was Kate, but please check your records from our last sh			Sound Operator
make sure. If not, we also worked with Eric for our last spring sho also amazing.	wcase and he was	_	Spotlight 1
also amazing.			Spotlight 2
**A technical supervisor will contact you to verify all requests			ASM
KO (Initial)			Projection Specialist

FSD #

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 hou
Lighting Supervisor	\$130 per hou
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	TAL FEES
		GROUP I, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0\$	\$1500/day
y Zį	Black Box	\$0	\$750/day
Hu	Dressing Rooms	\$0	\$150/day
əp	Gymnaslum	\$0	\$750/day
ше	C107	0\$	\$450/day
Н	Cafeteria	0\$	\$600/day
	Classroom	\$0	\$225/day
əlb		,	
ppi	Auditorium (Capacity 500)	0,5	\$1500/day
M	Gymnaslum	\$0	\$450/day
nəþ	Cafeteria	\$0\$	\$600/day
ше	СІазэгоот	\$0	\$225/day
н			
A			.,
75	Auditorium	2	\$420/day
ļui	Gymnasium	\$0	\$450/day
ш	Cafeteria	\$0	\$375/day
113	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

Quinnipiac Dance Company 4/21-4/22/23

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	2	\$1,500.00	\$3,000.00
Black Box (HHS Only)	2	\$750.00	\$1,500.00
Dressing Rooms (HHS Only)	2	\$150.00	\$300.00
C107 (HHS Only)		\$450.00	\$0.00
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	12	\$720.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	3	\$95.28
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total		
Open	1	5	\$227.70		
Event	1	3	\$136.62		
Clean Up	1	3	\$136.62		

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

TOTAL FEES:

\$6,161.22

Town of Hamden 4/18-5/6/23



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?

ESD	#		
130	**	-	-

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

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

Alice temp						D	ate 12/17/2022
the Board of Ed The undersigne		ke applica	ation on beh	alf of Town of Har	nden Arts, Cultur	re, Recreation, & Wellne	ess
					(Name	of Organization)	
association formed for Death by a Thousand Cuts, A Requiem for Black and B			own Men	for pe	rmission to use the		
			•	ent Title)			
ease check the b	oox next to bι	ıilding Af	ND rooms):				
Hamden High S	chool 🛭	HHS:	☑ Auditoriu ☐ Gymnasi	um/Black Box/Dre um	sing Rooms	Equipm	ent Needed:
Hamden Middle	e School 🗆		☐ C107			HHS/HI	MS: See Addendum A and
			☐ Cafeteria			="	with this form.
			☐ Classroo		a	return	with this falli.
Elementary Scho	ools:			Field/Pool (please	circle option)	Elemen	stary Schools:
Church Street 🗆	3	HMS:	☐ Auditoriu			_	
Dunbar Hill 🗆			☐ Gymnasi ☐ Cafeteria			☐ Table	es (how many)
Helen Street 🗆			☐ Classroo				s (how many)
Ridge Hill 🗆			☐ Music/Ba			☐ Othe	r Needs:
Shepherd Gleni	7		□ MUSIC/Do	and ROUIT			
Spring Glen 🗆							
West Woods □ Wintergreen □		☐ Gymnasium ☐ Cafeteria					
					L-		
aausteiRiesu □			☐ Classroo			-	
	EVENT IN	NFORMAT	<u> </u>			REHEAF	RSAL / PREPARATION
f multiple dates, pleas	e indicate clearly in	nformation fo	or each date				•
-						Date	Time (From/To)
Date	Arrival Time		vent Time	End Time		April 28,2023	4-10pm
pril 29 & 30, 2023	2pm		pm	10pm	.	May 4, 2023	4-10pm
May 5 & 6, 2023	2pm_	7	pm	10pm	.		·
Alternate date)		_			.		
		_				How many people wi	II attend the rehearsal? 15
umber of Perform	ners/Presenters	<u>8</u>			,	Will your event requir	re set up? Yes ☑ No □
nticipated Attenda	ance: 600					lf yes, when do you p April 29 and 30 at 2pm (
dmission Charge:	\$5						
ercentage of Ham	nden Performer	s; <u>50%</u>					
					-		
				1			

public school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required.

 (Initial)
unitiai.

FSD #	receives.		FSD :
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PR	INT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address	
Ka	aren Bivens	2750 Dixwell Ave, Hamden	475-306-5246	kbivens@hamden.com	
Al	exa Panayotakis	2750 Dixwell Ave, Hamden	203-287-7100	apanayotakis@hamden.d	
La	uren Garrett	2750 Dixwell Ave, Hamden	203-287-7100	lgarrett@hamden.com	
		RULES AND REGULATIONS		3513R	
	For ti	he Use of the Hamden Public School Buildings for Other Than	Regular School Purposes	1	
1.	use thereof must be made to the	chool Buildings for other than regular schoolwork is under the direct Board of Education on the blank form prescribed for that purpose, be building is to be used and must be signed by three responsible in use.	The application must state	in every detail the purpose and	
2.	representative. This appointee is in accordance with the Rules and	any building has been granted the Board will appoint a custodian as a to supervise the meeting and enforce the Rules and Regulations of I Regulations. Custodian(s) will report a minimum of one-half hou will be a minimum charge of three hours of custodial coverage for a	of the Board with power to c	lose the meeting if it is not held	
3.	If police attendance is necessary attendance and give the Police P	(to be determined by the Administration), the persons in charge of Permit Number to the Board of Education.	f the event will be required t	o provide such police	
4.	The building is to be used only or building prior to the time stipulate	n the date specified and for the purpose named in the permit. Nobced in this contract. Setup and rehearsal time must be reflected on the	ody from the renting organization.	ation will be allowed to enter the	
5.	A permit can be canceled withou sole judge of such violation. In ad event.	at notice provided its provisions or intent are violated in any way, are addition, the Board of Education reserves the right to cancel a permi	nd the Board of Education or it should a school function be	r its representatives shall be the e in conflict with the permitted	
6.	A permit is not transferable.				
7.	A permit is not valid unless signe	d by the Superintendent or his/her designee.			
8.	No food or refreshments are to gymnasium, auditorium or pool.	be served or eaten on the premise, unless specifically mentioned i Violation of this provision may result in immediate revocation	in contract. Food or drink in of the permit and is ground	is not to be brought into adds for future denials.	
9.	When use of a kitchen is required will be needed. If a cafeteria work	d, details must be worked out in consultation with the food services ker is needed, the permittee will be responsible for the cost.	contractor, who will determi	ne whether a cafeteria worker	
10.	When use of Audio Visual or Tele school) or the building media spe	evision equipment is needed, details must be worked out in consult cialist (elementary schools). If it is determined a technician is need	tation with the Director of Fin ded, the permittee will be res	ne Arts (high school and middle ponsible for the cost.	
11,	Director of Fine Arts. Only trained	ude use of theatrical lighting or sound equipment. If needed, use of school-appointed technicians will be able to use stage technology ne high school or middle school auditoriums, you must fill out Adde	equipment. Costs for these	services will be invoiced after	
12.	A statement of insurance to cover	r loss or damage to equipment must be presented to the Superinte	endent prior to approval (Boa	ard Policy #1330.2)	
13.	We cannot reserve any date(s) b	refore receipt of this application. Therefore, return this application	as soon as possible.		
14.	Requestor(s) must comply with the rental status. KB (Please Initial Complex Co	ne State of CT and/or CIAC opening guideline requirements and mutial)	ust ensure compliance durin	g event or risk losing future	
	Horu 22	above rules and regulations set forth by the Hamden E	Board of Education:		
(Sigr	nature)	(Date)			
tech	inical services fees will be billed sep	ation will be reflected on a "calculation sheet" and invoice that you parately. These charges are to be paid, by check or money order, to or by contacting the Facilities Department at (203) 407-2207.	u will receive once the usage o the <u>Hamden Board of Educ</u>	is approved; lighting and sation. The fee schedule is	

Date:_

Approved by Board of Education: _

____(Initial)

ESD 4	a.	
LOD 4	t	

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)

WIII follow COVID protocol	s if enacted.		
			8980
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			 1202
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	in the contract of the contrac		
(2)			
		338 35 - 3	
		G.	
		87 - 616	
(Initial)			

FSD .	#

	or High School and Middle School Auditorium Evonse and fill in when appropriate)	vents		
Wili you need a podit	um?	Yes □	No 🛮	
How many tables will	l you need? Location:		_	
How many movable of	chairs will you need? Location:		_	
Will you need stage li *If no, you will NOT be	ighting for your event? allowed to access any stage lights, only the overhead w	Yes ☑ ork lights.	No□	
	otlights will you need? nicians are allowed to use our spotlights.	0 🗆 1 🗹	2 🗆	
	for your event? r own sound for the event. If you choose that option, our e available for your use.	Yes ☑ sound system inc	No □ luding mixin	g board, amplifiers, speakers and
	olay music during your event: CD or USB stick in the correct order. Note: We will not be	Yes □ e able to do any e	No ☑ diting.	
Will you be using ou	r microphones?	Yes 🛮	No □	
	yes, # of wireless handheld microphones 4 p to two are available at each location			
	yes, # of wired handheld microphones p to six are available at each location			
	yes, # of floor (tap) microphones nly available at the high school location			
*Note: If you plan to hi	Manager I Hands provided by us? ave curtains open/close or anything flown in, a minimum n 2 stage hands will be needed.	0 ☑ 1 ☐ of 1 stage hand m	2 □ nust be contr	acled. If you need contact with both
Will you be using any	projections for your event?	Yes 🗆	No ☑	
Wi	Il your projections include sound (movies)?	Yes □	No ☑	
Ch	eck One:			
	☐ We will provide our own person to handle	the projections		
	☐ I request that a technician from HPS hand	le the projections	s	OFFICE USE ONLY
				Supervisor
Special requests/Instru	ctions: Will work with Leslie DellaValle.			Lighting Board Operator
				Sound Operator
				Spotlight 1
				Spotlight 2
**A technical supervisor	or will contact you to verify all requests			SM
(Initial)	The second and address of the second			ASM
				Projection Specialist

Cheshire Performing Ar: 5/17/23 - 5/20/23

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

- o Rent
- Utilities
- Security (for times when public is there)
- Custodial Services
- Additional information needed
 - Does this event recur annually and how long has the vendor been using facilities?

FSD#	- 1 W	13
		_

Hamden Public Schools 60 Putnam Avenue Hamden, CT 06517

APPLICATION	ON FOR US	E OF SCHOO	L BUILDING		
Applications must be filed at least SIX WEEKS bef	ore the day for	which it is made by	ut will not be accepte	d prior to SIX M	onths before the
		nt date			
To the Board of Education:	BB	Studio LL	< (dba	Date	MC.1, 200
The undersigned hereby make application on b	ehalfof 1	e Cheshic	e Perform	ina Andr	Araden
as association formed for dance (e		(Name o	of Organization)	3	•
	Event Title)		for perm	nission to use th	e
Please check the box next to the rooms you are red	questing. The r	ooms avallable fo	r use are listed und	er their location	n.
Hamden High School If Auditorium Black Box Boresing Rooms Gymnasium C107 Cafeteria Classroom Athlehe-Field	Elementary S Bear Path C Church Stree Dunbar Hill I Helen Street Ridge Hill C	Schools: et 🗆 🗖	Equipment HHS/HM: return wi Elementa		um A and
Hamden Middle School Auditorium (2nd chaic) Gymnasium Cafeteria Classroom Music/Band Room Any for diressing room Central Office	Shepherd Glo Spring Glen West Woods Wintergreen <u>Please choos</u> the elementa room options below:	□ □ □ □ □ rry		how many)	
☐ Gymnasium					
☐ Board Room ☐ Room 101	☐ Classroom ☐ Cafeteria ☐ Gymnasi	··· L			
REHEARSAL / PREPARATION Week of Moy 15 Date Time (From/To) MY:15-9 How many people will attend the rehearsal? Will your event require set up? Yes I No E	Jacks Ont	Number of Perfor Anticipated Attent	EVENT INFO	Event Time	End Time

			FSD #
ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	ivents	yes	without)
Will you need a podium?	Yes Chu	No □	
How many tables will you need? 25 Location: Lobby		معلیم ـــ	
How many movable chairs will you need? 25 Location: Lobbu	^		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead to	Yes 🗹 work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	01 10	2 🗆	
Will you need sound for your event? 'You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes Treatment of the Yes Treatment of the Yes	No □ uding mixing boar	rd, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes D able to do any edit	No □ ting.	
Will you be using our microphones?	Yes 🗗	No 🗆	
If yes, # of wireless handheld microphones\ *Up to two are available at each location			
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0년 1 ロ of 1 stage hand mu	2 □ ust be contracted.	If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No 🖳	
Will your projections include sound (movies)?	Yes 🗀	NoVa	
Check One:			
☐ We will provide our own person to handle	the projections		
☐ I request that a technician from HPS hand	lle the projections	OF	FICE USE ONLY
		-	Supervisor
Special requests/Instructions: They were great	last yea	− ا ن یح	Lighting Board Operator
	•	_ -	Sound Operator
		_ -	Spotlight 1
		-	Spoilight 2
**A technical supervisor will contact you to verify all requests		5.	SM
LIK		7	ASM
(Initial)			Projection Specialist

		FSD	#
PRINT names of applicants. Please w Contact Name	rite legibly if not typed. <u>Address (Number, Street, Town, Zip)</u>	Telephone	Email Address
Brittany Barbaro	1434 Highland Ave Unit 4A Cheshire, CT 06510	203-488-1488	brittony bo cheshir
			0.47 3
the plan for audience (capacity	to comply with the state and CDC Covid-19 g s, seating, entry and exit) as well as perform this information before the Board will cons ument with your protocols)	ers on stage and back sta	ge (masks, social
10-00000 W	e have been success	Fully Follow	NOA CT
State mandal	es since réopening a	fter registra	tien with the
	original qualentine		
been diligent u	17h our safety effor	As to Leep	a safe
	top pricity for a		
	to amound this		don
protocols at t	he time of the	evert:	
	red by licisses in a		backstage on
- Staff will t	re present to assist k	eeping prot	ocel in alco
masks won i	F manderted by sc	heel	
hand sanitize	•		
Ancival Depor	tire assigned by a xists a allow space	gelclass a	nd location
IN Committee Committee	MAN & GILOM SPOCIN	19 + Supervi)(Gn
out will the	k capacity rating	1) at the	Mue of
	as protocal as	needed at	the time.
- Families Spat			
Flappy toadju	st based on your rul	res me mere	Soglad
to be back	in our home local	ian last he	or & thom
you for your	consideration ago	IMI	`

FSD#_	
	3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.

2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event.

There will be a minimum charge of three hours of custodial coverage for any event.

If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.

4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.

5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.

A permit is not transferable.

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

8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food-or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.

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.

On the 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 involced 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.

211. 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. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

Page 3 of 4

	FSD #
13. We cannot reserve any date(s) before the approval of your application. Therefore, return this approval of Your application.	
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Fine 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 regular of Education governing the use of public-school buildings, to take the utmost care in the property, to make good any damage to or loss of school property arising from our occup of the building and to provide necessary police attendance. A certificate of insurance property arising the Hamden Public School District is required	he use of the school pancy of any portion
I have read and agree with the above rules and regulations set forth by the Hamden Board of Education: DC 10.2022 (Date)	
The charges for this building use application will be reflected on a "calculation sheet" and invoke that you will receive once the usa technical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Ed</u> available on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.	ige is approved; lighting and lucation. The fee schedule is
Approved by Board of Education: Dale:	

Fee Calculations

The Cheshire Performing Arts Academy 5/17, 5/18,5/20/2023

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)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	13.75	\$825.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	4	\$127.04
Sunday	\$42.3 4			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	5	\$227.70
Clean Up	2	6	\$273.24

Sunday	\$60.72	Hours	Tetal
Open			
Event			
Clean Up			

TOTAL FEES:

\$6,673.52

Academy of Dance 5/18-5/4/23

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

the Board of Education:				Date1	2/7/2022	
The undersigned hereby make application of	on behalfof	Academy	of Dance and Mu	sic		
			of Organization)	-		
association formed for	Dance Recital			nission to use the		
ease check the box next to the rooms you are	(Event Title) e requesting. The roo	oms available	for use are listed unc	ler their location.		
Hamden High School ✓ Auditorium □Black Box □Dressing Rooms □rGymnasium ✓ C107 ✓ Cafeteria □ Classroom □ Athletic Field	Elementary Sci Bear Path Church Street Dunbar Hill Helen Street Ridge Hill Sheebard Clean	-	return wi Elementa □ Tables	S: See Addendu ith this form. ary Schools: (how many)		
Hamden Middle School Auditorium Gymnasium Cafeteria Classroom Music/Band Room	Shepherd Glen Spring Glen West Woods Wintergreen Please chaose the elementary	 	☐ Chairs (☐ Other N	s (how many)		
Central Office ☐ Gymnasium ☐ Board Room ☐ Room 101	room options below: Classroom Cafeteria Gymnasius					
Date Time (From/) 05/18/2022 4:00 - 8:30	Го)	*If multiple dates,	EVENT INFO please indicate clearly inform Arrival Time		End Time	

Date	Time (From/To)
05/18/2022	4:00 - 8:30
How many people will a	attend the rehearsal?50

EVENT INFORMATION *If multiple dates, please indicate clearly information for each date								
Date <u>May 20</u> th	Arrival Time 8:00	Event Time10:30	End Time 8:30					
May 21st	1:00	5:30						
Number of Performers/Presenters: 100 Anticipated Attendance: 200 Admission Charge: 20 Percentage of Hamden Performers:								

		F	SD #	
PRINT names of applicants. Plea Contact Name	se write legibly if not typed. Address (Number, Street, Town, Zip)	Telephone	Email Address	
Natalie Cruz	192 Sherman Ave apt 3, Meriden CT 06450	(203) 317-9883	miss.nataliecruz@	gmail.cc
Courtney Billings	15 Daffodil Hill Rd, Madison CT 06443	(203) 631-6258 cou	urtney@academyofd	- ancel.co
the plan for audience (capa distancing, etc). We must h	lan to comply with the state and CDC Covid-19 guincity, seating, entry and exit) as well as performers ave this information before the Board will consider document with your protocols)	on stage and back	stage (masks, social	th
Sanitizing stations, and a	ll guests feeling sick or those who tested positi	ve will be asked to	stay home	_
				_
				_
				_
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		1		
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- 10 10				
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FSD #	
	3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

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

NC 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.

NC 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 regulation	ns set forth by the Hamden Board of Education:
(Signature)	(Date)
The charges for this building use application will be reflected on a "calcitechnical services fees will be billed separately. These charges are to be available on-line at www.hamden.org , or by contacting the Facilities De	ulation sheet" and invoice that you will receive once the usage is approved; lighting and pald, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is epartment at (203) 407-2207.
Approved by Board of Education:	Date:

		FSD #
ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	1 Events	
Will you need a podium?	Yes □	No 🖬
How many tables will you need? 6 Location: Location:	obby	
How many movable chairs will you need? 8 Location: Lo	bby	_
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overheat	Yes V nd work lights.	No□
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 √ 1□	2 🗆
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, a microphones will not be available for your use.	Yes V our sound system inc	No □ Cluding mixing board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes to be able to do any ed	No □ diting.
Will you be using our microphones?	Yes 🗹	No 🗆
If yes, # of wireless handheld microphones1	_	
If yes, # of wired handheld microphones *Up to six are available at each location		
If yes, # of floor (tap) microphones *Only available at the high school location		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimusides of the stage, then 2 stage hands will be needed.	0 □ 1 √ Im of 1 stage hand m	2 🗆 nust be contracted. If you need contact with both
Will you be using any projections for your event?	Yes □	No 🔽
Will your projections include sound (movies)?	Yes □	No □
Check One:		
☐ We will provide our own person to hand	dle the projections	
☐ I request that a technician from HPS ha	ndle the projection	OFFICE USE ONLY
		Supervisor
Special requests/Instructions:		Lighting Board Operator
		Sound Operator
		Spotlight 1
		Spotlight 2
**A technical supervisor will contact you to verify all requests		SM
iNC (Initial)		ASM
NC (Initial)		Projection Specialist

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

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

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

Group III Hamden-based community organizations and non-profit groups whose activities clubs or fraternal organizations, religious groups, political groups (including any are unrelated to school children or education, such as: Women's and men's service 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 organizations, non-profit groups, and private events. schools, commercial entities, etc. as well as non-Hamden based community

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 cilities Department livered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or

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

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

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

Elem	ent	ary	Ti	łam	de	n M	idd	le		1	lan	nde	n F	ligh		_		
Cafeteria Ciassroom	Gymnasium	Auditorium		Classroom	Cafeteria	Gymnasium	Auditorium (Capacity 500)	100	Classroom	Cafeteria	C107	Gymnasium	Dressing Rooms	Black Box	Auditorium (Capacity 600)			
\$0 \$0	\$0	\$0		\$0	\$0	\$0	\$0		\$0	\$0	\$0	90	\$0	\$0	\$0		GROUP I, II, III	ROOM RENTAL FEES
\$375/day \$225/day	\$450/day	\$450/day		\$225/day	\$600/day	\$450/day	\$1500/day		\$225/day	\$600/day	\$450/day	\$750/day	\$150/day	\$750/day	\$1500/day		GROUP IV	ITAL FEES

Custodian Fees1:

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

Security Fees2:

Double Time	Time and one-half
\$42.34 per hour	\$31.76 per hour
Sunday and Holidays	Monday – Saturday

Utility Fee (Group III & IV) \$60.00 per hour (Was \$30/Hour)

on the amount of anticipated attendance. (i.e: 150 = 1 custodian, 151-300 = 2 custodians, 300-450 = 3 custodians, etc) hours(minimum) to close and the actual hours of the event. Custodians will be hired based based on a minimum of three hours, including one hour to open/set up, two ¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are

attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, $300-450 \approx 3$ guards, etc) the event, whichever is greater. Guards will be hired based on the amount of anticipated for an event. Security fees are based on a minimum of three hours or the actual hours of ² Group II, III, and IV are responsible for security fees when security officers are required

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

Fee Calculations

Academy of Dance and Music 5/18, 5/20-5/21

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)	3	\$450.00	\$1,350.00
Gymnasium		\$750.00	\$0.00
Cafeteria	3	\$600.00	\$1,800.00
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	23	\$1,380.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	10	\$317.60
<u>Sunday</u>	\$42.34	1	4	\$169.36

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	12	\$546.48
Event	1	12	\$546.48
Clean Up	1	12	\$546.48

Sunday	\$ 60.72	Hours	Total
Open	1	1	\$60.72
Event	1	5	\$364.32
Clean-Up	1	3	\$182.16

TOTAL FEES:

\$12,172.92

Building Use Checklist

Inspire Dance 6/10-6/11/23

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?

	17.5	
FSD#		23
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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

Applications must be filed at least SIX WEEKS before	are the day for which it is made but wil	not be accepted prior to SIX Months before the
	event date	Date 1/12/2023
To the Board of Education: The undersigned hereby make application on be as association formed for Dance Reco	ehalfor Inspire Dunce	- Academy LLC
as association formed for Dance Reco	1-4 [Name of Dr	ganization) /for permission to use the
(E	Event Title)	*
Please check the box next to the rooms you are req	uesting. The rooms available for us	e are listed under their location.
Hamden High School ☐ Auditorium ☐ Black Box ☐ Dressing Rooms ☐ Gymnasium ☐ C107 ☐ Cafeteria	Elementary Schools: Bear Path Church Street Dunbar Hill	Equipment Needed: HHS/HMS: See Addendum A and return with this form.
☐ Classroom	Helen Street	Elementary Schools:
☐ Athletic Field Handen Middle School ☐ Auditorium ☐ Gymnasium ☐ Cafeteria	Ridge Hill □ Shepherd Glen□ Spring Glen □ West Woods □ Wintergreen □	☐ Tables (how many) ☐ Chairs (how many) ☐ Other Needs:
Central Office Gymnasium Board Room	Please choose from the elementary room options below: Classroom	
□ Room 101	☐ Cafeteria ☐ Gymnasium	
REHEARSAL / PREPARATION		EVENT INFORMATION
6/10/23 10gm/4Pm	Pale	Arrival Time Event Time End Time Oum IPM 5 pm
How many people will attend the rehearsal?	S Number of Performe	

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					
G/11/23	Arrival Time	Event Time	End Time 5 pm		
Number of Perfor	Number of Performers/Presenters:				
1 '	Anticipated Attendance: 300				
Admission Charge: \$25					
Percentage of Ha	amden Performers:_				

			SD #
PRINT names of applicants. Plea	ase write legibly if not typed. Address (Number, Street, Town, Zip)	Telephone	Email Address
Sam Acampora	1729-Fixon In Unit E3 North Branfor CT 0047-1	d 203-680-2820	misssam Dinspiredance
	*		
the plan for audience (capadistancing, etc). We must I	lan to comply with the state and CDC Covid-19 guacity, seating, entry and exit) as well as performenave this information before the Board will considuate document with your protocols)	rs on stage and back.	stage (masks, social
In order to camply	with state and CDC guidelines will	need to be u	infirmed just
The second secon	for the latest recommendation.		
As for the Luna	as appallant to some of '		
	of application request:	<u>.</u>	
	avaliable		93
-nana santazer	avallable throughout		
2.5			
	****	50	
			
	F		

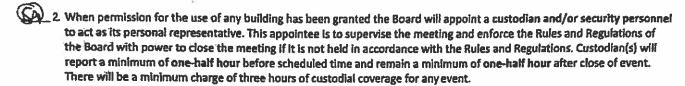
FSD#	100	4	
1100000		351	3

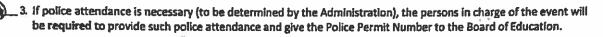
RULES AND REGULATIONS

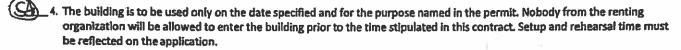
For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes

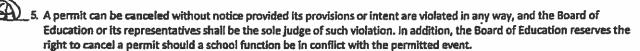
Please Initial each numbered guideline

	V
(SA) 1.	The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of
2	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.









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

 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate
 - revocation of the permit and is grounds for future denials.

 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
 - 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. 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. 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 #
ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	n Events		
Will you need a podium?	Yes 🗷	No 🗆	
How many tables will you need? O Location: 3 nghh5id	१८५६ सम्पर्ध हु	<u>audit</u> orium 1	entrance
How many movable chairs will you need? <u>30</u> Location: <u>31(1):15</u>	winf Stage. 10	<u>xackst</u> age	
Will you need stage lighting for your event? "If no, you will NOT be allowed to access any stage lights, only the overhead	Yes V ead work lights.	No□	
How many follow spotlights will you need? "Only our trained technicians are allowed to use our spotlights.	0	2 □	
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, microphones will not be available for your use.	Yes □ our sound system i	No S including mbing b	oard, amplifiers, speakers and
Will you need us to play music during your event: "Must be on a single CD or USB stick in the correct order. Note: We will no	Yes ☐ of be able to do any	No De editing.	
Will you be using our microphones?	Yes 🗆	No 🔀	
if yes, # of wireless handheld microphones *Up to two are available at each location	Profesio		
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimal sides of the stage, then 2 stage hands will be needed.	0 □ 1 対 num of 1 stage hand		ed. If you need contact with both
Will you be using any projections for your event?	Yes 🔀	No 🗆	
Will your projections include sound (movies)?	Yes 🖸	No 💢	
Check One:			•
We will provide our own person to han	adle the projection		
☐ I request that a technician from HPS ha	andle the projection	ons	OFFICE USE ONLY
		13	Supervisor
Special requests/Instructions:			Lighting Board Operator
apode to process a conversion of the conversion		1	Sound Operator
			Spollight 1
* A = 0 = 0 = 0 = 0 = 0 = 0 = 0 = 0 = 0 =			Spottight 2
**A technical supervisor will contact you to verify all requests		61 61	\$ \
10 th 1		·	KSH
(A) Notifiali		- 0	Projection Specialist

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

FSD#_

Fee Calculations

Inspire Dance Academy 6/10-6/11/2023

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	2	\$225.00	\$450.00
Music/Band Room (HMS Only)	2	\$225.00	\$450.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	13	\$780.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76			\$0.00
Sunday	\$ 42.34	2	4	\$338.72

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	6	\$546.48
Clean Up	2	3	\$273.24

Sunday	\$60.72	Hours	Total
Open	1	1	\$ 60.72
Event	굿	7	\$ 850.08
Clean Up	2	3	\$364.32

TOTAL FEES:

\$7,204.10

Building Use Checklist

C.R.+CO 6/15-6/18/23

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?

7			• • • •	-	
	FSD	#			
				4-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0-0	

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
To the Board of Education : The undersigned hereby make application	ction on behalfof C.R. & Co I	
		f Organization)
as association formed for Spring Dance	Showcase	for permission to use the
	(Event Title)	
Please check the box next to the rooms y	ou are requesting. The rooms available for	ruse are listed under their location.
Hamden High School ☑ Auditorium ☑Black Box ☑Dressing Ro ☐ Gymnasium ☐ C107 ☐ Cafeteria ☐ Classroom ☐ Athletic Field	Bear Path Church Street Dunbar Hill Helen Street Ridge Hill	Equipment Needed: HHS/HMS: See Addendum A and return with this form. Elementary Schools: Tables (how many)
Hamden Middle School ☐ Auditorium ☐ Gymnasium ☐ Cafeteria ☐ Classroom ☐ Music/Band Room	Shepherd Glen Spring Glen West Woods Wintergreen Please choose from the elementary room options	☐ Chairs (how many)
Central Office ☐ Gymnasium ☐ Board Room ☐ Room 101	below: Classroom Cafeteria Gymnasium	

Date 6/15/2023	Time (From/To)
	will attend the rehearsal?150

If multiple dates,	EVENT INFO		
Date 5/17/2023	Arrival Time	Event Time 7.00PM	End Time
5/18/2023	3:00PM	6:00PM	8 00PM
Number of Per Anticipated Att	#00.00	150	

		i	F2D #
<u>PRINT</u> names of applicants. Please write <u>Contact Name</u>	e legibly if not typed. Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Chelsea Little-Hughes	175 High Top Cir W.	203-675	c.randco@yahoo.com
	Hamden, CT 06514	-0264	
the plan for audience (capacity, s	comply with the state and CDC Covid-19 go seating, entry and exit) as well as performe his information before the Board will consider ment with your protocols)	rs on stage and ba-	ck stage (masks, social
C.R. & Co is an up ar	nd coming competitive dance	studio in H	amden, CT
founded in August 20.	20. We are aware of all of th	e risks and	challenges
COVID-19 causes an	d will use all precautions and	d follow CDC	auidelines to
decrease the spread	of the virus such a access to	masks and	hand canitizer
for quests and perform	mers, managed capacity and	l cafo ontru	and ovite for
quests We will also re	equire each child to test neg	othe chiry	and exits ioi
the showcase	equire each child to test fleg	alive upon p	enorming for
the showcase.			
		200	
10 - 15 P	310		

FSD#	
	3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

CLU	A. U.S.
	The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of
	Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that
	purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be
	used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property
	arising from such use.

- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- CLH3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 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.
- CLH₇. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 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.
- 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. 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. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

CCD #	
L2D #	
Appendiction.	 -

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 regulation (Signature)	ns set forth by the Hamden Board of Education: (Date)
The charges for this building use application will be reflected on a "calc technical services fees will be billed separately. These charges are to be available on-line at www.hamden.org , or by contacting the Facilities Do	culation sheet" and invoice that you will receive once the usage is approved; lighting and e pald, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is epartment at (203) 407-2207.
Approved by Board of Education:	Date:

			FSD #
ADDENDUM A – For High School and Middle School Auditorium I (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes □	No 🗹	
How many tables will you need? 2 Location: Outside	of Auditoriur	<u>n</u>	
How many movable chairs will you need? 4 Location:		_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes ☑ work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🛛 1 🗆	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, ou microphones will not be available for your use.	Yes 🗹 Ir sound system inclu	No □ ding mixing board	d, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not b	Yes ☑ e able to do any editi	No □ ng.	
Will you be using our microphones?	Yes 🗹	No 🗆	
If yes, # of wireless handheld microphones *Up to two are available at each location If yes, # of wired handheld microphones	-		
*Up to six are available at each location If yes, # of floor (tap) microphones3 *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 ☑ of 1 stage hand mus	2 □ st be contracted.	If you need contact with both
Will you be using any projections for your event?	Yes 🗹	No □	
Will your projections include sound (movies)?	Yes 🗹	No □	
Check One:			
☐ We will provide our own person to hand!	e the projections		
☑ I request that a technician from HPS hand	dle the projections	OFF	FICE USE ONLY Supervisor
Special requests/Instructions			Lighting Board Operator
Special requests/Instructions:			Sound Operator
		_	Spotlight 1
		1/200	Spotlight 2
**A technical supervisor will contact you to verify all requests			_SM
Change supervisor was contact you to verify all requests	1.5		ASM
CLH (Initial)			_ 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'sservice 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 hou
Lighting Supervisor	\$130 per hou
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

5 5

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

		ROOM RENTAL FEES	VTAL FEES
		GROUP I, II, III	GROUP IV
_ '	Auditorium (Capacity 600)	\$0	\$1500/day
igh		\$0	\$750/day
ΗU	Dressing Rooms	\$0	\$150/day
əpı	Gymnaslum	\$0	\$750/day
пel		\$0	\$450/day
1	Cafeteria	\$0	\$600/day
	Classroom	\$0	\$225/day
əlbbi	Auditorium (Capacity 500)	0\$	\$1500/day
M	Gymnasium	80	\$450/day
nəp	Cafeteria	\$0	\$600/day
wej	Classroom	\$0	\$225/day
н			
λıe	Auditorlum	0\$	\$450/day
ins	Gymnasium	\$0	\$450/day
шэ	Cafeteria	\$0	\$375/day
13	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, 200-450 = 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)

frame.

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

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

Fee Calculations

C.R. & Co Dance LLC 6/15, 6/17/23, 6/18/23

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	3	\$1,500.00	\$4,500.00
Black Box (HHS Only)	3	\$750.00	\$2,250.00
Dressing Rooms (HHS Only)	3	\$150.00	\$450.00
C107 (HHS Only)		\$450.00	\$0.00
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	14	\$840.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	5	\$317.60
Sunday	\$42.34	2	5	\$423.40

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	2	5	\$227.70
Clean Up	2	6	\$273.24

Sunday	\$60.72	Hours	Total	
Open	1	1	\$ 60.72	
<u>Event</u>	2	5	\$303.60	
Clean-Up	£	6	\$364.82	

TOTAL FEES:

\$10,056.62

Building Use Checklist

Academy of Dance 6/23-6/24/23

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 1/8/23		
To the Board of Education:	1 1 0 = 11 =		
The undersigned hereby make application on beh	(Name of Organization)		
as association formed for Dance 202	for permission to use the		
	rent Title)		
Please check the box next to the rooms you are requ	esting. The rooms available for use are listed under their location.		
Hamden High School			
	Elementary Schools: Equipment Needed:		
and the second s	Bear Path HHS/HMS: See Addendum A and		
	Church Street return with this form.		
	Dunbar Hill 🛘		
☐ Athletic Field	Helen Street □ Elementary Schools:		
Er Atmetic Field	Ridge Hill Tables (how many)		
	Shepherd Glen ☐ ☐ Chairs (how many)		
Hamden Middle School	Spring Glen Other Needs:		
☐ Auditorium	West Woods □		
Gymnasium Cafeteria	Wintergreen □		
☐ Cafeteria ☐ Classroom			
□ Music/Rand Room	Please choose from		
	the elementary		
	room options		
	below:		
☐ Gymnasium ☐ Board Room	□ Classroom		
	□ Cafeteria		
	□ Gymnasium		
	•		
REHEARSAL / PREPARATION	EVENT INFORMATION		
14m tend town 1 1 am should not	*If multiple dates, please indicate clearly information for each date		
Date Time (From/To)	in marapid dated, predate steamy intermeded for education		
6/23/2023 3:30-10:3	D Date Arrival Time Event Time End Time		
	6/24/2063 3:30 6:00 9:30		
How many people will attend the rehearsal?	50		
	150		
Will your event require set up? Yes ☐ No □	Number of Performers/Presenters 150		
	1 5 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
If yes, when do you plan to set up?	Anticipated Attendance: 6 90		
ALL LIGHTING AWA	712		
	Admission Charge: 25.00		
Before we GET TH	Percentage of Hamden Performers: 40 %		
	reidentage of national renotitiers. 70 / 0		

		FSD #	
PRINT names of applicants. Please write legibly if not typed. Contact Name Address (Number, Street, Town, Zip)	Telephone		Email Address
Teresa Gombordella Two EAST HAYCOCK Pt 20	3 494-	5981	Todanuer1236 comeast. NE
BEANFORD, CT 06405			concast. No
Please describe how you plan to comply with the state and CDC Covid-19 guideling the plan for audience (capacity, seating, entry and exit) as well as performers on distancing, etc). We must have this information before the Board will consider you may attach a separate document with your protocols) We will comply with ALL CDC Goideling	stage and ba our request f	ock stage or facility	(masks, social , use. (If easier,
SAME PROCEDURE AS WE did FOR -1	. 0 2) <i>3</i> (-
•			12
Dane showcase performed at the	Hand	e~ -1	High School
PICASE SEE The Attachment			
	l .		
	17%		

				FSD#
ADDENDUM A (please check your	For High School and Middle School Auditorium Eresponse and fill in when appropriate)	Events		
Will you need a	podium?	Yes □	No 🗹	
How many table	s will you need? 4 Location: Lobb	4		
	uble chairs will you need? 8 Location: Lob		_	
Will you need st	age lighting for your event? OT be allowed to access any slage lights, only the overhead	Yes ☑ work lights	No□	
	v spotlights will you need? technicians are allowed to use our spotlights.	0 1 1 1 1 1	2 🗹	
*You may bring in	ound for your event? I your own sound for the event. If you choose that option, ou not be available for your use.	Yes 🗹 r sound system incli	No □ uding mixing I	board, amplifiers, speakers and
Will you need us *Must be on a sin	to play music during your event: gle CD or USB stick in the correct order, Note: We will not be	Yes ☑ e able to do any edi	No □ ting.	
Will you be usin	g our microphones?	Yes 🖾	No 🗆 🗀	
	If yes, # of wireless handheld microphones 2 T *Up to two are available at each location 5 - If yes, # of wired handheld microphones 1 L *Up to six are available at each location	Buckstuge Lighting	73 cool	h
	If yes, # of wired handheld microphones\\ *Up to six are available at each location	ighting I	3 ooth	
	If yes, # of floor (tap) microphones			
*Note: If you plan	age Manager / Hands provided by us? to have curtains open/close or anything flown in, a minimum then 2 stage hands will be needed.	0 □ 1 ☑ n of 1 stage hand mu	2 □ ust be contrac	ted. If you need contact with both
Will you be using	any projections for your event?	Yes □	No IZ	
	Will your projections include sound (movies)?	Yes 🗆	No 🗹	
	Check One;			
	☐ We will provide our own person to hand!	e the projections		
	☐ I request that a technician from HPS han	dle the projections		OFFICE USE ONLY
				Supervisor
Special requests/lr	nstructions: Lighting specials Min	ear Ball		Lighting Board Operator
Gohos	Hung Appendintely Spike +	upe For	-	Sound Operator
All Ly	Intry projections As parvious	5 Hows		Spotlight 1
CYC.	I have worked for many years	and the second s	RIC	Spotlight 2
**A technical supe	rvisor will contact you to verify all requests	t and Q	vane	SM
TC (Init	ial)			ASM Projection Specialist
- to-				

Academy of Dance LLC

Hamden Board of Directors:

Academy of Dance LLC will follow all necessary protocols to ensure the safety of all our students, teachers, and faculty at Hamden High School. Since August 24th, 2020, we have created many safety guidelines that we intend on continuing while using the Hamden High Auditorium.

Prior to Rehearsal/Showcase we will have a COVID release consent form filled out by all dancing participants and their parents. Prior to arrival we can have all hair and make-up done ahead of time. We will take temperatures at the door and have hand sanitizer available before entering the building. Each Person will be masked at all times. We will then escort them to the dressing areas. Each group will be sectioned off using white tape on the floor.

We will be using 4 rooms for changing purposes. 107, C109 the black box and the dressing rooms in the back of the stage. We will stay within the room capacity at all times. Any door that can remain open for ventilation would be good and also I will bring my HEPA air purifier to keep in the big dressing room.

The backstage area will consist of two teachers, stage left and right and we will have one teacher on deck to escort dancers to and from the wing area. We will have quick changers in the black box to assist with costume changes if necessary. All dancers, teachers and parents will remain masked at all times.

Dancers etc will be given a short break to go outside and get some fresh air. We will use exit doors available to release the students at the completion of the dress rehearsal. We can sanitize the stage using appropriate germ cleaners. We will Lysoi all doors and handles of the areas that we use.

All tickets will be allocated according to the student's registration number ahead of time. Using the seating chart provided, we will section off families in groups of pods and separate them with at least three seats apart. The school will provide an accurate seating chart updating us on damaged or lost seats so we can accurately configure placement. We will stay under 300 to ensure we do not exceed the 50% person capacity in the auditorium. Tickets will be

done electronically so we will just count heads and take temperatures at the door.

On the day of the Showcase, we will keep people outside in a socially distanced line. When entering the door, we will take temperatures and after using hand sanitizer they can be seated.

Families will be seated together and we will remind each family to arrive on time, so that our Show can start on time. We will take a 15 intermission in between acts to allow for more time exiting the building and then re entering. Our MC from the booth can call out groups in an orderly fashion. The right side of the center aisle can exit to the right into the hallway and the left side could exit out the back. There will be absolutely no visiting with the Dancers. This is something we have never permitted and is also an important safety precaution of ours.

All Video proceeds will be handled ahead of time and our Videographer will be positioned on a platform or riser and kept 3 feet apart from other attendees.

At the completion of the show, we will use the same exiting procedure as we have done for the intermission segment, maintaining socially distant rules as they safely exit the building. Please let us know if there are any other concerns or suggestions. We were one of the first dance studios to use the auditorium and have always had a great experience here at the High School. We appreciate your continued professionalism especially concerning the safety and well being of our students during this pandemic. On behalf of all of us at Academy of Dance, we want to thank you for your time in reviewing our application today. We are all so very excited to get back on stage:)

Sincerely,

Teresa Gambardella, Director

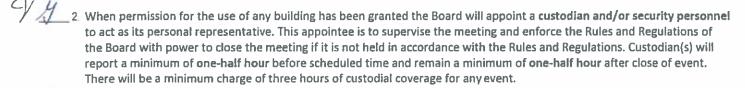
FSD#	
	3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

011	
J4_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.



- 3 If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
 - 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 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. 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. 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. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

9 J 13.	We <u>cannot</u> reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
9 <u>/</u> 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.
of Edu proper of the	permission is granted, we hereby agree to strictly comply with the rules and regulations of the Board cation governing the use of public-school buildings, to take the utmost care in the use of the school rty, to make good any damage to or loss of school property arising from our occupancy of any portion building and to provide necessary police attendance. A certificate of insurance for all organizations filiated with the Hamden Public School District is required
I have r	ead and agree with the above rules and regulations set forth by the Hamden Board of Education:
technical	tes 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 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 on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.

Date

FSD #_

Approved by Board of Education:___

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'sservice 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

THERE SHOULD BE A CREDIT.

Group II - Direct labor costs and technical fees T GAVE A CHECK LAST YEAR CU

Group III - Utilities, direct labor costs and technical fees THAT T NEVER GOT BACK.

Group IV — Rental fees, utilities, dieset 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

Technical Fees (Sound, lighting, equipment)

Sound Supervisor

Lighting Supervisor

Professional Technician

Student Technician

Sound System Usage (performance or rehearsal day)

Lighting System Usage (performance or rehearsal day)

\$90 per hour

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

Elementary	Hamden Middle	Hamden High	
Auditorium Gymnasium Cafe teria Classroom	Auditorium (Capacity 500) Gymnasium Cafeteria Classroom	Auditorium (Capacity 600) Black Box Dressing Rooms Gymnasium C107 Cafeteria Classroom	
\$0 \$0 \$0 \$0	\$0 \$0 \$0	\$6 \$6 \$6 \$6	ROOM RENTAL FEES
\$450/day \$450/day \$455/day \$375/day \$225/day	\$1500/day \$450/day \$600/day \$225/day	\$1500/day \$750/day \$150/day \$150/day \$750/day \$450/day \$600/day \$225/day	TAL FEES GROUP IV

Custodian Fees¹:

Custodian Fees¹:

Double Time

Security Fees²:

Time and one-half

\$45.54 per hour Monday – Saturday

\$60.72 per hour Sunday and Holidays

\$45.54 per hour Sunday and Holidays

\$45.54 per hour Sunday and Holidays

Utility Fee (Group III & IV)

\$60.00 per hour (Was \$30/Hour)

³ 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)

²Group 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)

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

Fee Calculations

Academy of Dance LLC 6/23-6/24

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	2	\$1,500.00	\$3,000.00
Black Box (HHS Only)	2	\$750.00	\$1,500.00
Dressing Rooms (HHS Only)	2	\$150.00	\$300.00
C107 (HHS Only)	2	\$450.00	\$900.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
Classroom	2	\$225.00	\$450.00
Music/Band Room (HMS Only)		\$225.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$60.00	13	\$780.00

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	6	\$273.24
Event	2	6	\$546.48
Clean Up	2	6	\$546.48

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

TOTAL FEES:

\$8,531.76