

Building Use Checklist

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

- ☒ 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.*Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.Date 1/11/2023

To the Board of Education:

The undersigned hereby make application on behalf of The Whitney Players Theater Company
(Name of Organization)as association formed for Winter musical Production
(Event Title) for permission to use the

(please check the box next to building AND rooms):

Hamden High School ☐

HHS:

☐ Auditorium/Black Box/Dressing Rooms☐ Gymnasium☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☒

HMS:

☒ Auditorium☐ Gymnasium☒ Cafeteria Set only 3H☒ Classroom☒ Music/Band Room**Elementary Schools:**Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐

Elementary Schools:

☐ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:☐ Tables (how many) _____☐ Chairs (how many) _____☐ Other Needs: _____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
2/22 + 2/24	6:00 pm		9:00 pm
2/27, 2/28 3/1	5:00 pm		9:00 pm
3/2, 3/3	5:00	7:00	10:00 pm
3/4	noon	2:00/7:00	10:00 pm

Number of Performers/Presenters: 35Anticipated Attendance: 100-150Admission Charge: \$18 - \$20Percentage of Hamden Performers 80%**REHEARSAL / PREPARATION**

Date	Time (From/To)
2/22 2/24	6-9
2/27 2/28	5-9
3/1	

How many people will attend the rehearsal? 30-40Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Sound set up eitherFri between 6-9 orMonday 5:00

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.

CSD (Initial)

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Cindy Simell-DeVoe	26 W. Helen St. Hamden CT 06514	203 640 4648 203 281 6007	Cindysdevoe@comcast.net
Jennifer Buonfiglio	402 N. High St. E. Haven, CT	203 779-9129	Jenny.b605@yahoo.com
Amber Richetelli	178 Knapp Hill Dr. Hamden CT 06518	203 500-7338	ambersrichetelli@gmail.com

RULES AND REGULATIONS

3513R

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

- The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 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.
- 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.
- 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.
- 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.
- A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. CSD (Please Initial)

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

Cindy A. Simell-DeVoe

(Signature)

1/11/2023

(Date)

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

Approved by Board of Education: _____

Date _____

CSD (Initial)

FSD # _____

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

Will you need a podium? Yes ☐ No ☒

How many tables will you need? 4 Location: lobby

How many movable chairs will you need? 8 Location: lobby (2 @ each table)

Will you need stage lighting for your event? Yes ☒ No ☐
*If no, you will NOT be allowed to access any stage lights, only the overhead work lights.

How many follow spotlights will you need? 0 ☐ 1 ☐ 2 ☒
*Only our trained technicians are allowed to use our spotlights.

Will you need sound for your event? Yes ☒ No ☐
*You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use. we do bring in our own - Fred Santore, Horizon Sound.

Will you need us to play music during your event: Yes ☒ No ☐
*Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.

Will you be using our microphones? Yes ☐ No ☒

If yes, # of wireless handheld microphones _____ Horizon will bring our microphones
*Up to two are available at each location

If yes, # of wired handheld microphones _____
*Up to six are available at each location

If yes, # of floor (lap) microphones _____
*Only available at the high school location

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

Will you be using any projections for your event? Yes ☐ No ☒

Will your projections include sound (movies)? Yes ☐ No ☒

Check One:

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

Special requests/instructions: genie lift for backdrop 2/24 or 2/27
and then again on 3/4 to remove
backdrop

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

CSD (Initial)

OFFICE USE ONLY

____ Supervisor
____ Lighting Board Operator
____ Sound Operator
____ Spotlight 1
____ Spotlight 2
____ SM
____ ASM
____ Projection Specialist

FSD # _____

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

We currently follow CDC Covid-19 guidelines. We will reduce capacity if necessary.
I will do a mask mandate if necessary. We follow what the town & PGE.

are currently doing.
We have social distanced actors in the past as well as clear marks on stage if required.

CSD (Initial)

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

- Group I** Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTISO, 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 and non-profit groups.

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

Technical Fees (Sound, lighting, equipment)

Lighting/Sound Technician	\$25 per hour
Student Technician	\$15 per hour
Lighting Supervisor	\$65 per hour
LCD Projector Usage	\$50 per day
Piano Usage (only with permission of Fine Arts Director)	\$100 per day
Lighting System Usage (performance or rehearsal day)	\$45 per hour
Sound System Usage (performance or rehearsal day)	\$25 per hour

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

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

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

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Hamden High	Auditorium (Capacity 600)	\$0
	Black Box	\$0
	Dressing Rooms	\$0
	Gymnasium	\$250/day
	C107	\$50/day
Hamden Middle	Cafeteria	\$250/day
	Classroom	\$150/day
		\$200/day
Hamden Elementary	Auditorium (Capacity 550)	\$0
	Gymnasium	\$500/day
	Cafeteria	\$250/day
	Classroom	\$200/day
		\$75/day
	Auditorium	\$0
	Gymnasium	\$150/day
	Cafeteria	\$150/day
	Classroom	\$125/day
		\$75/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)	\$30.00 per hour	

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

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater

3 3 3 3 3 5 5 4 5
W 6-9
F 6-9
M 6-9
W 8-9
Th 5-10
F 5-10
Sat Noon-4
Sun 9-10

234
x500
1170

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

Building Use Checklist

Joan Lynn Dance
3/12/23

- ☒ 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 12/16/23

To the Board of Education:

The undersigned hereby make application on behalf of The Joan Lynn Dance Company

(Name of Organization)

as association formed for Competition Showcase for permission to use the
(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

HHS/HMS: See Addendum A and
return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date N/A	Time (From/To) N/A

How many people will attend the rehearsal? N/AWill your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

At the arrival time of 12pm mentioned in the
"Event Information".

EVENT INFORMATION

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

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

Number of Performers/Presenters: 38Anticipated Attendance: 200-250Admission Charge: \$25-35Percentage of Hamden Performers: 90%

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Joan Christensen

1 McMahon Lane, North Branford, 06471

203-980-7327

JoanLynnDanceCompany@gmail.com

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

We plan to comply with all state and federal guidelines considering Covid-19. If required, we will limit seating capacity per performance and/or stagger seating. Also if required, we will require staggered entry and exit, as well as social distancing.

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

RULES AND REGULATIONS

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

Please initial each numbered guideline

- JC 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in **every** detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- JC 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of **one-half hour** before scheduled time and remain a minimum of **one-half hour** after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- JC 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- JC 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- JC 5. A permit can be **canceled** without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- JC 6. A permit is not transferable.
- JC 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- JC 8. **No food or refreshments** are to be served or eaten on the premise, unless specifically mentioned in contract. **Food or drink is not** to be brought into gymnasium, auditorium or pool. **Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.**
- JC 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- JC 10. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.**
- JC 11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- JC 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

JC 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.

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

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

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

Joan Christensen

12/1/22

(Signature)

(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

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

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

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

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

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department

Technical Fees (Sound, lighting, equipment)

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

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

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

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

Custodian Fees¹:

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

Security Fees²:

Time and one-half	\$31.76 per hour Monday – Saturday
Double Time	\$42.34 per hour Sunday and Holidays
Utility Fee (Group III & IV)	\$60.00 per hour (Was \$30/Hour)

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

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

Fee Calculations

The Joan Lynn Dance Company 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	\$254.04

Custodial Services

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

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

TOTAL FEES: \$3,216.24

Building Use Checklist

Quinnipiac Dance

4/21 - 4/22/23

- ☒ 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?

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 1/26/2023

To the Board of Education:

The undersigned hereby make application on behalf of Quinnipiac Dance Company

(Name of Organization)

as association formed for Quinnipiac Dance Company Spring Showcase 2023 for permission to use the
(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
<u>4/21/23</u>	<u>4:45pm-11:00pm</u>
_____	_____
_____	_____

How many people will attend the rehearsal? 25-30

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

Set up will begin at 4:00pm by the
Showcase Coordinator and a few select
members of the company

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>4/22/23</u>	<u>4:45pm</u>	<u>7:07pm</u>	<u>10:30pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 25-30 dancers

Anticipated Attendance: 100 people

Admission Charge: \$5; free for QU students

Percentage of Hamden Performers: 0

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
<u>Keirsten Dunn</u>	<u>275 Mount Carmel Ave Hamden, CT 06518</u>	<u>973-943-8813</u>	<u>Keirsten.dunn@quinnipiac.edu</u>
_____	_____	_____	_____
_____	_____	_____	_____

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

With the ever-changing COVID-19 guidelines, QU Dance Company is dedicated to both following and enforcing social distancing as the CDC currently recommends. Each member of QU Dance Company has at least received the primary series of COVID vaccine as per Quinnipiac University's enrollment policies. As of right now, we do not require that our dancers and audience members wear a mask, but it is recommended especially for those who are immunocompromised. As always, we will suggest to audience members that they sit with their "family unit" and leave a few seats in between each other. If COVID-19 cases rise, we will reevaluate and enforce stricter guidelines as the CDC suggests.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- KD 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.
- KD 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.
- KD 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.
- KD 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.
- KD 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.**
- KD 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.
- KD 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.**
- KD 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.
- KD 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)

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

KD 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.

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

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

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


(Signature)

1/26/2023
(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐How many tables will you need? 1 Location: Hallway of entranceHow many movable chairs will you need? 0 Location: _____Will you need stage lighting for your event? Yes ☐ No ☐**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☐ 1 ☐ 2 ☐**Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☐ No ☐**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event: Yes ☐ No ☐**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☐ No ☐If yes, # of wireless handheld microphones 2**Up to two are available at each location*If yes, # of wired handheld microphones 0**Up to six are available at each location*If yes, # of floor (tap) microphones 0**Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☐ 2 ☐**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☐ No ☐Will your projections include sound (movies)? Yes ☐ No ☐

Check One:

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

Special requests/Instructions: If possible, we would like to have technicians who are
We would love to have the woman who worked with us at our last showcase. I believe
her name was Kate, but please check your records from our last showcase on 12/3/22 to
make sure. If not, we also worked with Eric for our last spring showcase and he was
also amazing.

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

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc.,

Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

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

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. **Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department**

Technical Fees (Sound, lighting, equipment)

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

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

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

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

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

Custodian Fees¹:

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

Security Fees²:

Time and one-half	\$31.76 per hour
Double Time	Monday – Saturday \$42.34 per hour Sunday and Holidays
Utility Fee (Group III & IV)	\$60.00 per hour (Was \$30/Hour)

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

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

Fee Calculations

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	2		\$0.00

TOTAL FEES: \$6,161.22

Building Use Checklist

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

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

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.***Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.**Date 12/17/2022**To the Board of Education:**The undersigned hereby make application on behalf of Town of Hamden Arts, Culture, Recreation, & Wellness**(Name of Organization)**as association formed for Death by a Thousand Cuts, A Requiem for Black and Brown Men 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☐ Gymnasium☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)Hamden Middle School ☐

HMS:

☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band RoomElementary Schools:Bear Path ☐Church Street ☐Dunbar Hill ☐Helen Street ☐Ridge Hill ☐Shepherd Glen ☐Spring Glen ☐West Woods ☐Wintergreen ☐Elementary Schools:☐ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:☐ Tables (how many) _____☐ Chairs (how many) _____☐ Other Needs: _____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
April 29 & 30, 2023	2pm	7pm	10pm
May 5 & 6, 2023	2pm	7pm	10pm
(Alternate date)			

Number of Performers/Presenters: 8Anticipated Attendance: 600Admission Charge: \$5Percentage of Hamden Performers: 50%**REHEARSAL / PREPARATION**

Date	Time (From/To)
April 28, 2023	4-10pm
May 4, 2023	4-10pm

How many people will attend the rehearsal? 15Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

April 29 and 30 at 2pm (before performance)

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.

_____(Initial)

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Karen Bivens	2750 Dixwell Ave, Hamden	475-306-5246	kbivens@hamden.com
Alexa Panayotakis	2750 Dixwell Ave, Hamden	203-287-7100	apanayotakis@hamden.c
Lauren Garrett	2750 Dixwell Ave, Hamden	203-287-7100	lgarrett@hamden.com

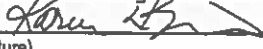
RULES AND REGULATIONS

3513R

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.
3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
5. A permit can be **canceled** without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
6. A permit is not transferable.
7. A permit is not valid unless signed by the Superintendent or his/her designee.
8. **No food or refreshments** are to be served or eaten on the premise, unless specifically mentioned in contract. **Food or drink is not** to be brought into gymnasium, auditorium or pool. **Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.**
9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
11. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
13. We **cannot** reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. KB (Please Initial)

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


12/28/2022
 (Signature) (Date)

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

Approved by Board of Education: _____ Date: _____
 _____ (Initial)

FSD # _____

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)

Will follow COVID protocols if enacted.

_____(Initial)

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☒

How many tables will you need? _____ Location: _____

How many movable chairs will you need? _____ Location: _____

Will you need stage lighting for your event? Yes ☒ No ☐**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☐ 1 ☒ 2 ☐**Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☒ No ☐**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event? Yes ☐ No ☒**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☒ No ☐If yes, # of wireless handheld microphones 4**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

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

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

Building Use Checklist

Cheshire Performing Arts
5/17/23 - 5/20/23

☒ 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 Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the event date

To the Board of Education:

The undersigned hereby make application on behalf of

BB Studio LLC (dba

Date Dec. 1, 2022The Cheshire Performing Arts Academy
(Name of Organization)as association formed for dance recital for permission to use the
(Event Title)

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

Hamden High School

- ☒ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium (1st choice)
☐ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Elementary Schools:

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

Equipment Needed:

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

Hamden Middle School

- ☒ Auditorium (2nd choice)
☐ Gymnasium
☐ Cafeteria
☐ Classroom
☐ Music/Band Room
Any for dressing room

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

REHEARSAL / PREPARATION

Week of may 15
 Date Time (From/To)
~ may 17 ~ 4:15 - 9
~ may 18 ~ 4:15 - 9

How many people will attend the rehearsal? ~150Will your event require set up? Yes ☐ No ☒ spacesIf yes, when do you plan to set up?

_____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
<u>may 20</u>	<u>~ 8:15am</u>	<u>~ 10am</u>	<u>~ 2pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: ~100Anticipated Attendance: ~500Admission Charge: ~ \$24Percentage of Hamden Performers: ~10

FSD # _____

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

Will you need a podium?

Yes ☒ No ☐

prefer yes (but can go without)

How many tables will you need? 25 Location: Lobby

How many movable chairs will you need? 25 Location: Lobby

podium

Will you need stage lighting for your event?

Yes ☒ No ☐

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

How many follow spotlights will you need?

0 ☒ 1 ☐ 2 ☐

*Only our trained technicians are allowed to use our spotlights.

Will you need sound for your event?

Yes ☒ No ☐

*You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.

Will you need us to play music during your event?

Yes ☒ No ☐

*Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.

Will you be using our microphones?

Yes ☒ No ☐

If yes, # of wireless handheld microphones 1
*Up to two are available at each location

If yes, # of wired handheld microphones _____
*Up to six are available at each location

If yes, # of floor (lap) microphones _____
*Only available at the high school location

Will you need Stage Manager / Hands provided by us?

0 ☒ 1 ☐ 2 ☐

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

Will you be using any projections for your event?

Yes ☐ No ☒

Will your projections include sound (movies)?

Yes ☐ No ☒

Check One:

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

Special requests/Instructions: They were great last year!!

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

BJB (Initial)

OFFICE USE ONLY

____ Supervisor
____ Lighting Board Operator
____ Sound Operator
____ Spotlight 1
____ Spotlight 2
____ SM
____ ASM
____ Projection Specialist

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Brittany Barbara	1434 Highland Ave Unit 7A Cheshire, CT 06410	203-988-1988	brittany.b@cheshireperformingarts.org
_____	_____	_____	_____
_____	_____	_____	_____

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

~~000000~~ We have been successfully following CT State mandates since opening after registration with the State since the original quarantine in June 2020. We have been diligent with our safety efforts to keep a safe environment as top priority for all involved.

We are happy to amend this list based on protocols at the time of the event:

- Students sectioned by classes in dressing room, backstage, and other areas
- Staff will be present to assist keeping protocol in place.
- masks worn if mandated by school
- hand sanitizer on site
- Arrival / Departure assigned by age/class and location entrances + exits ^{that} allow spacing + supervision.
- We will check capacity ratings at the time of event and follow protocol as needed at the time.
- Families seated together.

* Happy to adjust based on your rules we were so glad to be back in our home location last year & thank you for your consideration again!

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

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

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

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

(Signature) Paul M. Blawie (Date) Dec 10, 2022

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

Approved by Board of Education: _____ Date: _____

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 (HHS 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	\$42.34			\$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	Total
Open			
Event			
Clean Up			

TOTAL FEES: \$6,673.52

Building Use Checklist

Academy of Dance
5/18 - 5/21/23

- ☒ 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 12/7/2022To the **Board of Education**:

The undersigned hereby make application on behalf of Academy of Dance and Music
(Name of Organization)

as association formed for Dance Recital for permission to use the
(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

HHS/HMS: See Addendum A and
 return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
05/18/2022	4:00 - 8:30
_____	_____
_____	_____

How many people will attend the rehearsal? 50

Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?
3:30

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
May 20th	8:00	10:30	8:30
May 21st	11:00	1:00	5:30

Number of Performers/Presenters: 100

Anticipated Attendance: 200

Admission Charge: 20

Percentage of Hamden Performers: _____

FSD # _____

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

Contact Name

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

courtney@academyofdance1.co

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)

Sanitizing stations, and all guests feeling sick or those who tested positive will be asked to stay home

RULES AND REGULATIONSFor the Use of the Hamden Public School Buildings for Other Than Regular School PurposesPlease 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)

- 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 regulations set forth by the Hamden Board of Education:

(Signature)

(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☒

How many tables will you need? 6 Location: Lobby

How many movable chairs will you need? 8 Location: Lobby

Will you need stage lighting for your event? Yes ☒ No ☐

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

How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐

**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event? Yes ☒ No ☐

**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event: Yes ☒ No ☐

**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones? Yes ☒ No ☐

If yes, # of wireless handheld microphones 1

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

**Only available at the high school location*

Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☒ 2 ☐

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

Will you be using any projections for your event? Yes ☐ No ☒

Will your projections include sound (movies)? Yes ☐ No ☐

Check One:

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

Special requests/Instructions: _____

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

INC (Initial)

OFFICE USE ONLY

____ Supervisor
 ____ Lighting Board Operator
 ____ Sound Operator
 ____ Spotlight 1
 ____ Spotlight 2
 ____ SM
 ____ ASM
 ____ Projection Specialist

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

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

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTO, etc.,

Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official

Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department

Technical Fees (Sound, lighting, equipment)

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

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

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

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

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 (HHS 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
Sunday	\$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?

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 11/12/2023

To the Board of Education:

The undersigned hereby make application on behalf of Inspire Dance Academy LLC

(Name of Organization)

as association formed for Dance Recital for permission to use the

(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

HHS/HMS: See Addendum A and
 return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date 6/10/23 Time (From/To) 10am/4pm

How many people will attend the rehearsal? 55Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date 6/11/23 Arrival Time 10am Event Time 1pm End Time 5pm

Number of Performers/Presenters: 45Anticipated Attendance: 300Admission Charge: \$25Percentage of Hamden Performers: 0

FSD # _____

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

Contact NameAddress (Number, Street, Town, Zip)TelephoneEmail AddressSam Acampora1739 Foxon Rd Unit E3 North Branford
CT 06471203-530-2820miss.sam@inspiredance
academyct.com

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

In order to comply with state and CDC guidelines will need to be confirmed just
before the event for the latest recommendation.

As for the time of application request:

- masks will be available

- hand sanitizer available throughout

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.
3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
6. A permit is not transferable.
7. A permit is not valid unless signed by the Superintendent or his/her designee.
8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
10. 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 Events
(please check your response and fill in when appropriate)

Will you need a podium? Yes ☒ No ☐

How many tables will you need? 0 Location: 3 right side of stage, 3 auditorium entrance

How many movable chairs will you need? 20 Location: 3 right side of stage, backstage

Will you need stage lighting for your event? Yes ☒ No ☐
*If no, you will NOT be allowed to access any stage lights, only the overhead work lights.

How many follow spotlights will you need? 0 ☐ 1 ☒ 2 ☐
*Only our trained technicians are allowed to use our spotlights.

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

Will you need us to play music during your event? Yes ☐ No ☒
*Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.

Will you be using our microphones? Yes ☐ No ☒

If yes, # of wireless handheld microphones _____
*Up to two are available at each location

If yes, # of wired handheld microphones _____
*Up to six are available at each location

If yes, # of floor (lap) microphones _____
*Only available at the high school location

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

Will you be using any projections for your event? Yes ☒ No ☐

Will your projections include sound (movies)? Yes ☐ No ☒

Check One:

☒ We will provide our own person to handle the projections

☐ I request that a technician from HPS handle the projections

Special requests/instructions: _____

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

 (Initial)

OFFICE USE ONLY

____ Supervisor
____ Lighting Board Operator
____ Sound Operator
____ Spotlight 1
____ Spotlight 2
____ SM
____ ASM
____ Projection Specialist

FSD # _____

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

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

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

Samantha Orampora

(Signature)

1/12/2023

(Date)

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

Approved by Board of Education: _____ Date: _____

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	2	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?

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDINGApplications **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 theevent dateDate 1/3/2023

To the Board of Education:

The undersigned hereby make application on behalf of _____

C.R. & Co Dance LLC

(Name of Organization)

as association formed for Spring Dance Showcase for permission to use the

(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

HHS/HMS: See Addendum A and
 return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
6/15/2023	4:00-8:00PM
_____	_____
_____	_____

How many people will attend the rehearsal? 150Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
6/17/2023	4:00PM	7:00PM	9:00PM
6/18/2023	3:00PM	6:00PM	8:00PM
_____	_____	_____	_____

Number of Performers/Presenters: 150Anticipated Attendance: 500Admission Charge: \$20.00Percentage of Hamden Performers: 33%

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Chelsea Little-Hughes	175 High Top Cir W. Hamden, CT 06514	203-675 -0264	c.randco@yahoo.com
_____	_____	_____	_____
_____	_____	_____	_____

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

C.R. & Co is an up and coming competitive dance studio in Hamden, CT founded in August 2020. We are aware of all of the risks and challenges COVID-19 causes and will use all precautions and follow CDC guidelines to decrease the spread of the virus such a access to masks and hand sanitizer for guests and performers, managed capacity and safe entry and exits for guests. We will also require each child to test negative upon performing for the showcase.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- CLH** 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in **every** detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- CLH** 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of **one-half hour** before scheduled time and remain a minimum of **one-half hour** after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- CLH** 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- CLH** 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- CLH** 5. A permit can be **canceled** without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- CLH** 6. A permit is not transferable.
- CLH** 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- CLH** 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. **Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.**
- CLH** 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- CLH** 10. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.**
- CLH** 11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- CLH** 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

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

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

(Signature) 1/3/2023
(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☒How many tables will you need? 2 Location: Outside of AuditoriumHow many movable chairs will you need? 4 Location: _____Will you need stage lighting for your event? Yes ☒ No ☐**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐**Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☒ No ☐**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event? Yes ☒ No ☐**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☒ No ☐If yes, # of wireless handheld microphones 2**Up to two are available at each location*

If yes, # of wired handheld microphones _____

Up to six are available at each location*If yes, # of floor (lap) microphones 3Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☒ 2 ☐**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☒ No ☐Will your projections include sound (movies)? Yes ☒ No ☐

Check One:

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

Special requests/Instructions: _____

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

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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, PTO, etc.,

Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official

Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department

Technical Fees (Sound, lighting, equipment)

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

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

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

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Hamden High	Auditorium (Capacity 600)	\$0
	Black Box	\$0
	Dressing Rooms	\$0
	Gymnasium	\$0
	C107	\$0
	Cafeteria	\$0
Hamden Middle	Classroom	\$0
	Auditorium (Capacity 500)	\$0
	Gymnasium	\$0
	Cafeteria	\$0
	Classroom	\$0
	Classroom	\$0
Elementary	Auditorium	\$0
	Gymnasium	\$0
	Cafeteria	\$0
	Classroom	\$0
	Classroom	\$0
	Classroom	\$0

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

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
Event	2	5	\$303.60
Clean Up	2	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 BUILDINGApplications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the event dateDate 1/8/23

To the Board of Education:

The undersigned hereby make application on behalf of Academy of Dance LLC
(Name of Organization)as association formed for Dance 2023
(Event Title) for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
 the elementary
 room options
 below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

HHS/HMS: See Addendum A and return with this form.

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date 6/23/2023 Time (From/To) 3:30 - 10:30

How many people will attend the rehearsal? 150Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

ALL LIGHTING AND
SETS SET UP USUALLY
BEFORE WE GET THERE

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>6/24/2023</u>	<u>3:30</u>	<u>6:00</u>	<u>9:30</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 150Anticipated Attendance: 600Admission Charge: 25.00Percentage of Hamden Performers: 40%

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Teresa Gambardella	Two EAST HAYCOCK PT BEANFORD, CT 06405	203 494-5981	Tdanue123@comcast.net
_____	_____	_____	_____
_____	_____	_____	_____

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

WE WILL COMPLY WITH ALL CDC GUIDELINES. IF NECESSARY
SAME PROCEDURE AS WE DID FOR THE 2021

Dance showcase performed at the Hamden High School.
PLEASE SEE THE ATTACHMENT

FSD # _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium?

Yes ☐No ☒How many tables will you need? 4Location: LobbyHow many movable chairs will you need? 8Location: Lobby

Will you need stage lighting for your event?

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

How many follow spotlights will you need?

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

Will you need sound for your event?

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

Will you need us to play music during your event?

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

Will you be using our microphones?

Yes ☒No ☐If yes, # of wireless handheld microphones 2 Backstage**Up to two are available at each location*5 - Lighting BoothIf yes, # of wired handheld microphones 1 Lighting Booth**Up to six are available at each location*If yes, # of floor (tap) microphones 2**Only available at the high school location*

Will you need Stage Manager / Hands provided by us?

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

Will you be using any projections for your event?

Yes ☐No ☒

Will your projections include sound (movies)?

Yes ☐No ☒

Check One:

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

Special requests/Instructions:

Lighting specials, mirror Ball
Gobos Hung Appropriately, Spike tape for
Scenery and Floor choice Riser for Finale
All lighting projections as previous shows
in the past. Foot lights to create shadows on
CYC. I have worked for many years with Eric
Nyquist and Quame

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

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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 Lysol 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

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

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

9.4 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.

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

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

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

Juan Santafella 1/8/23
(Signature) (Date)

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

Approved by Board of Education: _____ Date: _____

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

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

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

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

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

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

Group I – No fees

Group II – Direct labor costs and technical fees *THESE SHOULD BE A CREDIT. I GAVE A CHECK LAST YEAR*

Group III – Utilities, direct labor costs and technical fees *THAT I NEVER GOT BACK.*

Group IV – Rental fees, utilities, direct labor costs and technical fees

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. **Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department**

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

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

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

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

Custodian Fees:

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

Security Fees:

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

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