

Building Use Checklist

Cassandra's
5/25 + 5/27/23

- 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 2/24/23

To the Board of Education:

The undersigned hereby make application on behalf of Candrea's Christian Dance Company
(Name of Organization)

as association formed for Spring Dance Showcase
(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 text 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 5/25/23 Time (From/To) 5-7:30 PM

How many people will attend the rehearsal? _____

Will your event require set up? Yes No

If yes, when do you plan to set up?
Decorate the stage with props

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>5/27/23</u>	<u>1:00pm</u>	<u>4:00pm</u>	<u>7:00pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 17

Anticipated Attendance: 150

Admission Charge: \$25

Percentage of Hamden Performers: 25%

RULES AND REGULATIONS

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

Please initial each numbered guideline

CKB₁. 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.

CKB₂. 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.

CKB₃. 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.

CKB₄. 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.

CKB₅. 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.

CKB₆. A permit is not transferable.

CKB₇. A permit is not valid unless signed by the Superintendent or his/her designee.

CKB₈. 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.

CKB₉. 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.

CKB₁₀. 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.**

CKB₁₁. 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.

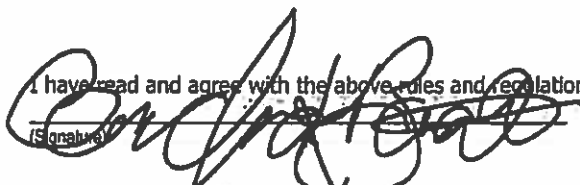
CKB₁₂. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

CKB3. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.

CKB4. 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.

CKB5. 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) 2/22/23

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? 5 Location: Hallway

How many movable chairs will you need? 10 Location: Hallway

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

ckb (Initial)

OFFICE USE ONLY	
_____	Supervisor
_____	Lighting Board Operator
_____	Sound Operator
_____	Spotlight 1
_____	Spotlight 2
_____	SM
_____	ASM
_____	Projection Specialist

Fee Calculations

Candra's Christian Dance Company 5/25/23 and 5/27/23

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

Utilities

Fee	Hours	Total
\$60.00	8	\$480.00

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	1	\$45.54
Event	1	6	\$273.74
Clean Up	1	3	\$136.62

Sunday	\$60.72	Hours	Total
Open			
Event			
Clean-Up			

TOTAL FEES: \$4,076.18

Building Use Checklist

JMT Studio

5/27/23 HHS

- ✓ 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 2-14-23

To the Board of Education:

The undersigned hereby make application on behalf of JNT'S Studio of dance
(Name of Organization)

as association formed for Dance Recital
(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: _____

<u>REHEARSAL / PREPARATION</u>	
Date	Time (From/To)
_____	_____
_____	_____
_____	_____

How many people will attend the rehearsal? _____

Will your event require set up? Yes No

If yes, when do you plan to set up?

<u>EVENT INFORMATION</u>			
*If multiple dates, please indicate clearly information for each date			
Date	Arrival Time	Event Time	End Time
<u>5-27-23</u>	<u>10:00 am</u>	<u>2:00 pm</u>	<u>9:00 pm</u>
<u>5-27-23</u>	_____	<u>6:00 pm</u>	_____
_____	_____	_____	_____

Number of Performers/Presenters: 12

Anticipated Attendance: 90

Admission Charge: 20

Percentage of Hamden Performers: 4%

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

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

Pamela Clayton (Signature) 2-14-23 (Date)

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

Approved by Board of Education: _____ Date: _____

FSD # _____

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

Will you need a podium? Yes No

How many tables will you need? _____ Location: _____

How many movable chairs will you need? 12 Location: stage

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 (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

PS (Initial)

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

Fee Calculations

JMT's Studio of Dance 5/27/2023

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	1	\$1,500.00	\$1,500.00
Black Box (HHS Only)	1	\$750.00	\$750.00
Dressing Rooms (HHS Only)	1	\$150.00	\$150.00
C107 (HHS Only)		\$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	11	\$660.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	7	\$222.32
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	7	\$318.78
Clean Up	1	3	\$136.62

Sunday	\$60.72	Hours	Total
Open			
Event			
Clean-Up			

TOTAL FEES: \$3,828.26

Building Use Checklist

Cheshire Dance
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.

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

Date 2/1/23

To the Board of Education:

The undersigned hereby make application on behalf of CHESHIRE DANCE CENTRE
(Name of Organization)

as association formed for DANCE RECITAL
(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
Hamden Middle School C107
 Cafeteria
 Classroom
 Athletic Field/Pool (please circle option)

Elementary Schools:

- Bear Path HMS: Auditorium
Church Street Gymnasium
Dunbar Hill Cafeteria
Helen Street Classroom
Ridge Hill Music/Band Room

- Shepherd Glen Elementary Schools:
Spring Glen Gymnasium
West Woods Cafeteria
Wintergreen 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
<u>6/11/23</u>	<u>2:30 PM</u>	<u>4:00 PM</u>	<u>5:30 PM</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 75

Anticipated Attendance: 400

Admission Charge: \$25 / \$20

Percentage of Hamden Performers: 5%

REHEARSAL / PREPARATION

Date	Time (From/To)
<u>6/11/23</u>	<u>9:00 AM - 6:00 PM</u>
_____	_____
_____	_____

How many people will attend the rehearsal? _____

Will your event require set up? Yes No

If yes, when do you plan to set up?
In the morning
before rehearsal.

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.

BS (Initial)

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
BETTY SEIBERT	112 LAURARA, HAMDEN 06514	203.710.5372	bseibert@cheshiredance
DAVID BOLIKE	" " " "		centre.com
KARYN O'TOOLE	40 COURT ST, CROMWELL 06416	860.303.4443	

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. RS (Please Initial)

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

Betty O'Seibert (Signature) 2/1/23 (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: _____
RS (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? 6 Location: LOBBY

How many movable chairs will you need? 6 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 1
**Up to six are available at each location*

If yes, # of floor (tap) microphones 4 or 5
**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*

AS (Initial)

OFFICE USE ONLY	
_____	Supervisor
_____	Lighting Board Operator
_____	Sound Operator
_____	Spotlight 1
_____	Spotlight 2
_____	SM
_____	ASM
_____	Projection Specialist

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

AUDIENCE

- We will comply with any policies required by the Hamden Bd of Ed at the time of performance.
- All seats will be reserved; there will be no “general admission.”
- Audience members will have hands sanitized upon entry.
- Audience members will wear masks inside the building (unless medically excused) if mandated by the Town of Hamden or the Hamden Bd of Ed.
- Ushers will direct audience members to their seats.
- Family groups will maintain social distancing while waiting to be seated. Lobby area will be marked for this purpose.
- Ushers will ensure audience members are kept at a social distance at intermission to use restrooms as needed.
- Ushers will dismiss audience members by family groups as their child(ren) are ready to leave.

PERFORMERS

- Our dancers have been following COVID-19 safety protocols at the studio since June 22, 2020. We will take established our protocols with us to Hamden High School.
- Students will be dropped off at the front of the school building where they will put their street shoes into their designated bucket and proceed to their dressing area.
- To maintain social distancing in dressing rooms, the performers will be assigned as follows:
 1. 62 Students in area C107—siblings will be seated together; other students will be in groups of no more than 2 per table. It is estimated a total of 29 tables will be needed.
 2. 15 Dancers (Seibert Dancers) will be assigned to the Black Box area—socially distanced at 8 designated tables.
 3. 3 Staff Teachers will be assigned to the Ladies Dressing Room
 4. 2 Boys will be assigned to the Gentlemen's Dressing Room.
- All Dressing room areas will be disinfected upon staff arrival and before performers' usage.
- Frequent hand sanitizing will be monitored.
- Performers will wear masks if designated by parent, or mandated by Hamden Board of Ed.
- Social distancing will be structured into on-stage choreography as well as flow of movement in the backstage area.
- Dismissal of dancers at the conclusion of the event will be directed to maintain social distancing, with parents being informed to leave the auditorium to meet their dancer.

PRELIMINARY SCHEDULE

- 9:00 AM—support staff arrival; lay floor down on stage; organize backstage areas
- 11:00 PM—Performers arrive and go to assigned dressing rooms
- 11:30 PM—Dress rehearsal begins
- 2:00 PM—Meal break (out of building if deemed necessary by Hamden Bd. Of Ed)
- 3:30 PM – Arrival for audience
- **4:00 PM –Performance Time**
- 5:30 PM—Show ends; dismissal of audience and performers with protocol above
- 6:00 PM—Support Staff –pick up floor; clean areas used

Fee Calculations

Cheshire Dance Centre 06/11/2023

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	1	\$1,500.00	\$1,500.00
Black Box (HHS Only)	1	\$750.00	\$750.00
Dressing Rooms (HHS Only)	1	\$150.00	\$150.00
C107 (HHS Only)	1	\$450.00	\$450.00
Gymnasium		\$750.00	\$0.00
Cafeteria		\$600.00	\$0.00
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	9	\$540.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76			\$0.00
Sunday	\$42.34	2	3	\$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	2	9	\$546.48
Clean Up	2	3	\$182.16

TOTAL FEES: \$4,440.42

Building Use Checklist

NH Heat

CS 3/4-6/14/23

- Event Information sheet
- Addendum A N/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 _____

To the Board of Education:

The undersigned hereby make application on behalf of New Haven Heat

(Name of Organization)

as association formed for Basketball 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 text
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) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes No

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
_____	<u>5:45p</u>	<u>6pm</u>	<u>8pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Wednesdays through June
Number of Performers/Presenters: 14

Anticipated Attendance: _____

Admission Charge: 0

Percentage of Hamden Performers: 13

RULES AND REGULATIONS

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

Please initial each numbered guideline

- RK** 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.
- RB** 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.
- RB** 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.
- RB** 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.
- RB** 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.
- RB** 6. A permit is not transferable.
- RB** 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- RB** 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.
- RB** 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.
- RB** 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.**
- RB** 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.
- RB** 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

Fee Calculations

New Haven Heat

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium		\$1,500.00	\$0.00
Black Box (HHS Only)		\$750.00	\$0.00
Dressing Rooms (HHS Only)		\$150.00	\$0.00
C107 (HHS Only)		\$450.00	\$0.00
Gymnasium	15	\$750.00	\$11,250.00
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	34	\$2,040.00

Security (if required)

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

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	34	\$1,548.36
Clean Up	1	34	\$1,548.36

Sunday	\$60.72	Hours	Total
Open			
Event			
Clean-Up			

TOTAL FEES: \$16,432.26



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Calendar Shortcuts

Legend

Event Details for 3/18/2023

(View Event Schedule)

Schedule ID 192302

Event Title HF Awards night

Event Date/Time 3/18/2023, 5:30PM - 7:30PM

Setup/ Breakdown 5:30PM - 7:30PM

State Activated

Location HAMDEN MIDDLE SCHOOL

Room(s)	Building Room/Zone	Room Occupant Contact
	Auditorium /	Michelle Coogan
	Auditorium /	Bruce Kleffke
	Auditorium /	Leslie DellaValle

Organization Hamden Father's Basketball

Contact Person Dave DeMartino

Day-Time Phone 287-2579

Cellular Phone

Email

Evening Phone

Fax undefined

FSD Administrator **John Cross**

Site Administrator Marydell Merrill

Phone 2034072207

Phone

Cancellations

Cancel Event Yes No

Cancel Invoice Yes No

Cancel Event from 3/18/2023 forward?

Yes No (Consists of 1 total events.)

Cancel Entire Schedule?

Yes No (Schedule consists of 1 total events.)

Required Services	Name	Phone Number
Audio/Visual	Tim Homa	407-2415
Event Setup	Lisa Liguori	407-3140



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Calendar Shortcuts

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Event Details for 7/10/2023

(View Event Schedule)

Schedule ID 192328

Event Title Creative Kids summer camp

Event Date/Time 7/10/2023, 9:00AM - 4:00PM

Setup/ Breakdown 9:00AM - 4:00PM

State Activated

Location SPRING GLEN SCHOOL

Room(s)

Building Room/Zone	Room Occupant Contact
115 - Art room /	Howard Hornreich

Organization Creative Kids Summer Art Program

Contact Person	Email
Day-Time Phone	Evening Phone
Cellular Phone	Fax

FSD Administrator **John Cross** **Phone** 2034072207

Site Administrator Steve Sudusky **Phone** 2032153034

Cancellations

Cancel Event Yes No

Cancel Invoice Yes No

Cancel Event from 7/10/2023 forward?

Yes No (Consists of 15 total events.)

Cancel Entire Schedule?

Yes No (Schedule consists of 15 total events.)

Required Services	Name	Phone Number
No Services Selected!		

Legend

Ctrl+M Shortcut menu

