

## Building Use Checklist

Hamden Vet  
Commission  
5/29/23

- 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 3-31-23

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Veterans Commission

(Name of Organization)

as association formed for Memorial Day Ceremony for permission to use the

(Event Title)

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

Hamden High School

Hamden Middle School

Elementary Schools:

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

- HHS:  Auditorium/Black Box/Dressing Rooms  
 Gymnasium  
 C107  
 Cafeteria  
 Classroom  
 Athletic Field/Pool (please circle option)

- HMS:  Auditorium  
 Gymnasium  
 Cafeteria  
 Classroom  
 Music/Band Room

- 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
5/29/2023	10:30 am	11:45 am	1:00 pm
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 15

Anticipated Attendance: 100

Admission Charge: 0

Percentage of Hamden Performers: \_\_\_\_\_

**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?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.

ehp (Initial)

**PRINT names of applicants.**

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Elissa Lupi	85 West Shepard, Hamden, CT 06514	203-288-7561	eloopie@sbcglobal.net
Dave Lewis	35 Alenier Street, Hamden, CT 06514	203-654-1894	lewishcert@yahoo.com
Reginald Jackson	938 Wintergreen Ave., Hamden, CT 06514	203-214-7809	Reginaldand diane.jackson@comcast.net

**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. \_\_\_\_\_ (Please Initial)

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](http://www.hamden.org), or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education: \_\_\_\_\_

Date: \_\_\_\_\_

(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? 0 Location: \_\_\_\_\_

How many movable chairs will you need? 5 Location: In front of 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 2  
*\*Up to two are available at each location*

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

If yes, # of floor (tap) microphones \_\_\_\_\_  
*\*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  
elup (Initial)

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

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

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

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

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

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

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

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

**Custodian Fees<sup>1</sup>:**

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

**Security Fees<sup>2</sup>:**

Time and one-half Double Time	\$31.76 per hour	Monday - Saturday
	\$42.34 per hour	Sunday and Holidays
Utility Fee (Group III & IV)	\$30.00 per hour	

<sup>1</sup> 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

<sup>2</sup> 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

## 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?

## Building Use Checklist

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



### Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 1/8/23

To the Board of Education:

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 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)
<u>6/23/2023</u>	<u>3:30 - 10:30</u>
_____	_____
_____	_____
How many people will attend the rehearsal? <u>150</u>	
Will your event require set up? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
If yes, when do you plan to set up? <u>ALL LIGHTING AND SETS SET UP USUALLY BEFORE WE GET THERE</u>	

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: <u>150</u>			
Anticipated Attendance: <u>600</u>			
Admission Charge: <u>25.00</u>			
Percentage of Hamden Performers: <u>40%</u>			

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Teresa Gambardella	Two EAST HAYLOCK Pt BRANFORD, CT 064105	203 494-5981	Tdanu2123@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

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## 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

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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:

(Signature) Jessan Santadelle (Date) 1/8/23

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](http://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.*

**Group III - Utilities, direct labor costs and technical fees** *I GAVE A CHECK LAST YEAR 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	
<b>Hamden High</b>	Auditorium (Capacity 600)	\$0	\$1500/day
	Black Box	\$0	\$750/day
	Dressing Rooms	\$0	\$150/day
	Gymnasium	\$0	\$750/day
<b>Hamden Middle</b>	C107	\$0	\$450/day
	Cafeteria	\$0	\$600/day
	Classroom	\$0	\$225/day
<b>Elementary</b>	Auditorium (Capacity 500)	\$0	\$1500/day
	Gymnasium	\$0	\$450/day
	Cafeteria	\$0	\$600/day
	Classroom	\$0	\$225/day

**Custodian Fees:**

Time and one-half

Double Time

\$45.54 per hour Monday - Saturday

\$60.72 per hour Sunday and Holidays

**Security Fees:**

Time and one-half

Double Time

\$31.76 per hour Monday - Saturday

\$42.34 per hour Sunday and Holidays

**Utility Fee (Group III & IV)**

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

<sup>1</sup> 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)

<sup>2</sup> 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)

**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

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*

If yes, # of wired handheld microphones 5 - 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

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

Special requests/instructions: Lighting specials mirror Bull Gobus Hang Appropriately Spike tape for Scenery and Floor chair Rise 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)



## Building Use Checklist

Joan Lynn Dance  
6/2-6/3/23

- 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?

HHS

FSD # \_\_\_\_\_

**Hamden Public Schools**

60 Putnam Avenue  
Hamden, CT 06517

**APPLICATION FOR USE OF SCHOOL BUILDING**

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

Date 6/3/23

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 Summer 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: \_\_\_\_\_

**REHEARSAL / PREPARATION**

Date	Time (From/To)
<u>6/2/23</u>	<u>3pm to 8pm</u>
_____	_____
_____	_____

How many people will attend the rehearsal? 70

Will your event require set up? Yes  No

If yes, when do you plan to set up?  
Set up is included in the time range listed above.

**EVENT INFORMATION**

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

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

Number of Performers/Presenters 60

Anticipated Attendance: 200-250

Admission Charge: \$25-35

Percentage of Hamden Performers: 90%



**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 Left

How 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 Fees:

Time and one-half  
Double Time

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

### Security Fees:

Time and one-half  
Double Time

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

### Utility Fee (Group III & IV)

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

<sup>1</sup> 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)

<sup>2</sup> 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)

## Building Use Checklist

Park + Rec  
Summer Camps  
6/26- 8/18/23

- 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?



Non Resident Rates Available Upon Request!

NO CAMP JULY 4th Hamden

Recreation Department  
 2750 Dixwell Ave. Hamden CT 06518  
 OFFICE # 203-287-2579 FAX # 203-287-2587  
[www.hamden.com](http://www.hamden.com)

**SAME RATES SINCE 2017-NO INCREASES!!**

**2023 Summer Day Camps Residents Program Information & Rates**

When making camp selection, please sign up according to your child's current age or grade promoted from in June 2023  
 \*\* No mail-ins registrations accepted \*\*

CAMP NAME NO CAMP JULY 4, 2023	SESSION	REG 4/04-5/31	LATE REG 6/1	WHERE	TIMES	DESCRIPTION
Munchkins Camp 3 1/2 - Grade K Max - 150 per session	#1 6/26-7/7 #2 7/10-7/21 #3 7/24-8/4	\$245 \$270 \$270	\$255 \$280 \$280	*Shepherd Glen	8:30 - 3:00**	Age appropriate supervised activities such as field trips, movie day, show time entertainment, outdoor activities, arts & crafts & theme days. <b>Must be toilet trained!</b>
Rascal Camp Grades 1-2 Max - 150 per session	#1 6/26-7/7 #2 7/10-7/21 #3 7/24-8/4	\$245 \$270 \$270	\$255 \$280 \$280	*Shepherd Glen	8:30 - 3:00**	Similar to Munchkin Camp with the possibility of swimming (optional) two times a week at the Hamden High School Pool. Please send child with flotation devices if a non-swimmer.
Green Dragons Grades 3-5 Max - 200 per session	#1 6/26-7/7 #2 7/10-7/21 #3 7/24-8/4	\$245 \$270 \$270	\$255 \$280 \$280	*Hamden High	8:30 - 3:00**	Structured programming for daily in-house games & activities may include, arts & crafts, field trips, theme days, tournaments & outdoor events.
Gold Dragons Grades 6-7 Max - 100 per session	#1 6/26-7/7 #2 7/10-7/21 #3 7/24-8/4	\$315 \$350 \$350	\$325 \$360 \$360	*Hamden High	8:30 - 3:00**	Activities may include outdoor play, games, field trips, tournaments, theme days, organized games, & movies.
Extreme Camp Grades 7-9 Max - 25 per session	#1 6/26-7/7 #2 7/10-7/21 #3 7/24-8/4	\$495 \$530 \$530	\$530 \$565 \$565	* Hamden High	8:30 - 3:00**	Action oriented camp, not for the faint of heart. Daily trips may include wall climbing, tubing, paintball, outdoor play, theme parks & an over- night at Club Getaway. Program subject to change due to weather conditions.
Camp Brooksvale Ages 9-11 Ages 8-8 Ages 12-14  Max-25 per session <b>No Extended Day</b>	#1 6/26-7/7 #2 7/10-7/21 #3 7/24-8/4	\$245 \$270 \$270	\$255 \$280 \$280	Brooksvale Park	9:00 - 3	Campers will experience Brooksvale Park and all it has to offer. We believe in outdoor learning and fun. Nature programs with exciting hands-on activities will teach important lessons about the natural world. In the barnyard and garden, campers will assist with the daily care routines and get to know the animals and plants. Older campers then graduate to grooming and training routines with the animals. Traditional outdoor games will help promote team building & cooperative play. Field trips include local parks, farms & nature centers.
Mad Science Entering Grades 1-6 Min 12, Max 24 <b>No FA / No Discounts</b> <b>No Extended Day</b>	#1 6/20-6/24 #2 8/8-8/12	\$250- 1/2 \$405 - Full  \$250- 1/2 \$405 - Full	N/A	* Hamden Middle School	9:00-12 12-3  9:00-12 12-3	#1:Galactic NASA Journey #2: Cool Blooming Reaction <a href="http://www.connecticut.madscience.org">www.connecticut.madscience.org</a> for detailed description of programs & registration <a href="https://register.madscience.org/connecticut/camp-register.aspx">https://register.madscience.org/connecticut/camp-register.aspx</a>
Slamma-Jamma Basketball Clinic Ages 7-14 NO Extended Day	#1 8/7-8/11 #2 8/14-8/18	\$199 \$199	NA	*Hamden Middle School or High School TBD	9:00 - 1:00  9:00-1:00	All skill levels are welcome! Run by Coach Shawn Mobilio, Slamma Jamma has been running clinics for 41 years. \$150.00 half day sessions \$360.00 for both weeks. Please register at <a href="http://slamma-jamma.shawnmobilio.com">slamma-jamma.shawnmobilio.com</a> or call Shawn at 203-828-7750.
Creative Kids Summer Arts Program Grades K-6th Theme: #1: Medieval Times #2: Nature #3: Fairy Tales	#1 7/11-7/15 #2 7/18-7/22 #3 7/25-7/29	\$225 \$225 \$225	N/A N/A	*Spring Glen School No Extended Day	9:00-12	Creative Kids Summer is a program in which kids get to be kids! We will explore many art forms, read fiction and non-fiction books about the themes listed below and create original art based on the theme of the week. There will even be some science and math! Students will have the opportunity to interact with kids from across Hamden and across grade levels and simply have fun! Check out <a href="http://www.hamden.com">www.hamden.com</a> for flyer and registration info or in Rec. Office
Whitney Players "Seussical Jr" Ages 7-17 <b>No FA / No Discounts</b> <b>No Extended Day</b>	7/3-7/15  Performances 7/15 (2:00 & 7:00PM)	\$595	\$595	Hamden Middle School	9:00-4:00	This camp at HMS explores all aspects of theater including music, dance, acting, theater games, costuming, set design and it closes with two performances of "Into the Woods, Jr." on July 16th at 2 & 7:00 pm Visit: <a href="http://www.thewhitneyplayers.org">www.thewhitneyplayers.org</a> or call 203-281-6007

\*\* Extended Day - \$50 per week - Times: 7:30 am - 8:30 am and/or 3:00 pm - 5:30 pm. \* Pending BOE approval subject to change  
 Updated 4/11/2022