

## Building Use Checklist

Hamden Rover  
Soccer

6/17 - 7/29/23

- 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?

Park + Rec request

## Donnarummo, Taryn

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**From:** Hinton, Etta  
**Sent:** Wednesday, May 31, 2023 10:48 AM  
**To:** Donnarummo, Taryn  
**Subject:** FW: Hamden Rover Soccer- ID192448

-----Original Message-----

**From:** Nicole Johnson <njohnson@Hamden.com>  
**Sent:** Friday, May 26, 2023 11:34 AM  
**To:** Hinton, Etta <ehinton@hamden.org>  
**Subject:** Re: Hamden Rover Soccer- ID192448

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

Hi Etta,

Any update?

-----Original Message-----

**From:** SchoolDude Message Center <message.center@smtp.schooldude.com>  
**Sent:** Tuesday, April 18, 2023 4:06 PM  
**To:** Nicole Johnson <njohnson@Hamden.com>  
**Subject:** Your requested schedule has been routed. (Event:Hamden Rover Soccer)

(This message is to notify you of a new schedule request.)

The facility schedule request listed below was routed to Kristen Kovacs and is waiting for his/her approval.

**FS Schedule ID:** 192448  
**Event Title:** Hamden Rover Soccer  
**Status:** Submitted  
**Schedule State:** Inactive  
**Organization:** Hamden Rovers Soccer  
**Events:**

**Date :** 6/17/2023  
**Start Time :** 8:00 AM  
**End Time :** 12:30 PM  
**Location :** HAMDEN MIDDLE SCHOOL  
**Building :**  
**Area :**  
**Room(s) :** Cafeteria

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**Date :** 6/24/2023  
**Start Time :** 8:00 AM

End Time : 12:30 PM  
Location : HAMDEN MIDDLE SCHOOL  
Building :  
Area :  
Room(s) : Cafeteria

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Date : 7/1/2023  
Start Time : 8:00 AM  
End Time : 12:30 PM  
Location : HAMDEN MIDDLE SCHOOL  
Building :  
Area :  
Room(s) : Cafeteria

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Date : 7/8/2023  
Start Time : 8:00 AM  
End Time : 12:30 PM  
Location : HAMDEN MIDDLE SCHOOL  
Building :  
Area :  
Room(s) : Cafeteria

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Date : 7/15/2023  
Start Time : 8:00 AM  
End Time : 12:30 PM  
Location : HAMDEN MIDDLE SCHOOL  
Building :  
Area :  
Room(s) : Cafeteria

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Date : 7/22/2023  
Start Time : 8:00 AM  
End Time : 12:30 PM  
Location : HAMDEN MIDDLE SCHOOL  
Building :  
Area :  
Room(s) : Cafeteria

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Date : 7/29/2023  
Start Time : 8:00 AM  
End Time : 12:30 PM  
Location : HAMDEN MIDDLE SCHOOL  
Building :  
Area :  
Room(s) : Cafeteria

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