

**From:** [Ann M. Altman](#)  
**To:** [Donnarummo, Taryn](#)  
**Cc:** [Melissa Kaplan](#); [Merrill, Marydell](#)  
**Subject:** Re: Organizing donation of theater library...  
**Date:** Friday, June 23, 2023 12:26:07 PM

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

Dear Taryn,

Thank you for getting in touch and for the relevant date. Here is an introduction to the collection:

Leah Altman (now Leah Hazard) was a student at Hamden High School, graduating as Valedictorian in 1995. She performed in the school play, under the direction of Julian Schlusberg, each of her four years. Moving to Harvard, she continued her work in the theater, achieving great success as director of “Angels in America” on the main stage of the American Repertory Company.

While at Harvard, she amassed a serious library of plays and books about acting, directing, and the theater in general.

Now a successful author (“Hard Pushed - A Midwife’s Story” and “WOMB - the Inside Story of Where We All Began”), she is hopeful that her collection will find a new home at Hamden High School.

The collection consists of five shelves of books:





Taryn Donnarummo

Executive Assistant to the Superintendent

[60 Putnam Ave.](#)

[Hamden, CT 06517](#)

(P) 203-407-2202

**From:** Ann M. Altman <[annaltman@gmail.com](mailto:annaltman@gmail.com)>

**Sent:** Tuesday, June 20, 2023 10:01 AM

**To:** Melissa Kaplan <[makaplan6@yahoo.com](mailto:makaplan6@yahoo.com)>

**Cc:** Tran, Linda <[lmorbidelli@hamden.org](mailto:lmorbidelli@hamden.org)>; Merrill, Marydell  
<[mmerrill@HamdenPublicSchools.onmicrosoft.com](mailto:mmerrill@HamdenPublicSchools.onmicrosoft.com)>; Donnarummo, Taryn  
<[tdonnarummo@hamden.org](mailto:tdonnarummo@hamden.org)>

**Subject:** Re: Organizing donation of theater library...

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

Many thanks, Melissa and Taryn.

Taryn, can you give me the date of the full Board meeting at which the donation is likely to be approved? Thank you.

Ann

On Tue, Jun 20, 2023 at 9:56 AM Melissa Kaplan <[makaplan6@yahoo.com](mailto:makaplan6@yahoo.com)> wrote:

Hi Ann,

I believe donations need to be approved by the BOE's Operations Committee and then go before the full board for a vote. I have included Taryn on this email so that she can add the book donations as a line item for the next Operations meeting.

Linda, can you please confirm what the policy is on donations? Thank you.

Best regards,

Melissa

Melissa A. Kaplan

she/her/hers

On Tuesday, June 20, 2023 at 08:27:10 AM EDT, Ann M. Altman <[annaltman@gmail.com](mailto:annaltman@gmail.com)> wrote:

Marydell, Linda and Melissa,

I would like to make a plan for transfer of my daughter's theater library to Marydell's program at the High School.

Do I need permission from the Board of Ed?

If not, she and I should make a plan.

All best,

Ann

**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

To the Board of Education:

Date 01/23/23

The undersigned hereby make application on behalf of We are the Village, Inc.

(Name of Organization)

as association formed for Summer program & After school

(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:

Classrooms  
Storage room

**REHEARSAL / PREPARATION**

Date

Time (From/To)

6-1-2023 - 1:30 am - 4:30 pm

8-18-2023 - 2:00 pm - 6:30 pm

6-1-2024

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

9/30  
9/29  
9/30

6 pm  
6:30 pm  
9:00 am

7 pm  
11:30 pm  
10:00 am

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: 1150Admission Charge: 0

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

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

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

**Contact Name**

**Address (Number, Street, Town, Zip)**

**Telephone**

**Email Address**

Helissa Jones

21 B Fishing St Hamden, CT 06430

203-527-7260 hewillgeorge@gmail.com

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

N/A

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Fine Arts Office 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) 6/23/23

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: \_\_\_\_\_



We are the village, Inc. is requesting a fee waiver for the use of the central office 60 Putnam Ave. Hamden. We would like to occupy the gymnasium, classrooms and storage room Monday – Friday 7:30am-4:30pm during the summer and 2:00pm-8:00pm during the school year. If you have any questions, please feel free to contact Melissa Jones 203-507-7760

# Right At School

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

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

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

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

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

**Group I – No fees**

**Group II – Direct labor costs and technical fees**

**Group III – Utilities, direct labor costs and technical fees**

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

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

### Technical Fees (Sound, lighting, equipment)

Sound Supervisor	\$180 per hour
Lighting Supervisor	\$180 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$90 per hour

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

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

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

		ROOM RENTAL FEES	
		GROUP I, II, III	GROUP IV
Hamden High	Auditorium (Capacity 600)	\$0	\$1500/day
	Black Box	\$0	\$750/day
	Dressing Room	\$0	\$150/day
	Gymnasium	\$0	\$750/day
	C102	\$0	\$450/day
	Cafeteria	\$0	\$600/day
	Classroom	\$0	\$225/day
Hamden Middle	Auditorium (Capacity 500)	\$0	\$1300/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<sup>1</sup>:

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

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

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

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

<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)

**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 dateDate 6/29/23

To the Board of Education:

The undersigned hereby make application on behalf of Right At School (Group I organization)  
(Name of Organization)as association formed for before/after school live training 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

*(whichever  
can hold 40+)***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)


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
8/21/23	8:30 A	9:00 A	2:00 PM
8/22/23	8:30 A	9:00 A	2:00 PM

Number of Performers/Presenters: 2Anticipated Attendance: 40-45

Admission Charge: \_\_\_\_\_

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

## Right At School COVID-19 Guidelines and Expectations

Updated 01-25-22

Right At School is committed to providing a safe, clean and hygienic work environment, including safety measures aimed at minimizing COVID-19 risks. The COVID pandemic is a rapidly changing and fluid situation. We want our team members, students, families, and districts to know that Right At School will follow safety guidelines from the Center of Disease Control (CDC), direction issued by the Departments of Health and Human Services, as well as other governing bodies as mandated and applicable.

We continue to monitor the COVID-19 pandemic and update our safety practices and procedures to keep everyone safe. Should your state, county, or district have more stringent guidelines than contained in this document, they will supersede this document. Right At School reserves the right to add or change guidance or protocols to reduce risk of exposure to COVID-19.

### Who do these guidelines and expectations apply to?

The safety guidelines and expectations in this document apply to all Right At School team members. Portions of this document, such as vaccination or testing requirements, may apply to only team members in certain locations based on state, local, or district regulations.

### Requirement for vaccination or testing in lieu of vaccination

Right At School encourages all team members to receive a COVID-19 vaccination to protect themselves, other team members, and children. However, RAS is not mandating vaccination for team members unless their state or local regulations require them.

### Who is considered vaccinated?

Right At School follows CDC guidance and team members are currently considered fully vaccinated when they have provided proof that two weeks have passed since completing primary vaccination with a COVID-19 vaccine. If a state, county, or district institute more stringent requirements than the CDC, Right At School will follow those requirements. If CDC guidance changes, we will adopt the updated guidance, unless a more stringent requirement exists at the state, county, or district level.

### Proof of vaccination

For team members in programs with vaccination requirements, proof of vaccination will be required. The following are acceptable proof of vaccination status:

- Record of immunization from a health care provider or pharmacy;
- A copy of the COVID-19 Vaccination Record Card;
- A copy of medical records documenting the vaccination;
- A copy of immunization records from a public health, state, or tribal immunization information system; or
- A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination must include the team member's name, the type of vaccine administered, the date(s) of administration, and the name of the healthcare professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of

these data fields, such as clinic site. In those circumstances Right At School will still accept the state immunization record as acceptable proof of vaccination.

To submit proof of vaccination, team members must upload their document to their Paycom documents. Instructions for this process can be found [here](#) or by scanning this QR code:



### **Exemption from vaccination**

Team members who work in a state or district that does not allow school/child education workers to voluntarily opt for testing in lieu of vaccination (e.g. WA, OR, CT, NY, IL) may request an exception. Team members may request an exemption from vaccination requirements if the vaccine is medically contraindicated for you or a medical necessity requires a delay in vaccination. Team members may also be entitled to a religious exemption if they cannot be vaccinated because of a sincerely held religious belief, practice, or observance. Some states or districts may require regular testing for those with vaccination exemptions, and a limited number of districts may also have restrictions on whether a team member will be allowed to work at a site if they are unable to be vaccinated. Team members will be made aware of any restrictions or requirements upon approval of an exemption request.

Requests for exemption may be obtained [here](#) ([Medical](#) [Religious](#)), or by scanning the appropriate QR code. Completed requests may be submitted to [covidexemptionrequest@rightatschool.com](mailto:covidexemptionrequest@rightatschool.com)



Religious



Medical

### **Voluntary testing in lieu of vaccination**

Team members may elect to submit to weekly COVID-19 testing in lieu of vaccination as long as they do not work in a location where mandates require a bona fide medical or religious exemption to remove the vaccination requirement.

To elect testing in lieu of vaccination, Team members must complete the *Testing Election Form* found [here](#) or scan this QR code:



### **Testing timelines and submission process**

For those required to submit to testing, a valid negative Covid-19 test will be required weekly. The testing window for each week is Sunday through Saturday for the following work week. Team members must upload their negative results into Paycom no later than 12 noon local time on Thursday of each week in order to be cleared for work the following week. Test results uploaded after this time will be reviewed as quickly as possible but will result in a delay of work clearance and removal from the workplace until clearance is given. Test results must be uploaded into the team member's paycom documents. Please refer to the testing upload process document found [here](#) or scan this QR code.



Note: If there are barriers or technology issues that are not allowing for this information to be uploaded in a timely manner team members should reach out to [covidcommunications@rightatschool.com](mailto:covidcommunications@rightatschool.com) to determine an alternative plan.

If an unvaccinated team members does not provide documentation of a COVID-19 test result as required in their location, they will be removed from the workplace until they provide a qualifying test result.

### **Valid testing type**

A valid Covid-19 test is one that is:

1. cleared, approved, or authorized (including in an Emergency Use Authorization), by the U.S. Food and Drug Administration to detect current infection with the SARS-CoV-2 virus (e.g., a viral test); and
2. administered in accordance with the authorized instructions; and
3. not both self-administered and self-read (must be administered or read by a testing professional), and
4. provides written or electronic results that can be uploaded for RAS records.
5. meets district and state requirements for testing type (i.e.; PCR, Rapid Antigen, etc.)

### **Face coverings**

When required by state or district regulations, staff are expected to wear an appropriate face covering while in the workplace. Team members are responsible for supplying their own face covering. Face shields may be worn for additional protection of the eyes, but are not allowed as a substitute for a face covering.

Face coverings must: (i) completely cover the nose and mouth; and (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); and (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. and (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings.

Along with face coverings, physical distancing of at least six feet should be practiced as much as possible and practical in the workplace.

### **Remote workers**

Any team member who does not regularly report to work at a location with vaccination requirements will still be required to comply with the expectations outlined within this document before visiting such a location. (e.g. remote workers visiting a workplace with vaccination requirements)

### **Confidentiality and privacy**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

### **Hygiene, cleanliness and personal protection**

Everyone plays a part in keeping our workplace safe, therefore we will all practice safety procedures and protocols that will help us achieve this goal. Completing temperature checks and following

surface cleaning, sanitizing and disinfecting protocols are critical. It is important that team members follow hygiene practices per Right At School COVID-19 Health, Hygiene & Cleaning Expectations. Click link or scan the QR code below: [Training - Health Expectations](#)



### **Self-monitoring and reporting confirmed or suspected cases**

Right At School staff should complete a daily self-assessment health screenings to ensure the safety of everyone. The screening helps identify signs and symptoms of COVID-19. Team members should only come to the worksite if they are fever-free for the last 24 hours (without taking any fever suppressant medication) and without exhibiting any of the symptoms below that are not attributed to other known/pre-existing medical conditions. If you are ill or experience symptoms, or if you have been exposed to someone with a confirmed case of COVID-19, you are required to immediately call and report this to your manager. Right At School may be required to report confirmed cases to the Department of Health and to the school district, so we ask for your commitment in providing timely and accurate information.

Do you have any of the following symptoms that are not otherwise attributable to another known/pre-existing condition?

- A cough
- Chills
- Sore throat
- Headache
- Unusual fatigue
- Muscle or body aches
- Exposure to anyone who has tested positive for COVID-19 in the last 10 days
- Shortness of breath or difficulty breathing
- Fever of 100.4°F or higher, or sense of having a fever
- Congestion/runny nose (not related to seasonal allergies)
- Nausea/vomiting/diarrhea
- New loss of taste or smell
- Someone in your household has had any of these symptoms

### **Ongoing self-monitoring while in the workplace**

Team members are expected to continue to monitor their health throughout their time in the workplace, and immediately report any change in health status to their manager. Any team member who appears to exhibit COVID-19 symptoms while in the workplace will be asked to leave the workplace immediately and will not be allowed to return until they meet the self-monitoring guidelines listed above.

If they cannot leave on their own we will work with the team member to make arrangements to have them picked up or, if needed, call emergency services.

### **Positive COVID-19 Cases**

Should a team member, child or any other person at the workplace test positive for COVID-19, we will inform others in the individual's work group of their possible exposure and will ask them to follow current CDC guidance as outlined below, or state, local, or district requirements if they are more stringent than the current CDC guidance.

### **Quarantine protocols for team members who test positive for COVID-19**

Team members who test positive for COVID-19 will be asked to quarantine themselves away from work. Unless local or district regulations require more, team members will be required to quarantine according to current CDC guidance: five (5) days and may return to work at that point as long as they are not symptomatic or symptoms are resolving (without fever for 24 hours).

### **Quarantine and isolation protocols for team members exposed to COVID-19**

Exposed individuals who are unvaccinated, or are vaccinated but more than six months have passed since completion of their primary vaccination series, and are not yet boosted, are able to return when they meet the following criteria:

- Five days of quarantine and isolation followed by strict face covering use for an additional five days
- While not required, the CDC also encourages individuals to test within three to five days of coming in contact with an infected individual

Exposed individuals who have received their primary vaccination series within the last six months or have received their booster shot:

- No quarantine or isolation is required at this time but the CDC does encourages individuals to test within three to five days of coming in contact with an infected individual

If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

You may find that there are differences in the guidance issued by federal, state and county entities. Make sure to know and recheck your local and district rules at the time a confirmed or suspected case happens in the workplace.

### **Leave of absence**

Team members who cannot work because of a confirmed or suspected case of COVID-19 will be placed on a temporary unpaid leave of absence. See your state's handbook addendum for more information or contact [covidcommunication@rightatschool.com](mailto:covidcommunication@rightatschool.com) for more information about leaves of absence. You may be required to submit documentation for your return from leave.

### **Program closures due to COVID-19**

Right At School cares about and supports our team members. If a program is required to close due to COVID-19 we carefully evaluate the situation and look for opportunities to create a bridge of support for our team members.

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Glenn Hutchinson	6 Village Court, Wilton CT	203-465-3752	glenn.hutchinson@ rightsatschool.com
_____	_____	_____	_____
_____	_____	_____	_____

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

see attached

RULES AND REGULATIONS

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

Please initial each numbered guideline

- gdm 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.
- gdm 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.
- gdm 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.
- gdm 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.
- gdm 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.
- gdm 6. A permit is not transferable.
- gdm 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- gdm 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.
- gdm 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.
- gdm 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.
- gdm 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.
- gdm 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 the approval of your application. Therefore, return this application as soon as possible.

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

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

*We should be exempt as we are contracted by Hamden Public School*

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

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

(Signature)

(Date)

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

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

Bear Path Games Saturdays

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 6/19/2023

**To the Board of Education:**

The undersigned hereby make application on behalf of Hamden Regional Youth Basketball League

as association formed for youth basketball (Name of Organization)  
(Event Title) for permission to use the

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

**Hamden High School** ☐

**HHS:**

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

**Hamden Middle School** ☐

**HMS:**

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

**Elementary Schools:**

**Bear Path** ☒

**Church Street** ☐

**Dunbar Hill** ☐

**Helen Street** ☐

**Ridge Hill** ☐

**Shepherd Glen** ☐

**Spring Glen** ☐

**West Woods** ☐

**Wintergreen** ☐

**Elementary Schools:**

- ☒ Gymnasium  
☐ Cafeteria  
☐ Classroom

**Equipment Needed:**

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

**Elementary Schools:**

☐ Tables (how many) \_\_\_\_\_

☐ Chairs (how many) \_\_\_\_\_

☐ Other Needs: \_\_\_\_\_

**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
Games on Saturday			
8:00 AM to 5:00 PM			
See Dates Below			

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

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.

MdL (Initial)

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.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. **MSG** (Please Initial)

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

(Signature) Michael Schule (Date) 6-20-23

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: \_\_\_\_\_  
 \_\_\_\_\_ (Initial)

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)

The HRYBL will comply with CDC COVID-19 Guidelines along with any requirements by the Hamden Board of Education.

\_\_\_\_\_

\_\_\_\_\_

Games DATES Saturday 8:00AM - 5:00 PM

\_\_\_\_\_

2023 : 12/2,12/9, 12/16, 12/23

\_\_\_\_\_

2024: 1/6,1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24

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MSG (Initial)

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? \_\_\_\_\_ Location: \_\_\_\_\_

How many movable chairs will you need? \_\_\_\_\_ Location: \_\_\_\_\_

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

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*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**
 (Initial)
**OFFICE USE ONLY**
 \_\_\_\_\_ Supervisor  
 \_\_\_\_\_ Lighting Board Operator  
 \_\_\_\_\_ Sound Operator  
 \_\_\_\_\_ Spotlight 1  
 \_\_\_\_\_ Spotlight 2  
 \_\_\_\_\_ SM  
 \_\_\_\_\_ ASM  
 \_\_\_\_\_ Projection Specialist

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 6/19/2023To the **Board of Education:**The undersigned hereby make application on behalf of Hamden Regional Youth Basketball League**(Name of Organization)**as association formed for youth basketball for permission to use the**(Event Title)**

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

**Hamden High School** ☐**HHS:**☐ Auditorium/Black Box/Dressing Rooms☐ Gymnasium☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)**Hamden Middle School** ☐**HMS:**☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐ Music/Band Room**Elementary Schools:****Bear Path** ☒**Church Street** ☐**Dunbar Hill** ☐**Helen Street** ☐**Ridge Hill** ☐**Shepherd Glen** ☐**Spring Glen** ☐**West Woods** ☐**Wintergreen** ☐**Elementary Schools:**☒ Gymnasium☐ Cafeteria☐ Classroom**Equipment Needed:**

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

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

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

Date      Arrival Time      Event Time      End Time

Practices on Tuesday, Wednesday & Thursday5:30 - 9:30See Dates Below

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

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.

 (initial)

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

RULES AND REGULATIONS

3513R

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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.**
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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)

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

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

The HRYBL will comply with CDC COVID-19 Guidelines along with any requirements by the Hamden Board of Education.

Practice Dates Tuesday, Wednesday and Thursday 5:30 - 9:30

2023 : 11/28,11/29,11/30, 12/5, 12/6,12/7, 12/12, 12/13, 12/14, 12/19,12/20,12/21

2024: 1/2, 1/3, 1/4, 1/9, 1/10, 1/11, 1/16, 1/17, 1/18,1/23, 1/24, 1/25, 1/30, 1/31, 2/1,2/6,2/7,2/8  
2/13,2/14, 2/15, 2/20, 2/21,2/22

MSG (Initial)

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? \_\_\_\_\_ Location: \_\_\_\_\_

How many movable chairs will you need? \_\_\_\_\_ Location: \_\_\_\_\_

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

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*Up to two are available at each location*

If yes, # of wired handheld microphones \_\_\_\_\_

*\*Up to six are available at each location*

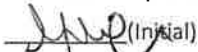
If yes, # of floor (tap) microphones \_\_\_\_\_

*\*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** (Initial)**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

Bear Path Game Sunday

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 6/19/2023

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Regional Youth Basketball League

as association formed for youth basketball (Name of Organization)

(Event Title)

(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 ☒

Church Street ☐

Dunbar Hill ☐

Helen Street ☐

Ridge Hill ☐

Shepherd Glen ☐

Spring Glen ☐

West Woods ☐

Wintergreen ☐

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
Game on Sunday			
8:00 AM to 3:00 PM			
2/18/2024			

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

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.

Mube (initial)

**PRINT** names of applicants.

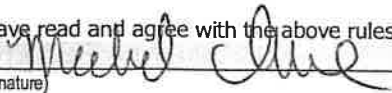
<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

**RULES AND REGULATIONS****3513R*****For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes***

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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.
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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.**
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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. **MSG** (Please Initial)

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

(Signature)



(Date)

6-22-23

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

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

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

 (Initial)

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

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

The HRYBL will comply with CDC COVID-19 Guidelines along with any requirements by the Hamden Board of Education.

Games DATES Saturday 8:00AM - 5:00 PM

2024: 2/18,

MSG (Initial)

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? \_\_\_\_\_ Location: \_\_\_\_\_

How many movable chairs will you need? \_\_\_\_\_ Location: \_\_\_\_\_

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

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*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** (initial)**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

## 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 6/19/2023

To the **Board of Education**:

The undersigned hereby make application on behalf of Hamden Regional Youth Basketball League  
(Name of Organization)  
as association formed for youth basketball for permission to use the

(Event Title)

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

Hamden High School ☐

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

Equipment Needed:

Hamden Middle School ☐

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

#### Elementary Schools:

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

HMS: ☐ Auditorium  
☒ Gymnasium  
☐ Cafeteria  
☐ Classroom  
☐ Music/Band Room

Elementary Schools:

☐ Tables (how many) \_\_\_\_\_  
☐ Chairs (how many) \_\_\_\_\_  
☐ Other Needs: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Elementary Schools:  
☐ Gymnasium  
☐ Cafeteria  
☐ Classroom

#### EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Practices on <u>Tuesday &amp; Thursday</u>			
<u>5:30 - 9:30</u>			
<u>See Dates Below</u>			

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

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.

WLD (Initial)

**PRINT** names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

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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. **MSG (Please Initial)**

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

(Signature)

(Date)

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

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

(Initial)

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)

The HRYBL will comply with CDC COVID-19 Guidelines along with any requirements by the Hamden Board of Education.

Practice Dates Tuesday and Thursday 5:30 - 9:30

2023 : 11/28, 11/30, 12/5, 12/7, 12/12, 12/14, 12/19, 12/21

2024: 1/2, , 1/4, 1/9, 1/11, 1/16, 1/18, 1/23, 1/25, 1/30, 2/1, 2/6, 2/8

2/13, 2/15, 2/20, 2/22

MSG \_\_\_\_\_ (Initial)

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? \_\_\_\_\_ Location: \_\_\_\_\_

How many movable chairs will you need? \_\_\_\_\_ Location: \_\_\_\_\_

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

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*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** (initial)**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

**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 6/19/2023

To the Board of Education:

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 (Event Title) for permission to use the

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

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

**Equipment Needed:**Hamden Middle School ☐

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

Elementary Schools:

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

HMS: ☐ Auditorium  
☐ Gymnasium  
☐ Cafeteria  
☐ Classroom  
☐ Music/Band Room

**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
Games on Saturday			
8:00 AM to 5:00 PM			
See Dates Below			

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

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?

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

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

(Initial)

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

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The HRYBL will comply with CDC COVID-19 Guidelines along with any requirements by the Hamden Board of Education.

Games DATES Saturday 8:00AM - 5:00 PM

2023 : 12/2, 12/9, 12/16, 12/23

2024: 1/6, 1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24

MSG \_\_\_\_\_ (Initial)

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? \_\_\_\_\_ Location: \_\_\_\_\_

How many movable chairs will you need? \_\_\_\_\_ Location: \_\_\_\_\_

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

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Check One:

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Special requests/Instructions: \_\_\_\_\_

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

\_\_\_\_\_(Initial)

**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

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

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

- Group I** Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.
- Group II** Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.
- Group III** Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.
- Group IV** All other organizations or groups and "for profits" such as dance studios, private schools, commercial entities, etc. as well as non-Hamden based community organizations 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
Klementary		
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	\$45.54 per hour	Monday – Saturday
Double Time	\$60.72 per hour	Sunday and Holidays

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

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

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

<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 hour (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

**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 6/19/2023To the **Board of Education**:The undersigned hereby make application on behalf of Hamden Regional Youth Basketball League**(Name of Organization)**as association formed for youth basketball for permission to use the**(Event Title)**

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

**Hamden High School** ☐**HHS:** ☐ Auditorium/Black Box/Dressing Rooms☐ Gymnasium**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** ☐**Spring Glen** ☐**Elementary Schools:****West Woods** ☒☒ Gymnasium**Wintergreen** ☐☐ 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
Games on Saturday			
8:00 AM to 5:00 PM			
See Dates Below			

Number of Performers/Presenters: \_\_\_\_\_

Anticipated Attendance: \_\_\_\_\_

Admission Charge: \_\_\_\_\_

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.


 (Initial)

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

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. **MSG** (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)

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)

The HRYBL will comply with CDC COVID-19 Guidelines along with any requirements by the Hamden Board of Education.

Games DATES Saturday 8:00AM - 5:00 PM

2023 : 12/2, 12/9, 12/16, 12/23

2024: 1/6, 1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24

MSG \_\_\_\_\_ (Initial)

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? \_\_\_\_\_ Location: \_\_\_\_\_

How many movable chairs will you need? \_\_\_\_\_ Location: \_\_\_\_\_

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

If yes, # of wireless handheld microphones \_\_\_\_\_

*\*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** (initial)**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

## Donnarummo, Taryn

---

**From:** Hinton, Etta  
**Sent:** Thursday, July 6, 2023 7:24 AM  
**To:** Cross, John  
**Cc:** Donnerummo, Taryn  
**Subject:** FW: FBI request for the gym

Good morning,

Did this get approved for use?

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

From: Jeremy Brewer <jeremybrewer17@gmail.com>  
Sent: Wednesday, July 5, 2023 3:09 PM  
To: Hinton, Etta <ehinton@hamden.org>  
Subject: Re: FBI request for the gym

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

Good afternoon,

I just wanted to confirm we are good for the gym on July 21st? I didn't recall receiving a confirmation email other than the very kind email response you provided. Just wanted to make sure

Sent from my iPhone

> On Jun 6, 2023, at 2:48 PM, Hinton, Etta <ehinton@hamden.org> wrote:  
>  
> Good afternoon,  
>  
> I have booked this date for you, you should get an email soon with a confirmation.  
>  
> Best,  
>  
> Etta  
>

> -----Original Message-----

> From: Jeremy Brewer <jeremybrewer17@gmail.com>  
> Sent: Tuesday, June 6, 2023 1:59 PM  
> To: Hinton, Etta <ehinton@hamden.org>  
> Subject: FBI request for the gym  
>

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

> Good afternoon,  
>

> This is Officer Jeremy Brewer from Hamden High School. The FBI runs a summer youth academy. They are requesting the use of our gym the evening of Friday, July 21st 6:30 -9:00pm. I talked to Tom and he mentioned the day was available as of now. If you can please confirm that we can use the gym that evening. That would be wonderful.

>

> Thank you, Jeremy Brewer

> 203-836-4389

>

>

> Sent from my iPhone

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 6-26-23

To the **Board of Education**:

The undersigned hereby make application on behalf of Makos Aquatics Recreation LLC  
(Name of Organization)

as association formed for Swim Lessons - Underwater Rugby for permission to use the  
(Event Title)

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

Hamden High School ☐

HHS: ☐ Auditorium/Black Box/Dressing Rooms

☐ Gymnasium

☐ C107

☐ Cafeteria

☐ Classroom

☒ Athletic Field (Pool (please circle option))

Hamden Middle School ☐

Elementary Schools:

Bear Path ☐

Church Street ☐

Dunbar Hill ☐

Helen Street ☐

Ridge Hill ☐

Shepherd Glen ☐

Spring Glen ☐

West Woods ☐

Wintergreen ☐

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
July 7 <sup>th</sup> to	T/Th 4:00pm	4 to 9	9pm.
August 12 <sup>th</sup>	Sat. 8am	8-12	12noon
Sept 15 <sup>th</sup> to	T/Th 5pm	5 to 9	9pm
July 30 <sup>th</sup> /24	Sat 8:10:30	8 to 10:30am	10:30am
	Sat 1:30 to 3:30	1:30 to 3:30	3:30pm

Number of Performers/Presenters: N/A

Anticipated Attendance: 90

Admission Charge: \$30 per class.

Percentage of Hamden Performers: 44%

### **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.

JB (Initial)

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

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Jose Bedoya.	43 High St, East Haven, CT 06512	203-668-2976	josebedoya067e@gmail.com
Laura Bedoya.	43 High St, East Haven, CT 06512	203-752-6314	bedoya.laura28@gmail.com

**RULES AND REGULATIONS**

3513R

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

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

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? \_\_\_\_\_

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 \_\_\_\_\_

*\*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**

(Initial)

**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

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

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

We will follow the state of Connecticut CDC Covid-19 guidelines.  
At this given moment in 2023 there is no Covid-19 guidelines in  
Place.

JB (Initial)

## 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 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
<b>Hamden High</b>		
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
<b>Hamden Middle</b>		
Auditorium (Capacity 550)	\$0	\$500/day
Gymnasium	\$0	\$250/day
Cafeteria	\$0	\$200/day
Classroom	\$0	\$75/day
<b>Elementary</b>		
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	\$45.54 per hour	Monday – Saturday
Double Time	\$60.72 per hour	Sunday and Holidays

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

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

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

<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 hour (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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

## PRODUCER

Moran Agencies, Inc.

4324 Main St.  
Bridgeport, CT, 06606

## CONTACT

NAME:

PHONE

(A/C No. Ext):

203-371-0222

FAX

(A/C No):

203-3710550

E-MAIL

ADDRESS:

nate@moranagencies.com

PRODUCER

CUSTOMER ID :

## INSURED

SSEI Program Management Inc.

Makos Aquatics Recreation LLC

43 High St

East Haven, CT, 06512

## INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : Accelerant Specialty Insurance Company

16890

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

## COVERAGES

CERTIFICATE NUMBER: A-SP-SU-22-12-13-265986

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR	TYPE OF INSURANCE	ADOL	SUBR	POLICY NUMBER	POLICY EFF	POLICY EXP	LIMITS
LTB		INSR	WVO		(MM/DD/YYYY)	(MM/DD/YYYY)	
A	GENERAL LIABILITY	Y	N	S0019GL000001-01	12/14/2022	12/14/2023	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO PREMISES RENTED (Any one premises) \$ 300,000.00
	<input checked="" type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS						MED EXP (any one person) \$ 5,000.00
	GENERAL AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000.00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000.00
							PRODUCTS - COMP/OP AGG \$ 2,000,000.00
							\$
	AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						BODILY INJURY (Per person) \$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB						
	EXCESS LIAB						EACH OCCURRENCE \$
	DEDUCTIBLE						AGGREGATE \$
	RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/ MEMBER EXCLUDED? (Mandatory in N.J.)	Y/N					OTH-ER
	If yes, describe under SPECIAL PROVISIONS below		N/A				E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
A	OTHER Abuse/Molestation	Y		S0019GL000001-01	12/14/2022	12/14/2023	Each Occurrence: \$ 25,000.00 Aggregate: \$ 50,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Liability Policy Deductible: \$ 0.00 per each bodily injury or property damage claim. ISO Occurrence form CG 00 01 04 13 and company's specific forms. Coverage for Participant Legal Liability requires that every participant signs a waiver/release. The certificate holder is named as Additional Insured with respect to negligent acts or omissions of the Named Insured and only with respect to the Operations of the Insured during the coverage period. RE: Registered Underwater Rugby participants: 12/14/2022 - 12/14/2022 (continued on next page)

## CERTIFICATE HOLDER

The Town of Hamden CT Hamden High School  
2040 Dixwell Ave  
Hamden, CT, 06514

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Mark Di Perno

