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

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

Dear Taryn,

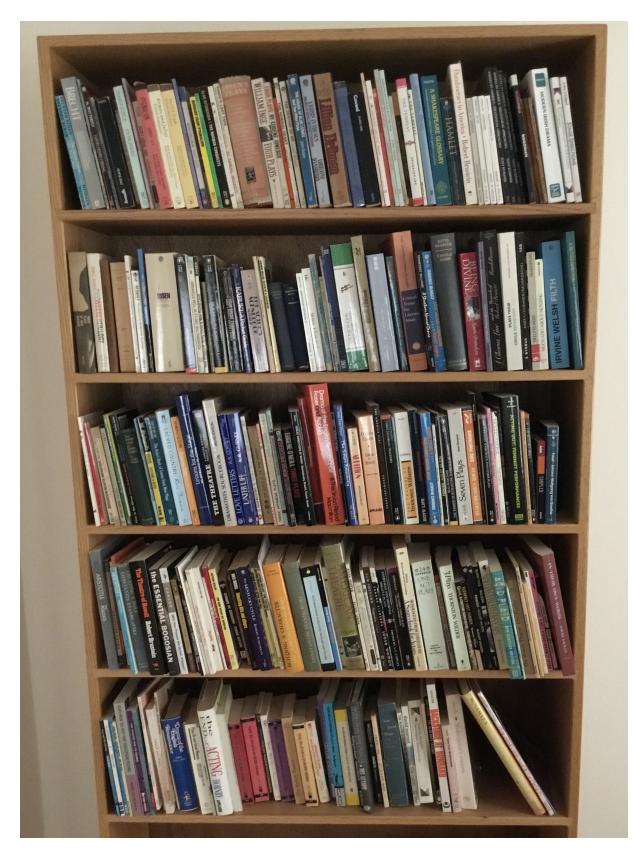
Thank you for getting in touch and for the relevant date. Here is an introduction to the collection:

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.

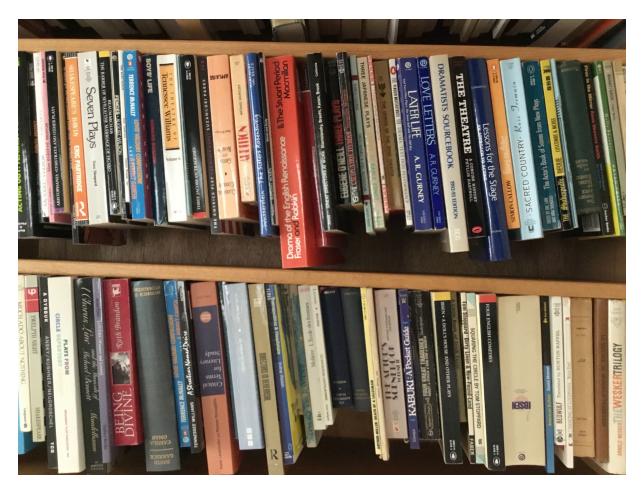
While at Harvard, she amassed a serious library of plays and books about acting, directing, and the theater in general.

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:



For example:



My daughter and I believe that the students at Hamden High School will benefit from access to this library and we hope that the Board of Education agrees with us.

Best regards, Ann M. Altman Ph.D. 71 Blake Road Hamden, CT

On Fri, Jun 23, 2023 at 12:02 PM Donnarummo, Taryn < tdonnarummo@hamden.org > wrote:

Good morning, Ms. Altman.

Your donation will be going before the Operations Committee on July 11th, then onto the board the same day.

Can you give me a little more detail on the donation, what does it contain?

Thanks!

Taryn Donnarummo

Executive Assistant to the Superintendent

60 Putnam Ave.

Hamden, CT 06517

(P) 203-407-2202

From: Ann M. Altman < annaltman@gmail.com >

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

To: Melissa Kaplan < <u>makaplan6@yahoo.com</u>>

Cc: Tran, Linda < lmorbidelli@hamden.org; Merrill, Marydell

<<u>mmerrill@HamdenPublicSchools.onmicrosoft.com</u>>; Donnarummo, Taryn

<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 > 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 wrote:
Marydell, Linda and Melissa,
Maryaon, Emaa ana Menesa,
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

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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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Hamden High School		to for use are listed under their location.
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□ Cafeteria	Church Street 🖂	return with this form.
□ Classroom	Dunbar Hill 🖂	recall with this form.
☐ Athletic Field	Helen Street 🖂	r -1
	Ridge Hill 🖂	Elementary Schools:
14	Shepherd Glen□	☐ Tables (how many)
Hamden Middle School	Spring Glen 🔲	LJ Chairs (how many)
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Central Office	room options	
S Gymnasium	below:	
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RULES AND REGULATIONS

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

Please initial each numbered guideline

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.

- 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.

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.
- 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.
- 1. 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)

	PSO #
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3. We <u>cannot</u> reserve any date(s) before the approval of your application. Therefore, return	rn this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirement compliance during event or risk losing future rental status.	ents and must ensure
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to Facilities Office. We request that you do not give payments to the schools directly.	the Fine Arts Office or the
If said permission is granted, we hereby agree to strictly comply with the rules an of Education governing the use of public-school buildings, to take the utmost ca property, to make good any damage to or loss of school property arising from our of the building and to provide necessary police attendance. A certificate of insurnot affiliated with the Hamden Public School District is required	re in the use of the school
I have read and agree with the above rules and regulations set forth by the Hamden Board of Educionature)	ation:
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive one technical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Bo</u> available on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.	te the usage is approved; lighting and erd of Education. The fee schedule is
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 Al 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 perades, 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 inbor 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 Patnam Avenue, Hamdon, CT 06517 attention to Finance or Facilities Department.

Technical Fees (Sound, lighting, equipment)	
Sound Supervisor	\$130 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.

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

ROOM RENTAL PEES	
GROUP I, II, III	GROUP IV
50	\$1500/day
12502	\$730/dwy
50	\$150/day
\$0	\$750/day
50	\$450/day
\$0	\$800/day
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Custodian Fees1:

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

Socurity Fees!:

Time and one-half \$31.76 per hour Monday - Saturday

Double Time \$42.34 per hour Sunday and Holidays

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

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

³ 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)

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

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

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Hamden Middle School	Spring Glen		☐ Other Needs:			
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Gymnasium Cafeteria	Wintergreen					
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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





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 <a href="https://documentsol.org/line-color: https://documentsol.org/line-color: http



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 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:

- 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
- not both self-administered and self-read (must be administered or read by a testing professional), and
- 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 and 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

- 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
- Exposure to anyone who has tested positive for COVID-19 in the last 10 days

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 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.

		PSD	# Note that the second
PRINT names of applicants. Please write Contact Name Clever Hickory	Address (Number, Street, Town, Zip)	Telephone T 203-465-375	Email Address Lalenn, Hutchin
the plan for audience (capacity, s	- Yr - 1000 St - 20	rmers on stage and back st	age (masks, social

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RULES AND REGULATIONS

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

Please initial each numbered guidalina

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.

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.

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.

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 o	ate(s) before the approval of your a	application. Therefore, return t	his application as soon as pos	sible.
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14. Requestor(s) must comp	y with the State of CT and/or CIAC o or risk losing future rental status.	pening guideline requirements	s and must ensure	
Is Is a supposed to the suppos	or risk losing future rental status.	110 200 Personal	ol on Handento	Wie Entel
15. Payments may be mailed	or hand delivered to 60 Putnam Ave	enue, Hamden, CT 06517 to th	e Finance Department or the	
	st that you do not give payments to			
	, we hereby agree to strictly co			
	use of public-school buildings,			
	damage to or loss of school p de necessary police attendant			
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I have road and agree with the at	ove rules and regulations set forth b	y the Hamden Board of Educat	ion:	
(Sgrature)	(Date)	per !		
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	on will be reflected on a "calculation sheet" a ately. These charges are to be paid, by check			
	by contracting the Cariffine Department at CI		The fee selection is	

FSD #

Bear Path Games Saturdays

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **MUSt** be filed at least <u>SIX WEEKS</u> 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. 6/19/2023 Date To the Board of Education: Hamden Regional Youth Basketball League The undersigned hereby make application on behalf of (Name of Organization) youth basketball as association formed for for permission to use the (Event Title) (please check the box next to building AND rooms): Hamden High School □ **Equipment Needed:** HHS: ☐ Auditorium/Black Box/Dressing Rooms □ Gymnasium ☐ C107 Hamden Middle School □ HHS/HMS: See Addendum A and □ Cafeteria return with this form. □ Classroom ☐ Athletic Field/Pool (please circle option) Elementary Schools: **Elementary Schools:** Bear Path 💢 HMS: □ Auditorium **Church Street** □ ☐ Gymnasium ☐ Tables (how many) Dunbar Hill □ Cafeteria ☐ Chairs (how many) _____ Helen Street □ □ Classroom ☐ Other Needs: _____ Ridge Hill 🗆 ☐ Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen □ **⚠** Gymnasium West Woods □ ☐ Cafeteria Wintergreen □ □ Classroom **EVENT INFORMATION** REHEARSAL / PREPARATION *If multiple dates, please indicate clearly information for each date Date Time (From/To) Date Arrival Time **Event Time End Time** Games on Saturday 8:00 AM to 5:00 PM See Dates Below How many people will attend the rehearsal? __ Number of Performers/Presenters:___ Will your event require set up? Yes □ No □ Anticipated Attendance:_ If yes, when do you plan to set up? Admission Charge:_ Percentage of Hamden Performers:____

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.

			130 #
PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
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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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- 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)
	rental status. MSG (Please Initial)

I have read and agree with the above rules and regulations s (Signature) (Da	6-20-22
The charges for this building use application will be reflected on a "calculat technical services fees will be billed separately. These charges are to be pai available on-line at www.hamden.org , or by contacting the Facilities Deparately.	ion sheet" and invoice that you will receive once the usage is approved; lighting and id, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is tment at (203) 407-2207.
Approved by Board of Education:(Initial)	Date:

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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)

e HRYBL will comply with CDC COVID-19 Guildelines along with an ard of Education.	у гединетнения ву иле натис
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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ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events		
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? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □ work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1	□ 2□	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, of microphones will not be available for your use.	Yes □ our sound syste	No □ em including mixing	poard, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will no	Yes □ t be able to do	No □ 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? *Note: If you plan to have curtains open/close or anything flown in, a minim sides of the stage, then 2 stage hands will be needed.		l □ 2 □ hand must be conti	racted. If you need contact with both
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 ha	ndle the proje	ctions	
☐ I request that a technician from HPS h	andle the pro	ections	OFFICE USE ONLY
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Special requests/Instructions:			Lighting Board Operator
opecial requestion and determine			Sound Operator
			Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
(Initial)			ASM
			Projection Specialist

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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **MUS**[†] be filed at least <u>SIX WEEKS</u> 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. 6/19/2023 Date To the Board of Education: Hamden Regional Youth Basketball League The undersigned hereby make application on behalf of (Name of Organization) youth basketball as association formed for 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 **Equipment Needed:** □ Gymnasium □ C107 Hamden Middle School □ HHS/HMS: See Addendum A and ☐ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field/Pool (please circle option) **Elementary Schools: Elementary Schools:** Bear Path 🖫 HMS: □ Auditorium Church Street □ □ Gymnasium ☐ Tables (how many) Dunbar Hill 🛘 ☐ Cafeteria ☐ Chairs (how many) _____ Helen Street □ ☐ Classroom ☐ Other Needs: Ridge Hill □ ☐ Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen □ **★** Gymnasium West Woods □ ☐ Cafeteria Wintergreen □ □ Classroom **EVENT INFORMATION** REHEARSAL / PREPARATION *If multiple dates, please indicate clearly information for each date Date Time (From/To) Date Arrival Time **Event Time End Time** Practices on Tuesday, Wednesday & Thursday 5:30 - 9:30 See Dates Below How many people will attend the rehearsal? Number of Performers/Presenters: Will your event require set up? Yes □ No 🗆 Anticipated Attendance: If yes, when do you plan to set up? Admission Charge:_ Percentage of Hamden Performers:

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PRINT names of applicants.			
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Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net
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RULES AND REGULATIONS

3513R

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

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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	gree with	ne above rules and	regulations set forth	by the Hamden	Board of Education
(Signature)		W	(Dale)	05	

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 <u>Hamden Board of Education</u>. The fee schedule is available on-line at <u>www.hamden.org</u>, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:	Date:	
(Initial)	: N-2005	

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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)

ard of E	L will comply with CDC COVID-19 Guildelines along with any requirements by the Hameducation.
Practic	e 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
	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 / 13.2/14, 2/15, 2/20, 2/21,2/22
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ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes □	No □	
How many tables will you need? Location:		_	
How many movable chairs will you need? Location:		0	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □ work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, or microphones will not be available for your use.	Yes □ ur sound system inc	No □ luding mixing l	board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes □ be able to do any e	No □ diting.	
Will you be using our microphones?	Yes □	No □	
If yes, # of wireless handheld microphones *Up to two are available at each location	_		
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Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimula sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ m of 1 stage hand n	2 □ nust be contrac	cted. If you need contact with both
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 hand	le the projections		
☐ I request that a technician from HPS han	dle the projection	s [OFFICE USE ONLYSupervisor
Canada a a constalla de califación de la constalla de califación d			Lighting Board Operator
Special requests/Instructions:		_	Sound Operator
		_	Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
(Injectal)			ASM
			Projection Specialist

Bear Path Game Sonday

FSD #	1211.31

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. 6/19/2023 To the **Board of Education**: Hamden Regional Youth Basketball League The undersigned hereby make application on behalf of (Name of Organization) youth basketball as association formed for for permission to use the (Event Title) (please check the box next to building AND rooms): **Equipment Needed:** Hamden High School HHS: ☐ Auditorium/Black Box/Dressing Rooms ☐ Gymnasium □ C107 Hamden Middle School HHS/HMS: See Addendum A and □ Cafeteria return with this form. ☐ Classroom ☐ Athletic Field/Pool (please circle option) Elementary Schools: **Elementary Schools:** Bear Path 💢 HMS: □ Auditorium Church Street ☐ Gymnasium ☐ Tables (how many) Dunbar Hill ☐ Cafeteria ☐ Chairs (how many) Helen Street □ ☐ Classroom ☐ Other Needs: Ridge Hill ☐ Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen □ M Gymnasium West Woods □ □ Cafeteria Wintergreen □ □ Classroom **REHEARSAL / PREPARATION EVENT INFORMATION** *If multiple dates, please indicate clearly information for each date Date Time (From/To) Date Arrival Time **Event Time End Time** Game on Sunday 8:00 AM to 3:00 PM 2/18/2024 How many people will attend the rehearsal? ____ Number of Performers/Presenters: Will your event require set up? Yes □ No □ Anticipated Attendance:_ If yes, when do you plan to set up? Admission Charge: Percentage of Hamden Performers:___

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	RULES AND REGULATION:	S	3513R

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

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- 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.
- 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. \underline{MSG} (Please Initial)
-	ve read and agree with the above rules and regulations set forth by the Hamden Board of Education: (Date)
tech	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 nical 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 able on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.
Appi	roved by Board of Education: Date:

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)

ard of Educati	omply with CDC COVID-19 Guildelines along with any requirements by the Harn.	mde
Games DAT	S Saturday 8:00AM - 5:00 PM	
)24: 2/18,		

(Initial)

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ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	n Events	
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? *If no, you will NOT be allowed to access any stage lights, only the overhe	Yes □ ad work lights.	No□
How many follow spotlights will you need? 'Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆] 2 🗆
Nill you need sound for your event? You may bring in your own sound for the event. If you choose that option nicrophones will not be available for your use.	Yes □ , our sound system	No □ n including mixing board, amplifiers, speakers and
Nill you need us to play music during your event: 'Must be on a single CD or USB stick in the correct order. Note: We will r	Yes □ not be able to do an	No □ ny 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		
Nill you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minir sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ num of 1 stage har	3 2 □ nd must be contracted. If you need contact with both
Vill 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 ha	ndle the projectio	ns
☐ I request that a technician from HPS i	andle the project	OFFICE USE ONLY Supervisor
		Lighting Board Operator
pecial requests/Instructions:		Sound Operator
		Spotlight 1
		Spotlight 2
*A technical supervisor will contact you to varify all requests		Spotlight 2
*A technical supervisor will contact you to verify all requests		Etc. A

Hamben Middle School Practices

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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **MUSt** be filed at least <u>SIX WEEKS</u> 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. 6/19/2023 Date To the Board of Education: Hamden Regional Youth Basketball League The undersigned hereby make application on behalf of (Name of Organization) youth basketball as association formed for for permission to use the (Event Title) (please check the box next to building AND rooms): Equipment Needed: Hamden High School HHS: ☐ Auditorium/Black Box/Dressing Rooms ☐ Gymnasium □ C107 Hamden Middle School □ HHS/HMS: See Addendum A and □ Cafeteria return with this form. □ Classroom ☐ Athletic Field/Pool (please circle option) Elementary Schools: **Elementary Schools:** Bear Path HMS: □ Auditorium Church Street □ ★□ Gymnasium ☐ Tables (how many) _____ Dunbar Hill ☐ Cafeteria ☐ Chairs (how many) Helen Street □ ☐ Classroom ☐ Other Needs: Ridge Hill □ ☐ Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen □ □ Gymnasium West Woods □ ☐ Cafeteria Wintergreen □ ☐ Classroom **EVENT INFORMATION REHEARSAL / PREPARATION** *If multiple dates, please indicate clearly information for each date Date Time (From/To) Date Arrival Time **Event Time** End Time Practices on Tuesday & Thursday 5:30 - 9:30 See Dates Below How many people will attend the rehearsal? _ Number of Performers/Presenters:_____ Will your event require set up? Yes □ No 🗆 Anticipated Attendance:_ If yes, when do you plan to set up? Admission Charge: Percentage of Hamden Performers:____

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.

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FSD#		
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PRINT names of applicants.			
Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
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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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
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 nature of the activity for which the building is to be used and must be signed by <a href="https://doi.org/10.1007/j
- 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.
- 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.
- 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
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- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible

	to any data of belone receipt of this application. Therefore, it	aum uns application as soon as possible.			
14.	 Requestor(s) must comply with the State of CT and/or CIAC opening guideline rental status. MSG (Please Initial) 	requirements and must ensure compliance during event or risk losing future			
I ha	have read and agree within the above rules and regulations set forth	by the Hamden Board of Education:			
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education . The fee schedule is available on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.					
Арр	proved by Board of Education: Date:				

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FSD	#			
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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)

e HRYBL will ard of Educa	comply with CDC COVID-19 Guildelines along with any requirements by the Hamtion.
Practice Dat	es Tuesday and Thursday 5:30 - 9:30
2023 : 11/28	3,11/30, 12/5, 12/7, 12/12, 12/14, 12/19,12/21
	/4, 1/9, 1/11, 1/16, 1/18,1/23, 1/25, 1/30, 2/1,2/6,2/8 2/15, 2/20, 2/22

FSD #
xing board, amplifiers, speakers and
ontracted. If you need contact with both

ADDENDUM A – For High School and Middle School Auditorium Explanes check your response and fill in when appropriate)	vents	
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? *If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes □ vork lights.	No□
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🗆
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes □ r sound system incl	No □ uding mixing board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes □ ne able to do any ed	No □ liting.
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		
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Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ n of 1 stage hand m	2 □ oust be contracted. If you need contact with both
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 hand!	e the projections	
☐ I request that a technician from HPS han	dle the projections	OFFICE USE ONLY
		Supervisor
Special requests/Instructions:		Lighting Board Operator
9		Sound Operator
		Spotlight 1
		Spotlight 2
**A technical supervisor will contact you to verify all requests		SM
10 Menitial)		ASM
		Projection Specialist

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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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PRINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
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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RULES AND REGULATIONS

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 loss of property arising from such use.
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I have read and a	gree with the above rules and	regulations set forth by the Hamden Bo	oard of Education:
(SignleNore)	1 James	(Date)	

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Approved by Board of Education:	Date:	
(Initial)		

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e HRYBL will comply with CDC COVID-19 Guildelines along with any reard of Education.	equirements by the Hamd
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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ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
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? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □ work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, or microphones will not be available for your use.	Yes □ ur sound system inc	No □ uding mixing board, a	amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes □ be able to do any ed	No □ liting.	
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			
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Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimusides of the stage, then 2 stage hands will be needed.	0 □ 1 □ m of 1 stage hand n	2 □ ust be contracted. In	f you need contact with both
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 hand	lle the projections	<u> </u>	
☐ I request that a technician from HPS ha	ndle the projection	OFFIC	E USE ONLY
			Supervisor
Special requests/Instructions:			Lighting Board Operator
			Sound Operator
			Spotlight 1
		10.0	Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
(Initial)			ASM
			Projection Specialist

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

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

Group II Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: nelghborhood 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 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.

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

^{*}Lighting/Sound techniclans and Supervisory fees will be billed after event.

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

		ROOM RENTAL FEES	TAL FEES
		GROUP I, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$500/day
ųЯ	Black Box	\$0	\$250/day
!H L	Dressing Rooms	\$0	\$50/day
ıəp	Gymnasium	\$0	\$250/day
we	C107	\$0	\$150/day
Н	Cafeteria	\$0	\$200/day
	Classroom	\$0	\$75/day
əlbb	Auditorium (Capacity 550)	ş	\$500/day
ίM	Gymnaslum	\$0	\$250/day
uəj	Cafeterla	\$0	\$200/day
Hamo	Classroom	\$0	\$75/day
(J	Auditorlum	0\$	\$150/day
euta	Gymnaslum	\$0	\$150/day
шa	Cafeteria	S.	\$125/day
EF	Classroom	\$0	\$75/day

	Monday – Saturday	Sunday and Holidays	
	\$45.54 per hour	\$60.72 per hour	
Custodian Fees ¹ :	Time and one-half	Double Time	

	\$31.76 per hour Monday – Saturday	\$42.34 per hour Sunday and Holidays
-	\$31.76 per hou	\$42,34 per hou
Security Fees ² :	Time and one-half	Double Time

\$30.00 per hour	¹ Group II, III, and IV applicants are responsible for direct custodial costs. Custodial fees are	based on a minimum of three hours, including one hour to open/set up, one our	al hours of the event
Utility Fee (Group III & IV)	¹ Group II, III, and IV applicants a	based on a minimum of three ho	(minimum) to close and the actual hours of the event

²Group 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

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

FSD#	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> 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. 6/19/2023 Date To the Board of Education: Hamden Regional Youth Basketball League The undersigned hereby make application on behalf of (Name of Organization) youth basketball as association formed for for permission to use the (Event Title) (please check the box next to building AND rooms): **Equipment Needed:** Hamden High School □ HHS: ☐ Auditorium/Black Box/Dressing Rooms ☐ Gymnasium □ C107 Hamden Middle School □ HHS/HMS: See Addendum A and ☐ Cafeteria return with this form. □ Classroom ☐ Athletic Field/Pool (please circle option) **Elementary Schools: Elementary Schools:** Bear Path HMS: □ Auditorium Church Street □ ☐ Gymnasium ☐ Tables (how many) Dunbar Hill 🗍 ☐ Cafeteria ☐ Chairs (how many) _____ Helen Street □ ☐ Classroom ☐ Other Needs: Ridge Hill 🗆 ☐ Music/Band Room Shepherd Glen□ **Elementary Schools:** Spring Glen □ **Ճ** Gymnasium West Woods 🖄 ☐ Cafeteria Wintergreen □ ☐ Classroom **EVENT INFORMATION** REHEARSAL / PREPARATION *If multiple dates, please indicate clearly information for each date Date Time (From/To) Arrival Time Date **Event Time End Time** Games on Saturday 8:00 AM to 5:00 PM See Dates Below How many people will attend the rehearsal? _ Number of Performers/Presenters:___ Will your event require set up? Yes □ Anticipated Attendance: If yes, when do you plan to set up? Admission Charge: Percentage of Hamden Performers:

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.



FSD#	SALK, N.
	THE STREET

PRINT names of applicants.			
Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
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.
- 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.
- 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.
- 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.
- 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 adree	with the above rules ar	nd regulations set forth by t	the Hamden Board of Education:
(Signature)	Mue	(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 <u>Hamden Board of Education</u>. The fee schedule is available on-line at <u>www.hamden.org</u>, or by contacting the Facilities Department at (203) 407-2207.

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

ard o	RYBL will comply with CDC COVID-19 Guildelines along with any requirements by the of Education.	Hamde
Gar	mes DATES Saturday 8:00AM - 5:00 PM	
202	23 : 12/2,12/9, 12/16, 12/23	
2024	4: 1/6,1/13, 1/20, 1/27, 2/3, 2/10, 2/17, 2/24	

(Initial)

	FSD#
xing boa	ard, amplifiers, speakers and
ontracte	d. If you need contact with both
01	FFICE USE ONLY Supervisor Lighting Board Operator Sound Operator

ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	Events		
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? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □ work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, or microphones will not be available for your use.	Yes □ ur sound system i	No □ ncluding mixing	board, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes □ be able to do any	No □ 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? *Note: If you plan to have curtains open/close or anything flown in, a minimulation of the stage, then 2 stage hands will be needed.	0 □ 1 □ m of 1 stage hand	2 □ I must be contra	acted. If you need contact with both
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 hand	lle the projection	s	
☐ I request that a technician from HPS har	ndle the projectio	ons	OFFICE USE ONLY
			Supervisor
Special requests/Instructions:			Lighting Board Operator
			Sound Operator
			Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
M Lanitial)			ASM
			Projection Specialist

Donnarummo, Taryn

From: Hinton, Etta
Sent: Thursday, July 6, 2023 7:24 AM

To: Cross, John

Cc: Donnarummo, Taryn

Subject: FW: FBI request for the gym

Good morning,

Did this get approved for use?

----Original Message----

From: Jeremy Brewer < jeremybrewer 17@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
> CHOOK Server Ser

> 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	#	
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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	on at BOE discretion. A	Application wi vent date.	oill not be accepted prior to <u>SIX MONTHS</u> before the			
To the Board of Education : The undersigned hereby m	ake applic	cation on behalf of	Makos	Aquatics Recreation LLC Name of Organization) er Luyby for permission to use the			
as association formed for $\underline{5}$	wim	Lessons - W (Event Title)	nderwate	Programme of Organization) Programme of Organization of the Company of the Compa			
(please check the box next to	building A	ND rooms):					
Hamden High School □	HHS:	☐ Auditorium/Black E	Box/Dressing Roo	oms Equipment Needed:			
Hamden Middle School □		C107 Cafeteria	nimpo ina Fullar a report a mirracula Riffessio of custoria	HHS/HMS: See Addendum A and return with this form.			
Elementary Schools: Bear Path □		Athletic Field Pool	(please circle opt	Elementary Schools:			
Church Street □ Dunbar Hill □ Helen Street □ Ridge Hill □	HMS:	☐ Auditorium ☐ Gymnasium ☐ Cafeteria ☐ Classroom ☐ Music/Band Room		☐ Tables (how many) ☐ Chairs (how many) ☐ Other Needs:			
Shepherd Glen□ Spring Glen □ West Woods □ Wintergreen □	Elemer	htary Schools: Gymnasium Cafeteria Classroom		A country is problemed to the control of the contro			
EVENT *If multiple dates, please indicate clear	INFORMA y information (in past species y readt by immed	REHEARSAL / PREPARATION Date Time (From/To)			
Sep 15+10. 1/Th 5	am pm flosso oto3:30	8-12 12/n. 5-69 90 8+010:30 am 1013 01:30+03:30 3:30	m. ovn	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.

RINT names of applicants. Contact Name	Address (Number, Stree	et, Town, Zip)	Telephone	Email Address
nse Bedoug.	43 High St. Ea	st laven, crossia	203-668-29	76 tosebedo
aura Bedoya.	43 High St, Eas	st Haven, crobsia st Haven, crobsia	2 203-7526	314 bedaya. I
	Tenniq interests On Jan Har right	mb ineverses appropriate	Is nodra your for	agent innertable () into
	RULES A	ND REGULATIONS		3513R
For th	he Use of the Hamden Public School	Buildings for Other Than Regu	lar School Purposes	
use thereof must be made to the	chool Buildings for other than regular sc Board of Education on the blank form p e building is to be used and must be sig n use.	prescribed for that purpose. The a	application must state in	every detail the purpose an
representative. This appointee is in accordance with the Rules and	any building has been granted the Board is to supervise the meeting and enforce to d Regulations. Custodian(s) will report a will be a minimum charge of three hours	the Rules and Regulations of the laminimum of one-half hour before	Board with power to close re scheduled time and re	se the meeting if it is not help
If police attendance is necessary attendance and give the Police P	(to be determined by the Administration Permit Number to the Board of Education	n), the persons in charge of the ev n.	vent will be required to p	provide such police
The building is to be used only or building prior to the time stipulate	n the date specified and for the purpose ed in this contract. Setup and rehearsal t	named in the permit. Nobody from	m the renting organization.	on will be allowed to enter th
A permit can be canceled without sole judge of such violation. In adevent.	ut notice provided its provisions or intent ddition, the Board of Education reserves	are violated in any way, and the the right to cancel a permit should	Board of Education or its	s representatives shall be the conflict with the permitted
A permit is not transferable.				
	ed by the Superintendent or his/her design	mooresso (
No food or refreshments are to	be served or eaten on the premise, unliviolation of this provision may result	ess specifically mentioned in cont	tract. Food or drink is a	not to be brought into s for future denials.
When use of a kitchen is required will be needed. If a cafeteria work	d, details must be worked out in consulta ker is needed, the permittee will be resp	ation with the food services contra ionsible for the cost.	actor, who will determine	whether a cafeteria worker
When use of Audio Visual or Tele school) or the building media spe	evision equipment is needed, details mu ecialist (elementary schools). If it is deter	ist be worked out in consultation writined a technician is needed, the	with the Director of Fine are permittee will be respo	Arts (high school and middle nsible for the cost.
Director of Fine Arts. Only trained	ude use of theatrical lighting or sound e d school-appointed technicians will be al ne high school or middle school auditori	ble to use stage technology equip	ment. Costs for these se	ervices will be invoiced after
the event is completed. If using the			prior to approval (Board	Policy #1330.2)
Paris of the Control	r loss or damage to equipment must be	presented to the Superintendent	prior to approvar (Board	
A statement of insurance to cover	r loss or damage to equipment must be efore receipt of this application. Theref		and the second	
A statement of insurance to cover We <u>cannot</u> reserve any date(s) be	refore receipt of this application. Therefore state of CT and/or CIAC opening guid	fore, return this application as soo	on as possible.	event or risk losing future
A statement of insurance to cover We <u>cannot</u> reserve any date(s) by Requestor(s) must comply with the rental status. (Please Init	refore receipt of this application. Therefore state of CT and/or CIAC opening guid	fore, return this application as soo deline requirements and must en	on as possible.	event or risk losing future

Approved by Board of Education: (Initial)

available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

ADDENDUM A – For High School and Middle School Auditoric (please check your response and fill in when appropriate)	um Events		
Will you need a podium?	Yes □	No 🗆	
How many tables will you need? Location:		1 1	
How many movable chairs will you need? Location:	4 10		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overh	Yes □ nead work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1	2 0	
Will you need sound for your event?	Yes 🗆	No □	
*You may bring in your own sound for the event. If you choose that option microphones will not be available for your use.	n, our sound system	n including mix	king board, amplifiers, speakers and
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 ar	ny 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			
Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a mininides of the stage, then 2 stage hands will be needed.	0 □ 1 □ num of 1 stage hand	2 □ I must be cont	racted. If you need contact with both
/ill 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 han	dle the projections	3	
	•		OFFICE USE ONLY
☐ I request that a technician from HPS ha	andie the projectio	ns	
			Supervisor
pecial requests/Instructions:			Lighting Board Operator
			Sound Operator
32 22			Spotlight 1
			Spotlight 2
			SM
A technical supervisor will contact you to verify all requests			
(Initial)		1	ASM

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 et	Connecticut	t coc covid-19 guideliness.
At this given mo	ment in	2023 ther	e is notovid-19 guidelins in
Place.	CAON		And the state placed in measurable state state state and the many
ad, emplies steames and	No Cl isolating misma ha	El es r	can need sound for your event? buy being in your concerned by the event. If you chapse first apport
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that is the planting many Account	C oid	Yes (g) and	you be using our management?
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Section 2			
3 (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	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.

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

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

-		igh	n H	de	lam	۱		ddle	M	den	Hamo	ary	ent	eme	Ele
	Auditorium (Capacity 600)	Black Box	Dressing Rooms	Gymnasium	C107	Cafeteria	Classroom	Auditorium (Capacity 550)	Gymnasium	Cafeteria	Classroom	Auditorium	Gymnasium	Cafeteria	Classroom
GROUP I, II, III GI	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
GROUP IV	\$500/day	\$250/day	\$50/day	\$250/day	\$150/day	\$200/day	\$75/day	\$500/day	\$250/day	\$200/day	\$75/day	\$150/day	\$150/day	\$125/day	\$75/day

Custodian Fees1:

Time and one-half
Double Time

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

Security Fees²:

Time and one-half Double Time

\$31.76 per hour Monday – Saturday

\$42.34 per hour Sunday and Holidays

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

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

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

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

CERTIFICATE OF LIABILITY INSURANCE	
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORMATIVE OR PRODUCER, AND THE CERTIFICATE A CONTRACT BETWEEN THE ISSUING IN IMPORTANT: If the certificate holder is an ADMINISTRACE OF THE ISSUING IN	DATE (MM/DD/YYYY) 12/14/2022
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(les) must be endorsed. If SUBROGATIC the certificate holder in lieu of such endorsement(s).	ON IS WAIVED, subject to

this certificate does n	ot confer rights to
NAME:	one rights to
(A/C, No, Ext): 203-371-0222 FAX E-MAIL ADDRESS: nate@moranagencies.com	203-3710550
	Pessengun III
INSURER A : Accelerant Specialty Insurance Company	NAIC #
INSURER B:	16890
INSURER C:	
INSURER D:	
INSURER E :	
INSURER F:	
	NAME: PHONE (A/C, No, Ext): 203-371-0222 FAX (A/C, No, Ext): 203-371-0222 FAX (A/C, No): ADDRESS: nate@moranagencies.com PRODUCER CUSTOMER ID: INSURER(S) AFFORDING COVERAGE INSURER A: Accelerant Specialty Insurance Company INSURER B: INSURER C: INSURER C: INSURER C: INSURER E:

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

R	TYPE OF INSURANCE GENERAL LIABILITY	NSR	SUBR WWD	POLICY NUMBER	POUCY EFF (MMDDYYYY)	POLICYERP	LIM	TTS.
-	X COMMERICAL GENERAL LIABURY	Υ	N	S0019GL000001-01	12/14/2022	12/14/2023	EACH OCCURRENCE	s 1,000,000,00
-	X COMMERICAL GENERAL LIABILITY CLAIMS-MADE X OCCUR				727-42022	12/14/2023	DAMAGE TO PREMISES RENTED (Any one premises)	\$ 300,000.00
1	X INCLUDES ATHLETIC PARTICIPANTS						MED EXP (any one person)	s 5,000.00
-							PERSONAL & ADV INJURY	s 1.000.000.00
١							GENERAL AGGREGATE	s 3,000,000,00
1	GENERAL AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	s 2.000.000.00
	X POLICY PROJECT LOC							s
	ANY AUTO HIRED AUTOS						COMBINED SINGLE LIMIT (Ea accident)	\$
١	ALL OWNED NON-OWNED AUTO AUTOS	5					BODILY INJURY (Per person)	s
ŀ							BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	s
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ł	RETENTION \$							S
t	WORKERS COMPENSATION AND EMPLOYERS LIABILITY Y.I.N.						WC STATU- OTH- TORY LIMITS ER	
	(markamory errery	N/A					E.L. EACH ACCIDENT	s
١	If yes, describe under SPECIAL PROVISIONS below						E.L. DISEASE - EA EMPLOYEE	\$
1							E.L. DISEASE - POLICY LIMIT	\$
1	OTHER Abuse/Molestation	Υ		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 - 12/14/202 (continued on next page)

CANCELLATION

	CANCELLATION
CERTIFICATE HOLDER	TO ANCEL ED REFORE THE EXPIRATION
The Town of Hamden CT Hamden High School	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
2040 Dixwell Ave	
Hamden, CT, 06514	AUTHORIZED REPRESENTATIVE
	Mark Di Perno

AGENCY	Makos Aquatics	Recreation	LLC			
Moran Agencies, Inc.	CONTROL VINVE ACTION TO CONTRACTOR FOR STREET					
POLICY NUMBER	TOWNSON A	43 High St				
S0019GL000001-01	East Haven, CT, 06512					
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Accelerant Specialty Insurance Company		EFFECTIVE DATE:	12/14/2022		artificial harder by harr of such en-	io self
ADDITIONAL REMARKS	- 17	laf			Mercel Arrangement Prot.	
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO	ACORD FORM,				Microsoft ASSA	
FORM NUMBER: 25 FORM TITLE: Certificate of	Liability Insurance	е			Self-on Los Sonosiations	
Registered Swimming participants: 12/14/2022 - 12/14/2023;	TO PART OF THE PAR					
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