

Letter of Intent - Participation in Food Waste Reduction and Recovery Pilot Program

Blue Earth Compost, Inc
18 Midland Street
Hartford, CT 06120

Spring Glen Elementary School
1908 Whitney Avenue
Hamden, CT 06517

To whom it may concern,

We, Blue Earth Compost ("BEC"), and Spring Glen Elementary School ("School"), collectively referred to as the "Parties," hereby express our intent to collaborate on a grant-funded pilot program aimed at promoting sustainability, environmental education, and waste reduction at the School. This letter of intent outlines the terms and conditions of our collaboration.

- 1.1. **Pilot Program Description:** The pilot program, titled "Reduce Waste and Feed People and the Planet!," seeks to engage students, educators, and the School community in three key areas: food scrap composting, food recovery, and environmental classroom activities. The program aims to create a culture of sustainability and environmental stewardship within the School.
- 1.2. **Food Scrap Composting:** The School agrees to work with BEC & Partners to set up the necessary resources and infrastructure to collect food scraps generated in kitchens and cafeterias, so that they can be composted off-site. The Parties recognize the environmental benefits of diverting food waste from landfills, thereby reducing greenhouse gas emissions and contributing to a cleaner environment.
- 1.3. **Food Recovery:** The School agrees to participate in the food recovery component of the pilot program, collaborating with BEC's Partners, Haven's Harvest and Food Rescue US, to establish partnerships that facilitate the collection and redistribution of surplus food from school cafeterias. The Parties acknowledge the importance of combating food insecurity and fostering a sense of community through this initiative.
- 1.4. **Environmental Classroom Activities:** The School commits to work with BEC's Partner, Trifecta Ecosystems, to schedule 6 hours per school year for professional development. This time will be used to share resources and activities, rollout the programs, provide ongoing coursework integration and other support. These efforts are aimed at enhancing environmental education. The provided activities and materials will deepen teachers & students' understanding of environmental issues and emphasize the significance of composting and food recovery in broader sustainability discussions.
- 1.5. **Pilot Program Duration:** The pilot program shall extend for a term of four consecutive semesters, commencing at the beginning of the 2023-24 School Year and concluding at the end of the 2024-2025 School Year. Both Parties agree to work

collaboratively throughout this period to ensure the successful implementation and execution of the pilot program.

- 1.6. **Commitment to Permanent Incorporation:** At the conclusion of the pilot program, the School agrees to consider incorporating the food scrap composting and food recovery initiatives into its long-term budget and operations. This commitment reflects the School's dedication to sustainable practices and its recognition of the program's positive impact on waste reduction, environmental conservation, and community engagement. For reference, cost for services are:
- a. Food Scrap Composting Collection- \$3,000 per school year
 - b. Food Scrap Recovery - \$1,800 per school year
 - c. Program Implementation, Curriculum Resources, & Activities - \$2,150

As a reminder, there is no requirement to pay to participate in the pilot program.

- 1.7. **BEC Responsibilities:** BEC shall provide comprehensive training and ongoing support to the School for implementing and managing the food scrap composting and food recovery initiatives. This support includes guidance on best practices, regular communication, troubleshooting assistance, and access to relevant resources.
- a. BEC works with various partners for the implementation of this grant. Below are the partner responsibilities and contact person for each organizations:
 - i. Trifecta Ecosystems - Eric Francis, eric@trifectaecosystems.com, 860-740-2104
 - ii. Haven's Harvest - Lori Martin, lori@havensharvest.org, (203) 936-9460
 - iii. Food Rescue US (Fairfield County) - Haley Schulman, haley@foodrescue.us, (203) 610-3738
 - iv. Food Rescue US (Hartford County) - James Mary, james@foodrescue.us, 860-202-6274
 - v. Food Rescue US (Litchfield County) - Stacey Smith, stacey@foodrescue.us, (860) 378-7047
- 1.8. **School Responsibilities:** The School agrees to actively participate in the pilot program by:

- a. Designating a representative to liaise with BEC & their Partners to coordinate program activities.
- b. Providing access to relevant facilities and areas for food scrap collection and storage.
- c. Allocating time with staff for professional development, program orientation, and training.
- d. Collaborating with BEC & their Partners to establish effective procedures for composting and food recovery activities.
- e. Integrating environmental classroom activities into existing curricula, utilizing the resources and materials provided by BEC.

Please signify your acceptance of the terms outlined in this letter of intent by signing below. This letter does not create a binding legal agreement but serves as an expression of the Parties' intent to collaborate on the pilot program.

We look forward to working together to empower the next generation to become responsible stewards of our planet through sustainable practices, community engagement, and environmental education.

ACCEPTANCE OF LETTER OF INTENT

By signing below, the Parties indicate their acceptance of the terms outlined in this letter of intent:

Blue Earth Compost

Name

Signature

Date

Spring Glen Elementary




Name

Signature




Date

Reduce Waste and Feed People and the Planet!

We are excited to introduce a groundbreaking pilot program designed to promote sustainability and environmental education in public schools across Connecticut. This initiative aims to engage students, educators, and the school community in three key areas: food scrap composting, food recovery, and environmental classroom activities.

-  **Food Scrap Composting:** Composting is an effective way to reduce waste and create soil for gardens and landscaping. Our pilot program will provide participating schools with the necessary resources and infrastructure to collect food scraps generated in kitchens and cafeterias and compost it offsite.
-  **Food Recovery:** In addition to composting, our program encourages the recovery of edible food that would otherwise go to waste. Haven's Harvest and Food Rescue US sites will establish partnerships that facilitate the collection and redistribution of surplus food from school cafeterias. By redirecting this food to those in need, we can combat food insecurity and foster a sense of community within our schools.
-  **Environmental Classroom Activities:** To enhance environmental education, our pilot program includes a range of engaging activities and resources for teachers and students. These activities meet Next Generation Science Standards and can be integrated into existing curricula. From waste reduction challenges to sustainability-focused materials, students will develop a deeper understanding of environmental issues and how composting and food recovery fit into the broader conversation around sustainability.

We invite your school to join this transformative pilot program. **By participating, you will have access to the following benefits at no-cost for 3 semesters:**

-  Comprehensive training and support for implementing food scrap composting and food recovery initiatives.
-  Curriculum resources and materials for incorporating environmental education into classroom activities.
-  Containers, bags and signage for food scrap collection.

How to Participate: To express your interest or receive further information about the pilot program, please contact Samuel King at sam@blueearthcompost.com or (860) 266-7346. We encourage you to act swiftly as participation is limited to a select number of schools.

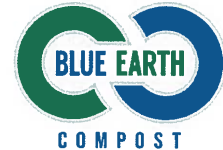
Together, let's empower the next generation to become responsible stewards of our planet through sustainable practices, community engagement, and environmental education. Join us in making a difference today!

Project Partners

ReFed is a national nonprofit dedicated to ending food loss and waste by advancing data-driven solutions. They are funding this initiative and hope for it to become a template for similar initiatives, nationally.



Blue Earth Compost is the leading food scrap collection service for residents in Connecticut as well as municipalities and businesses in Connecticut, Massachusetts, New York and Rhode Island. We save millions of pounds of food from becoming pollution and instead turn them into regeneration for our soils.



The Center for EcoTechnology's mission is to Innovate, implement, and scale the environmental solutions that communities need to thrive. Since 1976, they have helped lead the way to a more sustainable society through innovative pilot programs and production scale services.



Food Rescue US is dedicated to eliminating hunger and food waste (keeping food out of landfills and reducing greenhouse gasses). They engage volunteers and food donors through our proprietary web-based app to directly transfer nutritious excess food to social service agencies serving the food insecure.



Haven's Harvest builds community and reduces food waste, one food rescue at a time. They create a robust community network to direct food to people rather than letting the food go to waste. This network increases the resiliency of our community.



Trifecta Ecosystem's Farm 2X program designs, builds, and implements full service farm to school projects which aim to bring locally grown, healthy foods into school classrooms, and to integrate food, agriculture, and STEAM education into the curriculum.



To express your interest or receive further information about the pilot program, please contact Samuel King at sam@blueearthcompost.com or (860) 266-7346.

Donnarummo, Taryn

From: Tran, Linda
Sent: Tuesday, October 31, 2023 3:05 PM
To: Donnerummo, Taryn
Subject: FW: donation - add to Operations Committee?

Importance: High

Hi Taryn,

I apologize for the last minute addition. Can you please add the following as an action item to next week's Operations Committee meeting, please?

Dunkin Donuts Gift Card Donation to HHS Students

Thanks!

Linda

Linda Tran

Assistant Superintendent of Secondary Education

Hamden Public Schools

LTran@Hamden.org

(203) 407-2092



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From: Ariola, Tom <tariola@hamden.org>
Sent: Tuesday, October 31, 2023 3:04 PM
To: Tran, Linda <ltran@hamden.org>
Subject: Re: donation - add to Operations Committee?

Yes forward to taryn to add i just approved agenda.

Sent from my iPhone

On Oct 31, 2023, at 2:51 PM, Tran, Linda <ltran@hamden.org> wrote:

Hi Tom,

HHS received a larger donation of Dunkin Donuts gift cards. Specifically, the HHS Admin want to use the gift cards as outlined below. Is there any way we can get this added to the next Operations Committee agenda before the cards expire?

We have received a generous donation of approximately 450 gift cards, 360 external chargers, and 200 drink sleeves that will serve as incentives for both students and staff. To ensure the gift cards remain valid, they must be distributed before their expiration date of December 31, 2023, prompting us to plan their timely distribution.

Linda Tran

Assistant Superintendent of Secondary Education

Hamden Public Schools

LTran@Hamden.org

(203) 407-2092

<image001.jpg>

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FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 8/31/23To the **Board of Education**:The undersigned hereby make application on behalf of Quinnipiac Dance Company

(Name of Organization)

as association formed for QU Dance Company Fall Showcase 2023 for permission to use the
(Event Title)

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☐ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium
☐ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

**Please choose from
the elementary
room options
below:**

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date	Time (From/To)
12/1/23	4:45-10:00pm
_____	_____
_____	_____

How many people will attend the rehearsal? 25-30Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

Set up will begin at 4:00pm by the Showcase
Coordinator and a few select members of the
company.

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
12/2/23	4:45pm	7:07pm	10:30pm
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 25-30Anticipated Attendance: 100-150 peopleAdmission Charge: \$7; free for QU studentsPercentage of Hamden Performers: 0

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Keirsten Dunn	275 Mount Carmel Ave, Hamden CT 06518	973-943-8813	Kkdunn@quinnipiac.edu
_____	_____	_____	_____
_____	_____	_____	_____

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)

With the ever-changing COVID-19 guidelines, QU Dance Company is dedicated to both following and enforcing social distancing as the CDC currently recommends. Each member of QU Dance Company has at least received the primary series of the COVID vaccine as per Quinnipiac University's enrollment policies. As of right now, we do not require that our dancers and audience members wear a mask, but it is recommended especially for those who are immunocompromised. As always, we will suggest to audience members that they sit with their "family unit" and leave a few seats in between each other. If COVID-19 cases rise, we will reevaluate and enforce stricter guidelines as the CDC suggests.

RULES AND REGULATIONS

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

Please Initial each numbered guideline

- KD 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.
- KD 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.
- KD 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
- KD 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.
- KD 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.
- KD 6. A permit is not transferable.
- KD 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- KD 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.**
- KD 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.
- KD 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.**
- KD 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.
- KD 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)

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

KD 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.

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

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

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

Kristen Quinn
(Signature)

8/31/23
(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium?

Yes ☐No ☒How many tables will you need? 1 Location: Hallway of entranceHow many movable chairs will you need? 0 Location: _____

Will you need stage lighting for your event?

Yes ☒No ☐**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*

How many follow spotlights will you need?

0 ☐1 ☐2 ☒**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event?

Yes ☒No ☐**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event:

Yes ☒No ☐**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones?

Yes ☒No ☐If yes, # of wireless handheld microphones 0
**Up to two are available at each location*If yes, # of wired handheld microphones 2
**Up to six are available at each location*If yes, # of floor (tap) microphones N/A
**Only available at the high school location*

Will you need Stage Manager / Hands provided by us?

0 ☐1 ☐2 ☒**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*

Will you be using any projections for your event?

Yes ☒No ☐

Will your projections include sound (movies)?

Yes ☒No ☐

Check One:

☐ We will provide our own person to handle the projections☒ I request that a technician from HPS handle the projections

Special requests/instructions: _____

We have had great experiences with Kate, who has been our lighting technician for the past 2 showcases. We would love to work with her again! We also had Samm as our sound technician, and he was great as well.****A technical supervisor will contact you to verify all requests**KD (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

Estimated Fee Calculations

QU Dance Co Fall Showcase 2023 (12/1-12/2, 2023)

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium		\$4,500.00	\$0.00
Black Box (HHS Only)		\$2,250.00	\$0.00
Dressing Rooms (HHS Only)		\$450.00	\$0.00
C107 (HHS Only)		\$1,350.00	\$0.00
Gymnasium		\$2,250.00	\$0.00
Cafeteria		\$1,800.00	\$0.00
Classroom		\$675.00	\$0.00
Music/Band Room (HMS Only)		\$675.00	\$0.00
Field		\$500.00	\$0.00

Utilities

Fee	Hours	Total
\$180.00	11	\$1,980.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	4.5	\$142.92
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	5.75	\$261.86
Clean Up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean Up	2		\$0.00

TOTAL FEES: \$2,657.48

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 10/3/2023To the **Board of Education**:The undersigned hereby make application on behalf of Hamden Heronettes

as association formed for East Zone Invitational Artistic Swimming Meet (Name of Organization)
for permission to use the
(Event Title)

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☐ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium
☐ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

☒ Pool**Hamden Middle School**

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
3/16/2024	7am	8am	8:30pm
3/17/2024	7am	8am	4:30pm
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 120-130 swimmers between the 2 days

Anticipated Attendance: 180-200 swimmer and parent/guests

Admission Charge: NONE

Percentage of Hamden Performers: 80% of the team is Hamden swimmers

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
WaiKam Cheng Nunez	180 Still Hill Road Hamden 06518	917-903-3343	wkcheng@hotmail.com
Patricia Simell	75 Washington Ave. Hamden 06518	203-671-4623	hamdenheronettes@gmail.com
Anna Montgomery	140 Still Hill Road Hamden 06518	203-535-4520	hamdenheronettes@gmail.com

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

CDC Covid-19 guidelines will be followed in the event of a new Covid outbreak(Hamden Heronettes Covid 19 policy available upon request)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

RULES AND REGULATIONS

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

Please initial each numbered guideline

WC

- _____ 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.

WC

- _____ 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.

WC

- _____ 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.

WC

- _____ 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.

WC

- _____ 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.

WC

- _____ 6. A permit is not transferable.

WC

- _____ 7. A permit is not valid unless signed by the Superintendent or his/her designee.

WC

- _____ 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.**

WC

- _____ 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.

N/A

- _____ 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.**

N/A

- _____ 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.

WC

- _____ 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)

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

WC 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.

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

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

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

WaiKam Cheng Nunez

10/3/2023

(Signature)

(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☒How many tables will you need? 20-26 Location: pool deck- outside pool hallway and upstairs hallway-6-8 seats/tablesHow many movable chairs will you need? 15-20 Location: pool deck- outside pool hallwayWill you need stage lighting for your event? Yes ☐ No ☒**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐**Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☐ No ☒**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event: Yes ☐ No ☒**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☒ No ☐

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☒ 1 ☐ 2 ☐Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☐ No ☒Will your projections include sound (movies)? Yes ☐ No ☐

Check One:

☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projectionsSpecial requests/instructions: No food will be allowed in the pool area - only waterswimmers, coaches & judges are not allowed to leave the building during the meet so some food will be brought in by the swimmers and food will be brought in for the coaches and judgesThe Hamden Heronettes Parent Association will clean up all areas at the completion of the meet.We provide our own speaker system- The ONLY equipment needed for this meet are tables and chairs- We provide our own lifeguards.**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

(Initial)



UNITSTA-09

LGEORGE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/30/2023

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

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

PRODUCER
Loomis & LaPann, Inc.
518-792-6561
228 Glen Street, PO Box 2158
Glens Falls, NY 12801

CONTACT NAME: Lori George

PHONE (A/C, No, Ext): (518) 792-6561

FAX (A/C, No): (518) 792-3426

E-MAIL ADDRESS: lgeorge@loomislapann.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: HDI Global Specialty SE

41343

INSURER B: National Union Fire Ins. Co. of Pittsburgh PA

19445

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

USA Artistic Swimming and Its Member Clubs
One Olympic Plaza
Colorado Springs, CO 80909

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input checked="" type="checkbox"/> OTHER: Event	X	HDGL003701150	9/1/2023	9/1/2024	EACH OCCURRENCE \$ 3,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 3,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 Sexual Abuse \$ 1,000,000 COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					Medical 25,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				
B	Participant Accident		SRG9125077-C	9/1/2023	9/1/2024	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
EVENT NAME: Hamden Heronettes Synchronized/Artistic Swimming Training & Events
EVENT DATE: September 1, 2023 - August 31, 2024
EVENT LOCATION: Hamden High School

Hamden High School, Hamden Board of Education and Hamden Recreation Department are named as additional insureds.

CERTIFICATE HOLDER

CANCELLATION

Hamden High School
2040 Dixwell Ave.
Hamden, CT 06514

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

AUTHORIZED REPRESENTATIVE

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 10/10/2023To the **Board of Education**:The undersigned hereby make application on behalf of Hamden Heronettes

as association formed for Figure Meet and Holiday Party tion)
for permission to use the
(Event Title)

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☐ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium
☒ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

☐ Pool**Hamden Middle School**

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

REHEARSAL / PREPARATION

Date	Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐If yes, when do you plan to set up?

_____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
1/13/2024	10:30am	1:00pm	3:00pm

Number of Performers/Presenters: _____
 40-50 people

Anticipated Attendance: _____

Admission Charge: NONE

Percentage of Hamden Performers: 80% of the team
 is Hamden swimmers

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
WaiKam Cheng Nunez	180 Still Hill Road Hamden 06518	917-903-3343	wkcheng@hotmail.com
Patricia Simell	75 Washington Ave. Hamden 06518	203-671-4623	hamdenheronettes@gmail.com
Anna Montgomery	140 Still Hill Road Hamden 06518	203-535-4520	hamdenheronettes@gmail.com

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

CDC Covid-19 guidelines will be followed in the event of a new Covid outbreak
(Hamden Heronettes Covid 19 policy available upon request)

RULES AND REGULATIONS

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

Please initial each numbered guideline

WC

- _____ 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.

WC

- _____ 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.

WC

- _____ 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.

WC

- _____ 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.

WC

- _____ 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.

WC

- _____ 6. A permit is not transferable.

WC

- _____ 7. A permit is not valid unless signed by the Superintendent or his/her designee.

WC

- _____ 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.**

WC

- _____ 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.

WC

- _____ 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.**

WC

- _____ 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.

WC

- _____ 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)

- WC
_____ 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- WC
_____ 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.
- WC
_____ 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

WaiKam Cheng Nunez
(Signature) _____ 10/10/2023
(Date) _____

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☒How many tables will you need? ¹²⁻¹⁵ _____ Location: C 107 already has tablesHow many movable chairs will you need? ⁴⁰⁻⁵⁰ _____ Location: C 107 already has chairsWill you need stage lighting for your event? Yes ☐ No ☒**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*How many follow spotlights will you need? 0 ☒ 1 ☐ 2 ☐**Only our trained technicians are allowed to use our spotlights.*Will you need sound for your event? Yes ☐ No ☒**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*Will you need us to play music during your event: Yes ☐ No ☒**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*Will you be using our microphones? Yes ☐ No ☒

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

Only available at the high school location*Will you need Stage Manager / Hands provided by us? 0 ☒ 1 ☐ 2 ☐Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*Will you be using any projections for your event? Yes ☐ No ☒Will your projections include sound (movies)? Yes ☐ No ☐

Check One:

☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projections

Special requests/Instructions: No food will be allowed in the pool area - only water

We are requesting to have a pot luck party after our figure meet (held during regular pool hours). Our parents association will set up and breakdown room C107 as well as provide a through clean up and return tables and chairs to their original locations.

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

WC _____ (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist



UNITSTA-09

LGEORGE

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/30/2023

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

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

PRODUCER
Loomis & LaPann, Inc.
518-792-6561
228 Glen Street, PO Box 2158
Glens Falls, NY 12801

CONTACT NAME: Lori George

PHONE (A/C, No, Ext): (518) 792-6561

FAX (A/C, No): (518) 792-3426

E-MAIL ADDRESS: lgeorge@loomislapann.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: HDI Global Specialty SE

41343

INSURER B: National Union Fire Ins. Co. of Pittsburgh PA 19445

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

USA Artistic Swimming and Its Member Clubs
One Olympic Plaza
Colorado Springs, CO 80909

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		HDGL003701150	9/1/2023	9/1/2024	EACH OCCURRENCE \$ 3,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 3,000,000
							GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							Sexual Abuse \$ 1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
B	Participant Accident			SRG9125077-C	9/1/2023	9/1/2024	Medical \$ 25,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

EVENT NAME: Hamden Heronettes Synchronized/Artistic Swimming Training & Events

EVENT DATE: September 1, 2023 - August 31, 2024

EVENT LOCATION: Hamden High School

Hamden High School, Hamden Board of Education and Hamden Recreation Department are named as additional insureds.

CERTIFICATE HOLDER

CANCELLATION

Hamden High School
2040 Dixwell Ave.
Hamden, CT 06514

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

AUTHORIZED REPRESENTATIVE

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the
event dateDate 10/20/23

To the Board of Education:

The undersigned hereby make application on behalf of Slamm Jam Basketball Campas association formed for Summer Camp Town partied (Name of Organization)
(Event Title) for permission to use the

Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location.

Hamden High School

- ☐ Auditorium ☐ Black Box ☐ Dressing Rooms
☐ Gymnasium
☐ C107
☐ Cafeteria
☐ Classroom
☐ Athletic Field

Elementary Schools:

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

Equipment Needed:HHS/HMS: See Addendum A and
return with this form.**Elementary Schools:**

- ☐ Tables (how many) _____
☐ Chairs (how many) _____
☐ Other Needs: _____

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

REHEARSAL / PREPARATION

Date	Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐If yes, when do you plan to set up?

_____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
8/5/24 - 8/9/24	8:30pm	9:00am	1:00pm
8/12/24 - 8/16/24	8:30pm	9:00am	1:00pm

Number of Performers/Presenters: 6Anticipated Attendance: 30-40

Admission Charge: _____

Percentage of Hamden Performers: _____

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Shawn Mobilio	17 Tradition Blvd Southbury CT 06488	203-828-7750	smobilio14@gmail.com
_____	_____	_____	_____
_____	_____	_____	_____

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

Will wash hands through out the day.

Will separate campers in groups. We only

need use of gym.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- Sm 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.
- Sm 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.
- Sm 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- Sm 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.
- Sm 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.
- Sm 6. A permit is not transferable.
- Sm 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- Sm 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.
- Sm 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.
- Sm 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.**
- Sm 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.
- Sm 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)

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

Spn 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.

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

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

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

(Signature) _____

(Date) 10/20/23

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium?

Yes ☐No ☒How many tables will you need? N/A Location: _____How many movable chairs will you need? N/A Location: _____

Will you need stage lighting for your event?

Yes ☐No ☒**If no, you will NOT be allowed to access any stage lights, only the overhead work lights.*

How many follow spotlights will you need?

0 ☐1 ☐2 ☒**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event?

Yes ☐No ☐**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event:

Yes ☐No ☒**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones?

Yes ☐No ☒

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

**Only available at the high school location*

Will you need Stage Manager / Hands provided by us?

0 ☐1 ☐2 ☐**Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed.*

Will you be using any projections for your event?

Yes ☐No ☐

Will your projections include sound (movies)?

Yes ☐No ☐

Check One:

☐ We will provide our own person to handle the projections☐ I request that a technician from HPS handle the projectionsSpecial requests/instructions: N/A****A technical supervisor will contact you to verify all requests**

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

