

@sgroenart



SGROENART/ MOODBOARD/ ESTIMATE

Illustrator/Muralist

www.sophiegroenstein.com

PROCESS

01

After introducing ourselves to a client who's interested in a possible mural, we then schedule a brief phone call to go over details such as dimensions, budget, location, timespan, etc.

02

After our phone call, we create a vision board that goes over your brand goals and design ideas so we know what kind of sketches to create for you!

After agreeing upon a free quote, we move forward with a signed contract and begin designing. We base our rates off of the square footage and complexity of the design.

03

3 Concept Sketches: we provide you with 3 sketched mockups for you to choose from. (7-10 days to complete)

1 Round of Revisions: Based on your feedback, we revised the chosen sketch to make the final design. Any additional revisions will be charged at \$50/hr.

After the final design approval, we then begin prepping for installation.

04

Depending on the square footage/complexity of the design, the mural can take 3-5 days or up to 2-3 weeks.

05

Hey, nice wall!

Love your new mural? Make a bold statement and flaunt it with everyone you know!





DESIRED WALLS:

CUSTOM MURAL FOR: Spring Glen School



Wall Space Provided:

- **Cafe: 24x6ft**

List of deliverables included:

- 3 designs to choose from.
- 2 revisions included (if needed).
- Project timeline: Two weeks maximum for the interior murals
- Travel costs included
- High-quality paint for long-lasting mural
- All mural supplies included
- Optional separate payment plans.
- Timelapse/process videos included.
- Multiple posts & and tags to share on socials and enhance business presence
- Insurance cert available upon request



INSPO:



11/28/2023

ESTIMATES

SOPHIE GROENSTEIN
contact@sophiegroenstein.com

Spring Glen School
Patrick Sullivan
psullivan@hamden.org

CUSTOM INTERIOR MURAL

1 Concepts

3 concept designs are created for the graphic.

2 Revisions

2 rounds of revisions included, additional rounds are an added fee.

3 Supplies

Insurance, transportation, ladder, paint, buckets, brushes, etc.

4 Application

Will be created amongst students and individual class time

5 Timelapse Video

Timelapse video & additional photos/process videos included.

**COST: CAFE: \$5,000
USD**

50% due upfront, 50% due after application. (other payment options offered).



Questions?



contact@sophiegroenstein.com



[@sgroenart](https://www.instagram.com/sgroenart)



New England Based

LETS
CONNECT!

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 12/19/23**To the Board of Education:**The undersigned hereby make application on behalf of Hamden Parks & Rec

(Name of Organization)

as association formed for Hamden Diving Clinic 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 ☐

**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
2/5, 2/12	7:30pm	_____	8:30pm
2/6, 2/13, 2/15	8:00pm	_____	9:00pm
2/9	5:00pm	_____	6:00pm
_____	_____	_____	_____

Number of Performers/Presenters: 10

Anticipated Attendance: 5

Admission Charge: _____

Percentage of Hamden Performers: 80

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

Address (Number, Street, Town, Zip)

Email Address

26 Monterey Ave Hamden CT
06518

jemclouse@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)

Capacity for the program is no more than 15 and parents/guardians will be required to stay in the stands.

RULES AND REGULATIONS

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

Please Initial each numbered guideline

- J 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. Insurance certificates must be provided prior to approval.
- 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.
- J 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.
- J 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.
- J 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.
- J 6. A permit is not transferable.
- J 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- J 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.
- J 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.
- J 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.**
- J 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.
- J 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) Event will be canceled if such certificates are not provided prior to approval. See attached insurance sample

- J 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- J 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.
- J 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. All outstanding payments must be current in order to rent facilities.

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:

Jody E Clouse
(Signature)

12/18/23
(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? _____ Location: _____

How many movable chairs will you need? _____ Location: _____

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

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

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

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

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

Sound Supervisor	\$130 per hour
Lighting Supervisor	\$130 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$90 per hour

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

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

ROOM RENTAL FEES		GROUP I, II, III		GROUP IV
Hamden High	Auditorium (Capacity 600)			\$1500/day
	Black Box	\$0		\$750/day
	Dressing Rooms	\$0		\$150/day
	Gymnasium	\$0		\$750/day
	C107	\$0		\$450/day
Hamden Middle	Cafeteria	\$0		\$600/day
	Classroom	\$0		\$225/day
Hamden Middle	Auditorium (Capacity 500)	\$0		\$1500/day
	Gymnasium	\$0		\$450/day
	Cafeteria	\$0		\$600/day
	Classroom	\$0		\$225/day
Elementary	Auditorium	\$0		\$450/day
	Gymnasium	\$0		\$450/day
	Cafeteria	\$0		\$375/day
	Classroom	\$0		\$225/day

Custodian Fees¹:

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

Security Fees²:

Time and one-half	\$31.76 per hour Monday – Saturday
Double Time	\$42.34 per hour Sunday and Holidays
Utility Fee (Group III & IV)	\$60.00 per hour

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)

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. 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)



INSURANCE REQUIREMENTS FOR USE OF BOE FACILITIES **SAMPLE**

The BOE insurance requirements for the use of School Facilities requires limits in the amount of:

General Liability:	\$1,000,000.00 per occurrence
General Aggregate:	\$2,000,000.00
Excess:	\$2,000,000.00

Please provide your insurance agent with a copy of this notice prior to submitting your Certificate of Insurance. Certificates of Insurance are required to be submitted with your application for use of the facility, prior to board approval, or event will be canceled and **must**:

- 1) Identify Hamden Public Schools as a certificate holder
- 2) Name the Hamden Board Education, its Governing Board, Official, Agents and Employees as additional insureds.
- 3) Include the language "on a primary, non-contributory basis" and "waiver of subrogation applies in favor of the Hamden Board of Education and all other required parties". Copies of the endorsements for the additional insured and primary non-contributory, waiver of subrogation language must be provided.
- 4) Events where alcoholic beverages will be served / sold must include Liquor Liability coverage with limits \$1,000,000 per occurrence and \$2,000,000 aggregate
- 5) Sports Leagues / Camps / Clinics must include Sexual Abuse and Molestation coverage with limits of \$1,000,000 per occurrence and \$2,000,000 aggregate

The Hamden Board of Education reserves the right in its sole discretion to require additional insurance.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

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

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

PRODUCER Insurance Company	CONTACT NAME:	
	PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL: ADDRESS:	
INSURED Applicant SAMPLE	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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 INSR / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY					EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COM/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR					EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTIONS					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

Hamden Board of Education, It's Governing Board, Officials, Agents and Employees and Facilities.

CERTIFICATE HOLDER**CANCELLATION**

Hamden Public Schools
60 Putnam Ave
Hamden Ct 06517

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

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - DESIGNATED PERSON OR
ORGANIZATION**

Policy Number;
Insured:

This endorsement modifies insurance provided under the following

SAMPLE

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
Hamden Public Schools 60 Putnam Ave Hamden, CT 06517
Information required to complete this Schedule, if not shown above will be shown in the Declarations.

Section II WHO IS AN INSURED is amended to include as an insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions of the acts or omissions of those acting on your behalf.

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.

To the extent any of the additional insureds

named herein are liable for occurrences arising out of the named insured's negligent acts or omissions, the insurance afforded to the additional insureds under this endorsement is primary insurance over any other valid or collectible insurance which the additional insureds may have with respect to loss under any of the listed policies. Other insurance of any additional insured applicable to loss is non-contributory and excess over the coverage provided by this endorsement, and the amount of the company's liability under this policy shall not be reduced by the existence of such other insurance.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**WAIVER OF TRANSFER OF RIGHTS OF RECOVERY
AGAINST OTHERS TO US**

This endorsement modifies insurance provided under the following: COMMERCIAL

GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

HAMDEN BOARD OF EDUCATION, ITS GOVERNING BOARD, OFFICIALS, AGENTS AND
EMPLOYEES

SAMPLE

Information required to complete this Schedule, if not shown above, will be shown in the Declaration.

The following is added to Paragraph 8. Transfer Of
Rights Of Recovery Against Others To Us of Section
IV - Conditions:

We waive any right of recovery we may have against the
person or organization shown in the Schedule above
because of payments we make for injury or damage arising
out of your ongoing operations or "your work" done under a
contract with that person or organization and included in the
"products-completed operations hazard. This waiver
applies only to the person or organization shown in the
Schedule above.

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 more than **SIX Months** before the event date.

Date 1/11/21

To the Board of Education

The undersigned hereby make application on behalf of Whitbyville Civic Assoc.

an association formed for Prayerfully Meetings 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 ☐ Banquet Room ☐ Gymnasium
☐ C-107
☐ 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:

MHS/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 timing information for each date.

Date	Arrival Time	Event Time	End Time
1/11/21	6:30	7:00	8:30
1/11/21	6:30	7:00	8:30
1/11/21	6:30	7:00	8:30
1/11/21	6:30	7:00	8:30

Number of Performers/Performers _____

Anticipated Attendance _____

Admission Charge _____

Percentage of Hamden Performers _____

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 #1330.7)
13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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: [Signature] Date: 1/11/18

The charges for this building use application will be reflected on a "LIQUIDATION sheet" and advise that you will receive once the usage is approved, heating and custodial 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.edu, or by contacting the Facilities Department at (203) 621-1303.

Approved by Board of Education _____ Date _____

PRINT names of applicants. Please write legibly & not typed

Contact Name

Address (Number, Street, Town, Zip)

Telephone

(Email Address)

Liz Helling

framed at a concert. net

203-671-0757

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- 2 When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3 If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4 The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Set-up 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 denial.
- 9 When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10 Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to

Donnarummo, Taryn

From: Liz Hellwig <framedct@comcast.net>
Sent: Friday, January 12, 2024 1:56 PM
To: Donnerummo, Taryn
Subject: Fwd: Putnam Ave Application

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

Begin forwarded message:

From: framed printing <framedprinting1224@gmail.com>
Subject: Putnam Ave Application
Date: January 12, 2024 at 12:33:43 PM EST
To: framedct@comcast.net

Liz

I sent this but it gave me an email return that is was blocked.
I'm sending it to you to see if it will accept it from your email

T

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 01/07/2024To the **Board of Education**:The undersigned hereby make application on behalf of Candra's Christian Dance Company

(Name of Organization)

as association formed for Spring Dance Recital 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) 6
☒ Chairs (how many) 12
☒ Other Needs:

A classroom is needed to
for the children to change their
outfits

REHEARSAL / PREPARATION

Date 4/19/24 Time (From/To) 5:30pm-8:00pm

How many people will attend the rehearsal? 25Will 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 4/20/24 Arrival Time 12:00pm Event Time 4:00pm End Time 7:00pm

Number of Performers/Presenters: 25Anticipated Attendance: 150Admission Charge: 25.00Percentage of Hamden Performers: 25%

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u> <u>Email Address</u>	<u>Telephone</u>
Candra Bacote	1133 Dixwell Ave. Hamden, CT 06514	203-751-0184
	candraschristandanceco@gmail.com	

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.

11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.

12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

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

15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the 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)

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? 6 Location: HallwayHow many movable chairs will you need? 12 Location: 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 1**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

****A technical supervisor will contact you to verify all requests**CKB (Initial)**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

[Home](#) [Calendar](#) [Availability](#) [New Schedule](#) [Documents](#) [Account Setup](#)Search for  [Advanced Search](#)[Services](#) | [Help](#)Actions: [Add](#) | [List](#) | [Graph](#) | [Report](#)

Organization

Legend

Filtering

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

-- Filter By Organization Type --

Quick Find: cand





go

1 - 2 of total 2 listed

[+ Add New Organization](#)[Previous 20](#) [Next 20](#)

Organization Name	Address	Subscription Fees	Total Payments	Remaining Fees
 Candra's Christian Dance Company	29 Upland Terrace Ansonia CT 06401	\$2,275.71	\$1,125.95	\$1,153.75
 Interview candidates		\$0.00	\$0.00	\$0.00

[+ Add New Organization](#)[Previous 20](#) [Next 20](#) Print This

-  Sort on this field
-  Subscribe to this item
-  Unsubscribe from this item
-  Insurance Expired
- ctrl+MShortcut menu

 Live chat

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

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

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

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

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

Group IV Hamden-based businesses with a physical address/building/location in Hamden. This includes organizations or groups and "for-profits" such as dance studios, private schools, commercial entities, etc.

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

Sound Supervisor	\$130 per hour
Lighting Supervisor	\$130 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$90 per hour

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

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

		ROOM RENTAL FEES	
		GROUP I, II, III	GROUP IV
Hamden High	Auditorium (Capacity 600)	\$0	\$4500/day
	Black Box	\$0	\$2250/day
	Dressing Rooms	\$0	\$450/day
	Gymnasium	\$0	\$2250/day
	C107	\$0	\$1350/day
	Cafeteria	\$0	\$1800/day
	Classroom	\$0	\$675/day
Hamden Middle	Auditorium (Capacity 500)	\$0	\$4500/day
	Gymnasium	\$0	\$2250/day
	Cafeteria	\$0	\$1800/day
	Classroom	\$0	\$675/day
Elementary	Auditorium	\$0	\$1350/day
	Gymnasium	\$0	\$1350/day
	Cafeteria	\$0	\$1125/day
	Classroom	\$0	\$675/day

Custodian Fees¹:

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

Security Fees²:

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

Utility Fee (Group III & IV) \$180.00 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, 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)

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. 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)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
08/15/2023

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 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 NEXO Insurance 111 N. Sepulveda Blvd., Suite 325 Manhattan Beach, CA 90266	CONTACT NAME Alternative Balance LLC PHONE 1-800-871-3848 FAX (A/C No.) E-MAIL contact@alternativebalance.com ADDRESS INSURER(S) AFFORDING COVERAGE INSURER A: Lio Specialty Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 17346
INSURED Candra Bacote Candra's Christian Dance Company 1125 Dixwell Ave Hamden, CT 06514		

COVERAGES **CERTIFICATE NUMBER:** WIN 1000000001-00-AL169725 **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 INSR 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	<input checked="" type="checkbox"/>	WIN 1000000001- 00-AL169725	08/15/2- 023	08/15/2- 024	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> PROFESSIONAL LIABILITY (Claims Made)	PERSONAL & ADV INJURY \$ Included				
	AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	GENERAL AGGREGATE \$ 3,000,000				
		PRODUCTS - COMP/OP AGG \$ 2,000,000				
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER EL EACH ACCIDENT \$ EL DISEASE - EA EMPLOYEE \$ EL DISEASE - POLICY LIMIT \$
A	Accident Medical Expense Accidental Death, Dismemberment & Paralysis		WIA1000000002-00	08/15/2- 023	08/15/2- 024	\$25,000 Accident Medical Aggregate \$500 Deductible \$1,000,000 AD&D Aggregate

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

It is understood and agreed that the Certificate Holder is named as Additional Insured, subject to all policy terms, conditions, and exclusions

CERTIFICATE HOLDER Elm city industrial properties, inc 1125 Dixwell Ave Hamden CT 06518	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Miriam Ball <i>Miriam Ball</i>
-------------------------------------------------------------------------------------------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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Fee Calculations

Candra's Christian Dance Company

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	2		\$0.00
Black Box (HHS Only)			\$0.00
Dressing Rooms (HHS Only)			\$0.00
C107 (HHS Only)			\$0.00
Gymnasium			\$0.00
Cafeteria			\$0.00
Classroom	2		\$0.00
Music/Band Room (HMS Only)			\$0.00
Field			\$0.00

Utilities

Fee	Hours	Total
\$60.00	7	\$420.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	7	\$444.64
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open		1	\$45.54
Event		7	\$45.54
Clean Up		1	\$45.54

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

TOTAL FEES: \$1,046.26

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 11/9/2024

To the Board of Education:

The undersigned hereby make application on behalf of Whitney players

(Name of Organization)

as association formed for Spring Musical 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)
Tues 4/16	5-10pm tech only
4/17-4/19	5-10pm

How many people will attend the rehearsal? 30-40Will your event require set up? Yes ☐ No ☒

If yes, when do you plan to set up?

Tech work on Tues 4/16 5-10pm**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
4/25-4/27	5:00	7:00	10:00
4/27	noon	2:00/7:00	10:00

Number of Performers/Presenters 30+Anticipated Attendance: 150Admission Charge: \$20Percentage of Hamden Performers 75-80%

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone
Cindy Simell-Devae	26 W. Helen St. Hamden, CT 06514 Cindy.sdevae@comcast.net	203 640 4648 203 281-6007
Jennifer Buonfiglio	402 NoAHigh St. E. Haven, CT jbuonfiglio@east-haven.k12.ct.us	203 779-9129
Jackie Downing	41 Hideaway, Hamden, CT jackie0832@comcast.net	203 687 6392

RULES AND REGULATIONS

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

Please initial each numbered guideline

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

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

Cynthia O. Simmonds 11/9/2024
(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? 4 Location: lobbyHow many movable chairs will you need? 8 Location: lobbyWill 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 (lap) 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: Genie Lift for Tech rehearsal 4/11/24****A technical supervisor will contact you to verify all requests****OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

CSD (initial)

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

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

- Group I** Official Town organizations and agencies such as Parks & Recreation, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PISO, 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** Hamden-based businesses with a physical address/building/location in Hamden. This includes organizations or groups and "for-profits" such as dance studios, private schools, commercial entities, etc.
- Group I – No fees**
- Group II – Direct labor costs and technical fees**
- Group III – Utilities, direct labor costs and technical fees**
- Group IV – Rental fees, utilities, direct labor costs and technical fees**
- Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517, attention to Finance or Facilities Department

Technical Fees (Sound, lighting, equipment)	
Sound Supervisor	\$130 per hour
Lighting Supervisor	\$130 per hour
Professional Technician	\$50 per hour
Student Technician	\$30 per hour
Sound System Usage (performance or rehearsal day)	\$50 per hour
Lighting System Usage (performance or rehearsal day)	\$30 per hour

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

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

	ROOM RENTAL FEES	
	GROUP I, II, III	GROUP IV
Hamden High		
Auditorium (Capacity 600)	\$0	\$4500/day
Black Box	\$0	\$2250/day
Dressing Rooms	\$0	\$450/day
Gymnasium	\$0	\$2250/day
C107	\$0	\$1350/day
Cafeteria	\$0	\$1800/day
Classroom	\$0	\$675/day
Hamden Middle		
Auditorium (Capacity 500)	\$0	\$4500/day
Gymnasium	\$0	\$1350/day
Cafeteria	\$0	\$1800/day
Classroom	\$0	\$675/day
Elementary		
Auditorium	\$0	\$1350/day
Gymnasium	\$0	\$1350/day
Cafeteria	\$0	\$1125/day
Classroom	\$0	\$675/day

Custodian Fees¹:

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

Security Fees²:

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

Utility Fee (Group III & IV) \$180.00 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, 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)

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. 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)

My Organizations

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-- Filter By Organization Type --























Quick Find:

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21 - 40 of total 62 listed

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Organization Name 	Address 	Total Invoiced Fees	Total Payments	Balance Due
 Whitney Players		\$0.00	\$0.00	\$0.00
 Whitney Players Theater Company	26 Helen Street Hamden, CT 06514	\$17,507.44	\$0.00	\$17,507.44
 Whitneyville Civic Association	26 August St. Hamden, CT 06517	\$273.24	\$0.00	\$273.24
 Whitson Council 4 AFSCME	666 Old Country Road, Suite 202 Garden City, NY 11530	\$0.00	\$0.00	\$0.00
 Whitson's		\$0.00	\$0.00	\$0.00
 Whitson's Food Service		\$0.00	\$0.00	\$0.00
 Whitson's Set Up for Operations Meeting		\$0.00	\$0.00	\$0.00
 Whitsons		\$0.00	\$0.00	\$0.00
 Whitsons Culinary group		\$0.00	\$0.00	\$0.00
 Whitsons free, reduce B. McLain		\$0.00	\$0.00	\$0.00
 William Begina	996 Pleasant Hill Drive Orange, CT 06477	\$0.00	\$0.00	\$0.00
 William Harrison		\$0.00	\$0.00	\$0.00
 WILLIAM SOMMER		\$0.00	\$0.00	\$0.00
 Winter Concert		\$0.00	\$0.00	\$0.00
 Winter Concert - Nyquist		\$0.00	\$0.00	\$0.00
 Winter Concert Rehearsal		\$0.00	\$0.00	\$0.00
 Winter Concert Rehearsal - Nyquist		\$0.00	\$0.00	\$0.00
 Winter Concert Rehearsal - Nyquist		\$0.00	\$0.00	\$0.00
 Wintergreen Hills Congregation		\$645.42	\$0.00	\$645.42
 Wintergreen Magnet School Sub-Committee		\$0.00	\$0.00	\$0.00

+ Add New Organization

◀ Previous 20 Next 20 ▶

 Print This!

Fee Calculations

Whitney Players 4/25-4/27

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	3	\$4,500.00	\$13,500.00
Black Box (HHS Only)			\$0.00
Dressing Rooms (HHS Only)			\$0.00
C107 (HHS Only)			\$0.00
Gymnasium			\$0.00
Cafeteria			\$0.00
Classroom	3	\$675.00	\$2,025.00
Music/Band Room (HMS Only)	3	\$675.00	\$2,025.00
Field			\$0.00

Utilities

Fee	Hours	Total
\$60.00	20	\$1,200.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	20	\$1,270.40
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open		1	\$45.54
Event		20	\$683.10
Clean Up		1	\$45.54

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

TOTAL FEES: \$20,794.18

FSD # _____

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.Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to **SIX MONTHS** before the event date.Date 1/16/24

To the Board of Education:

The undersigned hereby make application on behalf of Whitney Players
(Name of Organization)as association formed for Summer Theater Program (camp)
(Event Title) for permission to use the

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

Hamden High School ☐HHS: ☐ Auditorium/Black Box/Dressing Rooms

Equipment Needed:

Hamden Middle School ☒☐ Gymnasium

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

☐ C107☐ Cafeteria☐ Classroom☐ Athletic Field/Pool (please circle option)**Elementary Schools:**Bear Path ☐HMS: ☒ Auditorium**Elementary Schools:**Church Street ☐☐ Gymnasium☐ Tables (how many) _____Dunbar Hill ☐☒ Cafeteria☐ Chairs (how many) _____Helen Street ☐☐ Classroom☐ Other Needs: _____Ridge Hill ☐☒ Music/Band RoomShepherd Glen ☐**Elementary Schools:**Spring Glen ☐☐ GymnasiumWest Woods ☐☐ CafeteriaWintergreen ☐☐ Classroom**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
7/1/24 - 7/12/24	8:30 AM	9:00	4:00
7/13/24	noon	2:00/7:00	10:00 PM

Camp is Mon-Fri 7/1-7/5
7/8-7/12Number of Performers/Presenters: 80-100Anticipated Attendance: 80-100Admission Charge: Camp \$595 tickets \$15Percentage of Hamden Performers: 75-80%**REHEARSAL / PREPARATION**

Date	Time (From/To)
Tues 7/9/24	5-10 pm
Fri 7/12/24	5-10 pm

How many people will attend the rehearsal? 80-100Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

THURS + FRIDAY tech rehearsalswill need gear lift 7/9/24

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.

PSD

(initials)

FSD # _____

PRINT names of applicants.

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Cindy Simell-Devee	26 W Helen St. Hamden		
Jennifer Bucifiglio	402 N High St. E. Haven		
Jackie Downing	41 Hilderway Lane Hamden		

RULES AND REGULATIONS

3513R

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

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

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

 (Signature) _____ (Date) 11/16/24

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 _____

(Initials)

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)

[illegible]

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? 4Location: LobbyHow many movable chairs will you need? 8Location: Lobby

Will you need stage lighting for your event?

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

How many follow spotlights will you need?

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

Will you need sound for your event?

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

Will you need us to play music during your event:

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

Will you be using our microphones?

Yes ☒No ☐

If yes, # of wireless handheld microphones _____

**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: We use our own sound (Fred Scott and Greg Downing for lighting)
Horizon Sound
They will need access to the booth 7/9, 7/12 & 7/13**OFFICE USE ONLY**

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

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

(SID) (initials)

All Organizations

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-- Filter By Organization Type --

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21 - 40 of total 62 listed

Organization Name Organization Type	Address	Total Invoices Paid	Total Payments	Balance Due
Whitney Players		\$0.00	\$0.00	\$0.00
Whitney Players Theater Company	26 Helen Street Hamden, CT 06514	\$17,507.44	\$0.00	\$17,507.44
Whitneyville Civic Association	26 Augur St. Hamden, CT 06517	\$273.24	\$0.00	\$273.24
Whitson Council 4 AFSCME	666 Old Country Road, Suite 202 Garden City, NY 11530	\$0.00	\$0.00	\$0.00
Whitson's		\$0.00	\$0.00	\$0.00
Whitson's Food Service		\$0.00	\$0.00	\$0.00
Whitson's Set Up for Operations Meeting		\$0.00	\$0.00	\$0.00
Whitsons		\$0.00	\$0.00	\$0.00
Whitsons Culinary group		\$0.00	\$0.00	\$0.00
Whitsons free, reduce B. McLain		\$0.00	\$0.00	\$0.00
William Begina	996 Pleasant Hill Drive Orange, CT 06477	\$0.00	\$0.00	\$0.00
William Harrison		\$0.00	\$0.00	\$0.00
WILLIAM SOMMER		\$0.00	\$0.00	\$0.00
Winter Concert		\$0.00	\$0.00	\$0.00
Winter Concert - Nyquist		\$0.00	\$0.00	\$0.00
Winter Concert Rehearsal		\$0.00	\$0.00	\$0.00
Winter Concert Rehearsal - Nyquist		\$0.00	\$0.00	\$0.00
Winter Concert Rehearsal - Nyquist		\$0.00	\$0.00	\$0.00
Wintergreen Hills Congregation		\$645.42	\$0.00	\$645.42
Wintergreen Magnet School Sub-Committee		\$0.00	\$0.00	\$0.00

+ Add New Organization

◀ Previous 20 Next 20 ▶

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CHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC SCHOOL ACILITIES AND SITES

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied.

Technical Fees (Sound, Lighting, equipment)

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

Lighting/Sound technicians and Supervisory fees will be billed after event.

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

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

Custodian Fees¹:

Time and one-half
Double Time

\$45.54 per hour
\$60.72 per hour

Monday – Saturday
Sunday and Holidays

Security Fees²:

Time and one-half
Double Time

\$31.76 per hour
\$42.34 per hour

Monday – Saturday
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 hour (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

Fee Calculations

Whitney Players Summer Theater Program 7/9/24 & 7/12/24

Processing Fee: \$45

Rooms	Days	Fee	Total
Auditorium	2	\$4,500.00	\$9,000.00
Black-Box (HHS Only)			\$0.00
Dressing Rooms (HHS Only)			\$0.00
C107 (HHS-Only)			\$0.00
Gymnasium			\$0.00
Cafeteria			\$0.00
Classroom	2	\$675.00	\$1,350.00
Music/Band Room (HMS Only)	2	\$675.00	\$1,350.00
Field			\$0.00

Utilities

Fee	Hours	Total
\$60.00	10	\$600.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	10	\$635.20
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open		1	\$45.54
Event		10	\$455.40
Clean Up		1	\$45.54

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

TOTAL FEES: \$13,481.68

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 10/20/23

To the Board of Education:

The undersigned hereby make application on behalf of Slamm's Junior Basketball Camp

(Name of Organization)

as association formed for Summer Camp Town partnership 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)

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: _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
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 projections

Special 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

