@sgroenart



Illustrator/Muralist



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.



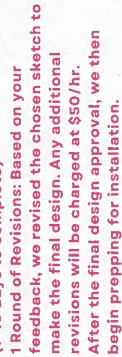
After our phone call, we create a vision board that goes over your brand goals and design ideas so we know what kind of sketches to create for you!

After agreeing upon a free quote, we move forward with a signed contract and begin



designing. We base our rates off of the

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





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



Hey, nice wall!

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

DESIBED 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







STIMATES



11/28/2023

SOPHIE GROENSTEIN contact@sophiegroenstein.com

Spring Glen School Patrick Sullivan psullivan@hamden.org

CUSTOM INTERIOR MURAL

Concepts

3 concept designs are created for the graphic.

Revisions

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

Supplies

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

Application

Will be created amongst students and individual class time

5 Timelapse Video

Timelapse video & additional photos/process videos included.

COST: CAFE: \$5,000

OSD

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



CONTECT:

Questions?

► contact@sophiegroenstein.com

@sgroenart

New England Based

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

	behalfof Hamden Parks & Rec	
	(Name	e of Organization)
sociation formed for <u>Hamden Diving Clinic</u>		for permission to use the
	(Event Title)	
e check the box next to the rooms you are re	equesting. The rooms available	for use are listed under their location.
Hamden High School		
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary Schools:	Equipment Needed:
☐ Gymnasium	Bear Path □	HHS/HMS: See Addendum A and
□ C107	Church Street □	return with this form.
□ Cafeteria	Dunbar Hill □	
□ Classroom		Elementary Schools:
Athletic Field Pool	Helen Street □	☐ Tables (how many)
	Ridge Hill 🗆	☐ Chairs (how many)
Henrich Beliedle Colonel	Shepherd Glen□	Other Needs:
Hamden Middle School	Spring Glen	El Other Needs,
☐ Auditorium ☐ Gymnasium ☐ Cafeteria	West Woods □	
☐ Cáfeteria ☐ Classroom	Please choose from	
Music/Band Room	the elementary	
	room options	
	below:	
Central Office		14
☐ Gymnasium	_	
III Read Dead	☐ Classroom	
☐ Board Room		
☐ Board Room ☐ Room 101		
	☐ Cafeteria	
	☐ Cafeteria	
□ Room 101	☐ Cafeteria	
	☐ Cafeteria ☐ Gymnasium	EVENT INFORMATION
Rehearsal / Preparation	☐ Cafeteria☐ Gymnasium	EVENT INFORMATION 5. please indicate clearly information for each date
□ Room 101	☐ Cafeteria☐ Gymnasium "If multiple dates	s please indicate clearly information for each date
REHEARSAL / PREPARATION	Cafeteria Gymnasium *If multiple dates Date	s please indicate clearly information for each date Arrival Time Event Time End Time
REHEARSAL / PREPARATION	Cafeteria Gymnasium *If multiple dates Date 2/5, 2/12	Arrival Time Event Time End Time 7:30pm 8:30pm
Rehearsal / Preparation	□ Cafeteria □ Gymnasium *If multiple dates Date 2/5, 2/12 2/6, 2/13, 2/1	Arrival Time Event Time End Time 7:30pm 8:30pm 9:00pm
REHEARSAL / PREPARATION	Cafeteria Gymnasium *If multiple dates Date 2/5, 2/12	Arrival Time Event Time End Time 7:30pm 8:30pm
REHEARSAL / PREPARATION Date Time (From/To	□ Cafeteria □ Gymnasium *If multiple dates Date 2/5, 2/12 2/6, 2/13, 2/1	Arrival Time Event Time End Time 7:30pm 8:30pm 9:00pm
REHEARSAL / PREPARATION	□ Cafeteria □ Gymnasium *If multiple dates Date 2/5, 2/12 2/6, 2/13, 2/1	Arrival Time Event Time End Time 7:30pm 8:30pm 9:00pm
REHEARSAL / PREPARATION Date Time (From/To	Cafeteria Gymnasium *If multiple dates Date 2/5, 2/12 2/6, 2/13, 2/1 2/9	Arrival Time Event Time End Time 7:30pm 8:00pm 9:00pm 5:00pm 6:00pm
REHEARSAL / PREPARATION Date Time (From/To How many people will attend the rehearsal?	□ Cafeteria □ Gymnasium *If multiple dates □ Date 2/5, 2/12 2/6, 2/13, 2/1 2/9 Number of Pe	Arrival Time Event Time End Time 7:30pm 8:00pm 5:00pm 6:00pm erformers/Presenters: 10
REHEARSAL / PREPARATION Date Time (From/To	□ Cafeteria □ Gymnasium *If multiple dates □ Date 2/5, 2/12 2/6, 2/13, 2/1 2/9 Number of Pe	Arrival Time Event Time End Time 7:30pm 8:00pm 9:00pm 5:00pm 6:00pm
REHEARSAL / PREPARATION Date Time (From/To How many people will attend the rehearsal?	Cafeteria Gymnasium "If multiple dates Date 2/5, 2/12 2/6, 2/13, 2/1 2/9 Number of Pe	Arrival Time Event Time End Time 7:30pm 8:30pm 9:00pm 5:00pm 6:00pm erformers/Presenters: 10
REHEARSAL / PREPARATION Date Time (From/To How many people will attend the rehearsal?	Cafeteria Gymnasium "If multiple dates Date 2/5, 2/12 2/6, 2/13, 2/1 2/9 Number of Pe	Arrival Time Event Time End Time 7:30pm 8:00pm 5:00pm 6:00pm erformers/Presenters: 10

PRINT names of applicants. Plea	ase write legibly if not typed	FS	D#
Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Jody Clouse	26 Monterey Ave Hamden CT	2032158329	jemclouse@gm ail.com
the plan for audience (cap	plan to comply with the state and CDC Covid-19 go acity, seating, entry and exit) as well as performe thave this information before the Board will consi	ers on stage and back s	tage (masks, social

you may attach a separate document with your protocols)

pacity for the programstands.	n is no more tha	an than 15 a	and parents/g	guardians wi	Il be require	ed to stay
otanus.		79				
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RULES AND REGULATIONS

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

Please initial each numbered guideline

11.	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.
<u> </u>	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.
<u> </u>	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.
<u>J</u> 6.	A permit is not transferable.
<u> </u>	A permit is not valid unless signed by the Superintendent or his/her designee.
<u>J</u> 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.
	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.
	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 (Boa	A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval and Policy #1330.2) Event will be canceled if such certificates are not provided prior to approval. See attached insurance sample

	FSD #
<u>J</u> 13. We <u>cannot</u> reserve any date(s) before the approval of your application. Therefore, ret	urn this application as soon as possible
J 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline required compliance during event or risk losing future rental status.	nents and must ensure
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 Facilities Office. We request that you do not give payments to the schools directly. All o in order to rent facilities.	
If said permission is granted, we hereby agree to strictly comply with the rules of Education governing the use of public-school buildings, to take the utmost of property, to make good any damage to or loss of school property arising from of the building and to provide necessary police attendance. A certificate of instance of the school property arising from the building and to provide necessary police attendance.	care in the use of the school our occupancy of any portion

I have read and agree with the above rule	s and regulations set forth by the Hamden	Board of Education:
Jody E Clouse	12/18/23	
(Signature)	(Date)	
The charges for this building use application will be technical services fees will be billed separately. The available on-line at www.hamden.org , or by contact	se charges are to be paid, by check or money order,	ou will receive once the usage is approved; lighting and to the <u>Hamden Board of Education.</u> The fee schedule is
Approved by Board of Education:	Date	

not affiliated with the Hamden Public School District is required

	STD #	
	FSD #	
ng	board, amplifiers, speakers and	
		15
tra	cted. If you need contact with both	
	OFFICE USE ONLY	
	Supervisor	
	Lighting Board Operator	
	Sound Operator	

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 \square *You may bring in your own sound for the event. If you choose that option, our sound system including mixi 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 🗆 *Note: If you plan to have curtains open/close or anything flown in, a minimum of 1 stage hand must be consides 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: Spotlight 1 Spotlight 2 **A technical supervisor will contact you to verify all requests **ASM** (Initial) **Projection Specialist**

SCHEDULE OF RENTAL CHARGES FOR USE OF PUBLIC-SCHOOL

FACILITIES AND SITES

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

Group II Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as; 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'sservice clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, WMCA, 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 h
Lighting Supervisor	\$130 per h
Professional Technician	\$50 per ho
Student Technician	\$30 per ho
Sound System Usage (performance or rehearsal day)	\$50 per ho
Lighting System Usage (performance or rehearsal day)	\$90 per ho

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

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

		ROOM RENTAL FEES	ITAL FEES	
		GROUP I, II, III	GROUP IV	
				_
	Auditorium (Capacity 600)	\$0	\$1500/day	
ų8į	Black Box	\$0	\$750/day	
Ηu	Dressing Rooms	\$0	\$150/day	
əpi	Gymnasium	\$0	\$750/day	
nel	C107	\$0	\$450/day	
Н	Cafeteria	\$0	\$600/day	
	Classroom	\$0	\$225/day	
Э				
ppi	Auditorium (Capacity 500)	0\$	\$1500/day	
M	Gymnasium	\$0	\$450/day	
цәр	Cafeteria	0\$	\$600/day	_
ше	Classroom	20	\$225/day	
H				
A.	Auditorium	Q	CAED/A222	
etn:		05	\$450/day	
аша	Cafeteria	\$0	\$375/day	
Elf	Classroom	\$0	\$225/day	

Custodian Fees1:

Time and one-half \$45.54 per hour Monday – Saturday

Bouble 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)

V) \$60.00 per hour

¹Group 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)

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

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



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 <u>must</u>:

- 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.
- 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(les) 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). CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER Insurance Company FAX (A/C, No); **INSURER(S) AFFORDING COVERAGE** NAIC # INSURER A : INSURED INSURER B Applicant SAMPLE 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. ADDL SUBN TYPE OF INSURANCE POLICY NUMBER GENERAL LIABILITY s 1,000,000 **EACH OCCURRENCE** DAMAGE TO RENTED PREMISES (Ea occurrence) X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR MED EXP (Any one person) Α \$ 1,000,000 PERSONAL & ADV INJURY 2,000,000 **GENERAL AGGREGATE** • GEN'L AGGREGATE LIMIT APPLIES PER 2,000,000 PRODUCTS - COMP/OP AGG S POLICY PRO-AUTOMOBILE LIABILITY COMBINED SINGLE LIMIT (Ea accident) ANY AUTO BODILY INJURY (Per person) SCHEDULED AUTOS NON-OWNED ALL OWNED **BODILY INJURY (Per accident)** PROPERTY DAMAGE (Per accident) HIRED AUTOS UMBRELLA LIAB OCCUR 2,000,000 **EACH OCCURRENCE** X **EXCESS LIAB** CLAIMS-MADE AGGREGATE 2,000,000 A 050 RETENTIONS WORKERS COMPENSATION 땑 AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT (Mandatory In NH)
If yes, describe under
DESCRIPTION OF OPERATIONS below E.L. DISEASE . EA EMPLOYEE \$ EL. DISEASE - POLICY LIMIT S DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 161, 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 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE Hamden Public Schools THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. 60 Putnam Ave Hamden Ct 06517 AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)

© 1988-2010 ACORD CORPORATION. All rights reserved.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

Policy Number, Insured:

This endorsement poddles if surfice provided to the following

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 ext r

ny 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.

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



Information required to complete this Schedee, 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.

D-mile.	200			
FSD				

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

6009-atoms IMMER to filed at level SIX WEEKS before the day for wheth a at most that will not be accounted zono to SIX Healths before the central date.

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		Date1/11/21
the Board of Education.	1111388	600001
The undersigned hereby make application on	beautor 100 h 27 AUC 3 U. // C	t Uidie Hespic
s association formed for the size 1 h. I	276,522M	tor becurrency to rite the
	(Event Title) G	
lease check the box next to the rooms you are :	equesting. The rooms available:	for use are listed under their location
M		
Hamden Righ School Distriction District Son Observer Source	Elementary Schools	Louisment hireded.
D Symposium Linear sol Corresponding	Saw Path []	HHS/HAIS: See Addendum A and
Delot	Church Street [2]	return with this form
D Calenera	Denhar Hill []	Contractions than
D Castroom	Helen Street D	
☐ Activide Field	Ricino Hill [2]	Elementary Schools
	Sheeherd Glen	☐ Tables (how make)
		C) Chairs (how many)
Haraden Middle Schoo!	Spring Glen West Woods	COther Needs
Q Auditorium		
☐ Symmustayth	Wintergreen	
Classicom	Flegse thoose from	
☐ Nusic/Band Room	the elementary	35
	reem petiens	
Central Office	below;	
Disynance	_	
☑ Sourd Room	□ Classzpowe	
Q 4oom LCI	□ Caleteria	
	C Gymnasium	

BEHEARSE	L / PREPARATION	
Date: Time (Fract/Tc)		
Mon then precise will a	Gend the reheartail?	
YVII your event mounts t	set ap? Fes D No D	
If yes, when do you plan	n to set up?	

"English ben 3	EVENT INFO		
0## -1/14 -3/15 -2/15 -11/-21	Amus Time 6 13 5 6 10 6 30	7100 7100 7100 7100 7100	End Time St. 3 Co. 11 J Co. 11 J Co.
Number of Part	omes Presenters _	5	
Antiopated Atte	rance2 @	>	
Admission Cha	7 0	>	
Percentage of t	iumpen Performers "		

Page 1.of 4

		FSD 0
	staffing shortages, please be advised that we may not be able to fully staff your even best interest to investigate and hire your own audio-visual equipment and workers guarantee staffing for every event.	
	When use of Audio Visual or Television equipment is needed, details must be worked out in con of Fine Acts (high school and middle school) or the building media specialist (elementary schools Sechnician is needed, the permittre will be responsible for the cost.	
	. A statement of insurance to cover loss or damage to equipment must be presented to the Supered Policy 01330.2)	rintendent prior to approval
1		
9	We saying reserve any date(s) before the approval of your application. Therefore, return this	ophiation as soon as possible.
	Requestor(s) must comply with the State of CT and/or CTAC opening guideline inquirements an compliance during event or risk losing future rental status.	d must emore

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 lass 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.

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

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

			, ,
Share)	Charley c	 Date: //11	124

The Chargest lot that auditing one begins above will be reflected as a "Californian short" and shorter that yet, and secure force we assume a suprement, referred and tendent provides from the besides separately. These charges are to be peed, by Charle or majors ander, in the <u>Hambon based of Education</u>. The fire activation is assumed on from at gas auditorial color for (intercharge the Facilities Department of (2015) 427–227.

Asserted by Board of Education Cuts



3513

PERMIT names of applicants. Please write legibly if not typed

Contest Name

Address (Number, Street, Town, De)

Letephone

Liz Hellwig

Franchick of Compast, NET 303-671-0757

BULES AND REGULATIONS

For the Use of the Harsdon Public School Buildings for Other Their Regular School Purposes

Please initial each aucebored audoline

1 The use of the Handen 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 outgone. 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 presents, who will be held responsible for any damagn or loss of property ansleg from such use.

When permission for the use of any bulloing has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointer is to supervise the meeting and enforce the Rules and Regulations of the Board with power to doze 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 boar after close of event. There will be a minimum charge of three hours of custodial coverage for any event.

3 B 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. Hobody 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.

3. A permit can be canceled without notice provided its provisions or intentiare 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 conflect with the permitted event.

5 A permit is not transferable

A permit is not valid unless signed by the Superintendent or higher designee

3 No lood or refreshments are to be served or earen on the previse, unless specifically mentioned in contract lood or drink is not to be brought into granus/um, 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 bitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a Caletonia worker will be needed. If a Caletonia worker is needed, the permitted will be responsible for the cost.

If the of auditoriums does not include use of the africal lighting or sound equipment, if needed, use of equipment must be noted out in consultation with the Derector of Fine Arts. Only trained school appointed technicians will be able to use stage technology equipment. Easts for these services will be imposed after the events complete iff using the high school or medials school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to

Page 2 of 4

Donnarummo, Taryn

From:

Liz Hellwig <framedct@comcast.net>

Sent:

Friday, January 12, 2024 1:56 PM

To:

Donnarummo, 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

Ţ

FSD #	1.111	

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

		ev	ent date			
					Date_01/0	07/2024
To the Board of Education:		0				
The undersigned hereby	make application on	behalfof Cal				
	Spring Dance I	Recital	(Name	of Organization)		
as association formed for	opring barroon			for perm	ission to use the	
		(Event Title)		250	10,770	
Please check the box next to	the rooms you are	requesting. The	rooms available fo	or use are listed und	er their location.	
Hamden High School						
☐ Auditorium ☐ Black Box		Elementary	Schools	Equipment	Needed:	
☐ Gymnasium	. 2010331181100113	Bear Path D		- •	: See Addendui	m A and
□ C107		Church Stre	_		th this form.	
☐ Cafeteria		Dunbar Hill		recuit wi	cii tiiis ioiiii.	
☐ Classroom		Helen Stree	-	Flamouto	a Caba ala	
☐ Athletic Field		Ridge Hill			ry Schools:	
		Shepherd G			how many) 6	
		Spring Glen			how many) <u>12</u>	
Hamden Middle Schoo		West Wood		⊠ Other N		anded to
		Wintergree	n 🗆		assroom is ne	
						change their
		<u>Please choo</u>		_outi	us	
•		the element				
		room option	<u>ns</u>			
Central Office		below:				
☐ Gymnasium		☐ Classro	om			
☐ Board Room ☐ Room 101		☐ Cafeter	ria			
La Koom 101		☐ Gymna	slum			
			I			
REHEARS	SAL / PREPARATION	j		EVENT INFO		
Data	Ti o (F)T		"If multiple dates, p	lease indicate clearly inform	nation for each date	1
4/19/24 Date	Time (From/To 5:30pm-8:00	iom =	Data	Assistal Time	Event Time	Ford Times
			Date 4/20/24	Arrival Time 12:00pm	Event Time 4:00pm	End Time 7:00pm
					-	
How many people will	attend the rehearsal?	25				
					25	
Will your event require	set up? Yes □ N	o 🗗	Number of Perf	ormers/Presenters:	25	
		1		. 150		
If yes, when do you pla	an to set up?		Anticipated Atte	endance: 150		
	<u> </u>	1/4	Adminston Char	25.00		
			Admission Cha	ge:23.00		
			Percentage of I	Hamden Performers: 2	5%	-
			reiceillage Ui i	ioniden Fellonners.		

		FSD #	10 11
PRINT names of applicants. Please writ	te legibly if not typed.		3513
Contact Name	Address (Number, Street, Town, Zip) Email Address	Telephone	
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

CIR I

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 https://doi.org/10.1007/jhtml.com/html/, 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.

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

No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate

revocation of the permit and is grounds for future denials.

When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.

Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be involced 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

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

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

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

guarantee staffing for every event.

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

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



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 regulation	s set forth by the Hamden Board of Education:
	1///24 (Date)
The charges for this building use application will be reflected on a "calcutechnical services fees will be billed separately. These charges are to be available on-line at www.hamden.org , or by contacting the Facilities Department	ulation sheet" and invoice that you will receive once the usage is approved; lighting and paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is partment at (203) 407-2207.
Approved by Board of Education:	Date:

			FSD#
ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes 🗆	No [Ş]	
How many tables will you need? 6 Location: Hallway			
How many movable chairs will you need? 12 Location: Hallwa	у	_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes ᡌ I work lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0□ 1页	2 🗆	
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, of microphones will not be available for your use.	Yes 🖎 ur sound system inc	No □ luding mixing b	oard, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes 🗷 be able to do any ed	No □ liting.	
Will you be using our microphones?	Yes 💢	No 🗆	
If yes, # of wireless handheld microphones	-		
*Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimun sides of the stage, then 2 stage hands will be needed.	0 □X 1 □ n of 1 stage hand m	2 🗖 ust be contract	ed. If you need contact with both
Will you be using any projections for your event?	Yes 街	No □	
Will your projections include sound (movies)?	Yes 🗹	No □	
Check One:			
☐ We will provide our own person to hand	le the projections	90.	
CK I request that a technician from HPS han	dle the projection:	,	OFFICE USE ONLY
-			Supervisor
Special requests/Instructions:			Lighting Board Operator
		_	Sound Operator
		<u> </u>	Spotlight 1
			Spotlight 2
**A technical supervisor will contact you to verify all requests			SM
010			ASM
(Initial)			Projection Specialist

Facility Scheduling

HAMDEN PUBLIC SCHOOLS

My Account(414449573)

- Application Links -

Logout





Home Calendar Availability New Schedule Documents Account Setup

Search for

GO 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 Plevious 20 Next 20

Candra's Christian Dance Company

29 Upland Terrace Ansonia CT 05401

Charles &

\$2,279.71

\$0.00

\$1,125.96 \$1,153.75

interview candidates

\$0.00

\$0.00

+ Add New Organization

'j Print This'

Sort on this field

Subscribe to this item

Unsubscribe from this item

insurance Expired

Cm-MShortcut menu



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

Group I Official Town organizations and agenties 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 entitles, 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

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

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

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

	ROOM REN	TALFEES
	GROUP (, II, III	GROUP IV
Auditorium (Capacity 600)	50	\$4500/day
Black Box	\$0	\$2250/day
Dressing Rooms	Sc Sc	\$450/day
Gymnasium	Sa	\$2250/day
Black Box Dressing Rooms Gymnasium C207	\$a	\$1350/day
Cafeteria	50	\$1800/day
C:astroem	\$0	\$675/day
Auditorium (Capacity 500)	\$0	\$4500/day
	\$0	\$1350/day
Cofeterla	\$a	\$1800/day
Cafeteria Classroom	\$0	\$675/day
Auditorium	Sp	fragett.
	7-	\$1350/day
Gymnasium Cafeteria Classenom	\$0	\$1350/day
Classroom	\$0	\$1125/day
Cestion	50	\$675/day

Custodian Fees1:

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

Security Fees?:

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

Utility Fee (Group III & IV)

\$180.00 per hour

³ 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)

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

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

	rtificate holder in lieu of such endors	seme	nt(s).		CONTAC NAME:	T 44			
	XO Insurance				PHONE		ative Baland		
	N. Sepulveda Blvd., Suite 325				(A/C, No E-MAIL	1nu	871-3848	FAX (A/C, No);	
	nhattan Beach, CA 90266				APPRESS: CONTACT@AITCEMATTVEDATANCE.COM INSURER(S) AFFORDING COVERAGE N.				
1110									NAIC#
10.150.11			-						17346
	NSURED Candra Bacote			INSURE	RB:				
Cu					INSURE	RC:			
Candra's Christian Dance Company				INSURER D				Francisco de la constanta de l	
	25 Dixwell Ave				INSURE	RE:			
	mden, CT 06514				INSURE				<u> </u>
				NUMBER: WIN 100				REVISION NUMBER:	
IN	IS IS TO CERTIFY THAT THE POLICIES DICATED. NOTWITHSTANDING ANY RI RTIFICATE MAY BE ISSUED OR MAY CLUSIONS AND CONDITIONS OF SUCH	EQUIF PERT	REMEI TAIN.	NT, TERM OR CONDITION THE INSURANCE AFFORD	OF AN	Y CONTRACT THE POLICIE	OR OTHER	DOCUMENT WITH RESPECT D HEREIN IS SUBJECT TO A	TO WHICH THIS
INSR LTR	TYPE OF INSURANCE	ADDL	SUBR	POLICY NUMBER		POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		HESR			-	,	Transport [1 T]	EACH OCCURRENCE \$	2,000,000
	X COMMERCIAL GENERAL LIABILITY							DAMAGE TO RENTED PREMISES (Ea occurrence) \$	300,000
	CLAIMS-MADE X OCCUR	×						MED EXP (Any one person) \$	5 000
Α	X PROFESSIONAL LIABILITY (Claims Made)			WIN		08/15/2-	08/15/2-	PERSONAL & ADV INJURY \$	Included
				1000000001-		023	024	GENERAL AGGREGATE S	3,000,000
	AGGREGATE LIMIT APPLIES PER.			00-AL169725		-		PRODUCTS - COMP/OP AGG S	2.000.000
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-i	AUTOMOBILE LIABILITY							COMBINED SINGLE LIMIT	
Ì	ANY AUTO				1		-	(En accident) S BODILY INJURY (Per person) \$	
	ALL OWNED SCHEDULED	i I						BODILY INJURY (Per accident) \$	
i	AUTOS AUTOS NON-OWNED							PROPERTY DAMAGE	
	HIRED AUTOS AUTOS							(Per accident) S	
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i	CCAMISTANCE	i						AGGREGATE S	
	DED RETENTIONS WORKERS COMPENSATION							WC STATU- OTH-	·
į	AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE		_					TORYLINITS ER	
	OFFICE/MEMBER EXCLUDED?	N/A						EL EACH ACCIDENT S	
	(Mandatory in NH) If yes, describe under							EL DISEASE - EA EMPLOYEE S	
1	DÉSCRIPTION OF OPERATIONS below	1	1					EL DISEASE - POLICY LIMIT \$	
Α	Accident Medical Expense Accidental Death, Dismemberment &			WIA1000000002-00		08/15/2-	08/15/2-	\$25,000 Accident Medical A \$500 Deductible	ggregate
′	Paralysis	ĺ	ľ			023	024	\$1,000,000 AD&D Aggregat	e
	RIPTION OF OPERATIONS / LOCATIONS / VEHIC understood and agreed that the C					. If more space is	required)	30 3	
				Ŷ.	5				6
CET	STIFICATE UOI DEC				0001	THE ATION			
	RTIFICATE HOLDER				CANC	ELLATION		 	
El	m city industrial properties, ir	าด			THE	EXPIRATION	N DATE TH	DESCRIBED POLICIES BE CAN EREOF, NOTICE WILL BE CY PROVISIONS.	
1	125 Dixwell Ave				AUTHO	RIZED REPRESE	NTATIVE	27 1.4	
	amden CT	0	6518	2		Miriam Ball		Muambul	12
	urrasti Ci	U	2510	,	1	THE PARTY DOM:		ファブルルペスアーピン	*

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
Gafeteria			\$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

FAR	21		
F-> 1.1	22		
170	1.4		
		 	an I

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

	<u> </u>	- Party		Date 9	DEOL
he Board of Education : The undersigned hereby make application or	- habalfat 1.112	Alan In Diamer			
the differ signed hereby make application of	r benallorN/1		Organization)		
ssociation formed for Spring M	usical	(,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	-	ission to use the	
. 3	(Event Title)				
se check the box next to the rooms you are	requesting. The ro	ooms available for	use are listed und	er their location.	
Hamden High School ☐ Auditorium ☐ Black Box ☐ Dressing Rooms ☐ Gymnasium ☐ C107 ☐ Cafeteria ☐ Classroom ☐ Athletic Field	Elementary S Bear Path Church Street Dunbar Hill Helen Street Ridge Hill	t 🗆 3	return wi	Needed: S: See Addendum th this form. ary Schools: (how many)	ı A and
Hamden Middle School Auditorium Gymnasium Cafeteria Closs of Lui	Shepherd Gle Spring Glen I West Woods Wintergreen		☐ Chairs (☐ Other N	how many) Needs:	
Cafeteria Classroom Classr	the elementa room options below: Classroot Cafeteria Gymnasi	m			
Central Office Gymnasium Board Room	room options below: Classroot Cafeteria Gymnasi	m a ium	EVENT INFO		End Time 10:00 10:00

	FSI	J#
		3513
<u>)</u>	<u>Telephone</u>	
TOUSIY		
net .	203 1040 41248	7007-181-1007

Cindy Simell-Devoe Jennifer Buenfiglio Jackie Downing

Contact Name

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

Address (Number, Street, Town, Zip)
Email Address
Z6. W. Helen Str. Handen, CT 06514
Cincly scleve & Compast, net
40 2 NOA High Str. E. Haven CT
J hypoffglin Reast-haven, K12 ct us
LI Hideauny, Handen, CT
Jackie OS33 & Compast, net
203 687

RULES AND REGULATIONS

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

Please initial each numbered guideline

(2)	The use of the Hamden Dublic Cahael Building Sangaharaharaharaharaharaharah
<u> </u>	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.
- 23. 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.
- <u>CSD</u> 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.
- (S) 6 A permit is not transferable.
- (SD 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to

		-
FSD	#	

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.

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

have read and agree with the above rules and regulation	ions set forth by the Hamden Board of Education:	
Signature	(Date)	
the charges for this building use application will be reflected on a "ca echnical services fees will be billed separately. These charges are to available on-line at www.hamden.org, or by contacting the Facilities	calculation sheet" and invoice that you will receive once the usage is approve to be paid, by check or money order, to the <u>Hamden Board of Education.</u> The Department at (203) 407-2207.	ed; lighting and a fee schedule is
Approved by Board of Education:	Date	

			FSD#
ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	Events		
Will you need a podium?	Yes □	No 🖫	
How many tables will you need? 4 Location: 12664		_	
How many movable chairs will you need? 8 Location: lobby		_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes 🖫 work lights	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗅	2 🖫	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, ou microphones will not be available for your use.	Yes W r sound system inclu	No □ ding mixing boa	rd, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes ☑ e able to do any edit	No □ ing	
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 I Hands provided by us? *Note If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 ☑ 1 □ n of 1 stage hand mu	2 🗀 st be contracted	. If you need contact with both
Will you be using any projections for your event?	Yes □	No 🖾	
Will your projections include sound (movies)?	Yes 🗆	No 🖫	
Check One:			
☐ We will provide our own person to hand!	e the projections		
☐ I request that a technician from HPS han	dle the projections	OI	FFICE USE ONLY
	590.4	-	Supervisor
Special requests/Instructions: Genie Lift for Tech rehears i	4/11/24	_ -	Lighting Board Operator
	•	_ -	Sound Operator
		_	Spotlight 1
		-	Spotlight 2

Projection Specialist

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

CSD (Initial)

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

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

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

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

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

roup I - No fees

roup II - Direct labor costs and technical fees

roup III - Utilities, direct labor costs and technical fees

roup IV - Rental fees, utilities, direct labor costs and technical fees

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

echnical Fees (Sound, lighting, equipment)	
ound Supervisor	\$130 per hour
ghting Supervisor	\$130 per hour
rofessional Technician	\$50 per hour
tudent Technician	\$30 per hour
ound System Usage (performance or rehearsal day)	\$50 per hour
ghting 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

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

Elementary	Hamden Middle	Hamden High	
Auditorium Gymnasium Cafeteria Classroom	Auditorium (Capaciry 500) Gymnasium Cafeteria Classroom	Auditenum (Capacity 600) Black Box Dressing Rooms Gymnasium C107 Caleteria Classroom	
\$0 \$0 \$0	\$0 \$0 \$0	\$0 \$0 \$0 \$0	ROOM RENTAL FEES
\$1350/day \$1350/day \$1355/day \$675/day	\$4500/day \$1350/day \$1800/day \$675/day	\$4500/day \$2250/day \$450/day \$450/day \$1350/day \$1800/day \$675/day	GROUP IV

Custodian Fees1:

Double Time Time and one-half

\$45.54 per hour Monday - Saturday

\$60.72 per hour Sunday and Holidays

Security Fees2:

Double Time Time and one-half

\$42.34 per hour Sunday and Holidays \$31.76 per hour Monday – Saturday

Utility Fee (Group III & IV) \$180.00 per hou

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

attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc) the event, whichever is greater. Guards will be hired based on the amount of anticipated 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

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 AII	Filter By O	rganization Type	~
		Quick Find:		go
21 - 40 of total 62 listed				v Organization 20 Next 20 🌶
Organization Name Organization Type Whitney Players	Address■	Total Invoiced Fees	Total Payments	Balance Due
		\$0.00	\$0.00	\$0.00
Whitney Players Theater Company	26 Helen Street Hamden, CT 06514	\$17,507.44	50.00	\$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	50.00	\$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	50.00
WILLIAM SOMMER		\$0.00	\$0.00	\$0.00
Winter Concert		\$0.00	\$0.00	\$0.00
Winter Concert - Nycuist		\$0.00	50.00	\$0.00
Winter Concert Rehearsal		\$0.00	\$0.00	\$0.00
Winter Concert Rehearsa - Nyq-st		\$0.00	\$0.00	\$0.03
Winter Concert Rehearsal - Nyquist		\$0.00	\$0.00	\$0.00
Wintergreen Hills Congregation		\$645.42	\$0.60	\$645,42
Wintergreen Magnet School Sub-Committee		.\$0.00	\$0.00	\$9.00
A Add New Occupant				
+ 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	근		\$0.00

TOTAL FEES:

\$20,794.18

FSD	#			

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

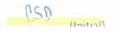
APPLICATION FOR USE OF SCHOOL BUILDING

Applications **must** be filed at least <u>SIX WEEKS</u> before the day for which it is made.

Tentative approval, subject to revocation at BOE discretion. Application will not be accepted prior to <u>SIX MONTHS</u> before the event date.

		Date 1/16/24
To the Board of Education:	20 DN	
The undersigned hereby make	e application on behalf of whith	The state of the s
	Summer II also	(Name of Organization)
as association formed for		for permission to use the
(please check the box next to bu	(Event Title) ilding AND rooms):	
Hamden High School □	HHS: Auditorium/Black Box/Dre	essing Rooms Equipment Needed:
Hamden Middle School 💢	□ C107	HHS/HMS: See Addendum A and
/ \	☐ Cafeteria	return with this form.
	☐ Classroom	
Elementary Schools	☐ Athletic Field/Pool (please	Elementary Schools:
Bear Path 🗆	HMS: Ja Auditorium	ciententary schools.
Church Street □	☐ Gymnasium	☐ Tables (how many)
Dunbar Hill 🗆	🔀 Cafeteria	☐ Chairs (how many)
Helen Street Biden Hill Bid	☐ Classroom	Other Needs:
Ridge Hill □ Shepherd Glen□	💆 Music/Band Room	
Spring Glen □	Elementary Schools:	
West Woods	□ Gymпasium	
Wintergreen □	☐ Cafeteria	
	☐ Classroom	
	FORMATION	REHEARSAL / PREPARATION
*If multiple dates, please indicate clearly in	formation for each date	_
Date Arrival Time 8 30 FtD	Event Time End Time 4:00	Date Time (From/To) Tres 7/9/24 5-10 pm Fr. 7/12/24 5-10 pm
7/12/24 1/13/24 noon	2:00/700 100pm	
Campis Mon-FRI	711-715	How many people will attend the rehearsal? FO 100
Number of Performers/Presenters:	80-100	Will your event require set up? Yes ☐ No ☐
Anticipated Attendance: 80	100	If yes, when do you plan to set up?
Admission Charge Canp #	595 yields \$15	THES , FRIDAY tech reheareds
Percentage of Hamden Performers	3 75-80%	will need geny 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.



				FSD#	
PR	IINT names of applicants. Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address	
C	indusinell-bevee	Ole W Helen St. Handen			
	ennifer Bucofiglio	402 N High St. E. Haven			
-	ackie Dewning	41 Hodoway Law I kunden		feldings	
0	Market 12 tol Mily	AND THE RESIDENCE OF THE PARTY		3513R	
	For the Us	RULES AND REGULATIONS se of the Hamden Public School Buildings for Other Than	Pagulas School Burr		
1	The use of the Hamden Public School use thereof must be made to the Boan	Buildings for other than regular schoolwork is under the direct of Education on the blank form prescribed for that purpose, ding is to be used and must be signed by three responsible to the content of	control of the Board of The application must	of Education. All applications for the state in every detail the purpose and	
2.	representative. This appointee is to sum accordance with the Rules and Regi	uilding has been granted the Board will appoint a custodian a opervise the meeting and enforce the Rules and Regulations of culations Custodian(s) will report a minimum of one-half hour to a minimum charge of three hours of custodial coverage for a	of the Board with power before scheduled time	er to close the meeting if it is not held	
3	If police attendance is necessary (to be attendance and give the Police Permit	e determined by the Administration), the persons in charge of Number to the Board of Education	the event will be requ	Ired to provide such police	
4	The building is to be used only on the building prior to the time stipulated in the	date specified and for the purpose named in the permit. Nobo his contract. Setup and rehearsal time must be reflected on th	dy from the renting or e application	ganization will be allowed to enter the	
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 t	he Superintendent or his/her designee			
8	No food or refreshments are to be segymnasium, auditorium or pool Viola	erved or eaten on the premise, unless specifically mentioned i tion of this provision may result in immediate revocation	n contract Food or contract for the permit and is	I <u>rink is not</u> to be brought into grounds for future denials.	
9	When use of a kitchen is required, deta will be needed. If a cafeteria worker is	ails must be worked out in consultation with the food services needed, the permittee will be responsible for the cost	contractor, who will d	etermine whether a cafeteria worker	
10	When use of Audio Visual or Television school) or the building media specialist	n equipment is needed, details must be worked out in consult t (elementary schools). If it is determined a technician is need	ation with the Director ed, the permittee will	of Fine Arts (high school and middle be responsible for the cost	
11,	Director of Fine Arts. Only trained scho	se of theatrical lighting or sound equipment. If needed, use o pol-appointed technicians will be able to use stage technology th school or middle school auditoriums, you must fill out Adder	equipment. Costs for	these services will be invoiced after	
12	A statement of insurance to cover loss	or damage to equipment must be presented to the Superinte	ndent prior to approva	il (Board Policy #1330 2)	
13	We cannot reserve any date(s) before	receipt of this application. Therefore, return this application a	as soon as possible	G G	
14	Requestor(s) must comply with the Starental status (Please Initial)	ate of CT and/or CIAC opening guideline requirements and mu	ist ensure compliance	during event or risk losing future	
		re rules and regulations set forth by the Hamden B	oard of Education	:	
tech	inical services fees will be billed separate	will be reflected on a "calculation sheet" and invoice that you siy. These charges are to be paid, by check or money order, to contacting the Facilities Department at (203) 407-2207.	will receive once the the <u>Hamden Board o</u>	usage is approved, lighting and <u>f Education.</u> The fee schedule is	

Date _

Approved by Board of Education:

(teirial)

	FSD#
Please describe how you plan to comply with the state and CDC Covid-19 guidelines for you the plan for audience (capacity, seating, entry and exit) as well as performers on stage and distancing, etc). We must have this information before the Board will consider your reques you may attach a separate document with your protocols)	back stage (masks, social
	7)
	4-9-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4-4
	1

FSD #
hanna and a same and a
ng board, amplifiers, speakers and
racted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator Sound Operator
συστα σματατοί

ADDENDUM A – For High Schoo (please check your response and fill in who	I and Middle School Auditorium E en appropriate)	Events		
Will you need a podium?		Yes 🗆	No EZÍ	
How many tables will you need?	Location: Lothy			
How many movable chairs will you	need? 8 Location: Lubby			
Will you need stage lighting for you *If no, you will NOT be allowed to acce	r event? ess any stage lights, only the overhead v	Yes 12f- work lights.	No□	
How many follow spotlights will you *Only our trained technicians are allow		0 🗆 1 🗀	2 1	
Will you need sound for your event? *You may bring in your own sound for microphones will not be available for your	the event. If you choose that option, ou	Yes A	No □ uding mixin	g board, amplifiers, speakers and
Will you need us to play music during *Must be on a single CD or USB stick to	ng your event: in the correct order. Note: We will not b	Yes 🔀 be able to do any ed	No □ liting.	
Will you be using our microphones	?	Yes 🔯	No 🗆	
	ss handheld microphonesilable at each location			
	handheld microphones lable at each location			
	tap) microphones the high school location			
Will you need Stage Manager I Hand *Note: If you plan to have curtains ope sides of the stage, then 2 stage hands	en/close or anything flown in, a minimun	0 🖟 1 🗆 n of 1 stage hand m	2 □ ust be contr	acted. If you need contact with both
Will you be using any projections fo	r your event?	Yes □	No 🖎	
Will your projection	ons include sound (movies)?	Yes □	No □√	
Check One:				
□ We	will provide our own person to handle	e the projections		
□ Ireq	uest that a technician from HPS hand	dle the projections	;	OFFICE USE ONLY
		-		Supervisor
	use our own sound (Fi			Lighting Board Operator
They will need acco	es to the bach 79,	to 17 EM Scrind	7	Sound Operator
				Spotlight 1
				Spotlight 2
**A technical supervisor will contact yo	u to verify all requests		:	SM
Meitight (125)				ASM

Filtering A B C D E F G H 1 J K L M N O P Q F S T	U V W X Y Z AII	Filter By Quick Finc	Organization Type	v go
21 - 40 of total 62 listed				w Organization
Organization Type	Andrew 🔊	Storal Investory From	Total Payments	Galiney Duc
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
Whitneyv lie Civic Association	26 Augur St. Hamden, CT 06S17	\$273.24	\$0,00	\$273.24
Whitsen 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 Culmary 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	\$0.09	90.08	\$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
Winte Concert - Nyquist		\$0.00	\$0.00	\$0.00
Winter Concert Rehearsal		\$0.00	00.02	\$0.00
Winter Concert Robea sal - Nyq'st		\$0.00	\$0.00	\$0.00
Winter Concert Rehearsal - Nyquist		\$0.00	50.00	\$0.00
Wintergreen Hills Congregation		\$645.42	\$0.00	5645.42
Wintergreen Magnet School Sub-Committee		- \$8,00	\$0,00	\$0,00
+ Add New Organization				20 Next 20 N
Print Thes'				

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

roup 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.

roup 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.

roup 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, VMCA, etc.

roup 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.

roup I — No fees
roup II — Direct labor costs and technical fees
roup III — Utilities, direct labor costs and technical fees
roup IV — Rental fees, utilities, direct labor costs and technical fees
roup IV, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is
efundable only if application is denied.

echnical Fees (Sound, lighting, equipment)	
ighting/Sound Technician	\$25 per hour
tudent Technician	\$15 per hour
ighting Supervisor	\$65 per hour
CD Projector Usage	\$50 per day
iano Usage (only with permission of Fine Arts Director)	\$100 per day
ighting System Usage (performance or rehearsal day)	\$45 per hour
ound System Usage (performance or rehearsal day)	\$25 per hour

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

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

High Des			
		GROUP I, 11, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$500/day
	Black Box	S	\$250/day
-	Dressing Rooms	\$	\$50/day
	Gymnastum	\$0	\$250/day
C107		\$0	\$150/day
T Cafeteria	teria	20	\$200/day
Class	Classroom	\$0	\$75/day
ä			
	Auditorium (Capacity 550)	\$0	\$500/day
	Gymnasium	\$0	\$250/day
E Cafeterla	terla	\$0	\$200/day
Class	Classroom	95	\$75/day
H			
		;	
	Auditorium	20	5150/day
_	Gymnaslum	20	\$150/day
E Cafeteria	eria	\$0	\$125/day
_	Classroom	\$0	\$75/day

Custodian Fees1:

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

Security Fees²:

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

Utility Fee (Group III & IV)

\$30.00 per hour

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

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

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

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)	1		\$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	- 1	_	\$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
<u>Event</u>	1		\$0.00
Clean-Up	2		\$0.00

TOTAL FEES:

\$13,481.68

CCD		
F2D	#	

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 10/20/13

To the Board of Education:
The undersigned hereby make application on behalf of Slamma January Company (Name of Organization)

as association formed for 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 Elementary Schools: Equipment Needed: ☐ Gymnasium HHS/HMS: See Addendum A and Bear Path 🗆 ☐ C107 Church Street □ return with this form. ☐ Cafeteria Dunbar Hill 🔲 ☐ Classroom Helen Street □ **Elementary Schools:** ☐ Athletic Field Ridge Hill 🔲 ☐ Tables (how many) _ Shepherd Glen□ ☐ Chairs (how many) Spring Glen □

Hamden Middle School

Auditorium

Gymnasium

Cafeteria

Classroom

Music/Band Room

Please choose from
the elementary
room options

Central Office

Gymnasium

Classroom

☐ Cafeteria

☐ Gymnasium

REHEARSAL / PREPARATION

Date Time (From/To)

☐ Board Room

☐ Room 101

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 INFO	RMATION	
*If multiple dates, please indicate clearly inform	nation for each date	
8 5 24 - 8 7 24 8:30 pm	Event Time <u>9 · 10 Ocum</u>	End Time
\$12/24-8/16/24 8: 30 pm	<u>9:00a</u> m	1:00pm
Number of Performers/Presenters:		12.
Anticipated Attendance. 30	-00	
Admission Charge:		
Percentage of Hamden Performers:_		

names of app	licants. Please wr	ite legibly if	not typed.)#	
				et, Town, Zi	b)	Teleph	one	<u>Email</u>	Address
gwn Ma	bilio	17	Tradition	Blvd	Suthbury	203	- 828	Smo	611:014
			s (Number, Street) Traditions	Ū	06488	_	7750		ئ
lan for audio ncing, etc). \ nay attach a	ence (capacity We must have separate doci	, seating, e this inforr ument wit	with the state a entry and exit) nation before h your protoco	as well as p the Board v ols)	erformers or vill consider y	n stage ar your requ	id back si est for fa	tage (masl cility use.	ks, social (If easier,
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RULES AND REGULATIONS

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

Please initial each numbered guideline

- 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 https://doi.org/10.1007/jhree-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.
- 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.
- SM 6. A permit is not transferable.
- $S\underline{m}$ 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)

FSD #	mes source
L	

5 m 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.

5p^ 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 paym	ents to the schools directly.
of Education governing the use of public-school but property, to make good any damage to or loss of sc	ictly comply with the rules and regulations of the Board Idings, to take the utmost care in the use of the school shool property arising from our occupancy of any portion andance. A certificate of insurance for all organization this required
I have read any agree with the above <u>rules</u> and regulations set (Signature) (Date)	forth by the Hamden Board of Education:
	n sheet" and involce that you will receive once the usage is approved; lighting and by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is ent at (203) 407-2207.
Approved by Board of Education:	Date:

			FSD #
ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	events		
Will you need a podium?	Yes □	No 📆	
How many tables will you need? NA Location:		<i></i>	
How many movable chairs will you need? MA_Location:		_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead	Yes □ work lights.	No IX	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 154)	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes □ r sound system incl	No □ luding mixing boa	ard, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB stick in the correct order. Note: We will not be	Yes □ e able to do any edi	No To	
Will you be using our microphones?	Yes 🗆	No DE	
If yes, # of wireless handheld microphones *Up to two are available at each location If yes, # of wired handheld microphones		·	
*Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ n of 1 stage hand m	2 🗆 oust be contracted	d. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No □	
Will your projections include sound (movies)?	Yes 🗆 🖊	No □	
Check One:	17/	4	
☐ We will provide our own person to hand	le the projections	_	
☐ I request that a technician from HPS han	dle the projection	s	DFFICE USE ONLY
		-	Supervisor
Special requests/Instructions:		_	Lighting Board Operator
			Sound Operator Spotlight 1
		— -	Spotlight 2
		-	SM
**A technical supervisor will contact you to verify all requests		-	ASM
(Initial)		-	Projection Specialist

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