Event Info:

Building Use Checklist

Hamden Soccer 14550ciaAun

3/18-6/16/24

Event Information sheet

- □ Addendum A N/A
- Rules and Regulations signed
- □ Complete COVID protocols (details needed)
- □ Fee Calculations None only fields
 - o Rent
 - Utilities
 - Security (for times when the public is there)
 - Custodial Services
- Additional information needed
 - o Does this event recur annually? Yes
 - o How long has the vendor been using facilities? 2-3 years

RECEIVED

2/9/24 PARKS & DEC

Hamden Public Schools

ESD#

60 Putnam Avenue Hamden, CT 06517

PARKS & REC APPLICA	TION FOR US	SE OF SCHO	OL BUILDING		
Applications MUSt be filed at least SIX WEEKS	efore the day for	which it is made	but will not be acc	epted prior to SIX M	onths before the
	ev	ent date			141-1
To the Board of Education:				Date	2/4/24
The undersigned hereby make application or	L 14	AMARAN C	WADA A	CCar	77
, rice differ signed fieleby make application or	behaltof 17	rininary 3	CCON H	3300	
as association formed for Yount Soc	CPA PRA	TICES (Name	e of Organization)	
	(Event Title)	211-03	tor p	ermission to use the	6
Please check the box next to the rooms you are	requesting. The	rooms available	for use are listed	under their lands	
	and the second		TOT DISC BLE MITEO	ander their location	1.
Hamden High School					
☐ Auditorium ☐Black Box ☐ Dressing Rooms ☐ Gymnasium	Elementary		Equipm	ent Needed:	
C107	Bear Path		HHS/	HMS: See Addendi	um A and
☐ Cafeteria	Church Stree		returr	with this form.	
☐ Classroom	Dunbar Hill	The second second			
☐ Athletic Field	Helen Street		Eleme	entary Schools:	
	Ridge Hill Shook and Cl		☐ Tab	les (how many)	
	Shepherd Gl Spring Glen		□ Cha	irs (how many)	
Hamden Middle School	West Wood:		☐ Oth	er Needs:	
☐ Auditorium ☐ Gymnasium	Wintergreen				
☐ Gymnasium ☐ Cafeteria ☐ Classroom	Trinter Breet.			<u> </u>	
Music/Band Room	Please choos				
	the element				
Central Office	room option			ON-THURS	NIGHTS
☐ Gymnasium	<u>below:</u>	SOLLEI	1	Fn 3.	-21
☐ Board Room	☐ Classroo	m FIEL	D	530-7	SUPM
☐ Room 101	☐ Cafeteri	a nidi	TSIDE	ALAARH V	3 - June /
	☐ Gymnas	ium Vari	ואוויין	गागाया १९) - JUNP /
REHEARSAL / PREPARATION		[
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		_ (//			
How many people will attend the rehearsal?		10/11/	4-3 n		730
people in attendure renearsary				/	_ [
Will your event require set up? Yes □ No		Number of Perf	ormers/Presenters:	NIA	
14	_		102		
If yes, when do you plan to set up?		Anticipated Atte	endance: <u>15</u>	-25 KIDS	

Admission Charge:

Percentage of Hamden Performers:___

POT BOOK		
10960	MANAGE ST	802 H 100 H
	BULLIPORT	
	925	

PRINT names of applicants. Please write Contact Name	e legibly if not typed. Address (Number, Street, Town,	Zip) Telephone	Email Address
RYAN OFF	B3 HANDEN CT OG	203 800 6770 517	PYANOTTZ (GMAIL
Please describe how you plan to the plan for audience (capacity, s distancing, etc). We must have th you may attach a separate docum	eating, entry and exit) as well as nis information before the Board nent with your protocols)	performers on stage and back will consider your request for	stage (masks, social facility use. (If easier,
You.TH Sacce	2 PRACTICES	ON MON-TH	URS NIGHTS
FROM:	2 PACTICES 530 - 730 pm		
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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

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

4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.

5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.

6. A permit is not transferable.

 \sqrt{V} 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.

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 $\frac{\sqrt{}}{}$ 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)

Page 3 of 4

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13. We cannot reserve any date(s) before the approval of your application. Therefore, return this ap	plication as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and compliance during event or risk losing future rental status.	must ensure
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Fina Facilities Office. We request that you do not give payments to the schools directly.	ince Department or the
If said permission is granted, we hereby agree to strictly comply with the rules and regular of Education governing the use of public-school buildings, to take the utmost care in the property, to make good any damage to or loss of school property arising from our occup of the building and to provide necessary police attendance. A certificate of insurance front affiliated with the Hamden Public School District is required	he use of the school pancy of any portion
I have read and agree with the above rules and regulations set forth by the Hernden Board of Education: (Signature) (Date)	

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

FSD #

Approved by Board of Education:

RECEIVED)
2/9/24
PARKS & REC

Hamden Public Schools

FSD #

60 Putnam Avenue Hamden, CT 06517

APPLICA	TION FOR	USE OF SCHOO	I DIN DINO		
Applications must be filed at least SIX WEEKS	efore the day	for which it is made to	L BUILDING	Michiganopalana	
Applications must be filed at least SIX WEEKS		event date	ut will not be accer	ted prior to SIX M	onths before the
		eventuale			2/0/11
To the Board of Education:				Date	4/24
The undersigned hereby make application or	behalfof_	HAMOPA	SECCEN	A550C	' '/ '-
as association formed for		(Name	of Organization)		
as association formed for				mission to use th	e
Please check the box next to the rooms you are	(Event Title)				
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Hamden High School					
☐ Auditorium ☐Black Box ☐ Dressing Rooms	Elementai	y Schools:	Equipmen	nt Needed:	
☐ Gymnasium	Bear Path				
□ C107	Church Sta	eet []	11113/110	AS: See Addend	um A and
□ Cafeteria	Dunbar Hi		return v	vith this form.	
☐ Classroom					
Athletic Field	Helen Stre		Element	tary Schools:	
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	Shepherd		Table:	(how many)	***
Hamden Middle School	Spring Gle	n 🗆	El Chairs	(how many)	
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☐ Gymnasium	Wintergree				
☐ Cafeteria ☐ Classroom	- Titter Brei	511 <u>—</u>			
☐ Music/Band Room	Please cho	ose from			
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		3/25		Eront Time	End Time
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Will your overt require and any			2	ER TIMES	ABOVY
Will your event require set up? Yes □ No 0]	Number of Perform	ners/Presenters:	NIL	
If yes, when do you plan to set up?	!	1		/ /	
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PRINT names of applicants. Please wri	ite legibly if not typed. Address (Number, 5	Street, Town, Zip)	<u>Telephone</u>	Email Address
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Please describe how you plan to the plan for audience (capacity, distancing, etc). We must have you may attach a separate docu	, seating, entry and ex this information befo ument with your prot	xit) as well as perform ore the Board will con ocols)	mers on stage and bac nsider your request fo	k stage (masks, social facility use. (If easier,
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	Approved by Board of Education: Date:

2

RECEIVED

FSD#

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING Applications must be filed at least SIX WEEKS before the day for which it is made but will not be accepted prior to SIX Months before the event date To the Board of Education: The undersigned hereby make application on behalfof SOLCER (Name of Organization) _for permission to use the (Event Title) Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location. Hamden High School ☐ Auditorium ☐Black Box ☐ Dressing Rooms Elementary Schools **Equipment Needed:** ☐ Gymnasium Bear Path 🗆 HHS/HMS: See Addendum A and □ C107 Church Street 🗀 ☐ Cafeteria return with this form. Dunbar Hill 🖸 ☐ Classroom Helen Street 🗆 ☐ Athletic Field Elementary Schools: Ridge Hill 🗆 ☐ Tables (how many) Shepherd Glen□ ☐ Chairs (how many) Hamden Middle School Spring Glen 🔲 ☐ Other Needs: ☐ Auditorium West-Woods (U Gymnasium
Cafeteria
Classroom
Music/Band Room Wintergreen 🗆 Please choose from the elementary SATURDAYS + SYNDAYS room options SULCER **Central Office** below: □ Gymnasium ☐ Board Room 8AM - 6PM Classroom BeithMA ☐ Room 101 Cafeteria School Gymnasium APRIL 6 - JUNE 16

REHEARSA	L / PREPARATION
Date	Time (From/To)
How many people will atte	end the rehearsal?
Will your event require se	
If yes, when do you plan t	o set up?

	EVENT INFO	RMATION	
*If multiple dates, please	indicate clearly inform	nation for each date	
Date - 4/6	Arrival, Time	Event Time	End Time
6/16	() AM		[apm
Number of Performers	s/Presenters:	<u> </u>	
Anticipated Attendance	e:	100 Kir.	5
Admission Charge	<u></u> <i>y</i>	<i>Y</i>	
Percentage of Hamde	n Performers:	100%	



PRINT names of applicants. Please v	write legibly if not	typed. Number, Street,	Town, Zip)	Teler	ohone	Email Address
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Please describe how you plan the plan for audience (capaci distancing, etc). We must hav you may attach a separate do	ty, seating, ent /e this informat	ry and exit) as t tion before the	well as perfo Board will co	rmers on stage	and back stag	ge (masks, sociai
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 $\frac{U}{Board}$ 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval

Page 3 of 4

ULCSTON	Contract	17/10/20	PRINCE	SATURE.	Œ.
ESD	#	0.0722			
Contracted	60000	Charles Street	Section 2	A la Constantin	

	13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
R	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.
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	Approved by Board of Education: Date:

PARKS & REC MINI PARKS & REC

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	FSD.	#		
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Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517
APPLICATION FOR USE OF SCHOOL BUILDING

To the Board of Education: The undersigned hereby make application on behalf of HAMDEN SOCER ASSOC.	24
The undersigned hereby make application on behalf of HAMDEN SOCCER ASSOC.	1.1
The undersigned hereby make application on behalf of HAMDEN SOCCER ASSOC	4
as association formed for YOUTH SOCIETY GAMES 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 ☐Dressic@Rooms	
☐ Gymnasium ☐ Gymnasium ☐ HHS/HMS: See Addendum A a	and
□ C107 Church Street □ return with this form.	
□ Classroom Dunbar Hill □	
☐ Athletic Field Helen Street ☐ Elementary Schools:	
Pideo Will [7]	
Shepherd Glen	
Hamden Middle School Spring Glen Other Needs:	_
□ Auditorium West Woods □	
☐ Gymnasium Wintergreen ☐ ☐ Cafeteria	
□ Classroom	
☐ Classroom Please choose from the elementary	
Central Office below:	
□ Gymnasium	
☐ Board Room ☐ Classroom	
□ Ream 101	
Gymnasium 12 _{FM} - Q _{fM}	
SATURDAYS + SUNDA	75
REHEARSAL / PREPARATION EVENT INFORMATION	
Date Time (From/To) *If multiple dates, please indicate clearly information for each date	İ
2	
Date 2/2 Arrival Time Event Time Er	nd Time
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Valido	
How many people will attend the rehearsal?	
1479	
Will your event require set up? Yes □ No □ Number of Performers/Presenters: 30 KIPS	}
If yes, when do you plan to set up? Anticipated Attendance: 30 PARGINTS	
Admission Charge:	
Percentage of Hamden Performers: 100%	
The state of the s	

FSD-₩_____

PRINT names of applicants. Please wr	ite legibly if not typed. Address (Number, Street, Town, Zip)	Telephone	Email Address
RYAN OTT	83 HOVERFORD	203 800 6770	PYANOTT24
	Hamben 06517		@ GMAIL. COM
the plan for audience (capacity	o comply with the state and CDC Covi , seating, entry and exit) as well as pe this information before the Board wil ument with your protocols)	rformers on stage and back sta	ge (masks, social
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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/jhtml.com/, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event.

 There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- 6. A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
- 10. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.
- 11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

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

0.1	
I have read and a	ree with the above rules and regulations set forth by the Hamden Board of Education:
(Signature)	(Date)

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

Approved by Board of Education:	Date:
Approved by cours of Essentians	55(0)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 8/17/2023

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on

this (certificate does not confer rights t	to the	cert	ificate holder in lieu of s			}.			
PRODUC	ER				CONTAI NAME:	ĊŢ				
LIC #4	0558248				PHONE (A/C, No	_{o. Ext):} 612-34	5-9683	FAX (A/C, No):		
Player	s Health Cover USA Inc.				E-MAIL ADDRE		es@playersh	3.50		
718 W	ashington Ave North #402						URER(S) AFFOR	RDING COVERAGE		NAIC#
Minnea	apolis			MN 55401	INSURE			Irance Company		10120
INSURED					INSURE	RB: Great A	merican Insu	rance Company		16691
	Connecticut Junior Soccer A	ssoci	ation		INSURE					
	11 Executive Drive, Suite 20	3			INSURE					
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	Farmington			CT 06032	INSURE					
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ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

Event Info:

Building Use Checklist

Special Olympics

March 15 - Maylon

Event Information sheet

- □ Addendum A
- M Rules and Regulations signed
- Complete COVID protocols (details needed)
- □ Fee Calculations
 - o Rent
 - Utilities
 - Security (for times when the public is there)
 - **Custodial Services**
- Additional information needed
 - o Does this event recur annually? NO
 - o How long has the vendor been using facilities?



Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

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To the Board of Education:	Specia	l Olympics	Connecticut	t, Inc.		
The undersigned hereby make application on b	ehalfof SDEC	ial oli	umpical:	Handen		
		(Nan	ne of Organizat			
as association formed for Swimming	PRACTICE	- For Sur	nmer it	or permission to use the	<u> </u>	
	Event Title)	0	Sameo			
Please check the box next to the rooms you are re-	questing. The ro	oms availabl	e for use are ils	ited under their location	L.	
Hamden High School Auditorium OBlack Box Obressing Rooms	Elementary So	haole	Ecou	ilpment Needed:		
☐ Gymnasium	Bear Path	.noots:	4.5	HS/HMS: See Addend	ım A and	
☐ C107	Church Street	m		turn with this form.	21,11,1, 0,10	
□ Cafeteria	Dunbar Hill	_		torn with this form.		
☐ Classroom	Helen Street (_	- j _e	ann an tana Calana Indi		
☐ Athletic Field	Ridge Hill	1		ementary Schools:		
expoolano lockers	Shepherd Gle			Tables (how many)		
	Spring Gien D		1	Chairs (how many)		
Hamden Middle School	West Woods		'n	Other Needs:		
Auditorium	Wintergreen I					
☐ Gymnasium ☐ Cafeteria	The state of the s		1			
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	room options					
Central Office	below:		1			
☐ Gymnasium	Classroon	n				
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How many people will attend the rehearsal?			1			
		him han as		15		Į.
Will your event require set up? Yes □ No		Number of F	Performers/Prese	nters:		
If yes, when do you plan to set up?	1	Antichnolad	Atlendance:	30		
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		Admission C	Charge:			
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		Percentage	of Hamden Perfo	rmers: \(\bu\bu\bu\bu\bu\bu\bu\bu\bu\bu\bu\bu\bu\		
				/		

TEAM: Special Olympics Hamden

GAME/EVENT	LOCATION	DATE	DAY OF WEEK	TIME (START-END
Practice	Town Pool	March 15th	Friday	6:15-7:45pm
PRACTICE*	Town Pool	March22nd	Friday	6:15-7:45pm
Practice	Town Pool	April 5th	Friday	6:15-7:45pm
PRACTICE*	Town Pool	April 12th	Friday	6:15-7:45pm
Practice	Town Pool	April 19th	Friday	6:15-7:45pm
PRACTICE*	Town Pool	April 26th	Friday	6:15-7:45pm
Practice	Town Pool	May 3rd	Friday	6:15-7:45pm
PRACTICE*	Town Pool	May 10th	Friday	6:15-7:45pm

PRINT names of ap	oplicants. Please write	e legibly if not typed. Address (Number	. Street, Town, Zip)		Telephone	
Mischa Co	t		L RO Hamor	04514 M	903 430 10530	Email Address MOSTLAM 3775 P
distancing, etc).	We must have th	eating, entry and (exit) as well as perfo ore the Board will c	irmers or	stings and hack e	nt. Please include both stage (masks, social acility use. (If easier,
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December Local Coordinator ZOOM Call **2023 Winter Activities**

12-6-23

SpecialConnecticut



Updated COVID Protocols

- attending one of your practices or SOCT competition Notify SOCT if a member of your program tests positive after
- care provider. They should also notify local coordinator. If the Person test positive for COVID, they should contact their health
- Do not return to SO Activities for a period of 5 days

- Wear a mask the next 5 days unless you test negative on day 5 or 6
- If there is a contact with a person who tests positive for COVID:
- 5-6 days of exposure for peace of mind sake If fully vaccinated – recommend get PCR or OTC antigen test within
- test within 5-6 days of contact. If unvaccinated and/or symptomatic — take PCR or OTC antigen
- PCR Test or two negative OTC antigen tests taken 24 hours apart. Do not attend SOCT practice or event until receiving a test negative
- Medical Avir. the State of Connecticut, Special Olympics North America and out COVID is still around. We will monitor the information coming out from

March 2nd & 3rd, 2024 - Sports staff 2024 SOCT Winter Games

Floor Hockey - Unified Team & Skills - March 2nd & 3rd , Pratt & Whitney

Number of Days TBD based on Registrations, No Divisioning



RULES AND REGULATIONS

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

Please initial each numbered puldeline

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Page 3 of 4



13. We cannot reserve any date(s) before the approval of	f your application. Therefore,	eturn this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/o compliance during event or risk losing future rental st	r CIAC opening guideline requ tatus.	rements and must ensure
A 16 Payments may be malled on hand delivered to 60 Published by the payments of the payment of	图 [18] [15] · [18] · [V to the Bhance Department or the
If said permission is granted, we hereby agree to str of Education governing the use of public-school but property, to make good any damage to or loss of sc of the building and to provide necessary police atte not affiliated with the Hamden Public School Distric	ildings, to take the utmo hool property arising from endance. A certificate of	st care in the use of the school n our occupancy of any portion
I have read and agree with the above rules and regulations set	forth by the Hamden Board o	f Education:
(Signature) (Date) Amber Tencic, CFO & CDO Special Olympics Connecticut, Inc.	February 12, 2024	
The charges for this building use application will be reflected on a "calculation technical services fees will be billed separately. These charges are to be paid,	by check or money order, to the Han	

Approved by Board of Education:

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

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

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

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

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

Group I – No fees Group II – Direct labor costs and technical fees Group III – Utilities, direct labor costs and technical fees Group IV – Rental fees, utilities, direct labor costs and technical fees Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. Payments, may be included or than defined to 50. Attram Avents, Hamden, CT: 08517 attram to Finance or the finance.

^{*}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.

	ACOM RE	ROOM RENTAL FEES
	GROUP I, H, HI	GROUP IV
Auditorium (Capacity 600)	8	\$1500/day
II Black Box	88	Veb/0272
Dressing Rooms	8	\$150/day
Gymnasium	8	\$750/day
	95	\$450/day
Cafeteria	\$	\$600/day
Classroom	S	5225/dev
Auditorium (Capacity 500)	8	\$1500/day
_	\$	SASO/day
Cafeteria	05	\$600/day
Classroom	8	\$225/day
Auditorium	95	\$450/day
Gymnastum	95	S450/day
Cafeteria	8	\$375/day
D Classroom	\$	\$225/day

Custodian Fees1:

Time and one-half

Double Time

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

Security Fees2:

Time and one-half Double Time

\$31.75 per hour Monday – Saturday \$42.34 per hour Sunday and Holldays

Utility Fee (Group, III, & IV) \$60,00 per hour (Was \$30/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 articipated attendance, (i.e. 150 = 1 custodian, 151-300 = 2 custodians, 300-450 = 3 custodians, etc.)

*Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater. Guards will be hired based on the amount of anticipated attendance. (i.e: $150 \approx 1$ guard, $151-300 \approx 2$ guards, 300-450 = 3 guards, etc)

frame.

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

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THE EXPRATION DATE THEREOF, NOTICE WILL BE DELIN			CANCELLATION		ERTIFICATE HOLDER
	.ed before Livered in	HEREOF, NOTICE WILL BE DELN	THE EXPIRATION DATE	ools	60 Putnam Ave
Hamden Ct 06517 AUTHORIZED REPRESENTATIVE			AUTHORIZED REPRESENTATIVE		Hamden Ct 06517
CORD 25 (2010/05) © 1985-261) ACORD CORPORATION, All rights	10 1000m-	ORD COMPORATION AND MALE	@ 4088-204h /		CORD 25 (2010/05)

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INSURANCE REQUIREMENTS FOR USE OF BOE FACILITIES

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 or use of the racility at least one 1) week prior to the date of use and <u>must</u>:

- 1) Identify fancien Public School as a certificate telep
- 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 sitorogation 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.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following; COMMERCIAL

GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

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

SAMPLE

Information required to complete this Schedes, 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.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

Policy Number; Insured:

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Parson(s) Or Organization(s)

Hamden Public Schools 60 Putnam Ave Hamden, CT 06517

Information required to complete this Schedule of not shown above will be shown in the Contestions.

Section II WHO Is AN JOSE RED is carminded 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
- In connection with your premises owned by or rented to you.

amed here are liable for occurrences arising out of the named insured a negligibility acts or omissions, the insurence afforded to the additional insureds under this endorsement is primary insurence over any other valid or collectible insurence 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.

additional insureds

CG 20 2607 04

Page I of 1



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 02/12/2024

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

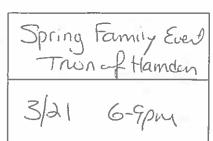
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer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

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PRODUCER					CONTACT NAME:					
American Specially	Insurance & Risk Ser	vices,	Inc.		PHONE FAX (A/C, No):					
					E-MAIL ADDRESS:					
7609 W. Jefferson	Blvd., Suite 100					IN:	SURER(S) AFFO	ROING COVERAGE		NAIC#
Fort Wayne				IN 46804	INSUR	ERA: Philade	lphia Indemn	ity Insurance Company		18058
INSURED					INSUR	ERB:	-			
Special Olympics, II	ic.				INSUR	ERC:				
1133 19th Street NW					INSURI	ERD:				
					INSURI	ERE:			T i	
Washington			OC 20	0036	NSUR	ERF:				
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				101, Additional Remarks Schedul						
- Coverage applies t	o the following: SPECI	AL O	LYMP	PICS CONNECTICUT, 266	6 STAT	E STREET S	UITE 1, HAM	IDEN, CT 06517.		
- Named Insured (co	nt'd): Ali Special Olym	pics A	ccrec	lited U.S. Programs						
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Hamden _.		C.	T 06	517			D	new Sunt		
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ACORD ADDITIONA	L REMA	RKS SCHEDULE	Page 1 of 1
AGENCY		NAMED INSURED	***
American Specialty Insurance & Risk Services, Inc.		Special Olympics, Inc.	
POLICY NUMBER		1133 19th Street NW	
PHPK2638240			
CARRIER	NAIC CODE	Washington, DC 20036	
Philadelphia Indemnity Insurance Company	18058	EFFECTIVE DATE: 12/31/2023	
ADDITIONAL REMARKS			
THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACC	ORD FORM,		
FORM NUMBER: ACORD 25 FORM TITLE: CERTIFICATE OF	F LIABILITY IN	ISURANCE - Certificate #1002211465	<u></u>
The Hired Auto Physical Damage limit contains a \$1,000 collision Nonowned and Hired Auto (NOHA) liability is excess of any valid a Coverage for property you rent or occupy, property loaned to you deductible per loss, excluding watercraft, aircraft, and autos. The Certificateholder is only an Additional Insured with respect to Insured-Certificateholders, as respects to the SPECIAL OLYMPIC. The General Liability policy includes Waiver of Subrogation as per The general liability includes Form PI-GL-005 Additional Insured named Insured prior to an occurrence resulting in a loss or claim. Abusive Conduct Incident Sublimit: \$1,000,000; Aggregate Sublimits.	and collectible u and property bliability cause CONNECT! er Form CG 24 - Primary and	insurance. in the care, custody, or control of the Insured, \$100 ad by the negligence of the Named Insured as per F CUT, SWIMMING PRACTICE from March 15, 2024 04 Waiver of Transfer of Rights of Recovery Agains Non-Contributory Insurance as required by written of	,000 limit subject to a \$2,500 orm PI-AM-002-Additional through May 10, 2024. st Others to Us. contract executed by the
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Event Info:

Building Use Checklist



Event Information sheet

Addendum A

. Rules and Regulations signed

- □ Complete COVID protocols (details needed)
- Fee Calculations
 - o Rent
 - o Utilities
 - Security (for times when the public is there)
 - Custodial Services
- Additional information needed
 - o Does this event recur annually? №
 - o How long has the vendor been using facilities?

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40.00				1.00	100

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATI	Hamder	n, CT 06517 SE OF SCHOOL	DI III DINIC		
Applications must be filed at least STX WEEKS bef				d prior to STY May	the before the
		ent date	WIII TO DE BLEEDIE	O DIO TO SEA MOI	idis delote die
	323	Chicke		Date a	7/24
To the Board of Education:					
The undersigned hereby make application on b	ehalfof To	14 70 nov	amden c	ommont-	y Service
		(Name of	Organization)		, 00,0,0
as association formed for SKING To	- Williams	Erant-	for perm	ission to use the	
Place shark the house shall be the second	Event Title)	71.44.2			
Please check the box next to the rooms you are re	questing. The r	ooms available for	use are listed und	er their location.	
Hamden High School					
☐ Auditorium ☐Black Box ☐ Dressing Rooms	Elementary !	Schools:	Equipment .		
☐ Gymnasium	Bear Path 🗆		HH5/HM	S: See Addendur	n A and
D C107	Church Stree	et 🗆	return wi	th this form.	
☐ Cafeteria	Dunbar Hill (
☐ Classroom ☐ Athletic Field	Helen Street		Elementa	ry Schools:	
Li Adjetic Field	Ridge Hill 🗆			how many)	
	Shepherd Gl	en□		how many)	•
Hamden Middle School	Spring Glen		☐ Other N		
□ Auditorium	West Woods	: 🗅			
☐ Gymnasium	Wintergreen				
☐ Cafeteria - ☐ Classroom	Please choos	e from			
☐ Music/Band Room	the elemente	-			
	room option		- A 10 - A 155		
Central Office	below:	_	* 1011	1 USE a	
			12	Tables Chai	,
Gymnasium + fleern across Board Room + he Hall	☐ Classroo		COC	1 Chai	ve.
☐ Room 101	☐ Cafeteria	-	Q 10		10
	☐ Gymnasi	ium			
REHEARSAL / PREPARATION			EVENT INFO	RMATION	
	İ	"If multiple dates, plea	ise Indicate clearly inform		
Date Time (From/To)					
		Date	Arrival Time	Event Time	End Time
		ZISTINA	(A 500	0.00	<u> </u>
1 2	—— [
How many people will attend the rehearsal?					
Will your event require set up? Yes □ No □]	Number of Perform	mers/Presenters:		
If yes, when do you plan to set up?	ì	Anticipated Attend	lance: 100		
ii yes, wien do you plan to set up?	-	Anticipated Attent	lance:		1
		Admission Charge			
		Percentage of Ha	mden Performers:		

FSD#		14	4.34
1,525, 1	14.	3513	

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

Contact Name

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

Telephone

Amemore Karavas 11 Ane s

302-203-2130 EXT 113

Shimon Jones

11 Ane Street

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- 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.
- 19mK & A permit is not transferable.
- Pank 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

		FSD #
	staffing shortages, please be advised that we may not be able to fully staff your ever best interest to investigate and hire your own audio-visual equipment and workers guarantee staffing for every event.	
MK 12	When use of Audio Visual or Television equipment is needed, details must be worked out in con of Fine Arts (high school and middle school) or the building media specialist (elementary schools technician is needed, the permittee will be responsible for the cost. A statement of insurance to cover loss or damage to equipment must be presented to the Super of Policy #1330.2)	j. If it is determined a
Ank 13. M/ 14. M/ 15.	We <u>cannot</u> reserve any date(s) before the approval of your application. Therefore, return this a Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and compliance during event or risk losing future rental status. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Fin	d must ensure
If said pof Educing	permission is granted, we hereby agree to strictly comply with the rules and regulation governing the use of public-school buildings, to take the utmost care in the ty, to make good any damage to or loss of school property arising from our occupabilities and to provide necessary police attendance. A certificate of insurance dilated with the Hamden Public School District is required	the use of the school pancy of any portion
I have re	and agree with the above rules and regulations set forth by the Hamden Board of Education:	
technical so available o	s for this building use application will be reflected on a "calculation sheet" and involce that you will receive once the uservices fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Entrances to www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.	age is approved; lighting and ducation. The fee schedule is
whitense:	by Board of Education: Date:	

			FSD #
ADDENDUM A For High School and Middle School Auditorium (please check your response and fill in when appropriate)	l Events		
Will you need a podium?	Yes 🗆	No B	
How many tables will you need? \ Location:	1		
How many movable chairs will you need?Location:	<u></u>		
Will you need stage lighting for your event? "If no, you will NOT be allowed to access any stage lights, only the overhea	Yes 🖸 d work lights.	NOB	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0月 1日	2 🗆	
Will you need sound for your event? "You may bring in your own sound for the event. If you choose that option, or microphones will not be available for your use.	Yes □ our sound syslem inc	No Dy cluding mlxing	board, amplifiers, speakers and
Will you need us to play music during your event: "Must be on a single CD or USB stick in the correct order. Note: We will not	Yes □ be able to do any ed	No di	
Will you be using our microphones?	Yes 🗆	No D	
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 minimu sides of the stage, then 2 stage hands will be needed.	0≱4 1 □ m of 1 stage hand m	2 ⊡ nusi be contrac	cled. 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 5	
Check One:			
☐ We will provide our own person to hand	ile the projections	r	
☐ I request that a technician from HPS ha	ndle the projection	5	OFFICE USE ONLY Supervisor
			Lighting Board Operator
Special requests/Instructions:		_ 1	Sound Operator
			Spotlight 1
			Spotlight 2
			SM
**A technical supervisor will contact you to verify all requests			ASM
(Initial)			Projection Specialist

Fee Calculations

Town of Hamden Community Services Spring Family Event 3.21.24

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium			\$0.00
Black-Box-(HHS Only)			\$0.00
Dressing Rooms (HHS Only)			\$0.00
C107 (HHS Only)			\$0.00
Gymnasium	1		\$0.00
Cafeteria		11	\$0.00
Classroom			\$0.00
Music/Band-Room (HMS-Only)			\$0.00
Field			\$0.00

Utilities

Fee	Hours	Total
\$60.00	0	\$0.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1	3	\$95.28
Sunday	\$42.34			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	3	\$136.62
Clean Up	1	1	\$45.54

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

TOTAL FEES:

\$367.98

Event Info:

Building Use Checklist

Jehovah D Witnesses 3/24/24 6-8:30

Addendum A

Rules and Regulations signed

- □ Complete COVID protocols (details needed)
- □ Fee Calculations
 - o Rent
 - Utilities
 - Security (for times when the public is there)
 - Custodial Services
- Additional information needed
 - o Does this event recur annually?
 - o How long has the vendor been using facilities?

FSD	#	 - 67

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

Date // - 17 - 2023 To the Board of Education: WINTERGREEN HILLS CONGREGATION The undersigned hereby make application on behalfof OF JEHOVAN'S WITNESSES (Name of Organization) OF JESUS CHRIST DEATH 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 Elementary Schools: Equipment Needed: ☐ Auditorium ☐Black Box ☐ Dressing Rooms □ Gymnasium Bear Path HHS/HMS: See Addendum A and ☐ 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 □ ☐ Other Needs: Hamden Middle School West Woods □ ☑ Auditorium Wintergreen Gymnasium Cafeteria Classroom
Music/Band Room Please choose from the elementary room options **Central Office** below: ☐ Gymnasium □ Classroom ☐ Board Room □ Cafeteria ☐ Room 101 ☐ Gymnasium **REHEARSAL / PREPARATION EVENT INFORMATION** *If multiple dates, please indicate clothrly information for each date Date Time (From/To) Arrival Time Date **Event Time** End Time 7:00 PM 6:00 PM 3-24-24 8:30 PM How many people will attend the rehearsal? Number of Performers/Presenters: Will your event require set up? Yes □ No 🗀 If yes, when do you plan to set up? Anticipated Attendance: 400 Admission Charge:

Percentage of Hamden Performers:

				FSD #	
PRIN	T names of applicants. Please write legibly if not typed. Contact Name Address (Number, Street, 7 Email Address	own, Zip)	Telephone		3513
77	- 7 CHARLTON HILL RO	HAMDEN 06518			
Soe Par	LETAR 53 P GAN	CAU-CT 06514	203	<u>21</u> 47- <u>53</u> 3	1-7582 5
	RULES AND F	REGULATIONS			
	For the Use of the Hamden Public School Buil	dings for Other Than Regu	ar School Purpo	ses	
<u>143</u> 1	 The use of the Hamden Public School Buildings for other th Education. All applications for the use thereof must be mad purpose. The application must state in every detail the pur used and must be signed by <u>three responsible persons</u>, wh arising from such use. 	le to the Board of Educa pose and nature of the	ition on the bl activity for wh	ank form pres sich the buildi	cribed for tha
<u>RJ</u> 2	When permission for the use of any building has been gran to act as its personal representative. This appointee is to su the Board with power to close the meeting if it is not held in report a minimum of one-half hour before scheduled time. There will be a minimum charge of three hours of custodial	pervise the meeting an n accordance with the f and remain a minimum	d enforce the Rules and Regu of one-half h	Rules and Regulations. Custo	ulations of odian(s) will
<u>RJ</u> 3.	 If police attendance is necessary (to be determined by the Aberequired to provide such police attendance and give the 	Administration), the per Police Permit Number	sons in charge to the Board o	e of the event of Education.	will
<u>RJ</u> 4.	. The building is to be used only on the date specified and for organization will be allowed to enter the building prior to the be reflected on the application.	the purpose named in the time stipulated in thi	the permit. No s contract. Set	body from th up and rehea	e renting rsal time must
<u>RI</u> 5.	A permit can be canceled without notice provided its provis Education or its representatives shall be the sole judge of su right to cancel a permit should a school function be in confli	ich violation. In additioi	r, the Board of	and the Boar Education re	d of serves the
RJ 6.	. A permit is not transferable.		r.		
RT_7.	. A permit is not valid unless signed by the Superintendent or	his/her designee.			
<u>RT</u> 8.	No food or refreshments are to be served or eaten on the particle drink is not to be brought into gymnasium, auditorium or perevocation of the permit and is grounds for future denials.	remise, unless specification of this pr	illy mentioned ovision may re	l in contract. <u>I</u> esult in imme	<u>food or</u> diate
	When use of a kitchen is required, details must be worked or determine whether a cafeteria worker will be needed. If a cathe cost.	afeteria worker is neede	ed, the permit	tee will be res	ponsible for
KI_10	O. Use of auditoriums does not include use of theatrical lighting worked out in consultation with the Director of Fine Arts. (stage technology equipment. Costs for these services will be or middle school auditoriums, you must fill out Addendum	Only trained school-app Invoiced after the even	ointed techni t is completed	cians will be a . If using the h	ible to use ligh school

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)
RT 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.
Tayments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.
If said permission is granted, we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public-school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required
I have read and agree with the above rules and regulations set forth by the Hamden Board of Education: (Signature) (Date)
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education . The fee schedule is available on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Date:

FSD #_

CCD W	
F5D #	

	 For High School and Middle School Auditorium response and fill in when appropriate) 	1 Events		
Will you need a	podium?	Yes ☑	No □	
How many tables	s will you need? 💋 Location:			
How many mova	ble chairs will you need? 🔑 Location:			
	age lighting for your event? IT be allowed to access any stage lights, only the overhea	Yes □ d work lights.	No⊡	
	v spotlights will you need? technicians are allowed to use our spotlights.	0 ☑ 1 □	2 🗆	
*You may bring in	und for your event? your own sound for the event. If you choose that option, not be available for your use.	Yes 던 our sound system i	No □ including mixin	g board, amplifiers, speakers and
Will you need us *Must be on a sing	to play music during your event: gle CD or USB stick in the correct order. Note: We will no	Yes ☑ ot be able to do any	No □ rediting.	
Will you be using	g 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			
*Note: If you plan	ge Manager / Hands provided by us? to have curtains open/close or anything flown in, a minima then 2 stage hands will be needed.	0 ☑ 1 ☐ um of 1 stage hand	2 □ I must be contr	racled. 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	dle the projections	s	
	☐ I request that a technician from HPS ha	ındle the projectio	ns	OFFICE USE ONLY
				Supervisor
Special requests/In	nstructions:			Lighting Board Operator
				Sound Operator
				Spotlight 1
				Spotlight 2
**A technical super	visor will contact you to verify all requests			SM
(Initi				ASM
				Projection Specialist

			FSI	D#
DD	INT names of applicants.			
<u></u>	Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address RICKDARJONES 1
K	ICKY JONES	7 CHARLTON HILL RO OGSIS	203-214-7582	SBCGLOBAL NET
	Joel Williams	4 SKIFF ST HAMPEN	203-744-5355	PATINEZO 123 6 1009,
T.	201 BONIN	131 LANE ST. Hamden	203-915-7971	LETAR 5.1 Pgmil
		RULES AND REGULATIONS		3513R
	For the Use	e of the Hamden Public School Bulldings for Other Tha	n Regular School Purposes	
1.	use thereof must be made to the Board	Buildings for other than regular schoolwork is under the dire of Education on the blank form prescribed for that purpose ing is to be used and must be signed by three responsible	e. The application must state in	n every detail the purpose and
2,	representative. This appointee is to sup in accordance with the Rules and Regul	iding has been granted the Board will appoint a custodian pervise the meeting and enforce the Rules and Regulations lations. Custodian(s) will report a minimum of one-half ho a minimum charge of three hours of custodial coverage for	s of the Board with power to clo our before scheduled time and i	se the meeting if it is not held
3.	If police attendance is necessary (to be attendance and give the Police Permit N	determined by the Administration), the persons in charge number to the Board of Education.	of the event will be required to	provide such police
4.		ate specified and for the purpose named in the permit. Not is contract. Setup and rehearsal time must be reflected on		ion will be allowed to enter the
5.	A permit can be canceled without notice sole judge of such violation, In addition, event.	e provided its provisions or intent are violated in any way, the Board of Education reserves the right to cancel a pern	and the Board of Education or in it should a school function be	ts representatives shall be the in conflict with the permitted
6.	A permit is not transferable.			
7	A permit is not valid unless signed by the	e Superintendent or his/her designee.		
8.		ved or eaten on the premise, unless specifically mentioned on of this provision may result in immediate revocation		
9.		is must be worked out in consultation with the food service eeded, the permittee will be responsible for the cost.	s contractor, who will determine	e whether a cafeleria worker
10.		equipment is needed, details must be worked out in consu (elementary schools). If it is determined a technician is nee		
11,	Director of Fine Arts. Only trained school	e of theatrical lighting or sound equipment. If needed, use ol-appointed technicians will be able to use stage technolog school or middle school auditoriums, you must filt out Add	gy equipment. Costs for these s	ervices will be invoiced after
12.	A statement of insurance to cover loss o	or damage to equipment must be presented to the Superint	endent prior to approval (Board	1 Policy #1330.2)
13.	We cannot reserve any date(s) before n	eceipt of this application. Therefore, return this application	as soon as possible.	
14.	Requestor(s) must comply with the State rental status. (Please Initial)	e of CT and/or CIAC opening guideline requirements and n	nust ensure compliance during	event or risk losing future
	The with the	e rules and regulations set forth by the Hamden	Board of Education:	
(Sign	ature)	(Date)		
		 If be reflected on a "calculation sheet" and invoice that you These charges are to be paid, by check or money order, t 		

_ Date:_

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

Approved by Board of Education: ___

____(Initial)

		FSD #

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

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c/o 26 Century Blvd

Willis Towers Watson Northeast, Inc.

CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1 DATE (MM/DD/YYYY) 12/12/2023

1-888-467-2378

FAX

(A/C, No):

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

PRODUCER

CONTACT WILLIS TOWERS WASON CERTIFICATE CENTER NAME:

PHONE

(A/C, No, Ext):

1-877-945-7378

	shville, TN 372305191 USA				ADDRESS: ficates@wi	1140.000			
			,	COPEL			RDING COVERAGE		NAIC #
				INSURE	RA:Arch In	aurance Co	mpany		11150
	VRED			INSURE	RB:				
	ntergreen Hills Congregation of Jehoval 5 Wintergreen Avenue	i's Witne	20200						= 1
	Hamden, CT 96514			INSURE	RC:				Ь
				INSURE	RD:				
				INSURE	RE:				
				INSURE	RF:		· · · · · · · · · · · · · · · · · · ·		
CO	VERAGES CERT	IFICATE	E NUMBER: w31378044		0.533		REVISION NUMBER:		1
	THIS IS TO CERTIFY THAT THE POLICIES OF I			N ISSU	ED TO THE IN			PERIO	D INDICATED.
15 S	NOTWITHSTANDING ANY REQUIREMENT, TE SSUED OR MAY PERTAIN, THE INSURANCE SUCH POLICIES. LIMITS SHOWN MAY HAVE I	AFFORDE BEEN REI	ED BY THE POLICIES DESCRIE DUCED BY PAID CLAIMS.		REIN IS SUBJ	ECT TO ALL T	HE TERMS, EXCLUSIONS A	ND CO	
INSR		DOLSUBR			POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMI	3	
λ	X COMMERCIAL GENERAL LIABILITY	Y					EACH OCCURRENCE	\$	1,000,000
	CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$	1,000,000
							MED EXP (Any one person)	\$	
	JCY PRO-		11GPP1057202		11/01/2023	11/01/2024	PERSONAL & ADV INJURY	\$	1,000,000
	GE 4ER:						GENERAL AGGREGATE	S	2,000,000
	x						PRODUCTS - COMP/OP AGG	\$	1,000,000
								*	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	ANY AUTO						BODILY INJURY (Per person)	\$	
	OWNED SCHEDULED AUTOS ONLY AUTOS HIRED NON-OWNED						BODILY INJURY (Per accident)	\$	
	AUTOS ONLY AUTOS ONLY						PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE						EACH OCCURRENCE	S	
							AGGREGATE	\$, , , , , , , , , , , , , , , , , , , ,
	DED RETENTION S							\$	

WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYP ROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [Mandatory in NH]		PER STATUTE OTHER STATUTE \$
If yes, describe under DESCRIPTION OF OPERATIONS below		E.L. DISEASE - EA SEMPLOYEE
		E.L. DISEASE - POLICY LIMIT \$
Event Type: Memorial. Event Date: 03/24/24 FACILITY INFORMATION: Hamden Middle School, 2623 Dixwe Certificate Holder is included as an Additional Insure		lability.
CERTIFICATE HOLDER	CANCELLATION	
		IVE DESCRIBED POLICIES BE CANCELLED BEFORE
	THE EXPIRATION DATE ACCORDANCE WITH THE	THEREOF, NOTICE WILL BE DELIVERED IN POLICY PROVISIONS.

Hamden, CT 06517

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sR ID: 25101470

BATCH: 3242563

Fee Calculations

Wintergreen Hills Congregation of Jehovah's Witnesses 3.24.24

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium	1		\$0.00
Black Box-(HHS Only)			\$0.00
Dressing Rooms (HHS Only)		•	\$0.00
C107 (HHS Only)			\$0.00
Gymnasium			\$0.00
Cafeteria			\$0.00
Classroom			\$0.00
Music/Band-Room (HMS Only)			\$0.00
Field			\$0.00

Utilities

Fee	Hours	Total
\$60.00	3	\$180.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	1		\$0.00
Sunday	\$42.34	1	3	\$127.02

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	1	П	\$0.00
Clean Up	1		\$0.00

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	3	\$182.16
Clean-Up	2	1	\$121.44

TOTAL FEES:

\$716.34

Event Info:

Building Use Checklist

Hamden Fathers' Football 4/14-9/18 8an-Spm

Event Information sheet

- □ Addendum A N/A Field only

 Rules and Regulations signed
- ☐ Complete COVID protocols (details needed)
- □ Fee Calculations N/A field only
 - o Rent
 - Utilities
 - Security (for times when the public is there)
 - Custodial Services
- Additional information needed
 - o Does this event recur annually? Yes
 - o How long has the vendor been using facilities? Many y

FSD	#	8	-40	37
017-54		 100		_

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

A CONTRACT OF THE PARTY OF THE	pefore the day for which it is made by	ut will not be accepted prior to SIX Months before the
	event date	7/1/2
	1	Date Date
To the Board of Education:	behalfof TAMDEN	TATHENS FORD
The undersigned hereby make application or	, —	1 BACC
as association formed for NC Sph./	NG COED FLI	of Organization) for permission to use the
-	(Event Title)	
Please check the box next to the rooms you are	requesting. The rooms available fo	or 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.
□ Classroom	Dunbar Hill 🗆	
☐ Athletic Field	Helen Street □ Ridge Hill □	Elementary Schools:
	Shepherd Glen□	☐ Tables (how many)
	Spring Glen □	☐ Chairs (how many)
Hamden Middle School ☐ Auditorium	West Woods □	LANDEN INI DINE >L
☐ Gymnasium	Wintergreen □	THE LD
☐ Cafeteria ☐ Classroom	Please choose from	
☐ Music/Band Room	the elementary	6.54
	room options	
Central Office	below:	
☐ Gymnasium	☐ Classroom	
☐ Board Room ☐ Room 101	Cafeteria	
□ K00m 101	☐ Gymnasium	
	·	
REHEARSAL / PREPARATION		EVENT INFORMATION
	*If multiple dates of	lease indicate clearly information for each date

REHEARSAL ALABATE	PREPARATION Vime (From/To) Simple Spm
How many people will atter	nd the rehearsal?
Will your event require set If yes, when do you plan to	

EVENT INFORMATION *If multiple dates, please indicate clearly information for each date							
Date	Arrival Time	Event Time	End Time				
Anticipated Atte	ormers/Presenters: ndance: ge: lamden Performers:						

		F3D #	
PRINT names of applicants. Please w Contact Name	rite legibly if not typed. Address (Number, Street, Town, Zip)	<u>Telephone</u> <u>Email A</u>	ddrass
PALUIN MCGER	POBOX 185722 HAMDEN	2039150427 Hunger	NESPOSI ST-NET
the plan for audience (capacity	to comply with the state and CDC Covid-19, seating, entry and exit) as well as perfor this information before the Board will coument with your protocols)	mers on stage and back stage (masks,	social
1272			
#3			

FSD #		3513	
	FSD #_		

RULES AND REGULATIONS

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

Please Initial each numbered guideline

The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by 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.

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.

The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.

A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.

A permit is not transferable.

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

3. 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 duarantee 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)

Page 3 of 4

		The state of the s
	V.A	72
	13. We cannot reserve any date(s) before the approval of your application. Therefore, return the	is application as soon as possible.
1	14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements a compliance during event or risk losing future rental status.	
	Facilities Office: We request that you do not give payments to the schools directly.	Finance Department or the
	If said permission is granted, we hereby agree to strictly comply with the rules and re of Education governing the use of public-school buildings, to take the utmost care is property, to make good any damage to or loss of school property arising from our of the building and to provide necessary police attendance. A certificate of insurant not affiliated with the Hamden Public School District is required	in the use of the school ccupancy of any portion
	I have fead and agree with the above rules and regulations get forth by the Hamden Board of Education	n:
۲	(Signature) (Date)	
	The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the technical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board</u> available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.	

Date:

FSD #_

Approved by Board of Education:

			FSD #
ADDENDUM A – For High School and Middle School Auditorium E (please check your response and fill in when appropriate)	vents		
Will you need a podium?	Yes 🗆	No 🖾	
How many tables will you need? Location:		_	
How many movable chairs will you need?Location:		_	
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead w	Yes □ vork lights.	No□	
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0 🗆 1 🗆	2 🗆	
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, our microphones will not be available for your use.	Yes □ sound system includ	No □ ling mixing boa	ard, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB slick in the correct order. Note: We will not be	Yes □ able to do any editi	No □ g.	
Will you be using our microphones?	Yes 🗆	No 🗆	
If yes, # of wireless handheld microphones *Up to two are available at each location			
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones *Only available at the high school location			
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minimum of sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ of 1 slage hand mus	2 □ I be contracted	l. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No 🗆	
Will your projections include sound (moyles)?	Yes 🗆	No 🗆	
Check One:			
☐ We will provide our own person to handle	the projections		
☐ I request that a technician from HPS hand	le the projections	0	FFICE USE ONLY
			SupervisorLighting Board Operator
Special requests/Instructions:		_	Sound Operator
		- 5	Spotlight 1
		- =	Spotlight 2
		-	SM
**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, YMCA, etc.

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

Group I - No fees

Group II - Direct labor costs and technical fees

Group III - Utilities, direct labor costs and technical fees

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

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

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

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

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

	ROOM REN	TAL FCES
	GROUP I, II, III	GROUP IV
Auditorium (Capacity 600)	\$0	\$1500/day
Black Box Dressing Rooms Gymnasium C207	\$0	\$750/day
Dressing Rooms	\$0	\$150/day
g Gymnasium	\$0	\$750/day
E C107	\$0	\$450/day
Cafeteria	\$3	\$600/day
Classroom	\$0	\$225/day
Auditerium (Capacity 500) Gymnasium Caleteria Classroom	\$0	\$1500/day
E Gymnasium	\$0 \$0	\$450/day
5 Caleteria	50	\$600/day
É Claurpom	50	\$225/day
ž i		3213/004
Auditorium	\$0	\$450/day
Auditorium Gymnaskum Caleteria Classroom	\$0	\$450/day
E Caleseria	ŚD	\$375/day
Classroom	\$0	\$225/day
Classroom	\$0	\$225/

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

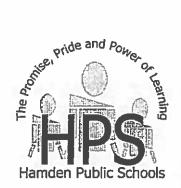
Utility Fee (Group III & IV)

\$60.00 per hour (Was \$30/Hour)

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

² Group (I), II), and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater. Guards will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc)

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



USE OF BOE FACILITIES

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 or use of the racility at least one 1) week prior to the date of use and <u>must</u>:

- 1) Identify faraden Public School as a certificate held.
- 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.

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD//YYY)

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 INSURERIS). AUTHORIZED

	REPRESENTATIVE OR PRODUCER, A IMPORTANT: If the certificate holder the terms and conditions of the policy	ND THE C is an ADI , certain p	DITIONAL INSURED, the pol policies may require an endo	cv(les) must b	e endorsed.	If SUBROGATION IS WAIN	/ED. subject to
	certificate holder in lieu of such endo	rsement(s)		Y			
PR	ODUCER		MA	TACT		419	
	Insurance Company		L CO	DHE C. No. Exil:		(A/C, No):	
			Ã	IAR IARLES:			
				IN.	SURER(S) AFFO	RDING COVERAGE	NAIC #
L			INS	URER A:			
INS	IURED		INS	URER B:	-		
ı	Applicant		IHS	URER C:			1
ŀ	- -		INS	UREKO:			
				URER E :			
				URER F1			
CC	OVERAGES CER	TIFICATE	NUMBER:	Dresser F .		REVISION NUMBER:	
0	THIS IS TO CERTIFY THAT THE POLICIES NDICATED. NOTWITHSTANDING ANY REJECTIFICATE MAY BE ISSUED OR MAY SECLUSIONS AND CONDITIONS OF SUCH	EQUIREMEN PERTAIN, 1 POLICIES, 1	nt, term or condition of <i>i</i> the insurance afforded i Limits shown may have bee	ANY CONTRACT BY THE POLICIE IN REDUCED BY	OR OTHER I S DESCRIBE PAID CLAIMS	DOCUMENT WITH RESPECT TO A	O WHICH THIS
LTR		ADDL SUSH INER W/D	POLICY NUMBER	LLLLL COUNTY	POLICY EXP	LIMITE	
	COMMERCIAL GENERAL LIABILITY					EACH OCCURRENCE S DAWAGE TO RENTED PREMISES (Es popurence) S	1,000,000
Α	CLAIMS-MADE X OCCUR			. I		MED EXP (Any one person) \$	
							1,000,000
						GENERAL AGGREGATE \$	2,000,000
	GENT AGGREGATE LIMIT APPLIES PER		A B 4			FS - COMP/OP AGG S	2,000,000
	POLICY PRO-					\$	
	AUTOMOBILE LIABILITY		A = 1 # / S			COMMINED SINGLE LIMIT	
	ANY AUTO		_			BODILY INJURY (Per person) S	
	ALL OWNED SCHEDUL AUTOS					ROOM Y DIJURY (Per accident) \$	
	AUTOS AUTOS NON-OWNED AUTOS			7		PROPERTY DAMAGE \$	
						\$	
	UMBRELLA LIAB X OCCUR					EACH OCCURRENCE 3	2,000,000
	X EXCESS LIAB CLAIMS-MADE						2,000,000
A	DED RETENTIONS			1 1		\$	_,040,000
	WORKERS COMPENSATION					WC STATU- TORY UMITS ER	
	AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE Y/N					E.L. EACH ACCIDENT S	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A					
	If yea, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$	
	DESCRIPTION OF OPERATIONS SHOW	-		 		EL DISEASE - POLICY UNIT \$	
							i
DESC	CRIPTION OF OPERATIONS/LOCATIONS/VEHICL	E3 (Attach A	CORD 191, Additional Remarks Sched	ule, if more space is	required)		
	Uamadan Dagud	- e ma	antina Tria Cassansia a	D1 O60	-1.1- A	. 1	
			cation, It's Governing	Board, Om	ciais, Age	nts and	
	Employees and	Facilitie	es.				
					17		
CEE	RTIFICATE HOLDER		CAL	CELLATION			
ugr	RIPICATE ROLLER		GAI	CELLATION			
	Hamden Public Schools		TI	E EXPIRATION	DATE THE	ESCRIBED POLICIES BE CANC REOF, NOTICE WILL BE	
	60 Putnam Ave] A	CORDANCE WIT	H THE FOLIC	T PROVISIONS.	
	Hamden Ct 06517			(441724 22222			
		1	ΙAUΤΙ	ORIZED REPRESEN	TATIVE		j

ACORD 25 (2010/05)

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

Policy Number; Insured:

This endorsement modifies insurance provided under the following:

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 approprie this Schedule if not shown above will be shown in the Reclarations.

Section II WHO Is AN AST KED is am index 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
- In connection with your premises owned by or rented to you.

amed here are liab for occurrences arising out of the named insured is 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.

additional insureds

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY
CG 24 04 05 09

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following; COMMERCIAL

GENERAL LIABILITY COVERAGE PART PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Person Or Organization:

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

SAMPLE

Information required to complete this 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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/20/2024

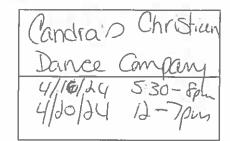
THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN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

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

ans certificate does not confer rights	to me c	ettingate noiget to lien of 2).		
PRODUCER Granite Insurance PO Box 620 Granite Falls NC 28630			1 E-MAIL	Ext): 828-396	5-3342	FAX (A/C, No): 828-2	96-3834
Granite Falls NC 20030			ADDRESS:				1
						RDING COVERAGE	HAIC#
INSURED HAUNTRO-I				B:	ti Specialty L	Inderwrit	13037
International Tours & Events LLC DB/	A The H	aunted Trolley	INSURER				
315 Derby Ave Orange CT 06477			11.000				1
Clange C1 00477			INSURER				
			INSURER				
COVERAGES CER	TIEICA	TE NUMBER: 830641198	INSURER			REVISION NUMBER:	
THIS IS TO CERTIFY THAT THE POLICIES			VE BEEN	ISSUED TO			LICY PERIOD
INDICATED. NOTWITHSTANDING ANY R CERTIFICATE MAY BE ISSUED OR MAY EXCLUSIONS AND CONDITIONS OF SUCH	EQUIREN PERTAIN	MENT, TERM OR CONDITION I. THE INSURANCE AFFORD	OF ANY	CONTRACT HE POLICIES DUCED BY F	OR OTHER ! DESCRIBE! PAID CLAIMS.	DOCUMENT WITH RESPECT TO	WHICH THIS
INSR LTR TYPE OF INSURANCE	ADDL SU		- 0	POLICY EFF	POLICY EXP (MM/DD/YYYY)	LIMITS	
A X COMMERCIAL GENERAL LIABILITY		CSU 0207630		4/11/2023	4/11/2024		0,000
CLAIMS-MADE X OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100	
				i		MED EXP (Any one person) \$	
			1			PERSONAL & ADV INJURY \$ 1,00	0,000
GEN'L AGGREGATE LIMIT APPLIES PER:			- 1			GENERAL AGGREGATE \$ 2,00	0,000
POLICY PRO-						PRODUCTS - COMP/OP AGG 5 2,00	0.000
OTHER:						5	
AUTOMOBILE LIABILITY	1 1				İ	COMBINED SINGLE LIMIT (Ea accident)	
ANY AUTO						BODILY INJURY (Per person) \$	
OWNED SCHEDULED AUTOS ONLY AUTOS				1	Ш	BODILY INJURY (Per accident) \$	
HIRED NON-OWNED AUTOS ONLY	li			ļ	-	PROPERTY DAMAGE (Per accident)	
					i	s	
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DED RETENTIONS]		- 1			s	
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			i		ĺ	PER OTH-	
ANYPROPRIETOR/PARTHER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	N/A				Ī	E.L. EACH ACCIDENT S	
(Mandatory in NH)	"			-	Ī	E.L. DISEASE - EA EMPLOYEE \$	
If yes, describe under DESCRIPTION OF OPERATIONS below					Ī	ELL DISEASE - POLICY LIMIT S	
			ĺ				1
						i	ì
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICL INFORMATIONAL PURPOSES ONLY	LES (ACOR	RD 101, Additional Remarks Schadul	e, may be a	ttached il more	space is require	d}	=
OFFICIAL LIAI 222			04415	4 1 4 2 2 2 2 2	***		
CERTIFICATE HOLDER			CANCE	LLATION			
INFORMATIONAL PURPO	SES O	NLY	THE E	EXPIRATION	DATE THE H THE POLICY	SCRIBED POLICIES BE CANCEL REOF, NOTICE WILL BE DE Y PROVISIONS.	
			6+			-	

Event Info:

Building Use Checklist



Event Information sheet

🗹 Addendum A

Rules and Regulations signed

☐ Complete COVID protocols (details needed)

Fee Calculations

- o Rent
- o Utilities
- Security (for times when the public is there)
- Custodial Services
- Additional information needed
 - o Does this event recur annually? \cap
 - o How long has the vendor been using facilities? (8

		-
ECD II		
FSD#		
	-	

Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517 PPLICATION FOR USE OF SCHOOL BUILD

	THE RESIDENCE OF THE PARTY OF T		E OF SCHOO			
Applications must be filed at le	east SIX WEEKS be	fore the day for	which it is made b	ut will not be accepte	ed prior to SIX Mo	nths before the
		THE COURSE STATE OF THE STATE O	nt date			
					Date 01/	07/2024
To the Board of Education:		_				
The undersigned hereby ma	ake application on I	pehalfof Can	dra's Christian	Dance Company	<u> </u>	
	Spring Dance R	ecital	(Name	of Organization)		
as association formed for			<u> </u>	for pern	nission to use the	
		(Event Title)				
Please check the box next to th	ne rooms you are re	equesting. The re	ooms available f	or use are listed und	der their location.	
Hamden High School Auditorium Black Box Company Company Company Company Company Athletic Field Hamden Middle School Auditorium Gymnasium Cafeteria Classroom Music/Band Room Central Office Gymnasium Room 101	Dressing Rooms	Elementary S Bear Path Church Stree Dunbar Hill Helen Street Ridge Hill Shepherd Gle Spring Glen (West Woods Wintergreen Please choose the elementar room options below: Classroom Grafeteria Gymnasin	en C en C con	Elementa (X) Tables (X) Chairs ((X) Other N	S: See Addendu ith this form. ary Schools: (how many) 6 how many) 12 leeds: assroom is no	eeded to
How many people will atte Will your event require set	tup? Yes □ No i	25	Date 4/20/24 Number of Perfo	EVENT INFO lease indicate clearly inform Arrival Time 12:00pm ormers/Presenters:	Event Time 4:00pm	End Time 7:00pm

	FSD #	35-25
write legibly if not typed.		3513
Address (Number, Street, Town, Zip) Email Address	<u>Telephone</u>	
1133 Dixwell Ave. Hamden, CT 06514 candraschristandanceco@gmail.com	203-751-0184	
	Email Address 1133 Dixwell Ave. Hamden, CT 06514	write legibly if not typed. Address (Number, Street, Town, Zip) Email Address 1133 Dixwell Ave. Hamden, CT 06514 203-751-0184

RULES AND REGULATIONS

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

Please initial each numbered guideline

CH (2)

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/purpose, 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.

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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.

CK3 A

A permit is not transferable.

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

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

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

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 eve	nt. It would be in your
best interest to investigate and hire your own audio-visual equipment and workers	
guarantee staffing for every event.	

GB

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



We cannot reserve any date(s) before 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.



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 lave read and agree With the above rules and regulations set (Signature) (Date)	forth by the Hamden Board of Education: /24
The charges for this building use application will be reflected on a "calculation technical services fees will be billed separately. These charges are to be paid, I available on-line at www.hamden.org , or by contacting the Facilities Department	sheet" and invoice 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:

ADDENDUM A – For High School and Middle School Auditorium (please check your response and fill in when appropriate)	n Events		
Will you need a podium?	Yes □	No □	
How many tables will you need? 6 Location: Hallway			
How many movable chairs will you need? 12 Location: Hallw	ay		
Nill you need stage lighting for your event? If no, you will NOT be allowed to access any stage lights, only the overhea	Yes 🖄 ad work lights.	No⊡	
How many follow spotlights will you need? Only our trained technicians are allowed to use our spotlights.	0□ 1図	2 🗆	
Nill you need sound for your event? You may bring in your own sound for the event. If you choose that option, nicrophones will not be available for your use.	Yes EX our sound system in	No □ ncluding mixing	board, amplifiers, speakers and
Nill you need us to play music during your event: Must be on a single CD or USB stick in the correct order. Note: We will not	Yes 전 t be able to do any e	No □ editing.	
Will you be using our microphones?	Yes 🗓	No 🗆	
If yes, # of wireless handheld microphones1 *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			
	0 ট \ 1 □ um of 1 stage hand i	2 □ must be contra	ncted. If you need contact with both
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulates of the stage, then 2 stage hands will be needed.			ncted. If you need contact with both
*Only available at the high school location fill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulates of the stage, then 2 stage hands will be needed.	um of 1 stage hand :	must be contra	ncted. If you need contact with both
*Only available at the high school location fill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulates of the stage, then 2 stage hands will be needed. fill you be using any projections for your event?	um of 1 stage hand o	must be contra	ncted. If you need contact with both
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulates of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)?	um of 1 stage hand a Yes ⊠ Yes ⊠	Must be contra	ncled. If you need contact with both
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulate of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One:	um of 1 stage hand a Yes 払 Yes 拯 de the projections	No □ No □	octed. If you need contact with both
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulates of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One:	um of 1 stage hand a Yes 払 Yes 拯 de the projections	No □ No □	
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulate of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One: We will provide our own person to han CX 1 request that a technician from HPS has	Yes	No □ No □	OFFICE USE ONLY
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulate of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One: We will provide our own person to han CX 1 request that a technician from HPS has	Yes	No □ No □	OFFICE USE ONLY Supervisor
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimalides of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One:	Yes	No □ No □	OFFICE USE ONLY Supervisor Lighting Board Operator
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulate of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One: We will provide our own person to han CX 1 request that a technician from HPS has	Yes	No □ No □	OFFICE USE ONLY Supervisor Lighting Board Operator Sound Operator
*Only available at the high school location Vill you need Stage Manager / Hands provided by us? Note: If you plan to have curtains open/close or anything flown in, a minimulate of the stage, then 2 stage hands will be needed. Vill you be using any projections for your event? Will your projections include sound (movies)? Check One: We will provide our own person to han CX 1 request that a technician from HPS has	Yes	No □ No □	OFFICE USE ONLY Supervisor Lighting Board Operator Sound Operator Spotlight 1

_ 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, YMCA, etc.

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

Group I – No fees Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

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

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

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

		ROOM RENTAL FEES	ITAL FEES
		GROUP 1, II, III	GROUP IV
	Auditorium (Capacity 600)	: 0\$	\$4500/day
цBį	Black Box	\$0	\$2250/day
Ηш	Dressing Rooms	\$0\$	\$450/day
əpı		0\$	\$2250/day
nel		\$0	\$1350/day
1	Cafeteria	0\$	\$1800/day
	Classroom	\$0	\$675/day
əlbb	Auditorium (Capacity 500)	05	\$4500/dav
M	Gymnasium	0\$	\$1350/day
ıəp	Cafeteria	0\$	\$1800/day
msH	СПаѕогост	0 \$	\$675/day
Siy.	Auditorium	0\$	\$1350/day
tns	Gymnasium	\$0	\$1350/day
ma	Cafeteria	\$0	\$1125/day
13	Classroom	0\$	\$675/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

Bouble Time \$42.34 per hour Sunday and Holidays

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

² Group II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater. Guards will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc)

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

Fee Calculations

Candra's Christian Dance Company

Processing Fee:

\$45

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

Utilities

Fee	Hours	Total
\$60.00	7	\$420.00

Security (if required)

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

Custodial Services

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

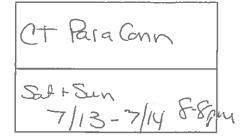
Sunday	\$60.72	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean-Up	고		\$0.00

TOTAL FEES:

\$1,046.26

Event Info:

Building Use Checklist



Event Information sheet

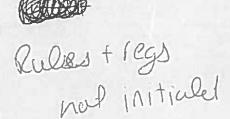
Addendum A

□ Rules and Regulations signed

Complete COVID protocols (details needed)

Fee Calculations

- o Rent
- Utilities
- Security (for times when the pu
- Custodial Services
- Additional information needed
 - O Does this event recur annually?
 - o How long has the vendor been us



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Hamden Public Schools

60 Putnam Avenue Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

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

			Date2/13/24
To the Board of Education:			
The undersigned hereby make (Name of Organization)	application on behalf of	CT ParaConn_	
=	Conventions for populating AND rooms):	ermission to use the (Ev	ent Title) CT ParaConn
,,			□ Classroom
Hamden High School □X G	YMNASIUM		Equipment Needed:
Hamden Middle School			HHS/HMS: See Addendum A and
			return with this form.
			Slamanta - Sala - LE
Elementary Schools: Bear Pa	ith 🗆 💢 💮 .		Elementary Schools:
Church Street 🗆	X Gymnasium		
Dunbar Hill 🗀	☐ Cafeteria		□ Tables (how many) □ Chair
Helen Street 🗆	□ Classroom		(how many)
Ridge Hill □	□ Music/Band Roon	1	
Shepherd Glen□	Standard Call 1		
	Elementary Schools		
Spring Glen 🗆			
West Woods			
Wintergreen □			
HH5: Auditorium/Black Box/E Gymnasium	Dressing Rooms		
Cafeteria Classroom Athletic Field/Pool (please circ	cle opt i on)		
HMS: Auditorium			
	☐ Gymnasium ☐ Cafeteria		
		REHEARSAL / PREPAR	ATION
EVENT INFORMATION		Date Time (From/To)	
*If multiple dates, please indicate clearly i	information for each date		n/a
			ara
Date Arrival Time Event Time En	d Time		
SATURDAY JULY 13 8am-6pt	m and SUNDAY JULY 14 11-6pm		
		How many people will atte	end the rehearsal?n/a
Number of Performers/Presenters	8 Guest Lecturers	_	
Anticipated Attendance500		Will your event require se	et up? Yes X No 🗆
		If yes, when do you plan t	to set up?
Admission Charge \$19.99		Ram C	aturday
Percentage of Hamden Performer	sundetermined		aturday

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.

CFR (Initial)	
	FSD
PRINT names of applicants.	#
Conta	ct Name Address (Number, Street, Town, Zip) Telephone Email Address
Charles F. Rosenay, 315 Derby Avenue, Ora	nge CT 06477 <u>CTPara Conn@gmail.com</u> (203) 795-4737
RULES AND REGULATIONS	Other Than Regular School Purposes 3513R

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.

For the Use of the Hamden Public School Buildings for

- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
- 5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event
- 6. A permit is not transferable.
- 7. A parmit 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.
- 10. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
- 13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
- 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. ____CFR___(Please Initial)

I have read and agree with the above rules and regulations set forth by the Hamden Board of Education:Charles F. Rosenay						
(Signature) (Date)						
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is available on-line at www.hamden.org , or by contacting the Facilities Department at (203) 407-2207.						
Approved by Board of Education:	Date:		_			
(Initial)			55D #			
			FSD #			
Please describe how you plan to comply wi the plan for audience (capacity, seating, end distancing, etc). We must have this information you may attach a separate document with you	try and exit) as well a ation before the Boar	is performers on stage	and back stage (masks, :	ocial		
_						
	10 HOUSE CARS					
_ :						
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			= = 5			
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	TOTAL STREET		2			
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- (Initial)					

FSD #___

ADDENDUM A – For High School and MIddle School Aud (please check your response and fill in when appropriate)	litorium Events
Will you need a podium? Yes □ No X	
How many tables will you need?60 Location: _in gym •	set up as a trade show
How many movable chairs will you need?250-300 Local	tion:2 per table, and the rest to hear the guest lecturers
Will you need stage lighting for your event? Yes □ No X *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 X 1 □ 2 □ *Only our trained technicians are allowed to use our spotlights.	
Will you need sound for your event? Yes □ No X *You may bring in your own sound for the event. If you choose that a microphones will not be available for your use.	option, our sound system including mixing board, amplifiers, speakers and
Will you need us to play music during your event: Yes □ No X *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 X	
If yes, # of wireless handheld microphones _ *Up to two are available at each location	<u></u>
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 X 1 □ *Note: If you plan to have curtains open/close or anything flown in, a sides of the stage, then 2 stage hands will be needed.	2 □ a minimum of 1 stage hand must be contracted. If you need contact with both
Will you be using any projections for your event? Yes □ No X	
Will your projections include sound (movies)	? Yes □ No X
Check One:	
☐ We will provide our own person t	to handle the projections
□ I request that a technician from HPS handle the projections	OFFICE USE ONLY
	Supervisor
Special requests/Instructions:	Lighting Board Operator Sound Operator
-	Spotlight 1
	Spotlight 2
	SM
	ASM
	Projection Specialist

^{**}A technical supervisor will contact you to verify all requests

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

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

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

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

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

Group I - No fees

Group II - Direct labor costs and technical fees

Group III - Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

Lighting/Sound Technician \$25 per hour Student Technician \$15 per hour Lighting Supervisor \$65 per hour LCD Projector Usage \$50 per day

Piano Usage (only with permission of Fine Arts Director) \$100 per day Lighting System Usage (performance or rehearsal day) \$45 per hour Sound System Usage (performance or rehearsal day) \$25 per hour

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

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

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

H a m d e n H i sh	Auditorium (Capacity 600) Black Box Dressing Rooms Gymnasium C107 Cafeteria Classroom	
H a m d e n M	Auditorium (Capacity 550) Gymnasium Cafeteria Classroom	

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Custodian Fees¹:

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

Security Fees²:

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

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

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 2/20/2024

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

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). CONTACT PRODUCER Granite Insurance PHONE (AC. No. Ext): 828-396-3342 E-MAIL ADDRESS: FAX (A/C, No): 828-396-3834 PO Box 620 Granite Falls NC 28630 INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: Cincinnati Specialty Underwrit 13037 HAUNTRO-01 INSURED INSURER B : International Tours & Events LLC DBA The Haunted Trolley INSURER C: 315 Derby Ave Orange CT 06477 INSURER D : INSURER E : INSURER F: COVERAGES **CERTIFICATE NUMBER: 830641198 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. POLICY EFF POLICY EXP ADDL SUBR TYPE OF INSURANCE LIMITS **POLICY NUMBER** Х COMMERCIAL GENERAL LIABILITY CSU 0207630 4/11/2023 4/11/2024 EACH OCCURRENCE
DAMAGE TO RENTED
PREMISES (Ea occurrence) \$1,000,000 CLAIMS-MADE X OCCUR \$ 100,000 MED EXP (Any one person) **FERSONAL & ADV INJURY** \$ 1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: GENERAL AGGREGATE \$ 2,000,000 PRO-JECT POLICY PRODUCTS - COMP/OP AGG \$ 2,000,000 OTHER: COMBINED SINGLE LIMIT (E2 accident) AUTOMOBILE LIABILITY \$ ANY AUTO **BODILY INJURY (Per person)** S SCHEDULED AUTOS NON-OWNED AUTOS ONLY OWNED AUTOS ONLY BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) HIRED AUTOS ONLY \$ 5 **UMBRELLA LIAB** OCCUR **EACH OCCURRENCE** s EXCESS LIAB CLAIMS-MADE AGGREGATE 5 RETENTION \$ DED \$ WORKERS COMPENSATION STATUTE AND EMPLOYERS' LIARILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? E.L. EACH ACCIDENT N/A E.L. DISEASE - EA EMPLOYEE \$ (Mandatory In NH) if yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT | \$ DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is regulred) INFORMATIONAL PURPOSES ONLY **CERTIFICATE HOLDER** CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. INFORMATIONAL PURPOSES ONLY AUTHORIZED REPRESENTATIVE

Fee Calculations

CT ParaConn Saturday, July 13, 2024 & Sunday 14, 2024

Processing Fee:

\$45

Rooms	Days	Fee	Total
Auditorium			\$0.00
Black-Box (HHS Only)		-	\$0.00
Dressing Rooms (HHS Only)		-	\$0.00
C107 (HHS Only)			\$0.00
Gymnasium	_2	\$2,250.00	\$4,500.00
Cafeteria			\$0.00
Classroom		_	\$0.00
Music/Band Room (HMS Only)	_		\$0.00
Field		_	\$0.00

Utilities

Fee	Hours	Total
\$60.00	17	\$1,020.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76	2	10	\$635.20
Sunday	\$42.34	2	7	\$592.76

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1	1	\$45.54
Event	1	10	\$455.40
Clean Up	2	2	\$182.16

Sunday	\$60.72	Hours	Total
Open	1	1	\$60.72
Event	1	7	\$425.04
Clean-Up	2	1	\$121.44

TOTAL FEES:

\$8,083.26

Donnarummo, Taryn

From:

Ellison, Seesa

Sent:

Thursday, February 22, 2024 10:20 AM

To:

Donnarummo, Taryn

Subject:

FW: Message to add from CT Paraconn

He has more lol.

From: Thomas Gormley <archangeloftheparanormal@gmail.com>

Sent: Wednesday, February 21, 2024 12:22 PM
To: Ellison, Seesa <sellison@hamden.org>
Subject: Message to add from CT Paraconn

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

Hello Again,

In case it wasn't explained, this event is presented in alliance with the Hamden Chamber of Commerce (you could check with Nancy Dudchik).

When we do these events in other cities, it brings visitors from outside the area, so it also brings commerce to the town. Our main charitable recipient is a Hamden organization, and our promotion team has Hamden residents. In fact, if you need a reference for the main producer (that's me - Charles Rosenay), please ask Elizabeth Alexander,

whom I believe is a teacher at Hamden HS. I think she would offer a very favorable recommendation.

We have done site inspections, with many schools in the state. We only asked for contracts and followed up with a few. Hamden is our first choice. We truly hope this can happen, and all parties be so satisfied that it becomes an annual event.

Thank you from the Spirits.

Cheers & Chills, Charles F. Rosenay!!! (203) 795-4737

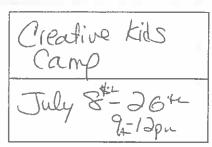
PARACONN III CT's Original Paranormal Convention www.ParaConn.org

Salem Paranormal Convention NOV 11-12 www.SalemParaCon.org

Books on sale now: "True Ghost Stories of Connecticut" from www.ParanormalConnecticut.com (or on Amazon)

Event Info:

Building Use Checklist



Event Information sheet

- □ Addendum A NA
- Rules and Regulations signed
- Complete COVID protocols (details needed)
- ☐ Fee Calculations
 - o Rent
 - o Utilities
 - o Security (for times when the public is there)
 - o Custodial Services
- Additional information needed
 - o Does this event recur annually? Yes
 - o How long has the vendor been using facilities? 5 years

FSD	#		7417
	-	 	

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

The undersigned hereby make application on as association formed for <u>Pecception</u> . Please check the box next to the rooms you are in	Dept, Summer (Name) (Event Title)	for permission to use the
Hamden High School ☐ Auditorium ☐ Black Box ☐ Dressing Rooms ☐ Gymnasium ☐ C107 ☐ Cafeteria ☐ Classroom ☐ Athletic Field	Elementary Schools: Bear Path □ Church Street □ Dunbar Hill □ Helen Street □ Ridge Hill □	Equipment Needed: HHS/HMS: See Addendum A and return with this form. Elementary Schools:
Hamden Middle School Auditorium Gymnasium Cafeteria Classroom Music/Band Room Central Office Gymnasium Board Room Room Room 101	Shepherd Glen Spring Glen West Woods Swintergreen Swinter	Tables (how many) N/M Chairs (how many) N/M Other Needs: TCIDPS CITO CHOICS C OALTPOON NO THE TOOM
Date Time (From/Te	Date Date	EVENT INFORMATION i, please indicate clearly information for each date Arrival Time Event Time End Time CO: DO AM B hrs 12 NCCO CO: DO AM B hrs 12 NCCO CO: DO AM B hrs 12 NCCO CO: DO AM B hrs 12 NCCO

			FSD #
PRINT names of applicants. Please we Contact Name	rite legibly if not typed. Address (Number, Street, Town, Zip)	Telephone	Email Address
Debrob Ferguson	145 Osborn Ave		
TOP TOP TO THE PARTY OF THE PAR	New Hoven, CTGG57	20250662	98 debfora496á
		ATT THE STATE OF	amail.com
			3
the plan for audience (capacity	o comply with the state and CDC Covid-19 , seating, entry and exit) as well as perform	ers on stage and bac	k stage (masks, social
distancing, etc). We must have you may attach a separate doc	this information before the Board will consument with your protocols)	sider your request for	facility use. (If easier,
	creation Departmen	-0	
		on al Così	make Chan
2 1cupes u	oill work in the Art Ro	and shi	your sand
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CH OCHERN	picnicadoles located (ATTIVE SOM	
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· If during	our 3 weekramp	macks b	eame
necessary	up will wearth	um and s	:0 co:11
the etited	16.		
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16/2 00:00		CHAIS CITY	THE CAND
This com		11.0.10	20- 000
	scing will be entere	ed H H b	ecomes
necesso		.) 010	
· Children will	enter and exit through	the Hot Ka	om door in

the book of Spring Oten School.

• bothrooms will be utilized on the ground floor of Spring Oten School

FSD#

3513

RULES AND REGULATIONS

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

Please initial each numbered guideline

24

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.

94

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.

04

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.

The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.

) J 5.

A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.

6. A permit is not transferable.

__7. A permit is not valid unless signed by the Superintendent or his/her designee.

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



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

Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.



11. When use of rudio 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 heeded, 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#	
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We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.

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

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

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

I have read and farms with the above rules and	regulations set forth by the Handen Roard of Education:
Thave read and agree with the above rules and	regulations set forth by the Hamden Board of Education:
(Signature)	(Date) / J Company
	d on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and es are to be paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is Facilities Department at (203) 407-2207.
Approved by Board of Education:	Date:



JOSEPH KRAR & ASSOCIATES, INC.

Your Surplus Lines Wholesaler of Choice

PO Box 580 Southington, CT 06489

Phone (800) 886-3050

Fax (86a) 628-3969

&&&.jkrar.com

7/10/2023

Insured: Deborah Ferguson and Patrick Sullivan DBA

Creative Kids, 145 Osborn Ave Mailing

Address: New Haven, CT 06511

Semi-Annual Proposed Term:

Retail Agent: State Choice Insurance

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Underwriter: Lisa Sholomicky Email: ls@jkrar.com

Please Bind Effective: _

Commission: 10.00 %

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PREMIUM FEES AND TAXES

Coverage

General Liability Premium

Cost

\$400.00

Total Amount Due:

\$400.00

Policy is Subject to a Minimum Earned Premium of 50%

* See Proposal Terms and Payment Options section at the bottom of this proposal

General Liability

Carrier: United States Liability Insurance Company - A.M. Best Rating A++

BINDING REQUIREMENTS

- Copy of Joseph Krar & Associates quote letter signed by the Insured.
- See terms and conditions per carrier quote attached
- Signed, dated & fully completed carrier specific application
- Signed, dated & fully completed Terrorism Election or Rejection Form
- This is a brokered account and needs to be paid within 15 days of binding. It may NOT be paid off your statement. No Flat cancellations are permitted by carrier.
- Coverage is bound when confirmed by carrier.
- Responses to carrier Prior to Bind Requirements per attached proposal.

ERMS AND CONDITIONS

- See terms and conditions per carrier quote attached
- Policy is Subject to a Minimum Earned Premium of 50%



JOSEPH KRAR & ASSOCIATES, INC.

Your Surplus Lines Wholesaler of Choice

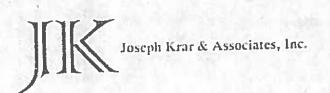
PO Box 58a Santhington, CT 06489

Phone (800) 886-5050 Fax (860) 628-3969

www.jkrar.com

THE PARTY OF THE		A STATE OF THE STA	CHARLE
ROPOSAL TER	RMS AND PAYMENT OPTIONS		
	pires 30 days from the proposal date listed above, and sunderwriting and rating information provided by you. The equested. Please review carefully and advise us immed	e coverage and terms	al e san
Agreed & Accep	v Alugina	Date: 0/06/2023	S
	PAYMENT OPTIONS		
	Payment Option Payment in Full (Agency Check)	Please Select Option X	
	ACH - Please Call Accounting at (860) 628-3967 for Deta	ails	
	Credit Card - Secure payment can be made on-line at the https://www.jkrar.com/payment/ Note: If selected, a fee will be assessed by the credit ca		
	The second secon		

Thank you for the opportunity to help you service your client's needs!



JOSEPH KRAR AND ASSOCIATES, INC. 1676 West Street Southington, CT 06489 (860) 628-3967 ext. 249 Fax: (860) 628-3969

7/10/2023

MGL023L2518

Quote	is valid until 9/3/2023	Please bind effective:
Re:	Deborah Ferguson and Patrick Sullivan DBA Creative Kids	Insured email address. Insured phone number: 203-506-6298 Confirm optional coverages: XDo not include any optional coverages. Include the following optional coverages from Section V
То:		(Taxes & Fees may apply to optional premium if purchased) Option 1 - (add: \$110.00) - Non-Owned & Hired Automobile Liability
Attn:	Commission:%	Option 2 - (add: *\$100,00) - Terrorism Coverage *See Terrorism Section for Exact Pricing and Terms
From	Lisa Sholomicky	
	lsholomicky@jkrar.com / (860) 628-3967 ext. 249	

I. PREMIUM AND UNDERWRITING NOTES/REQUIREMENTS

, , ,			
COMMERCIAL LIABILITY EXTENSION INFORMATI	ON Linkility logurance	Company	
Carrier:	United States Liability Insurance	: Company	
	Admitted		
Status:	A++ (Superior) - XII		
A.M. Best Rating:	6 Months		
Term Quoted:	O Morning	PREMIUM	
COVERAGE PART		\$400.00	
Commercial General Liability		\$400.00	
TOTAL PREMIUM DUE TO CARRIER			
ADDITIONAL COSTS			
Wholesaler Broker Fee			
TOTAL AMOUNT DUE			

FREE AND DISCOUNTED BUSINESS SERVICES AVAILABLE TO USLI INSUREDS - VISIT BIZRESOURCECENTER.COM FOR DETAILS

The premium quoted was calculated based on information provided by you in your application for insurance. The premium quoted may be adjusted based on an audit of your books and records during and/or at the conclusion of the policy period to determine actual receipts, payroll and other factors used to calculate earned premium.

This account is subject to the following - Sections A, B and C:

Please note that we will not be able to bind coverage until we satisfy all Prior to Binding requirements.

Underwriter receipt, review and acceptance of the fully completed application. We may modify the terms and/or premiums quoted or

Please contact us with any questions regarding the terminology used or the coverages provided.

[&]quot;Read the quote carefully, it may not match the coverages requested"

MGL023L2518

rescind this quote if the information provided in the completed application is different from the original submission or there is a significant change in the risk from the date it was quoted.

A. Prior To Bind Requirements:

No Prior to Bind Requirements

B. Items Required Within 21 days of the inception of coverage:

- Our completed & signed application; or
- A completed & signed ACORD application as long as all underwriting information needed has been provided to us; or
- A completed & signed application from another company as long as all underwriting information needed has been provided to us.

C. Underwriting Notes:

No Underwriting Notes

II. COVERED LOCATION(S) AND CORRESPONDING CLASSIFICATIONS

Location #1 - 1908 Whitney Ave, Hamden, CT 06517

Liability Coverage Description	Class	Basis	Exposure	Prod/CompOps Rate	All Other Rate	Prod/CompOps Premium	All Other Premium
	Code				2.100	Incl	\$21
Schools - Craft/Hobby Instruction -	67512	Sales	10,000	Incl	2.100	8,950	
Other than Not-For-Profit			Per 1,000				
			Sales				\$50
Additional Insured - Blanket	49950	Flat	1	Incl	50.000	Incl	φυσ
			Flat				11
	72990	Flat		Inci	0.000	Incl	Incl
Professional Liability	12550	1 lat	Flat				11
1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	41799	Flat		Incl	0.000	Incl	Incl
Abuse and Molestation Liability -	41755	1 text	Flat				
Specialty Training Schools				Liability (Coverage Pi	remium for Location	1 #1: \$400 N

III. LIABILITY LIMITS OF INSURANCE

COMMERCIAL GENERAL LIABILITY Each Occurrence Personal Injury and Advertising Injury	\$1,000,000 \$1,000,000	PROFESSIONAL LIABILITY Each Claim Aggregate	Included	
Medical Expense (Any One Person) Damage To Premises Rented to You Products/Completed Ops Aggregate General Aggregate General Liability Deductible	\$5,000 \$100,000 included \$2,000,000 \$0	MOLESTATION OR ABUSE LIABILITY Each Claim Aggregate	\$300,000	

Please contact us with any questions regarding the terminology used or the coverages provided.

^{**}Read the quote carefully, it may not match the coverages requested**

MGL023L2518

IV. REQUIRED FORMS & ENDORSEMENTS

General Liability	Endorsements
--------------------------	---------------------

CG0001 ·	(12/07) Commercial General Liability Coverage	L-224	(10/10) Punitive Or Exemplary Damages
500001	Form		Exclusion
CG0068	(05/09) Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	L-249	(07/07) Professional Liability Insurance Coverage
CG2107	(05/14) Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included	L-280s	(02/11) Amendment - Limits Of Insurance
CG2109	(06/15) Exclusion – Unmanned Aircraft	L-599	(10/12) Absolute Exclusion for Pollution, Organic Pathogen, Silica, Asbestos and Lead with a Hostile Fire Exception
CG2136	(03/05) Exclusion - New Entities	L-610	(11/04) Expanded Definition Of Bodily Injury
CG2139	(10/93) Contractual Liability Limitation	L-703 STS	(10/09) Molestation Or Abuse Insurance
CG2147	(12/07) Employment-Related Practices Exclusion	L-723	(02/09) Blanket Additional Insured Endorsement
CG2173	(01/15) Exclusion Of Certified Acts Of Terrorism	L-778	(10/13) Background Investigation Exclusion
CG2271	(04/13) Colleges or Schools (Limited Form)	L-783	(02/14) Amendment Of Liquor Liability Exclusion
		LLQ-100	(07/06) Amendatory Endorsement
IL0017	(11/98) Common Policy Conditions		(08/10) Separation Of Insureds Clarification
IL0021	(09/08) Nuclear Energy Liability Exclusion Endorsement	LLQ-368	Endorsement
IL0140	(09/08) Connecticut Changes - Civil Union	Notice-Unmanned Aircraft-GL	(05/16) Advisory Notice To Policyholders
IL0260	(01/19) Connecticut Changes - Cancellation and Nonrenewal	TRIADN	(12/20) Disclosure Notice of Terrorism Insurance Coverage
Jacket	(07/19) Policy Jacket		

V. OFFER OF OPTIONAL COVERAGE(S)

Based on the information provided, the following additional coverages are available to this applicant but are not currently included in the quotation. The additional premium may be subject to taxes & fees. For a firm final amount please contact us and we will revise the quote.

quotation.	Coverage	Additional Premium
Option 1	Non-Owned & Hired Automobile Liability	\$110.00
Option	14011-Outled & Fixed Fix	

important information

 Prior to binding with this optional coverage, we would need to confirm that the applicant does not have a Business Auto policy, does not regularly deliver goods or products and does not require its employees to use their personal vehicle to conduct the applicant's business on a regular basis

If this coverage is purchased, add I -488 Non-Owned And/Or Hired Auto Liability

• II	this coverage is purchased, add E-466 Non-Owned And/Or three / tato Eleating	Additional Premium
	Coverage	\$100.00
Option 2	Terrorism Coverage	-\$160.00

Important Information

- Terrorism coverage, per the Terrorism Risk Insurance Program Reauthorization Act of 2015, is available for an additional premium of \$100 or 5.00% of the total applicable premium, whichever is greater. If not purchased, please provide the signed TRIADN Disclosure Notice or add form NTE - Notice of Terrorism Exclusion. When making your decision to purchase Terrorism Coverage, please be aware that coverage for "insured losses" as defined by the Act is subject to the coverage terms, conditions, amount, and limits in this policy applicable to losses arising from events other than acts of terrorism.
- The Terrorism premium shown above has been calculated as a percentage of the quoted coverages. If any coverages are added or removed at binding, the additional premium shown above is subject to change.

Please contact us with any questions regarding the terminology used or the coverages provided.

^{**}Read the quote carefully, it may not match the coverages requested**



JOSEPH KRAR AND ASSOCIATES, INC. 1676 West Street, Southington, CT 06489 Phone: (860)628-3967 x249

United States Liability Insurance Company

Commercial General Liability Application

MGL023L2518

You or your agent provided the information used to complete the questions below. Please answer all remaining questions in the space provided. By signing this application you are warranting that all information on this application is true and correct.

General Information

n Maria	oorah Ferguson and Patr	ick Sullivan DBA Creativ	e Kids =	V"		
Applicant's Name: Dec Form Of Business: VIII Mailing Address: 145 C	ndividual Corporation	n Partnership Ll	LC Oth	er:		
	JSBOTT / WORLD	State:	CT	Zip: 06511		
City: New Haven	207 2042 C 203 506 6298	Fax Nu	mber:			
Phone Number: H- 203	397-2012 6- 203-500-0250	E-mail	Address:	debferg426@gmail.com		
Web Address:	Deborah Ferguson					
Inspection Contact:		☐Monoline Pro	pperty	Monoline Liquor	Packa	
Coverage Desired:	Monoline Liability	√6 Months		9 Months	Annua	ai
Policy Term:	3 Months		nolicable in	the state of MO)?	Yes	XNo
Has coverage been ca	incelled or non-renewed	in the last 3 years (not a	ppilodoio			
If Yes, provide co What year did the bus	siness start?					
Loss Information for the pa	ast 3 years; 📝 No	one or provide details be	low			
11	lities requesting to be ad	ded as Additional Insure	d on this po	licy: Not App		
Please advise all en	Name	Address			Interest	
Complete	Mame					
				-		
Description of Oper	ations:					1970
art and reading car						
					ater [7] Yes	No No
Any field trins to	off premise swimming pools	s, lakes, beaches, skiing, i	ce/roller skat	ing rinks or amusement	ater cc	٠٠٠ يي
parks			∩ur camo d	oes not take field trips	Yes	☑ No
Are permission s	lips obtained from parents/	guardians for all field trips	wante 2 (not	applicable in MO)	Yes	✓ No
Has Insurance of	overage been cancelled or	non-renewed in the past 3	years: (not	refulutionament	Yes	✓ No
b. Caraci	10inui vistnemele etcuire	or senior high school			Yes	☑ No
		u ever act as a tranchisor t	grantor or a l	taves against the named	✓ True	Fals
No past, pending	have they been, or will the g or planned foreclosure ar fficer, partner, member or c	nd/or bankruptcy or judgme owner of the applicant indi	vidually within	n the past five (5) years.		-

II. Limits of Insurance COMMERCIAL GENERAL LIABILITY Each Occurrence Personal Injury and Advertising Injury Medical Expense (Any One Person) Damage To Premises Rented to You Products/Completed Ops Aggregate General Aggregate General Liability Deductible MOLESTATION OR ABUSE LIABILITY Each Claim Aggregate III. Locations of Coverage ar	\$300,000	Each Claim Aggregate	ONAL LIABILITY	included Included
III. Locations of Coverage at				Zip
Address	Cit	У	State	06517
1908 Whitney Ave	Hai	mden	<u>CT</u>	00317
Years At Current Location: 5				Premium Exposure
Classification		Code No.	Premium Basis	10,000
Schools - Craft/Hobby Instruction - Ot	her than	67512	Sales	
Not-For-Profit		49950	Flat	1
Additional Insured - Blanket		72990	Flat	N/A
Professional Liability	nielty Training	41799	Flat	N/A
Abuse and Molestation Liability - Spe Schools	Clarry Training			☐Yes ☑No
Are armed security guards on the property of t	n premises 3, have aluminum wi		ibe wiring?	Yes VNo Yes No Yes No Yes No Yrue False Yes No Yes No Yes No
Classification Schools - Craft/Hobby Instruction - Or Any overnight events or activities Background and criminal checks of Does the school focus on learning	completed on all staf	f	nged children?	☐ Yes ☑ No ☑ True ☐ Fals ☐ Yes ☑ No
Classification Abuse and Molestation Liability - Spe	ecialty Training Scho	ools		

V. Additional Eligibility Information

Does the Applicant engage in any operations or have any classifications on their premise(s) other than those listed Yes Voice III Locations of Coverage and Corresponding Classifications?

Fraud Statement: Any person who knowingly and with intent to defraud any insurance company or other person, files an application for insurance or statement of claim containing any materially false information, or conceals for the purpose of misleading, information concerning any fact material thereto, commits a fraudulent insurance act, which is a crime and may subject such person to criminal and/or civil penalties and other sanctions.

Applicant's Warranty Statement: I warrant that the information provided in this Application, and any amendments or modifications to this Application are true and correct. I acknowledge that the information provided in this Application is material to acceptance of the risk and the issuance of the requested policy by Company. I agree that any claim, incident, occurrence, event or material change in the Applicant's operation taking place between the date this application was signed and the effective date of the insurance policy applied for which would render inaccurate, untrue or incomplete, any information provided in this Application, will immediately be reported in writing to the Company and the Company may withdraw or modify any outstanding quotations and/or void any authorization or agreement to bind the insurance. Company may, but is not required, to make investigation of the information provided in this Application. A decision by the Company not to make or to limit such investigation does not constitute a waiver or estopped of Company's rights.

I acknowledge that this Application is deemed incorporated by reference in any policy issued by Company in reliance thereon whether or not the Application is attached to the policy.

I acknowledge and agree that a breach of this WARRANTY STATEMENT is grounds for Company to declare void any policy or policies issued in reliance thereon and/or deny any claim(s) for coverage thereunder.

Applicants Signature*:

Brokers Signature:

If your state requires that we have the name and address of your (insured's) authorized Agent or Broker.

Name of Authorized Agent or Broker:

Address: ______SUBMITTING THIS APPLICATION DOES NOT BIND THE APPLICANT TO PURCHASE INSURANCE. ACCEPTANCE OF THIS APPLICATION DOES NOT BIND THE COMPANY TO ISSUE INSURANCE.

Fee Calculations

Event: Creative Kids Camp

Processing Fee:

\$45

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

Lights/Sound	Fee	Hours	Total
Lights	\$65		\$0.00
Sound	\$65		\$0.00

Utilities

Fee	Hours	Total
\$60.00		\$0.00

Security (if required)

Fee		Guards	Hours	Total
Monday - Saturday	\$31.76			\$0.00
Sunday	\$42.3 4			\$0.00

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	1	45	\$2,049.30
Clean Up	2		\$0.00

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

TOTAL FEES: \$2,094.30

Event Info:

Building Use Checklist

Slamma Jamma Bosscelbull Comp 7/22-7/26 9am-p

Event Information sheet

Addendum A

Rules and Regulations signed

Complete COVID protocols (details needed)

- Fee Calculations Two partner

- o Rent
- Utilities
- Security (for times when the public is there)
- Custodial Services
- Additional information needed
 - Does this event recur annually? Yes
 - o How long has the vendor been using facilities? Many years

		_		_
FSD	#		_	

Hamden Public Schools 60 Putnam Avenue Hamden, CT 06517

APPLICATI	ON FOR US	SE OF SCHO	OL BUILDING		
Applications MUST be filed at least SIX WEEKS bel	ore the day for	which it is made	but will not be accepte	d prior to STX Man	ths before the
	eve	nt date	Ton Breation) Afred for perm	D-1- 10	/20/13
To the Board of Education:		cl		Date/	1
The undersigned hereby make application on b	ehalfof	SIGMMI	Jinni B.	WHOTH COM	C
as association formed for	v Cana	Tours (Name	of Organization)		*
	Event Title)	10001 01	for perm	ission to use the	
Please check the box next to the rooms you are re	questing. The r	ooms available	for use are listed und	ler their location.	
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary 9		Equipment		
□ Gymnasium	Bear Path 🗆		HHS/HM:	S: See Addendun	n A and
□ C107 □ Cafeteria	Church Stree	et 🗆		th this form.	
□ Classroom	Dunbar Hill (
☐ Athletic Field	Helen Street		Elementa	ry Schools:	
	Ridge Hill 🗆			how many)	
	Shepherd Gl		Chairs (how many)	
Hamden Middle School	Spring Glen		□ Other N		
Auditorium	West Woods Wintergreen	-			
	vvintergreen	Ш			
☐ Classroom ☐ Music/Band Room	Please choos	e from			
	the elemente				
	room aption:	5			
Central Office ☐ Gymnasium	below:				
Board Room	Classroo	m			
☐ Room 101	☐ Cafeteria	3			
	☐ Gymnasi	ium			
				<u> </u>	
REHEARSAL / PREPARATION			EVENT INFO		
Date Time (From/To)		"If multiple dates,	please indicate clearly inform	ation for each date	
		. Date	Arrival Time	Event Time	End Time
		8 (24 8	1/48:2000	9.08000	L'CO par
		,	//		
		13 18 371 -8/1	Ju -8: 50 pm	1.00am	L. Copin
How many people will attend the rehearsal?		1 1 2 1 2	1,		
The state of the s		1/37 -	7/26 8 300	m Yam	Ip.M
Will your event require set up? Yes ☐ No [ם כ	Number of Per	formers/Presenters:		•
If yes, when do you plan to set up?		Anticipated Att	endance. 30	-00	
		Admission Cha	arge:		
		Dameston -2	Handan Destruction		i
		rescentage of	Hamden Performers		
		1			

			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 podlum?	Yes 🖸	No 🌄	
How many tables will you need? MA Location:		~	
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.	NotX	
How many follow spotlights will you need? 'Only our trained technicians are allowed to use our spotlights.	0 1 1 1	2 190	
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 □ ur sound syslem i	No □ including mixing bo	ard, amplifiers, speakers and
Will you need us to play music during your event: *Must be on a single CD or USB slick in the correct order. Note: We will not be	Yes □ e able to do any	No 150 editing	
Will you be using our microphones?	Yes 🗆	No	
If yes, # of wireless handheld microphones *Up to two are available at each location	-		
If yes, # of wired handheld microphones *Up to six are available at each location			
If yes, # of floor (tap) microphones "Only available at the high school location			
Will you need Stage Manager / Hands provided by us? 'Note: If you plan to have curtains open/close or anything flown in, a minimum sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ n of 1 stage hand	2 🗆 I must be contracte	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 D	// No 🗆	
Check One:	/ /	A	
☐ We will provide our own person to hand!	le the projection	ns	
☐ I request that a technician from HPS han			OFFICE USE ONLY
		-	Supervisor
Special requests/instructions:		-	Lighting Board Operator
			Sound Operator
			Spotlight 1
		-	Spotlight 2
**A technical supervisor will contact you to verify all requests		-	SM
		-	ASM
(initial)			Projection Specialist

			_
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RULES AND REGULATIONS

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

Please initial each numbered guideline

- The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 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.
- Sm 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- SM 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 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.
- it. 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	#	1081

- Sen 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- Sec 14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
- 15. Payments may be malled 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

not affiliated with the Hamden Public Scho	ol District is required
I have read any agree with the above rules and reg	ulations set forth by the Hamden Board of Education: (Oale) (Dale)
The charges for this building use application will be reflected or technical services fees will be billed separately. These charges a available on-line at www.hamden.grg , or by contacting the Fact	n a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and are to be paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is littes Department at (203) 407-2207.
Approved by Board of Education:	Oato

							FSI) #	devise list differences	
RINT names of app Contact Nam			not typed. s (Number, Stree	t, Town, Zlp	1	Tele	hone	Emall A	ddress	
Shawn Mo	bilio	17	Tradition	Blvd S	unthony	20	3-828	Smol	11/3/	10
					06488		7750			ויינגלם
					_					
lease describe h ne plan for audio istancing, etc). V ou may attach a	ence (capacity, We must have I separate docu	seating, e this inform iment with	ntry and exit) a nation before th n your protocols	s well as pe ne Board wil s)	rformers o II consider	n stage your rea	and back st quest for fa	tage (masks cility use. (f	, social	h
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Fee Calculations

Event: Slamma Jamma (July 22-26, 2024)

Processing Fee:

\$45

Group I,II,III

Days	Fee	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
5		\$0.00
		\$0.00
		\$0.00
	_	\$0.00

Group IV

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

Technical Fees	Fee/hour	Hours	Total
Sound Supervisor	\$130		\$0.00
Lighting Supervisor	\$130		\$0.00
Professional Technician	\$50	-	\$0.00
Student Technician	\$30		\$0.00
Sound System Usage	\$50		\$0.00
Lighting usage (performance	\$90		\$0.00

Total \$0.00

Utilities

Fee	Hours	Total



\$180.00	\$0.00
7100.00	30.00

Security (if required)

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

Custodial Services

Monday - Saturday	\$55.00	Hours	Total
Open	1		\$0.00
Event	1	27.5	\$1,512.50
Clean Up	2		\$0.00

Sunday	\$82.50	Hours	Total
Open	1		\$0.00
Event	1		\$0.00
Clean-Up	2		\$0.00

TOTAL FEES: \$1,557.50

