

Hamden Public Schools AUTOMATED EMERGENCY RESPONSE PROJECT AGREEMENT

Implemented Under

State of Connecticut Information Processing Contract #14PSXO178AA – Interoperability Solution

This Project Agreement (this "Agreement") is made as of this **7th day of March, 2024** by and between **Mutualink, Inc.**, a Connecticut Corporation with an address at 1269 South Broad Street, Wallingford, CT 06492 ("Mutualink") and **Hamden Public Schools** (the "District"), a subdivision of **the Town of Hamden**, Connecticut, a Connecticut municipal corporation (the "City/Town") organized under the laws of the State of Connecticut, in accordance with and subject to that certain contract made by and between the State of Connecticut, acting by and through the Department of Administrative Services (the "State") and Mutualink titled "Information Processing Contract – Interoperability Solution" designated as Contract #14PSXO178AA (the "State Contract").

PREAMBLE

- A. **Whereas**, the State through the Connecticut Department of Emergency Services and Public Protection (DESPP) solicited applications for competitive grant awards under a Multi-Media Interoperable Communications Systems (MM SSGP) grant program;
- B. **Whereas**, the District applied for a grant to purchase a real time multimedia interoperability system for the District and relevant law enforcement agencies, and has applied an MM SSGP (the "Grant Award") pursuant to which the District is entitled to reimbursed a certain prescribed percentage of the Project if awarded (as defined and described hereinbelow).
- C. **Whereas**, the State Contract was competitively bid and awarded, and any Connecticut state and local governmental subdivision or agency thereof may procure the interoperability solutions offered thereunder under subject to the terms of the State Contract, as supplemented hereby;
- D. **Whereas**, in light of increased threats to schools nationally and numerous cases of school shootings around the United States, the District desires to implement a real time emergency interoperable communications and information sharing solution across its system which will automate emergency communications and response with schools in an emergency (the "Project");
- E. **Whereas**, the purpose of this Agreement is to detail the Project and the terms and conditions of financing of the Project.

NOW, THEREFORE, the parties agree as follows:

1. **Project Funding.** The Project will be funded and paid for by the District as provided in this Agreement, provided, however, Mutualink shall cooperate in all respects with the District in providing all necessary information and documentation to enable the District to timely seek

and obtain reimbursement of the State's share of Project costs as specified in the Grant Award for the Project, if awarded.

2. Project Cost Limit. Unless approved by the District and Mutualink by means of Amendment executed by the parties, (the total cost of the Project shall not exceed \$98,700.00 (the "Project Limit").
3. Project Scope. The scope of the Project is set forth in the Statements of Work ("SOW") attached as **Schedule A** to this Agreement, as amended or modified below from time to time. Notwithstanding the foregoing, the Project Scope may be revised by the District at any time in its discretion, and the SOWs amended and modified accordingly, provided, however, any modifications of equipment or services in progress shall be subject to negotiation and the mutual agreement by the parties regarding the scope of the change and associated cost of such change.
4. Terms and Conditions. This Agreement and the Project are subject to and governed by the terms and conditions of the State Contract, as supplemented hereby, and the applicable rules and regulations of the City/Town, as applicable.
5. Project Completion Targets. The District and Mutualink shall work in earnest to install equipment and services under the Project 90 days after contract signature ("Target Install Completion Date"). However, the parties recognize that equipping Partner agencies is subject to the cooperation and consent of such Partner Agencies.
6. Project Payment/ Invoicing. The District shall pay for the Project in accordance with the payment schedule in **Schedule B**.
7. Termination/Rights. The District shall have all rights and privileges afforded under the State Contract, including all rights of termination as provided thereunder.
8. Insurance. Mutualink shall maintain at all times during the Project general commercial liability insurance naming the District and City/Town as additional insureds with a minimum coverage of \$1,000,000 per event and a minimum of \$2,000,000 in the aggregate in accordance with insurance coverages required under Section 18 of the State Contract. Additionally, Mutualink shall maintain a minimum of \$1,000,000 in the aggregate of Professional Liability Insurance. Mutualink shall, upon the District's and/or City/Town's request, furnish the District with certificates evidencing such coverage is in place and in effect, and shall immediately notify the District if such coverage is at any time terminated or lapsed during any period during which Mutualink is providing services.
9. Access. Mutualink employees and agents shall at all times comply with the security, health and safety policies and procedures of the District and City when accessing District or City facilities to perform work.
10. Indemnification. In accordance with Section 42 of the State Contract, Mutualink shall indemnify, defend and hold harmless the District and the City/Town, its respective officers, administrators, employees, servants and successors and assigns from all "Claims" arising out of Mutualink's "Acts" as defined in accordance with the provisions thereof. Such indemnification obligations shall include Claims arising from Acts of subcontractors and hired third parties under Mutualink's control.
11. Entire Agreement. This Agreement together with the State Contract contains the entire agreement and understanding of the parties with respect to the subject matter hereof and supersedes and replaces all prior discussions, agreements, proposals, understandings,

whether orally or in writing, between the parties related to the subject matter of this Agreement.

-----Signature Page Follows-----

This Agreement was executed and delivered by the parties below as of the date first written above.

Mutualink, Inc.

Hamden Public Schools

By: _____
[Signature]

By: _____
[Signature]

Name: Mark Hatten

Name: _____

Title: Chief Executive Officer

Title: _____
Duly Authorized

Date: _____, 2023

*Affix Official Seal
(if required)*

Attachment A Statement of Work

For each Site (an "Installation Site"), the equipment identified on each site SOW identified on **Schedule B** ("Site SOW") shall be supplied and associated services installed, configured, and tested.

Each **Site SOW** shall include the following services:

1. Site Installation (see customer racking requirements below) and configuration of all furnished equipment.
2. Provision of all software and interoperable network services.
3. Functional Testing of all installed equipment, software, and interoperable network services.
4. Up to 4 hours of remote user training including: Admin, Demo/overview, and End user.
5. User and product manuals as requested in digital form.
6. Customer will be provided with end-user and technical support, including updates to software-as-a-service and network updates during the time periods specified in the contract.
7. Final user acceptance (End to End test) exercises with assigned ERP (Emergency Response Protocol) users.

District Responsibilities:

Connectivity:

1. The District shall be responsible for providing broadband internet access.
2. The District will audit and provide details on Wi-Fi and LTE coverage for each building.
3. It is *strongly recommended* that the District provides an alternate routing for Internet access if primary service is lost.
4. The District shall provide a Static IP address for the system router, prior to manufacturing.
5. Wireless connectivity for cell phones: Mutualink prefers that the first responders use the FIRSTNET network, or another priority-based network of their choice and their devices will be configured to School Wi-Fi connections where cellular coverage is weak. School administrators will be configured to school WIFI connections with priority.

Radio:

1. The District shall be responsible for providing Mutualink with either a pre-programmed radio base station or access to a radio base console for interconnection with radio gateway services.
2. The District shall provide Radio make, model along with desired frequencies & channels, prior to manufacturing. Non FCC licensed radios are not recommended.
3. The District will make available all technical support staff and services necessary for Mutualink to enable all IT, network and radio services required for the project.

RemoteView:

1. The District will supply building floorplans in the appropriate format. Such as .ai or .eps. Example to be provided by Field Operations.
2. The District will complete all Mutualink-provided spreadsheets that include for each site in the project, the following:
 - a. A camera listing, that includes the verified RTSP / URL address of each camera at the site, the camera manufacturer, a short descriptive name of the camera's location, and a sequential camera number assigned to each camera as it appears on any floorplans provided to Mutualink.
 - b. A panic button to camera matrix used to designate any fixed panic buttons and the number of the camera(s) to be activated during an alert.
3. The District will provide accurate floorplans showing markings for:
 - a. Clearly marked room names.
 - b. Distinct icons for each fixed camera location, including directional arrows.
 - c. Distinct icons for each PTZ (point-tilt-zoom) camera location.
 - d. Sequential camera numbers referenced in any spreadsheets (see 2.a. above).
 - e. The wall coloring schemes of all common hallways. Distinct icons for each fixed panic button.
4. The District will notify Mutualink of any floorplan changes.

Panic Button connection options:

1. Physical wired panic button: The District will provide a low voltage wire from a panic button contact closure device to Mutualink equipment or a JSON message.
 - a. Wiring will be completed by customer before a Mutualink installer visit.
2. Soft or App based panic button: The District will provide a panic button that supports JSON messaging.
3. When location sharing panic buttons are used, the District will list up to 4 cameras per panic button with updates made to the RemoteView spreadsheet.

Overall system:

1. The District shall provide power and space for the equipment or identify the need for a mini-rack that can be located adjacent to radio and internet resources.
2. Mutualink product will have access to School UPS equipment, if available
3. The School will rack, power up and connect to the provided static IP internet connection, prior to a Mutualink installer visit. (Router, RNIC, RemoteView computer, ISG)
4. The School users will download LNK360 software and confirm login credentials ahead of installer or trainer visits. Desktop computer and cell phone software downloads will be made based on contract licensing.
5. The School and the first responding partner will provide a list of ERP (Emergency Response Protocol) invites to be programmed. Example to be provided by Field Operations.
6. The School will promptly(within 60 days) undertake user acceptance testing after hardware is installed and functional testing is completed. The School will make personnel available for such purposes with the authority to sign off on acceptance. Final invoicing will occur per school once end to end testing is complete and signed off.

Project Coordination:

1. Mutualink will assign a technical installation manager for each Installation Site
 2. Mutualink and the District will work jointly to establish site survey and install dates for each installation Site. (This will require IT, Radio, Video and Facility personnel from the School to be available for details discussions of the project)
 3. Upon completion of a site survey, each Site SOW will be finalized with any necessary site needed adjustments and provided to the District for approval. Once approved, Mutualink may proceed with Installation Site work subject to scheduling.
 4. Mutualink shall provide written project installation and progress updates to the designated project manager for the District.
-

Attachment B

Payment Terms Base Project

- 25% upon contract signature.
- 40% after equipment is installed and software delivered, billed monthly for schools completed.
- 25% after the school has been software tested, billed monthly for schools completed.
- 10% upon final end to end full district (project) test.

CT State Contract #14PSX0178AA

3 Sites

1. Hamden High School
2. Hamden Middle School
3. Alice Peck School

CT State Contract #14PSX0178AA



1269 South Broad Street
Wallingford, CT 06492
Website: www.mutualink.net

Tel: (866) 957-5465
Fax: (928) 396-0344
Email: sales@mutualink.net

Quote	1008096u
Date	3/7/2024

Bill To:

Hamden Public Schools
60 Putnam Avenue
Hamden, CT 06517

Ship To:

Hamden Public Schools
60 Putnam Avenue
Hamden, CT 06517

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms	Order #
	HAMDEN PS	JDOOLEY		See Below	

Qty	Item Number	Description	Unit Price	Ext Price
3	CTK12	<p>Mutualink Bundle for Hamden Public Schools (3 Schools)</p> <p>Includes the following:</p> <ul style="list-style-type: none">• Remote View Gateway Camera• School floor plan map layer (floor plan supplied by school)• ISG (intelligent sensor gateway) for integration to installed hardwired panic buttons/soft panic buttons and school's existing IP access control system.• Radio gateway• LNK360 Software -2 CommandConnect/5 MxPTT• Configuration, Installation and Training• Bundle includes software license, access to IRAPP, 24x7 Customer• Support, SW Maintenance and updates• No additional charges for 3 years <p>Mutualink payment terms:</p> <ul style="list-style-type: none">• 25% upfront deposit.• 40% after equipment is installed and software delivered; billed monthly for schools completed.• 25% after the school has been software tested; billed monthly for schools completed.• 10% upon final end to end full district (project) test.	32,900.00	98,700.00

Customer to supply their own:	Subtotal	98,700.00
1. Windows/macOSx desktop/laptop for the LNK360 CommandConnect client	Freight	0.00
2. Smartphone (Android/iOS) for LNK360 CommandConnect Mobile / MxPTT Clients	Sales Tax	0.00
3. Donor radios / Control station (licensed RF) for integration to Radio Gateway	Quote Total	98,700.00
4. Floor Plans - current digital files in the appropriate format		

Donnarummo, Taryn

From: Leigh Cromeey <leighcromeey@gmail.com>
Sent: Thursday, March 21, 2024 2:19 PM
To: Donnerarummo, Taryn
Subject: Fwd: question from a former parent

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

Hello Ms. Donnerarummo,
I hope you can help me direct my request to the correct person. I had a short email exchange with the Principal at Ridge Hill school about installing a bench for my late son who was a student there (all 3 of our children attended Ridge Hill K- 6). Unfortunately our communication has stalled and I would very much like to move ahead with this project, hopefully this summer. Perhaps there is someone in the central office who is better able to handle my request?

Thank you for any help you can provide.

Best,
Leigh Cromeey
203-214-6475

----- Forwarded message -----

From: Leigh Cromeey <leighcromeey@gmail.com>
Date: Mon, Jan 22, 2024 at 2:41 PM
Subject: Re: question from a former parent
To: DAntonio, Stacie <sdantonio@hamden.org>

Hello again,
I did walk around the school building yesterday afternoon - lots of memories! I saw 2 types of benches, the blue metal straight benches and the right angle, wooden benches. I was not sure which was a friendship bench and Googling friendship bench was not clarifying.

The back area seems a bit remote and was not a play area when my kids were there. I was hoping for a location where family members could occasionally come and spend a few minutes, maybe watching local families play on the weekends. It looks like there is space near the newer blue play structure, would that be a possibility?

I know you are busy and I do not want to create more work for you so if there is someone else you can pass off my request and questions to, I certainly understand. What is the process for purchasing and installing a bench? How is the cost determined?

Thanks so much for your time and patience.

Leigh

On Thu, Jan 18, 2024 at 11:43 AM DAntonio, Stacie <sdantonio@hamden.org> wrote:

Hello there,

Thank you for reaching out. I am very sorry for the loss of your son and I can't imagine how hard that is.

We would be honored to have a bench put on our grounds in honor of your son. We have a couple benches that we place outside at the main entrance, when weather is nice – one in honor of a past teacher, one for a class that went through here. We could honestly use a bench out back near the basketball and funnel ball sets. One of those friendship benches would be great. (A bench that encourages kids who want to play with a friend to sit - where friends then see they need someone and ask them to join.) There is no seating currently in our back play area.

You can certainly put a plaque on a bench or have the bench engraved.

If you want to stop by and see what we have already – that would be nice!

Please let me know how you would like to proceed.

My best,

Stacie D'Antonio, Principal

Ridge Hill School

From: Leigh Cromeley <leighcromeley@gmail.com>

Sent: Wednesday, January 17, 2024 2:34 PM

To: DAntonio, Stacie <sdantonio@hamden.org>

Subject: question from a former parent

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

Hello Ms. D'Antonio,

My three children were students at Ridge Hill between 1995 - 2006 and I have very fond memories of the school and the staff. Sadly, my oldest son, Austin Lindsay, died in 2011 and I have recently begun to consider a way, a place, to honor him. I would like to know about the possibility of purchasing a bench for the playground area with a plaque with his name.

Is this something you can help me with or kindly send my email to the appropriate person/department. Thank you for any assistance you can provide.

--

Leigh Cromey

203-214-6475

Thank you,

Nathan

To the Hamden BOE:

We request that the town plant four Okame cherry trees on the grounds of Church Street School along Chester Street to add to the ones that were planted on Arbor Day in 2022.

Trees are critical infrastructure that improve the quality of life for the Hamden community. The urban forest provides health benefits and climate resiliency. Trees also generate wealth by increasing nearby property values. Trees are often lacking in neighborhoods with a higher proportion of low-income families and people of color, as has become the case in our Church Street neighborhood. In the past, there were several large trees growing on school property along Church and Chester Streets, but these were removed and had not been replaced. We are very grateful for the three trees planted at Church Street School on Arbor Day in 2022 to start to remedy this. The two cherry trees on Chester Street have bloomed for the first time this Spring! We think that having a full row of them on that lawn would be a wonderful landmark for our school.

We would like to request these trees as part of the process established by the Hamden Tree Commission which would purchase the trees and coordinate planting by Public Works.

We understand that this request needs to be approved by the BOE via the Operations Committee

Thank you for considering this request.

Sincerely,

Nathan Havill,

vicepresident@churchstcafe.org

On behalf of, Church Street School Alliance for Family Engagement (CAFE)

Donnarummo, Taryn

From: Ellison, Seesa
Sent: Monday, March 25, 2024 10:07 AM
To: Donnerummo, Taryn
Subject: RE: Request to the BOE Operations Committee for planting trees at CSS

Sorry Taryn!

I pressed send by accident. lol

John asked you to include this on the agenda for the next BOE Operations Committee meeting.

Kindly,
Seesa Harris-Ellison
Facilities Clerk
HPS Central Office
60 Putnam Avenue
Hamden, CT 06517
Ph: 203-407-2204
Fx: 203-407-2001
Email: sellison@hamden.org

From: Ellison, Seesa
Sent: Monday, March 25, 2024 10:04 AM
To: Donnerummo, Taryn <tdonnerummo@hamden.org>
Subject: FW: Request to the BOE Operations Committee for planting trees at CSS

From: Nathan Havill <vicepresident@churchstcafe.org>
Sent: Saturday, March 23, 2024 10:05 AM
To: Ellison, Seesa <sellison@hamden.org>; Shea, Kevin <kshea@hamden.org>
Cc: Andrea Gloria-Soria <president@churchstcafe.org>; Melissa Kaplan <makaplan6@yahoo.com>; Butler, Karen <kibutler@hamden.org>; Highsmith, Gary <ghighsmith@hamden.org>; Caraglio, Frank <fcaraglio@hamden.org>; Michael Montgomery <mem.hamden@gmail.com>
Subject: Request to the BOE Operations Committee for planting trees at CSS

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

Hello Seesa,

Please see below for a request to be considered at the next BOE Operations Committee meeting.

Event Info:

Building Use Checklist

Hamden Rovers Summer Camp
Sat. 6/22 - 7/27

- ☒ Event Information sheet
- ☒ Addendum A *N/A*
- ☒ Rules and Regulations signed
- ☒ Complete COVID protocols (details needed)
- ☐ Fee Calculations

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

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 03/11/2024To the **Board of Education:**The undersigned hereby make application on behalf of Hamden Rovers Incorporated**(Name of Organization)**as association formed for Hamden Rovers Annual Summer Program (Kids Camp) for permission to use the**(Event Title)**

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

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

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date	Time (From/To)
_____	_____
_____	_____
_____	_____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
06/22/2024	8:00am	8:30am	12:00 (noon)
06/29/2024	8:00am	8:30am	12:00 (noon)
07/06/2024	8:00am	8:30am	12:00 (noon)
07/13/2024	8:00am	8:30am	12:00 (noon)
07/20/2024	8:00am	8:30am	12:00 (noon)
07/27/2024	8:00am	8:30am	12:00 (noon)

Number of Performers/Presenters: _____

Anticipated Attendance: 70Admission Charge: \$0

Percentage of Hamden Performers: _____

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Kirk Gordon

38 Grandview Avenue, Hamden Ct. 06514

203-314-3750

hamdenrovers@gmail.com

Robert Tullonge

70 Hudder

203-650-4865

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)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be from a notebook or a standard ruled sheet of paper. There is no handwriting or other markings on the page.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- KG 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.
-
- KG 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.
- KG 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.
- KG 6. A permit is not transferable.
- KG 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- KG 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.**
- KG 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.
- KG 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)

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

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

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

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

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

Kirk Gordon

(Signature)

(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? _____ Location: _____

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

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

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

Fee Calculations

Event: Hamden Rovers Soccer 6/22-7/27/24

Processing Fee: \$45

Group I,II,III

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			\$0.00
Cafeteria	6		\$0.00
Music/Band Room (HMS Only)			\$0.00
Field			\$0.00

Total \$0.00

Total \$0.00

Utilities

Fee	Hours	Total
\$180.00		\$0.00

Security (if required)

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

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	1	24	\$1,092.96
Clean Up	2		\$0.00

TOTAL FEES: \$1,137.96

Event Info:

Building Use Checklist

Build w/ Ricky
Lego Camp

7/29 - 8/2/24

☒ Event Information sheet

☒ Addendum A

N/M

☒ Rules and Regulations signed

☒ Complete COVID protocols (details needed)

☒ Fee Calculations

☐ Rent

☐ Utilities

☐ Security (for times when the public is there)

☒ Custodial Services

☐ Additional information needed

☐ Does this event recur annually?

Yes

☐ How long has the vendor been using facilities?

a few years

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

Date _____

To the **Board of Education**:The undersigned hereby make application on behalf of Build With Ricky LLC
(Name of Organization)as association formed for Lego Summer Camp for permission to use the
(Event Title)

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

Hamden High School

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

Elementary Schools:

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

Equipment Needed:

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

Elementary Schools:

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

Hamden Middle School

- ☐ Auditorium
☐ Gymnasium
☐ Cafeteria
☒ Classroom **Room 109**
☐ Music/Band Room

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

REHEARSAL / PREPARATION

Date	Time (From/To)
July 29	8:30 am to 3:00 pm
July 30	8:30 am to 3:00 pm
July 31	8:30 am to 3:00 pm
Aug 1	8:30 am to 3:00 pm
Aug 2	8:30 am to 3:00 pm

How many people will attend the rehearsal? 1

Will your event require set up? Yes ☒ No ☐

If yes, when do you plan to set up?

7:30 am**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
7/29	7:30 am	8:30 am	3 pm
7/30	7:30 am	8:30 am	3 pm
7/31	7:30 am	8:30 am	3 pm
8/1	7:30 am	8:30 am	3 pm
8/2	7:30 am	8:30 am	3 pm

Number of Performers/Presenters: 1Anticipated Attendance: 20Admission Charge: \$169/head/half day; \$299/head/all day.Percentage of Hamden Performers: \$10 per head

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Ricky Wang

P.O.Box 460 Mansfield Center, CT
06250

860-861-9391

~~RICKWANG8872@HOTMAIL.COM~~

or

Rickwang1@hotmail.com

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

Follow Hamden School Rules

RULES AND REGULATIONS**For the Use of the Hamden Public School Buildings for Other Than Regular School Purposes****Please initial each numbered guideline**

- ___SW___ 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.
- ___SW___ 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.
- ___SW___ 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.
- ___SW___ 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.
- ___SW___ 6. A permit is not transferable.
- ___SW___ 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- ___SW___ 8. **No food or refreshments** are to be served or eaten on the premise, unless specifically mentioned in contract. **Food 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.**
- ___SW___ 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.
- ___SW___ 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.**
- ___SW___ 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.
- ___SW___ 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)

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

__sw__ 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.

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

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

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

(Signature)

3/18, 2024
(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? _____ Location: _____

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

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

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc.,

Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

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

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

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

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

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

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

Custodian Fees¹:

Time and one-half
Double Time

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

Security Fees²:

Time and one-half
Double Time

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

Utility Fee (Group III & IV)

\$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 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)

Fee Calculations

Event: Build with Ricky 7/29-8/2/24

Processing Fee: \$45

Group I,II,III

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			\$0.00
Cafeteria	6		\$0.00
Music/Band Room (HMS Only)			\$0.00
Field			\$0.00
Total			\$0.00

Total \$0.00

Utilities

Fee	Hours	Total
\$180.00		\$0.00

Security (if required)

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

Custodial Services

Monday - Saturday	\$45.54	Hours	Total
Open	1		\$0.00
Event	1	35	\$1,593.90
Clean Up	2		\$0.00

TOTAL FEES: \$1,638.90

Event Info:

Building Use Checklist

Coed Unified
Softball

4/7-6/2/24

☒ Event Information sheet

☐ Addendum A *N/A*

☒ Rules and Regulations signed

☒ Complete COVID protocols (details needed)

☐ Fee Calculations *field only*

☐ Rent

☐ Utilities

☐ Security (for times when the public is there)

☐ Custodial Services

☐ Additional information needed

☐ Does this event recur annually? *no*

☐ How long has the vendor been using facilities?

1st request



FSD # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**

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

Date 3/22/24

To the Board of Education:

The undersigned hereby make application on behalf of United Coed Sports

(Name of Organization)

as association formed for Coed Adult (24) Softball League for permission to use the
(Event Title)

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

Hamden High School

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

Hamden Middle School

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

☒ Athletic Field (Softball)**Central Office**

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

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

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

REHEARSAL / PREPARATION

Date	Time (From/To)
_____	_____
_____	_____
_____	_____

How many people will attend the rehearsal? _____

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

_____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
<u>April 7</u>	<u>8:00 am</u>	<u>8:30 am</u>	<u>2:30 pm</u>
<u>to</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>
<u>June 2</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>

Number of Performers/Presenters: _____

Anticipated Attendance: 20Admission Charge: 0

Percentage of Hamden Performers: _____

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
<u>Anthony Goffe</u>	<u>Hamden CT, 06514</u>	<u>203-567-8172</u>	
_____	_____	_____	_____
_____	_____	_____	_____

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)

Adhere to Boe School rules

RULES AND REGULATIONS

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

Please initial each numbered guideline

- AG 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.
- AG 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.
- AG 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.
- AG 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.
- AG 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.
- AG 6. A permit is not transferable.
- AG 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- AG 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.**
- AG 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.
- AG 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.**
- AG 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.
- AG 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)

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

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

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

(Signature) _____

(Date) 3/22/24

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

Approved by Board of Education: _____ Date: _____

FSD # _____

ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate)

Will you need a podium?

Yes ☐No ☒

How many tables will you need? _____ Location: _____

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

Will you need stage lighting for your event?

Yes ☐No ☒

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

How many follow spotlights will you need?

0 ☒1 ☐2 ☐

**Only our trained technicians are allowed to use our spotlights.*

Will you need sound for your event?

Yes ☐No ☒

**You may bring in your own sound for the event. If you choose that option, our sound system including mixing board, amplifiers, speakers and microphones will not be available for your use.*

Will you need us to play music during your event:

Yes ☐No ☒

**Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing.*

Will you be using our microphones?

Yes ☐No ☒

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (lap) microphones _____

**Only available at the high school location*

Will you need Stage Manager / Hands provided by us?

0 ☒1 ☐2 ☐

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

Will you be using any projections for your event?

Yes ☐No ☒

Will your projections include sound (movies)?

Yes ☐No ☒

Check One:

☐ We will provide our own person to handle the projections

☐ I request that a technician from HPS handle the projections

Special requests/Instructions: _____

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

 KG (Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

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

Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

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

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

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

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

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

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

Custodian Fees¹:

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

Security Fees²:

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

Utility Fee (Group III & IV) \$60.00 per hour (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 II, III, and IV are responsible for security fees when security officers are required for an event. Security fees are based on a minimum of three hours or the actual hours of the event, whichever is greater. Guards will be hired based on the amount of anticipated attendance. (i.e: 150 = 1 guard, 151-300 = 2 guards, 300-450 = 3 guards, etc)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/29/2023

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

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

PRODUCER O2 Sports Insurance 110 E Broward Blvd, Suite 1700 Fort Lauderdale, FL 33301	CONTACT NAME: Kandace Kalin PHONE (A/C, No, Ext): 1-855-351-0202 E-MAIL ADDRESS: info@o2sportsinsurance.com FAX (A/C, No): 1-855-984-2379														
INSURED United COED Sports and Recreational League 67 Nolan Road Hamden, CT 06514 A Member of O2 Program Management Inc., Athletic Association	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Certain Underwriters at Lloyd's of London</td><td>AA-1120157</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Certain Underwriters at Lloyd's of London	AA-1120157	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Certain Underwriters at Lloyd's of London	AA-1120157														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		22B06410-248	04/11/2023 12:00 AM	04/11/2024 11:59 PM	EACH OCCURRENCE \$1,000,000
		DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000				
		MED EXP (Any one person)				
		PERSONAL & ADV INJURY \$1,000,000				
		GENERAL AGGREGATE \$3,000,000				
	PRODUCTS - COMP/OP AGG \$1,000,000					
						\$1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> EXCLUDING HAWAII					COMBINED SINGLE LIMIT (Ea accident)
						BODILY INJURY (Per person)
						BODILY INJURY (Per accident)
						PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					EACH OCCURRENCE
						AGGREGATE
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
						E.I. EACH ACCIDENT
						E.I. DISEASE - EA EMPLOYEE
						E.I. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured. Sport(s): Softball

CERTIFICATE HOLDER Town of Hamden 2750 Dixwell Ave Hamden, CT 06518	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Kandace Kalin</i>
---	--

© 1988-2015 ACORD CORPORATION. All rights reserved.

Event Info:

Building Use Checklist

Hamden Fathers Football + Cheer	
4/25-4/30	Thurs. 5:30-8pm

☒ Event Information sheet

☒ Addendum A

☒ Rules and Regulations signed

☒ Complete COVID protocols (details needed)

☐ Fee Calculations

☐ Rent

☐ Utilities

☐ Security (for times when the public is there)

☒ Custodial Services

☐ Additional information needed

☐ Does this event recur annually? *Yes*

☐ How long has the vendor been using facilities? *many years*

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 (form to be submitted for approval at BOE meeting)

Date 3/25/24To the **Board of Education**:

The undersigned hereby make application on behalf of HAMDEN FATHERS FOOTBALL AND CHEER
 as association formed for Cheer Clinics (Name of Organization)
 for permission to use the _____
 (Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed (limited supply):

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
4/25	5:30 PM		8 PM
5/2	5:30 PM		8 PM
5/9	5:30 PM		8 PM
5/23	5:30 PM		8 PM
5/30	5:30 PM		8 PM

Number of Performers/Presenters: _____

Anticipated Attendance: _____

Admission Charge: _____

Percentage of Hamden Performers: _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

CALVIN MCGEE

P.O. Box 185722
Hamden CT 06518

203 715 0427

RULES AND REGULATIONS

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

Please initial each numbered guideline

CR

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.

CR

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.

CR

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.

CR

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.

CR

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.

CR

6. A permit is not transferable.

CR

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

CR

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.**

CR

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.

CR

10. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. **Due to**

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

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

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

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

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

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

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

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

(Signature)

(Date)

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

Approved by Board of Education: _____ Date: _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? _____ Location: _____

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

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

If yes, # of wireless handheld microphones _____

**Up to two are available at each location*

If yes, # of wired handheld microphones _____

**Up to six are available at each location*

If yes, # of floor (tap) microphones _____

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

Check One:

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

Special requests/Instructions: _____

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

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

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

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

Group I Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc.,

Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.

Group II Civic organizations for the benefit of Hamden residents that carry out official

Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.

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

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

Group I – No fees

Group II – Direct labor costs and technical fees

Group III – Utilities, direct labor costs and technical fees

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

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

Technical Fees (Sound, lighting, equipment)

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

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

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

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

Custodian Fees¹:

Time and one-half
Double Time

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

Security Fees²:

Time and one-half
Double Time

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

Utility Fee (Group III & IV)

\$180.00 per hour

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

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

HPS Building Use Form Instructions

****This form must be printed out, completed, signed and mailed or dropped off to Central Office 60 Putnam Ave. Attn: Seesa Harris-Ellison * emails are accepted but you must contact Seesa to verify receipt. **** sellison@hamden.org**

Please read and be sure that you understand the following policies and notices regarding the use of Hamden Public Schools facilities and/or grounds:

Before an event (request) can be approved by the district for the use of school facilities, organizations must submit a current "Certificate of Insurance" to be kept on file in the Facilities Office.

Upon receipt facilities will verify date and availability, if conflicts exist you will be contacted and alternated dates will be discussed. All school building and field use requests are secondary to official school functions and may be bumped at any time to accommodate official school activities.

Payment must be made at time of submission and or after BOE approval prior to event.

Building Use Form must go to the operations committee of the BOE and approved, then to the Full BOE meeting for final approval.

Once approve you will be notified, you may also review the BOE meeting minutes posted on our web site for approval status.

Forms must be submitted 6 weeks prior to event for approval processing, and no more than 6 months prior to event.

These instructions apply to all group II, III, and IV organizations.

If you have any questions please contact the facilities office.