### Donnarummo, Taryn

From:

Dellavalle, Leslie

Sent:

Monday, August 19, 2024 1:58 PM

To:

Donnarummo, Taryn

Subject:

enlargers

### HI Taryn

We have 17 old enlargers in the photography department at HHS. Do we have to ask the BOE in order to donate or dispose.

### Leslie

Leslie Della Valle Director of Fine and Performing Arts Hamden Public Schools 203-407-2215

### Donnarummo, Taryn

From:

Cross, John

Sent:

Friday, August 30, 2024 9:17 AM

To:

Donnarummo, Taryn

Subject:

Re: Crosswalk request

Yes. I explained to Howard that you can't paint a crosswalk there since it is not ADA compliant. I did offer to paint a solid gray area to highlight the pavement crossing.

**Thanks** 

From John Cross

On Aug 30, 2024, at 8:50 AM, Donnarummo, Taryn <tdonnarummo@hamden.org> wrote:

Hi John,

Did you get answers on this question? I am trying to see if we should put this on our next Ops agenda.

Thanks!

Taryn Donnarummo
Executive Assistant to the Superintendent
60 Putnam Ave.
Hamden, CT 06517
(P) 203-407-2202

From: Cross, John <jcross@hamden.org> Sent: Wednesday, July 31, 2024 10:57 AM

**To:** Hornreich, Howard <a href="https://doi.org/">hornreich@hamden.org/</a>; Donnarummo, Taryn <a href="tdonnarummo@hamden.org/">tdonnarummo@hamden.org/</a>; Caraglio, Frank <a href="fcaraglio@hamden.org/">fcaraglio@hamden.org/</a>

Subject: RE: Crosswalk request

Hi Howard, is there handicap rams back there? We are required to have crosswalks ADA compliant.

John Cross

From: Hornreich, Howard < hhornreich@hamden.org >

Sent: Tuesday, July 30, 2024 2:38 PM

To: Donnarummo, Taryn < tdonnarummo@hamden.org >; Cross, John < jcross@hamden.org >; Caraglio,

Frank <fcaraglio@hamden.org>

Cc: Spring Glen Garden <garden@springglenpta.org>

**Subject:** Crosswalk request

Taryn, Frank and John,

Susan Dorfman from our PTA wants our PTA to pay for funds to put a crosswalk in the back driveway towards Mother Nature's classroom. I am copying her on this email. Can you add to next Operations Meeting for approval? They ware not looking for funds, just approval.

Thanks,

Howard Hornreich Principal Spring Glen School 1908 Whitney Avenue Hamden, CT 06517 (203)-407-2045

<image002.png>

From: Spring Glen Garden < garden@springglenpta.org>

Sent: Tuesday, July 30, 2024 1:07 PM

To: Hornreich, Howard <hhornreich@hamden.org>

Cc: Spring Glen President president@springglenpta.org; Spring Glen Membership

<membership@springglenpta.org>; Rachel Gasana <rachel.gasana@springglenpta.org>; Allison Dickin

<allison.dickin@springglenpta.org>; heather@lovelocaldesign.com; Compton

<jeannette.compton@gmail.com>; After School Coordinator <a href="mailto:susanleahd@gmail.com">afterschool@springglenpta.org>; susanleahd@gmail.com</a>; Spring Glen Treasurer <a href="mailto:treasurer@springglenpta.org">treasurer@springglenpta.org>; Spring Glen SK <a href="mailto:springglenpta.org">Racedirector@springglenpta.org>; Spring Glen 5K <a href="mailto:springglenpta.org">Racedirector@springglenpta.org>; Spring Glen 5K <a href="mailto:springglenpta.org">Racedirector@springglenpta.org</a>; Spring Glen 5K <a href="mailto:springglenpta.org">Racedirector@springglenpta.org

**Subject:** Re: some summer PTA updates

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

Hi Howard!

Thanks for the quick reply!

Good to hear there's a walkie talkie.

As for crosswalk, I was hoping to use funds from the PTA - I never used our budget last year but this is something it could go toward. I'll pick up with the painter for a quote. It did depend on how many colors we use.

Susan

On Jul 30, 2024, at 10:21 AM, Hornreich, Howard <a href="https://hornreich@hamden.org">hhornreich@hamden.org</a> wrote:

Thanks,

Howard Hornreich Principal Spring Glen School 1908 Whitney Avenue Hamden, CT 06517 (203)-407-2045

<image001.png>

From: Spring Glen Garden <garden@springglenpta.org>

Sent: Monday, July 29, 2024 10:03 PM

Cc: Spring Glen Membership <a href="membership@springglenpta.org">membership@springglenpta.org</a>; Rachel Gasana <a href="membership@springglenpta.org">rachel.gasana@springglenpta.org</a>; Allison Dickin <a href="membership@springglenpta.org">allison.dickin@springglenpta.org</a>; heather@lovelocaldesign.com; Compton <a href="membership@springglenpta.org">jeannette.compton@gmail.com</a>; After School Coordinator

Glen 5K <Racedirector@springglenpta.org>; elisabethlesieur@gmail.com; joshgroffman@gmail.com;

<afterschool@springglenpta.org>; susanleahd@gmail.com; Spring Glen Treasurer

<treasurer@springglenpta.org>; Spring Glen Vice President <vicepresident@springglenpta.org>; Spring

Hornreich, Howard <a href="https://hornreich@hamden.org">hornreich, Howard <a href="https://hornreich@hamden.org">hornreich@hamden.org</a>; Trama, Timothy <a href="ttrama@hamden.org">ttrama@hamden.org</a>;

Subject: Re: some summer PTA updates

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

Thank you Rachel and Josh!

I have a couple questions perhaps we could address these over email, or put on the agenda for the first meeting.

- In order to drum up new members and communicate, is it possible to share the rules regarding who can be a member and look into revising these to be more inclusive? For example, an idea floated last year was to give membership to all parents for free, and suggest a membership fee. We want the money to help the programming, but we also want people to get the wonderful newsletters and as of now, only opting-in members can see this info. I'd hope that if they go out to the whole school, perhaps we would have a stronger PTA? If not, we should look at really amping up the insertion into Howard's weekly newsletter and regularly refreshing the bulletin board. Maybe we can get someone new to help with this (on comms committee)?

- How can I get BOE permission to get a crosswalk out to the Mother Nature's classroom? I'm in touch with Pat Sullivan and a painter already, but Pat said we need BOE approval. Do I go through the Principal or the buildings dept...?
- I'm working on a written site assessment, risk/benefit plan and safety protocols for utilizing outdoor space (eg. Mother Nature's classroom) as part of my certification and hope to share these in due course, as well as follow up on the survey that went out to the staff. I'm curious about the current safety protocols and policies for outside, is there a teacher manual I could take a peek at?
- Do we have a schedule of meetings yet for the new year? I'm crazy busy in Sept and Oct with work and wanted to put them on my calendar if possible.

Thank you Susan

On Sat, Jul 27, 2024 at 8:56 AM Spring Glen President cpresident@springglenpta.org wrote:

Hi everyone,

I hope you're all having a great summer. I'm writing to share a few updates with you:

- Josh and I have discussed how we are going to transition items as he comes on-board as
  President and I shift into co-President role. I'll remain the first point of contact for Committee
  leads over the course of the year (advising on what and when to bring to public meetings;
  parent and school relationships; etc) and keep Josh informed/pull him in for decisions. Josh will
  take the lead on setting meeting agendas and schedules for Board and public meetings; we will
  alternate running the public meetings. We will both confer and be involved in volunteer
  recruitment and management.
- As part of this transition Josh will be owning and running the <u>president@springglenpta.org</u> email account going forward. I have set up a new PTA email for myself <u>rachel.gasana@springglenpta.org</u> (copied here).
- 3. Secretary is our sole remaining vacant board seat. Please refer anyone you know who may be interested to <a href="mailto:president@springglenpta.org">president@springglenpta.org</a> and either Josh or I will reach out to them.

Let us know if you have any questions, and when in doubt, you can always email both of us and we'll coordinate:)

Enjoy these last weeks of summer heat! Rachel

Rachel Gasana (co)President, Spring Glen School PTA Enriching Education. Building Community.

**Susan Dorfman** 

Chair, Outdoor Committee
PTA Spring Glen Elementary School, Hamden CT
garden@springqlenpta.org

mobile: 917-723-1364

### **Building Use Checklist**

Hamden Ynuth Lacrosse Ned 9/11/24-11/13/24

Event Information sheet

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

FSD#	
4 1 1 1 1 1 1 1 1	

### **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

	<u>eve</u>	ent date		s	uly 25, 2024
To the Organical Education.				DateJ	uly 25, 2024
To the <b>Board of Education</b> :  The undersigned hereby make applicat	ion on hohalfof	Hamden Youth La	crosse		
The undersigned hereby make applica-	ion on benanor		Organization)		
as association formed for youth spo	rts practice on fields	(Mairie Oi		ission to use the	
as association for med for youth apo	(Event Title)		101 pc1111	1331011 to asc tite	
Please check the box next to the rooms yo	•	rooms available for	use are listed und	er their location.	
Hamden High School					
☐ Auditorium ☐Black Box ☐Dressing Roo	oms <b>Elementary</b> !	Schools:	Equipment	Needed:	
☐ Gymnasium	Bear Path 🗆	]	HHS/HMS	i: See Addendui	m A and
□ C107	Church Stree	et 🗆	return wi	th this form.	
☐ Cafeteria	Dunbar Hill	Ď.			
☐ Classroom	Helen Street	<b>* *</b>	Elementa	ry Schools:	
☐ Athletic Field	Ridge Hill □	- — I			
	Shepherd Gl			how many)	
	Spring Glen			how many)	
Hamden Middle School	West Wood:		☐ Other N	eeds:	
Auditorium	Wintergreer	-			
☐ Gymnasium ☐ Cafeteria	**************************************				
☐ Classroom ☐ Music/Band Room	Please choos	se from			
Li Music/Band Room	the element	ary			
	room option	<u>15</u>			
Central Office	below:				
□ Gymnasium					
☐ Board Room	☐ Classroo				
☐ Room 101	☐ Cafeteri	-			
	☐ Gymnas	sium			
	1				
REHEARSAL / PREPAR	ATION		EVENT INFO		
		*If multiple dates, plea	ase indicate clearly inform	ation for each date	
Date Time (	From/To)				
		Date	Arriva! Time 5:30	Event Time 5:30	End Time 7:30
		Wed's 9/11 -		3.30	
		11/13			
How many people will attend the rehe	arsal?				
85.2		<b></b> .		4	
Will your event require set up? Yes D	] No.	Number of Perfor	mers/Presenters:		
If yes, when do you plan to set up?		Anticipated Attend	dance:40		
		Admission Charge	e:\$0		
			mden Performers:	100%	
		reiceillage of Ha	moen renomiers:		

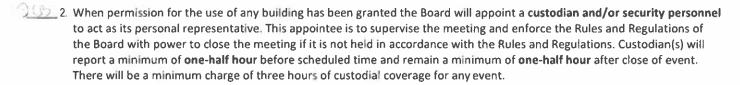
				FSD#
PRINT names of applicants. Plea	ase write legibly if not typed.  Address (Number,	Street, Town, Zip)	<u>Telephone</u>	Email Address
Danielle Bonadies	43 Autumn Ridge Rd	914-552-5671	bonadiesdanielle@gi	mail.com
Please describe how you p the plan for audience (cap distancing, etc). We must you may attach a separate	acity, seating, entry and e have this information befo	xit) as well as perf ore the Board will (	ormers on stage and ba	ick stage (masks, social
This	will be an outdoor event	which imitigates (	COVID risk	
8 7		1238		
8				
35				

### **RULES AND REGULATIONS**

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

### Please initial each numbered guideline

C 1 2 2	
V 321	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.



- 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.
- 26. A permit is not transferable.
- 257. 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) on file with town

	FSD #
13. We cannot reserve any date(s) before the approval of your application. Therefore, re	
13. We <u>cannot</u> reserve any date(s) before the approval of your application. Therefore, re	eturn 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 regulation (Signature)	tions set forth by the Ha 7/29/24 (Date)	mden Board of Education:
The charges for this building use application will be reflected on a "etechnical services fees will be billed separately. These charges are to available on-line at <a href="https://www.hamden.org">www.hamden.org</a> , or by contacting the Facilities	o be paid, by check or money	order, to the Hamden Board of Education. The fee schedule is
Approved by Board of Education:	Date:	

FSD #
board, amplifiers, speakers and
cted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator
Sound Operator
Spotlight 1

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

Will you need a po	dium?	Yes □	No □
How many tables	will you need? Location:		_
How many movab	te chairs will you need?Location:		_
	e lighting for your event? be allowed to access any stage lights, only the overhead	Yes □ I work lights.	No□
	spotlights will you need? chnicians are allowed to use our spotlights.	0	2 🗆
	nd for your event? Your own sound for the event. If you choose that option, o of be available for your use.	Yes □ ur sound system incl	No □ luding mixing board, amplifiers, speakers and
	o play music during your event: e CD or USB stick in the correct order. Note: We will not	Yes □ be able to do any edi	No □ iting.
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		
*Note: If you plan to	ge Manager / Hands provided by us?  have curtains open/close or anything flown in, a minimulihen 2 stage hands will be needed.	0 □ 1 □ m of 1 stage hand m	2 □ oust be contracted. If you need contact with both
Will you be using	any projections for your event?	Yes □	No 🗆
	Will your projections include sound (movies)?	Yes □	No □
	Check One:		
	☐ We will provide our own person to han	dle the projections	
	☐ I request that a technician from HPS ha	andle the projections	Supervisor
Special requests/Ins	structions:		Lighting Board Operator  Sound Operator  Spotlight 1
			Spotlight 2
***	The soully appearance to the state of the st		SM
- A technical super	visor will contact you to verify all requests		ASM
(Initia	<u>ii)</u>		Projection Specialist

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

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

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

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

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

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

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

		ROOM RENTAL FEES	TAL FEES
		GROUP I, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$1500/day
ų2i	Black Box	\$0	\$750/day
μи	Dressing Rooms	\$0	\$150/day
арі	Gymnasium	\$0	\$750/day
nei	C107	\$0	\$450/day
н	Cafeteria	\$0	\$600/day
	Classroom	\$0	\$225/day
911			
ppı	Auditorium (Capacity 500)	\$0	\$1500/day
MI.	Gymnasıum	0\$	\$450/day
uap	Cafeteria	\$0	\$600/day
we	Classroom	0\$	\$225/day
нΙ			
/	-		
(Je	Auditorium	\$0	\$450/day
μua	Gymnasium	\$0	\$450/day
uua	Cafeteria	\$0	\$375/day
EIG	Classroom	\$0	\$225/day

### Custodian Fees1:

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

### Security Fees2:

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

## Utility Fee (Group III & IV)

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

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

300-450 = 3 custodians, etc)

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

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time

### Rules/Regulations

- Teams using a field for practice must wait until the conclusion of any game in progress.
- Scholastic sports programs have priority over all other activities, even on Saturdays.
- Baseball and softball programs- no new innings shall begin after 5:15 p.m. on weekdays and 15 minutes prior to the expiration of the permit on weekends.
- No alcohol or tobacco product is allowed on fields or within park grounds.
- No soft toss hitting or pitching practice against backstops or any fencing at fields.
- No pitching from the front of any mound when using the field for batting practice.
- During inclement weather, please use good judgment.
- Any time games are canceled, coaches may not use a field for practice.
- In the event of a scheduling error, scheduled league games shall have priority over practice permits.
- If food is available for public consumption, you must contact Quinnipiac Valley Health District at (203) 248- 4528 or visit the website at <a href="https://www.QVHD.org">www.QVHD.org</a>.

### **Building Use Checklist**

Hamden Soccer Association 8/26-9/10 5-7:50m

Event Information sheet

- □ Addendum A NA
- Rules and Regulations signed
- □ Complete COVID protocols (details needed) NA
- Fee Calculations Town
  - o Rent
  - Utilities
  - o 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? Many years

2001/00/100	Company of the second	
FSD #_		
	Charles and the control of the contr	

### **Hamden Public Schools**

60 Putnam Avenue

APPLICAT	Hamde	n, CT 06517			
Applications <b>MUST</b> be filed at least SIX WEEKS be	TON FOR US	SE OF SCHO	OOL BUILDING		
Applications <b>must</b> be filed at least <b>SIX WEEKS</b> be	tiore the day for	Which it is made	e but will not be acc	epted prior to SIX Me	onths before the
	GAI	ent date			10/21/14
To the Board of Education:				Date	4/4/4/
The undersigned hereby make application on	behalfof H	AMDEN	SOCCER	HSA	ı
Part of the second		/ /Nam	to of Organization	<del></del>	
as association formed for COMMUNITY	racen	(YOUTH	for p	ermission to use the	2
Please check the box next to the rooms you are st	(Event Title)		•		
Please check the box next to the rooms you are re	equesting. The i	rooms available	e for use are listed	under their location	) <b>.</b>
Hamden High School					
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary :	Schools:	Equipm	ent Needed:	
☐ Gymnasium ☐ C107	Bear Path 🗆		HHS/I	HMS: See Addendi	ım A and
☐ Cafeteria	Church Stree			with this form.	
☐ Classroom	Dunbar Hill I				
☐ Athletic Field	<b>Helen Street</b>		Flame	entary Schools:	
— · · · · · · · · · · · · · · · · · · ·	Ridge Hill 🗆				
	Shepherd Gl	en		les (how many)	<del></del>
Hamden Middle School	Spring Glen			irs (how many)	<del></del>
☐ Auditorium	West Woods		Li Oth	er Needs:	
☐ Gymnasium	Wintergreen		_		<del></del>
☐ Cafeteria ☐ Classroom	D/				
☐ Music/Band Room	Please choos				
	the elemento				
Central Office	room options	<u>.</u>	MEG	00-7:30 A	be Delan
☐ Gymnasium	<u>below:</u>		1.1 7.4	0-1.1011	a lyauch
☐ Board Room	☐ Classroo	m			
☐ Room 101	☐ Cafeteria	ŀ	515 Q1	10-500	C A
	☐ Gymnasi	um	212 [4	M-5PM (	ertin es
			4.10 71		1
			AUG ZU	E-NOV	10
REHEARSAL / PREPARATION			EVENT IN	I CODII A TION	
		*If multiple dates	please indicate clearly in	IFORMATION	
Date Time (From/To)		i monspio euros,	prease mulcate clearly in	iornation for each date	
		Date	Arrival Time	Event Time	End Time
		8/26	_SPM	270110	7:30 PM
					7.557.7
		11/00			
How many people will attend the rehearsal?		11/20			
Will your event require set up? Yes □ No □	1	Number of Per	formers/Presenters:		
If yes, when do you plan to set up?		Anticipated Att	endance:		
		Admission Cha	rge:		
Sundy this M. C					
During All - Mary		rercentage of	Hamden Performers		
Sunbar Hill - M-F 8/26-9/20 (193652)					
	L				i

9/23 - 10/18 (193653)
Page 1 of 4/21 - 11/08 (193654)
Dunbor - 55 - 5/25 - 11/2 (193655)

Dunbor - 55 - 11/3 - 11/10 (193656)

PRINT names of applicants. Please	write legibly if not typed.			FSD#_	· · · · · · · · · · · · · · · · · · ·
Contact Name	Address (Number	r, Street, Town, Zip)	Telep		Email Address
RYAN OTT	<u>HAMDEA</u>	<i>V</i>	203 9	<u>306</u> 40_ 	PYANOTT ZY —— @GMKIC
Please describe how you pla the plan for audience (capac distancing, etc). We must ha you may attach a separate d	ity, seating, entry and we this information be locument with your pr	exit) as well as perforn fore the Board will con otocols)	ners on stage i sider your req	and back stage uest for facilit	y use. (If easier,
OUTDOOK-	Socien	PLACTICES	,4ND	(9-1471/4)	
			<u></u>		
			<u> </u>	<u> </u>	
			<del></del>		
					<u> </u>
				<u> </u>	
	<u> </u>	Ž.			
		<del> </del>			<del></del>

FSD #		35	12
Caraca and the state of the sta	FSD #_		5 600

### **RULES AND REGULATIONS**

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

### Please initial each numbered guideline

- 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
- 2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
- 3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be required to provide such police attendance and give the Police Permit Number to the Board of Education.
- 4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. 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.
- (27) 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
  - 9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
    - \_ 10. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.
    - 11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
- 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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

FSD #\_

Approved by Board of Education:

### **Building Use Checklist**

Hamden Societion Association 9/7-11/10 Weekards

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

	DESTRICT.			_
<b>FSD</b>	#			
130	75		 	

### **Hamden Public Schools**

60 Putnam Avenue
Hamden, CT 06517
PLICATION FOR USE OF SCHOOL

		E OF SCHOO			
Applications <b>must</b> be filed at least <b>SIX WEEKS</b> befi		<u>which it is made b</u> nt date	ut will not be accepted	prior to SIX Mon	ths before the
	EVE	iit date		Date /	6/14/24
To the Board of Education:	_			Date	10/101
The undersigned hereby make application on b	ehalfof H	AMDEN	SOCIER	HSA	. ,
- 40 40 11 1	·	/ (Name	of Organization)		
as association formed for COMMUNIT		3 / 90011/t	for permi	ission to use the	
l Please check the box next to the rooms you are rea	Event Title)	ع داخداندین مسمد	P.A. J (		
	questing, the h	OURIS AVAIRABLE H	or use are listed unde	er their location.	
Hamden High School					
☐ Auditorium ☐Black Box ☐Dressing Rooms ☐ Gymnasium	Elementary S	chools:	Equipment I		
☐ C107	Bear Path  Church Stree	• 🗆		: See Addendur	n A and
☐ Cafeteria	Dunbar Hill D	- —	return wit	h this form.	
Athletic Field See Note ON	Helen Street	_	Elementar	ry Schools:	
Athletic Field See Note on BACK	Ridge Hill 🗆			ry schools: now many)	
BACK	•		☐ Chairs (f	now many)	
Hamden Middle School	Spring Glen i		☐ Other No		
☐ Auditorium ☐ Gymnasjum	West Woods	_			
☐ Cafeteria	Wintergreen				
☐ Classroom ☐ Music/Band Room	Please choose		· · -		
Soccen Fleid	the elementa		Long . Hun	(40000	T 20
Control Office	room options below:	- 17	tms + HHS	JORCELL	LIELDS
Gymnasium See 118710	_	1	NO DICONIDO	DAM W	·
	☐ Classroor	m /	neevends	orver	
□ Room 101 ON BACK	☐ Cafeteria☐ Gymnasii		7	/	
	Li Oyiiiiasii	uiii	SEPT 7.	- NOV	10
REHEARSAL / PREPARATION			EVENT INFOR		
Date Time (From/To)		"If multiple dates, pl	lease indicate clearly informa	tion for each date	
		Date	Arrival Time	Event Time	End Time
	•				End line
	<del></del>				
	<del></del>	<del></del>	<del></del>		
How many people will attend the rehearsal?					
					ĺ
Will your event require set up? Yes □ No □		Number of Perfo	ormers/Presenters:		
If yes, when do you plan to set up?		Anticinated Atte	ndance:		
		. manpatou / illoi			Ì
		Admission Charg	ge:		
		Porconto	lomdon Dada		
		reicentage of H	lamden Performers:		
					ļ

		FSO #	
<u>PRINT</u> names of applicants. Please <u>Contact Name</u>	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
PYAN OTT	HAMDEN	2 <u>03 800 67</u> +0	PYAN OTT 24 CGMAIL
the plan for audience (capac distancing, etc). We must ha	on to comply with the state and CDC Covid-19 city, seating, entry and exit) as well as perform tive this information before the Board will controlled the state of the state o	mers on stage and back sta	ge (masks, social
HMS 50CCE	2 FIELD FOR GAME.	S ON SAT 1	SUN 9AM-SA
HHS societ	FIELD FOR WELKEND G	umer when	NOT BRING
used by	OTHER SPORTS. AS	IN THE PAST	- we
INILL 5	citedice our GAM	es AROUND	others
BASED	FIELD FOR WELKEND G OTHER SPORTS. AS OCHEDILLE OUR GAM ON AVAILABILITY:		·
			<u> </u>
			<u> </u>

	3513
FSD#_	Born transfer

### **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 <a href="https://doi.org/10.1007/jhtml.com/">https://doi.org/10.1007/jhtml.com/</a>, 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.
- 6. A permit is not transferable.
- $\Lambda$  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.
- 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.
- (Board Policy #1330.2)

213. 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 <b>rules and regulations</b> 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 Hamplen 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 <a href="www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-2207.

\_\_\_\_ Date:\_

Approved by Board of Education:

FSD#\_

### **Building Use Checklist**

HRYBL-BP 10/21 + 10/23 - Skills 2/10/25 - Player recognition

Event Information sheet

- a Addendum A N/A
- Rules and Regulations signed
- □ Complete COVID protocols (details needed) N A
- Fee Calculations
  - o Rent
  - o Utilities
  - Security (for times when the public is there)
  - Custodial Services
- Additional information needed

  - Does this event recur annually?
    How long has the vendor been using facilities?

FSD#	74 Y/S	Year I	1
N 10 (NOT 1)			

### **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.

		ine date.		Date	e 6/14/2024	4
o the Board of Education:						
The undersigned hereby make application on behalf of Hamden Regional You					all League	
	(Name of Or			•		
association formed foryouth Basketball				for perm	nission to use the	е
	vent Title)					
lease check the box next to the rooms you are requ	uesting. The	rooms availab	e for use ar	e listed und	ler their locatior	١.
Hamden High School				Equipmer	it Needed:	
☐ Auditorium ☐Black Box ☐Dressing Rooms	<b>Elementary</b>	Schools:				
☐ Gymnasium	Bear Path	2′		HHS/HM	S: See Addend	um A and
□ C107	<b>Church Stre</b>	et 🗆		•	ith this form.	
☐ Cafeteria	<b>Dunbar Hill</b>			return w	itii tiiis ioiiii.	
☐ Classroom	Helen Stree	+ 🗆				
☐ Athletic Field	Ridge Hill	_		Elementa	ary Schools:	
Hamden Middle School	Shepherd G			□ Tables	(how many)	
□ Auditorium	<b>Spring Glen</b>				how many)	
Gymnasium	West Wood	ls 🗆			Needs:	
□ Cafeteria	Wintergree	n 🗆		- Other i	vecus.	
☐ Classroom	□ Cafeteria					
☐ Music/Band Room	□ Classroom	1				
☐ Gymnasium ☐Board Room ☐Room 101		*If multiple dates,		ENT INFOR		
REHEARSAL / PREPARATION			. 81	•		
Date Time (From/To) 10/21 & 10/235:30-7:30		Date	Arriva	l Time	Event Time	End Time
SKILLS EVALUATIO						
2/16//25 SUNDAY 11AM	TO					
_1PM						
PLAYER RECOGNITION DAY How many people will attend the rehearsal?		Number of Do	rformore/Pro	contare:		
		Number of re	Homiers/Fre	3611613		
Will your event require set up? Yes □ No □	ı	Anticipated At	tendance:			
If yes, when do you plan to set up?		Admission Ch	arge:			
		Percentage of	Hamden Pe	rformers:		

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



FSD#		
	 	_

PRINT names of applicants.	Address (Monthey Course Trees To)	w.tt	War a M. A. d. Janes
Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Bill Schule	22 Beach SHore Milford, CT 06460	203-605-6526	bill.schule@att.net
Mike Grove	868 Farmington Drive Cheshire, CT	203-537-0436	msgrove23@msn.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@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)

The HRYBL will comply with CDC Covid-19 Guidelines along with any requirements by the Hamden Board of
Education.
10/21 & 10/23 5:30-7:30 SKILLS EVALUATION
2/16//25 SUNDAY 11AM TO 1PM PLAYER RECOGNITION DAY

-50	Ħ	
	_	

3513

### **RULES AND REGULATIONS**

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

Due to staffing shortages, please be advised that we may not be able to fully staff your event. Consequently, if we cannot staff the event you have booked we will give advance notice. 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.

- 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.
- 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.
- A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
- A permit is not transferable.
- 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into
  gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
- 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. 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. MG\_(Please Initial)

I have read and agree with the above rules and regulation	ns set forth by the Hamden Board of Education:
Michael Grove	6/14/24
(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 pald, by check or money order, to the <a href="Hamden Board of Education">Hamden Board of Education</a>. The fee schedule is available on-line at <a href="https://www.hamden.org">www.hamden.org</a>, or by contacting the Facilities Department at (203) 407-2207.

Approved by Board of Education:	Date:



FSD #
board, amplifiers, speakers and
acted. If you need contact with both
OFFICE USE ONLY
Supervisor
Lighting Board Operator

SM

ASM

**Projection Specialist** 

### 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 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. No □ Will you be using our microphones? Yes 🗆 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 contra 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: Sound Operator Spotlight 1 Spotlight 2

(Initial)

<sup>\*\*</sup>A technical supervisor will contact you to verify all requests

# 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 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

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

		ROOM RENTAL FEES	TAL FEES
		GROUP I, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$500/day
чЯ	Black Box	\$0	\$250/day
۱Н۶	Dressing Rooms	\$0	\$50/day
ар	Gymnasium	\$0	\$250/day
ШE	C107	\$0	\$150/day
Н	Cafeteria	\$0	\$200/day
	Classroom	\$0	\$75/day
al			
pp	Auditorium (Capacity 550)	\$0	\$500/day
W	Gymnasium	\$0	\$250/day
nat	Cafeteria	\$0	\$200/day
amel	Classroom	\$0	\$75/day
1			
Aie	Auditorium	\$0\$	\$150/day
:tu:	Gymnasium	\$0	\$150/day
ew:	Cafeteria	\$0	\$125/day
913	Classroom	\$0	\$75/day

Custodian fees 1: Time and one-half \$45.54 pe

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

Double Time \$60.72 per hour Sunday and Holidays

Security Fees<sup>2</sup>:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

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

<sup>3</sup> 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 <sup>2</sup> 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

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time frame.

**Event Info:** 

### **Building Use Checklist**

HRYBL-WW games 12/7/24-3/8/25 84m-Spm

- □ Addendum A W/A
- Rules and Regulations signed
- □ Complete COVID protocols (details needed) N/H
- □ 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? Decades

FSD#	
100 11	

### **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.

				svent date.		Date	<sub>e</sub> 6/19/2024
To the <b>Board of Education</b> : The undersigned hereby make application on behalf of  youth basketball  as association formed for			Hamden Regi	onal Yo	outh Baske	etball League	
			(Name of Organization) for permission to use the				
		(Event Title)					
(please check the box next to	building Al			•			
Hamden High School □	HHS:			Box/Dressing Rooms	5	Equipmer	nt Needed:
		□ Gymnasium □ C107 □ Cafeteria					
Hamden Middle School □	I					•	S: See Addendum A and
		Classroo	-			return w	ith this form.
				l (please circle optio	in land		
Elementary Schools:		- Attrieuc	ricia/r oc	(please circle optio	<u></u> )	Elementa	ary Schools:
Bear Path 🗆	HMS:	☐ Auditori	um			Zieiiieiit	.,
Church Street 🛘	111413.	Gymnas	-			□ Tables	(how many)
Dunbar Hill 🗆		☐ Cafeteria					(how many)
Helen Street □		□ Classroo					
Ridge Hill □		☐ Music/B		1		□ Otner i	Needs:
Shepherd Glen□		•					
Spring Glen □	Elemen	tary Schools:				·	
		🚨 Gymnasi	ium				
Wintergreen □		☐ Cafeteria	a				
Wintergreen L		☐ Classroo	om			-	
EVEN	T INFORMA	TION				REHEARS	AL / PREPARATION
*If multiple dates, please indicate clea	rly information I	or each date					
						Date	Time (From/To)
Date Arrival Tir	ne E	vent Time	End	lime			
0.1							
Games on Saturday							
8:00 AM to 5:00 PM							
See Dates Below							
					How ma	ny people will:	attend the rehearsal?
Number of Performers/Presen	ters:				Will your	event require	set up? Yes □ No □
Anticipated Attendance:				,	hen do you pla	-	
Admission Charge:							
Percentage of Hamden Perfor	mers:						

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

FSD #		
1 30 1	 	_

PRINT names of applicants. Contact Name Michael Grove Dan Grove Bill Schule				FSD #		
		Address (Number, Street, Town, Zip)	Telephone	Email Address msgrove29@gmail.com dangrove@hotmail.com		
		868 Farmington Drive Cheshire CT	203-537-0436 203-824-4994			
		1260 Avon Blvd, Cheshire				
		22 Beach Shore Milford CT 06460 203-605-6526		bill.schule@att.net		
		RULES AND REGULATIONS	<u>s</u>	3513R		
	F	or the Use of the Hamden Public School Buildings for Other	er Than Regular School Pur	ooses		
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					

- 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
- 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.

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

- 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.

(Initial)

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

attendance and give the Police Permit Number to the Board of Education.

- 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 MSG(Please Initial)

I have read and agree with the above rule	s and regulations set forth by the Han	nden Board of Education:
(Signature)	(Date)	
	se charges are to be paid, by check or money o	that you will receive once the usage is approved; lighting and order, to the <u>Hamden Board of Education.</u> The fee schedule 07.
Approved by Board of Education:	Date:	

CCD	44	
F30	Ħ	

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)

e HRYBL will comply with CDC COVID-19 Guildelines along with any requirements by the Hamde pard of Education.												
			V V v			A PARC				<u> </u>	<u> </u>	
Game	es DATE	ES Sa	aturday	/ 8:00 <i>A</i>	M - 5:	00 PM						
2023	: 12/7	, 12/1	4,12/2	21								
2024:	1/11,	1/18,	1/25,	2/1,	2/8,	2/15,	2/22,	3/1,	3/8			
						S-1500 U	- 377					
			1700				-					_
						-						
					_							
										N. F. 48. 150.		
												_
	122011											
								10.				
							In 10020					
W V	SUSPECTO)											
			-									_
			7 0.5					-				

FSD #	

**Projection Specialist** 

### 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. 2 🗆 0 🗆 1 🗆 How many follow spotlights will you need? \*Only our trained technicians are allowed to use our spotlights. Yes No □ Will you need sound for your event? \*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. No □ Will you need us to play music during your event: \*Must be on a single CD or USB stick in the correct order. Note: We will not be 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 1 🗆 2 🗆 0 🗆 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 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed. Yes □ No □ Will you be using any projections for your event? Will your projections include sound (movies)? Yes No □ Check One: ☐ We will provide our own person to handle the projections OFFICE USE ONLY ☐ I request that a technician from HPS handle the projections \_ Supervisor **Lighting Board Operator** Special requests/Instructions: Sound Operator Spotlight 1 Spotlight 2 SM \*\*A technical supervisor will contact you to verify all requests ASM (Initial)

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

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

discretion.

Group I Official Town organizations and agencies such as Parks & 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 hou
Student Technician	\$15 per hou
Lighting Supervisor	\$65 per hou
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 hou
Sound System Usage (performance or rehearsal day)	\$25 per hou

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

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

		ROOM RENTAL FEES	TAL FEES	
		GROUP I, II, III	GROUP IV	
	Auditorium (Capacity 600)	\$0	\$500/day	
цЯ	Black Box	\$0	\$250/day	
H L	Dressing Rooms	\$0	\$50/day	
ıәр	Gymnasium	05	\$250/day	
шe	C107	\$	\$150/day	
Н	Cafeteria	\$0\$	\$200/day	
	Classroam	0\$	\$75/day	
ldle	Auditorium (Capacity \$50)	05	\$500/dav	
iΜ	Gymnasium	. 0\$	\$250/day	
uəļ	Cafeteria	0\$	\$200/day	
swe	Classroom	\$0	\$75/day	
н				
Ált	Auditorium	\$0	\$150/day	
etne	Gymnasium	\$0	\$150/day	
ewa	Cafeteria	\$0	\$125/day	
13	Classroom	\$0	\$75/day	

## Custodian Fees 1:

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

## Security Fees<sup>2</sup>:

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

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

<sup>2</sup> 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

<sup>&</sup>lt;sup>1</sup> 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

### **Building Use Checklist**

HRBBL-BP Games Saturdays 14 7-3/8/15 8AM-Spn

- Event Information sheet
- □ Addendum A N/N
- Rules and Regulations (igned)
- Complete COVID protocols (details needed) NA
- ☐ 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? Decades

FSD #	
7 (-4, 174)	

### **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.

Data 6/19/2024

					Date	
To the <b>Board of Education</b> : The undersigned hereby n	nake applic	ation on behalf of	Hamden Regi	onal You	th Baske	etball League
,		asketball	(Nam	ne of Organi	zation)	
as association formed for	youtii b				_ for perm	ission to use the
		(Event Tit	ile)			
(please check the box next to	building Al	ND rooms):				
Hamden High School	HHS:	☐ Auditorium/Blad	ck Box/Dressing Rooms	5	Equipmen	t Needed:
Hamden Middle School □		☐ C107 ☐ Cafeteria ☐ Classroom			-	5: See Addendum A and th this form.
Elementary Schools:  Bear Path  Church Street  Dunbar Hill  Helen Street  Helen Street	HMS:	☐ Athletic Field/Pc☐ ☐ Auditorium☐ Gymnasium☐ Cafeteria☐ Classroom☐	ool <mark>(please circle optio</mark> i	<mark>n)</mark>	☐ Tables (☐ Chairs (	(how many)
Ridge Hill □ Shepherd Glen□ Spring Glen □ West Woods □ Wintergreen □	Elemen	☐ Music/Band Roc tary Schools: ☑ Gymnasium ☐ Cafeteria	om		Other N	Jeeds:
		or each date	d Time		)ate	AL / PREPARATION  Time (From/To)
8:00 AM to 3:00 PM See Dates Below  Number of Performers/Present Anticipated Attendance:  Admission Charge:				Will your ev		set up? Yes  No  notes to set up?
Percentage of Hamden Perform						

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

				FSD #	
PR	RINT names of applicants.  Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address	
N	lichael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com	
D	an Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com	
Bill Schule		22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net	
		RULES AND REGULATIONS	<u>s</u>	3513R	
	F	or the Use of the Hamden Public School Buildings for Othe	er Than Regular School Pur	poses	
1.	use thereof must be made to	ic School Buildings for other than regular schoolwork is under the Board of Education on the blank form prescribed for that phone the building is to be used and must be signed by three respondence is the building is to be used and must be signed by three respondence.	urpose. The application must	state in every detail the purpose and	
2.	representative. This appoint in accordance with the Rules	of any building has been granted the Board will appoint a cust ee is to supervise the meeting and enforce the Rules and Regu and Regulations. Custodian(s) will report a minimum of one-here will be a minimum charge of three hours of custodial covers	lations of the Board with power alf hour before scheduled tin	er to close the meeting if it is not held	

- 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.
- 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.

(Initial)

- 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. 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.
- 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. MSG(Please Initial)

I have read and agree with the above rul	les and regulations set forth by the Hamden Board	of Education:
(Signature)	(Date)	
	e reflected on a "calculation sheet" and invoice that you will re ese charges are to be paid, by check or money order, to the <u>Ha</u> cting the Facilities Department at (203) 407-2207.	0 11 70 0
Approved by Board of Education:	Date:	

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)

e HRYE eard of E			y with (	DDC C	OVID-	19 Guile	delines	along	with any	requirem	ents by t	he Hamde
				1-2-4-					<u> </u>			50
Game	s DAT	ES Sa	turday	8:00A	M - 3:0	00 PM						
2024 :	12/7,	12/14	,12/21									
2025:	1/11,	1/18,	1/25,	2/1,	2/8,	2/15,	2/22,	3/1,	3/8	Te sa suide.		
X.												100000 110
			1000000								* * * * * * * * * * * * * * * * * * *	
						-	0 8	5 18				
								177				
						<u> </u>						
				12917							-	
												W
												1250
				T0		200 Card 200					ends completes	
446												

#		
#		

ASM

**Projection Specialist** 

### 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. 2 🗆 How many follow spotlights will you need? 0 🗆 1 🗆 \*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. No 🗆 Will you need us to play music during your event: Yes \*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 0 🗆 1 🗆 2 🗆 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 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed. Yes 🗆 No □ Will you be using any projections for your event? Will your projections include sound (movies)? Yes □ No 🗆 Check One: ☐ We will provide our own person to handle the projections OFFICE USE ONLY ☐ I request that a technician from HPS handle the projections \_ Supervisor \_\_\_\_ Lighting Board Operator Special requests/Instructions: Sound Operator \_ Spotlight 1 Spotlight 2 SM \*\*A technical supervisor will contact you to verify all requests

(Initial)

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

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

discretion.

Group I Official Town organizations and agencies such as Parks & 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 | - 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.

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

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

		ROOM RENTAL FEES	TAL FEES
		GROUP I, II, III	GROUP IV
	Auditorium (Capacity 600)	\$0	\$500/day
чЭ	Black Box	\$0	\$250/day
iH n	Dressing Rooms	\$0	\$50/day
ıap	Gymnasium	\$0	\$250/day
ше	C107	\$0	\$150/day
H	Cafeteria	\$0	\$200/day
	Classroom	\$0	\$75/day
albi	Auditorium (Capacity S50)	0\$	\ep/005\$
iΝ			( ) ( ) ( ) ( ) ( )
ų i	cyminasium	200	Apn/neze
19 <b>k</b>	Cafeteria	\$0	\$200/day
ıwe	Classroom	\$0	\$75/day
н			
Aii	Auditorium	\$0	\$150/day
eşu:	Gymnasium	\$0	\$150/day
ew:	Cafeteria	\$0	\$125/day
913	Classroom	\$0	\$75/day

## Custodian Fees 1:

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

Bouble Time \$60.72 per hour Sunday and Holidays

### Security Fees<sup>2</sup>:

Time and one-half \$31.76 per hour Monday – Saturday

Bouble Time \$42.34 per hour Sunday and Holidays

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

<sup>1</sup> 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

<sup>2</sup> 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

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time

### **Building Use Checklist**



- □ Addendum A N/A
- □ Rules and Regulations signed
- □ Complete COVID protocols (details needed) N/A
- Fee Calculations
  - o Rent
  - o Utilities
  - Security (for times when the public is there)
  - Custodial Services
- Additional information needed

  - Does this event recur annually?
    How long has the vendor been using facilities?

FSD #	

### **Hamden Public Schools**

60 Putnam Avenue Hamden, CT 06517

### APPLICATION FOR USE OF SCHOOL BUILDING

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

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

6/19/2024

					Date _	0/10/2024
To the <b>Board of Education</b> : The undersigned hereby m	aka analisa	vion on bohalf of	Hamden Region	onal Youtl	h Baskett	pall League
rne undersigned nereby m				ne of Organiz		
as association formed for	youth b	asketball	·		for permiss	sion to use the
(please check the box next to	building AN	(Event Ti ID rooms):	itle)			
			1.5 /5		Equipment M	Needed:
Hamden High School 🗆	HHS:	☐ Gymnasium	ack Box/Dressing Rooms	· •	-quipment i	veeded.
Hamden Middle School 🗆		□ C107		1	HHS/HMS:	See Addendum A and
		☐ Cafeteria ☐ Classroom		1	return with	this form.
Elementary Schools:			Pool (please circle option	<del>1)</del>		
Beat Path					Elementary	Schools:
Church Street □	HMS:	☐ Auditorium ☐ Gymnasium		1	□ Tables (be	ow many)
Dunbar Hill 🗆		☐ Cafeteria				ow many)
Helen Street □		☐ Classroom			Other Nee	
Ridge Hill □ Shepherd Glen□		☐ Music/Band Ro	om			
Spring Glen □	Element	tary Schools:				
West Woods □		Gymnasium				
Wintergreen □		☐ Cafeteria ☐ Classroom				
EVENT	INFORMAT	TION			REHEARSAL	. / PREPARATION
*If multiple dates, please indicate clear						T (F 77 )
Date Arrival Tim	ie Ev	vent Time Er	nd Time	Da	ate 	Time (From/To)
Practices on Tuesday	√ Modoo	edov 9 Thurs	odas			<del> </del>
5:30 - 9:30	<u>/, vveurie</u>	suay or murs	<u>suay</u>			
See Dates Below						
20 40 521 90 6 20 20 20				How many p	people will atte	end the rehearsal?
Number of Performers/Present	ers:			Will your eve	ent require se	tup? Yes □ No □
Anticipated Attendance:				If yes, when	do you plan t	o set up?
Admission Charge:						
						- 19 201
Percentage of Hamden Perform	ners:					

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

	 _
FSD #	

PRINT names of applicants.  Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.con
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

### **RULES AND REGULATIONS**

3513R

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

- 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.
- 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.
- 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.

(Initial)

- 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. 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. MSG(Please Initial)

I have read and agree with the above	rules and regulations set forth by the Hamden Boar	rd of Education:
(Signature)	(Date)	
technical services fees will be billed separately	rill be reflected on a "calculation sheet" and invoice that you wil r. These charges are to be paid, by check or money order, to the ontacting the Facilities Department at (203) 407-2207.	
Approved by Board of Education:	Date:	

<b>FSD</b>	44		
LOD	17	 	

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)

e HRYBL w ard of Educ		piy with			- 19 Gu	ılideline	es along	g with a	iny requir	ements	by the r	namue
Practice D	ates T	uesday	, Wedr	nesday	and Ti	nursday	y 5:30 -	9:30				
2024 : 12/3	3, 12/	4, 12/	5, 12/	10, 12/	11, 12/	12, 12/	17, 12/°	18, 12/	19			
2025: 1/7,1/8 1/30		1/14 2/5	1/15 2/6	1/16 2/11	1/21 2/12	1/22 2/13	1/23 2/18	1/28 2/19	1/29			
2/20	2/25	2/26	2/27	3/4	3/5	3/6			31,000			
							<u> </u>	- S				
		-		22								
												_
	=71							- 10	ne se	70		
1 200	<u> </u>											
											- 1020	
	<u> </u>											
				storie.	_			ia dii	84400		11	
							5000000				1101	
					No. 1.442					2 L 200 L		
					1.3							

FSD #_	25	
110000		10000000

**Projection Specialist** 

### ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate) Yes 🗆 No □ Will you need a podium? 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. No □ Will you be using any projections for your event? Yes Will your projections include sound (movies)? Yes No 🗆 Check One: ☐ We will provide our own person to handle the projections OFFICE USE ONLY ☐ I request that a technician from HPS handle the projections Supervisor Lighting Board Operator Special requests/Instructions: Sound Operator \_\_\_Spotlight 1 \_Spotlight 2 SM \*\*A technical supervisor will contact you to verify all requests \_ ASM (Initial)

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

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

discretion.

Group I Official Town organizations and agencies such as Parks & 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

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

	•	ROOM RENTAL FEES	TAL FEES	
		GROUP I, II, III	GROUP IV	
		3		
	Auditorium (Capacity 600)	\$0	\$500/day	
ųØį	Black Box	\$0	\$250/day	
iH a	Dressing Rooms	\$0	\$50/day	
qeı	Gymnasium	\$0	\$250/day	
Mel	C107	\$0	\$150/day	
Н	Cafeteria	\$0	\$200/day	
	Classroom	\$0	\$75/day	
əlb		Ç	10000	
Þį	Auditorium (Capacity 550)	25	\$500/day	
W	Gymnasium	\$0	\$250/day	
19b	Cafeteria	\$0	\$200/day	
meH	Classroom	80	\$75/day	
			7	
λιе	Auditorium	\$0	\$150/day	
ans	Gymnasium	80	\$150/day	
uua	Cafeteria	80	\$125/day	
EP	Classroom	\$0	\$75/day	

## Custodian Fees 1:

IITHE SHO ONE-HAIT	345.54 per nour	545.54 per nour Monday - Saturday
Double Time	\$60.72 per hour	\$60.72 per hour Sunday and Holidays
Security Fees <sup>2</sup> :		
Time and one-half	\$31.76 per hour	\$31.76 per hour Monday - Saturday

## Double Time

Utility Fee (Group III & IV)

\$42.34 per hour Sunday and Holidays

 $^1$  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

\$30.00 per hour

(minimum) to close and the actual hours of the event

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time

<sup>&</sup>lt;sup>2</sup>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

### **Building Use Checklist**

HRVBL-BP practice 12/3/24-3/6/25 Tues + Thur 5:30-9:30pm

- Event Information sheet
- □ Addendum A N/1
- □ Rules and Regulations signed
- □ Complete COVID protocols (details needed) N/}
- □ 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? Decades

FSD #	- 11

### **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.

6/19/2024

					Dat	ie
o the <b>Board of Education</b> : The undersigned hereby n	nake annlic	ation on behalf of	Hamden Regi	onal Yo	uth Bask	etball League
		asketball	(Nam	ne of Organ	•	*
association formed for			4 3		for pern	nission to use the
ease check the box next to	building Al	(Event Tit ID rooms):	ile)			
Hamden High School □	HHS:	☐ Auditorium/Blac	ck Box/Dressing Rooms		Equipme	nt Needed:
Hamden Middle School 🗆	i	□ C107 □ Cafeteria □ Classroom				IS: See Addendum A and with this form.
Elementary Schools:  Bear Path  Church Street  Dunbar Hill	HMS:	☐ Athletic Field/Po ☐ Auditorium ☐ Gymnasium ☐ Cafeteria	ool (please circle option	<mark>1</mark> )	☐ Tables	ary Schools:  (how many)(how many)
Helen Street ☐ Ridge Hill ☐ Shepherd Glen ☐ Spring Glen ☐	Elemen	☐ Classroom☐ Music/Band Roo tary Schools:	om			Needs:
West Woods □ Wintergreen □		<ul><li>▲ Gymnasium</li><li>□ Cafeteria</li><li>□ Classroom</li></ul>				
EVEN'	INFORMA				REHEARS	SAL / PREPARATION
Date Arrival Tin	ne E	vent Time End	d Time		Date	Time (From/To)
Practices on Tuesday 5:30 - 9:30 See Dates Below	/ & Thurs	sday		How man	y people will	attend the rehearsal?
Number of Performers/Present	ters:			Will your	event require	set up? Yes □ No □
Anticipated Attendance:				If yes, wh	en do you pla	an to set up?
Admission Charge:						
Percentage of Hamden Perfori	ners					

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



FSD #	
-------	--

<u>PRINT</u> names of applicants. <u>Contact Name</u>	Address (Number, Street, Town, Zip)	Telephone	Email Address
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

### **RULES AND REGULATIONS**

3513R

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

- 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.
- 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.
- 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.

Approved by Board of Education:

(Initial)

- 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. 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. MSG (Please Initial)

I have read and agree with the above rules and regulation	ns set forth by the Hamden Board of Education:
(Signature)	(Date)
9 11	culation sheet" and invoice that you will receive once the usage is approved; lighting and ie paid, by check or money order, to the <u>Hamden Board of Education.</u> The fee schedule is repartment at (203) 407-2207.

Date:

FSD#	
111111111111111	

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)

ard of Education.	oly with CDC COVID-19 Guildelines along with any requirements by the Hamd
Practice Dates Tu	esday and Thursday 5:30 - 9:30
2024 : 12/3/2024,	12/5/2024, 12-10-2024, 12-12-2024,12-17-2024, 12-19-2024
2025: 1-7-2025,1-9	9-2025,1-14-2025,1-16-2025,1-21-2025,1-23-2025,1-28-2025 1-30-2025
2-4-2025, 2-6-2025	5, 2-11-2025, 2-13-2025, 2-18-2025, 2-20-2025, 2-25-2025, 2-27-2025
3-4-2025 <u>,</u> 3-6-2025	5
400 2 H Day 2 33 4 H C 2 C 2 C C C 2 C 2 C 2 C 2 C 2 C 2 C	

FSD#	
Contract to the Contract of th	

### ADDENDUM A – For High School and Middle School Auditorium Events (please check your response and fill in when appropriate) Yes □ No □ Will you need a podium? 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 0 1 0 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 OFFICE USE ONLY ☐ I request that a technician from HPS handle the projections Supervisor Lighting Board Operator Special requests/Instructions: Sound Operator \_ 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'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! – 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.

ecillical rees (soully, 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

<sup>\*</sup>Lighting/Sound technicians and Supervisory fees will be billed after event.

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

		ROOM RENTAL FEES	TAL FEES
		GROUP I, II, III	GROUP IV
	-		
	Auditorium (Capacity 600)	0\$	\$500/day
ų Si	Black Box	\$0	\$250/day
нч	Dressing Rooms	\$0	\$50/day
ıəp	Gymnasium	\$0	\$250/day
ше	C107	\$0	\$150/day
н	Cafeteria	80	\$200/day
	Classroom	0\$	\$75/day
albt	Auditorium (Capacity 550)	05	\$500/dav
Mik	Gymnasium	0\$	\$250/day
uəi	Cafeteria	0\$	\$200/day
нэш	Classroom	0\$	\$75/day
ÁJE	Auditorium	os	\$150/day
que	Gymnas um	S	\$150/day
эша	Cafeteria	ŝ	\$125/day
913	Classroom	\$0	\$75/day

## Custodian Fees 1:

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

### Security Fees<sup>2</sup>:

Time and one-half \$31.76 per hour Monday – Saturday

Double Time \$42.34 per hour Sunday and Holidays

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

<sup>1</sup> 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 <sup>2</sup> 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

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time

### Event Info:

### **Building Use Checklist**

HRYBL- Games Scaturdays 12/7/24-3/8/15 84-40

Event Information sheet

- □ Addendum A N A
- Rules and Regulations signed
- □ Complete COVID protocols (details needed) NA
- 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? 4
  - o How long has the vendor been using facilities?

FSD #	FSD #	TERMS

### **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.

						Da	te6/19/2024
o the Board of Education: The undersigned hereby	make applic	ation on beh	nalf of _	Hamden Regi	ional Yo	uth Bask	etball League
s association formed for	youth b	asketball		(Nan	ne of Orga	-	mission to use the
		(Ev	ent Titl	e)			
please check the box next to	o building Al	ND rooms):					
Hamden High School	HHS:			Box/Dressing Room	S	Equipme	ent Needed:
		☐ Gymnasi	ium				
Hamden Middle School [	<b>-</b>	C107				HHS/HN	1S: See Addendum A and
		☐ Cafeteria				return v	vith this form.
		☐ Classroo			-		
Elementary Schools:		☐ Athletic	Field/Po	(please circle optio	n)	CI	C-ll
Bear Path □		<b>P</b>				Element	tary Schools:
Church Street □	HMS:	Auditori				_	
Dunbar Hill □		☐ Gymnasi					s (how many)
Helen Street □		☐ Cafeteria					(how many)
		Classroo				□ Other	Needs:
Ridge Hill □		☐ Music/B	and Roo	1			
Shepherd Glen□	<b>51</b>						
Spring Glen 💆	Elemen	tary Schools:				44 877 5	
West Woods □		☐ Cafeteria					
Wintergreen □		Classroo					
	NT INFORMA					REHEAR	SAL / PREPARATION
*If multiple dates, please indicate de	arly information t	or each date		į		Date	Time (From/To)
Date Arrival Ti	me E	vent Time	End	Time		Date	
Games on Saturday 8:00 AM to 4:00 PM							
See Dates Below	-		_				
see Dates Delow	- 0				How mar	ny neonle will	attend the rehearsal?
Number of Performers/Preser	nters:				Will your	event require	e set up? Yes □ No □
Anticipated Attendance:					If yes, wi	hen do you pl	lan to set up?
Admission Charge:							
Percentage of Hamden Perfo	rmers:						

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



FSD#	
F3D #	

<u>PRINT</u> names of applicants. <u>Contact Name</u>	Address (Number, Street, Town, Zip)	<u>Telephone</u>	Email Address
Michael Grove	868 Farmington Drive Cheshire CT	203-537-0436	msgrove29@gmail.com
Dan Grove	1260 Avon Blvd, Cheshire	203-824-4994	dangrove@hotmail.com
Bill Schule	22 Beach Shore Milford CT 06460	203-605-6526	bill.schule@att.net

### **RULES AND REGULATIONS**

3513R

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

- 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.
- 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.
- 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.

(Initial)

- 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. 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.
- 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. MSG(Please Initial)

I have read and agree with the above rules and regula	tions set forth by the Hamde	n Board of Education:
(Signature)	(Date)	-
The charges for this building use application will be reflected on a "technical services fees will be billed separately. These charges are tavailable on-line at <a href="https://www.hamden.org">www.hamden.org</a> , or by contacting the Facilities	to be paid, by check or money orde	,
Approved by Board of Education:	Date:	

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)

Game	os DAT	TES Sa	aturday	8.004	M - 4·(	no PM				
	12/7, ·			0.007	MVI T.	301101				of the content of
				2/1	2/9	2/15,	2/22	2/1	3/8	
	1/ 1 1,	1710,	1/25,	2/1,	270,	2/15,	2122,	3/1,	3/0	
					50.00			200		
					**************************************					
										200,000
					27					
							107			
1,000				-						(a) (b) (b) (c) (c) (c) (c) (c) (c) (c) (c) (c) (c
								-		
A 580 - 11			-C0	on - 7.5-6845					(5,090) with	
		90 0 000								
		22.773.20								

FSD	#	THE I	TIE S

### 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: \*Must be on a single CD or USB stick in the correct order. Note: We will not be able to do any editing. No □ Will you be using our microphones? Yes 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 0 🗆 1 🗆 2 🗆 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 1 stage hand must be contracted. If you need contact with both sides of the stage, then 2 stage hands will be needed. No □ Will you be using any projections for your event? Yes 🗆 Will your projections include sound (movies)? Yes 🗆 No □ Check One: ☐ We will provide our own person to handle the projections OFFICE USE ONLY ☐ I request that a technician from HPS handle the projections Supervisor **Lighting Board Operator** Special requests/Instructions: Sound Operator \_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**

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

discretion.

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

after school tutoring, summer school programs, professional development, etc.

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

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

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 IV - Rental fees, utilities, direct labor costs and technical fees Group III – Utilities, direct labor costs and technical fees Group II - Direct labor costs and technical fees Group 1 - No 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.

		ROOM RENTAL FEES	TAL FEES	
		GROUP I, II, III	GROUP IV	
	Auditorium (Capacity 600)	8	\$500/day	
цβ	Black Box	\$0	\$250/day	
ļH L	Dressing Rooms	\$0	\$50/day	
age	Gymnasium	\$0	\$250/day	
we.	C107	\$	\$150/day	
Н	Cafeteria	\$0	\$200/day	
	Classroom	0\$	\$75/day	
əlpp	Auditorium (Capacity 550)	0\$	\$500/day	
!W	Gymnasium	\$0	\$250/day	
uəţ	Cafeteria	\$0	\$200/day	
нат	Classroom	05	\$75/day	
ÁΙΕ	Auditorium	\$0	\$150/day	
e) u	Gymnasium	\$0	\$150/day	
าเมล	Cafeteria	05	\$125/day	
913	Classroom	\$0	\$75/day	

## Custodian Fees 1:

Time and one-half	\$45.54 per hour	\$45.54 per hour Monday – Saturday
Double Time	\$60.72 per hour	\$60.72 per hour Sunday and Holidays
rity Fees <sup>2</sup> :		

## Securi

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

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

<sup>\*\*</sup> Based on HPS Energy Program, events must use minimal space requested and time

<sup>&</sup>lt;sup>1</sup> 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

<sup>2</sup> 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