

Event Info:

Building Use Checklist

HFB tryouts (girls) HMS
Oct 12, 19 + 26 th 9:30A - 1:30pm Sat

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of

Hamden Fathers Basketball

(Name of Organization)

as association formed for

Girls Basketball Tournaments

(Event Title)

for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date

Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>Oct 12</u>	<u>9:30am</u>	<u>10:00</u>	<u>1:30pm</u>
<u>Oct 19</u>	<u>9:30am</u>	<u>1:00</u>	<u>1:30pm</u>
<u>Oct 26</u>	<u>9:30am</u>	<u>1:00</u>	<u>1:30pm</u>

Number of Performers/Presenters: 150Anticipated Attendance: 150Admission Charge: 0Percentage of Hamden Performers: 100

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Rich Shultz	35 Blakesley Rd. Wallingford.	203-627-5341	richardshultz@icloud.net
_____	_____	_____	_____
_____	_____	_____	_____

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)

In lobby need 2 long tables + 6 chairs
for attendance + registration

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 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 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 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 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 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 6. A permit is not transferable.
- 7 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8 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 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 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 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 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

FSD # _____

- ① 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- ① 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.
- ② 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB tryouts (Boys) HHS
Oct 12, 19, 26 th 12:30pm - 5:30pm

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of

Hamden Fathers Basketball

(Name of Organization)

as association formed for

Basketball tryouts (boys)

(Event Title)

for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>10/12</u>	<u>12:30</u>	<u>1:00pm</u>	<u>4:30pm</u>
<u>10/19</u>	<u>12:30</u>	<u>1:00pm</u>	<u>3:30pm</u>
<u>10/24</u>	<u>12:30</u>	<u>1:00pm</u>	<u>5:30pm</u>

Number of Performers/Presenters: 150

Anticipated Attendance: 150

Admission Charge: \$0

Percentage of Hamden Performers: 100%

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Rich Shultz

35 Bakedy Rd. Wallingford.

203-627-5341

Richardshultz@scglobal.net

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)













In lobby need 2 long tables + 6 chairs
for attendance + registration

All side baskets lowered including
aux gym

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.
-  7. A permit is not valid unless signed by the Superintendent or his/her designee.
-  8. **No food or refreshments** are to be served or eaten on the premise, unless specifically mentioned in contract. **Food or drink is not** to be brought into gymnasium, auditorium or pool. **Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.**
-  9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
-  10. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.**
-  11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
-  12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

FSD # _____

- ① 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- ② 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.
- ③ 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

Hamden Cannon Disabilities + Opportunities
HMS - Friday Nov 1 st 6-9pm

- ☒ Event Information sheet
- ☐ Addendum A N/A
- ☒ Rules and Regulations signed
- ☐ ~~Complete COVID protocols (details needed)~~
- ☐ Fee Calculations Town
 - ☐ Rent
 - ☐ Utilities
 - ☐ Security (for times when the public is there)
 - ☐ Custodial Services
- ☐ Additional information needed
 - ☐ Does this event recur annually? NO
 - ☐ How long has the vendor been using facilities? —

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

To the **Board of Education**:Date 9.13.24

The undersigned hereby make application on behalf of

Hamden Commission for Disabilities & Opportunities

(Name of Organization)

as association formed for

Halloween Dance

for permission to use the

(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

DJ will be present.

REHEARSAL / PREPARATION

Date

Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date

Arrival Time

Event Time

End Time

11/01/24 6:00pm 7:00pm 9:00pm

Number of Performers/Presenters: 0Anticipated Attendance: 100Admission Charge: \$10.00 (Fundraiser)

Percentage of Hamden Performers: _____

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Pat Delaney	104 Briarcliff Rd. Hamden	203-287-1414	Patricia.Delaney@live.com
Gene Delaney	104 Briarcliff Rd Hamden		

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)

12 tables in cafeteria

1 table for DJ

1 Table by door with 2 chairs

• Access to Restrooms

RULES AND REGULATIONS

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

Please initial each numbered guideline

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- ED 6. A permit is not transferable.
- ED 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- ED 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.
- ED 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.
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- ED 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.
- ED 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

FSD # _____

- ED 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- ED 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.
- ED 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature) _____

Eugene Delaney

(Date) _____

9-13-24

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

Approved by Board of Education: _____

Date: _____

FSD # _____

ADDENDUM A – For High School and Middle School Auditorium Events

(please check your response and fill in when appropriate)

Will you need a podium? Yes ☐ No ☐

How many tables will you need? _____ Location: _____

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

Will you need stage lighting for your event? Yes ☐ No ☒

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

How many follow spotlights will you need? 0 ☐ 1 ☐ 2 ☐

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

Will you need sound for your event? Yes ☐ No ☒

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

Will you need us to play music during your event? Yes ☒ No ☒

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

Will you be using our microphones? Yes ☒ No ☒

If yes, # of wireless handheld microphones _____

*Up to two are available at each location

If yes, # of wired handheld microphones _____

*Up to six are available at each location

If yes, # of floor (tap) microphones _____

*Only available at the high school location

Will you need Stage Manager / Hands provided by us? 0 ☐ 1 ☐ 2 ☐

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

Will you be using any projections for your event? Yes ☐ No ☒

Will your projections include sound (movies)? Yes ☐ No ☒

Check One:

☐ We will provide our own person to handle the projections

☐ I request that a technician from HPS handle the projections

Special requests/Instructions: _____

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

_____(Initial)

OFFICE USE ONLY

____ Supervisor

____ Lighting Board Operator

____ Sound Operator

____ Spotlight 1

____ Spotlight 2

____ SM

____ ASM

____ Projection Specialist

Event Info:

Building Use Checklist

HFB Practice HHS
Nov 2-30th Saturday 12:30-6:30pm

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

To the Board of Education:

The undersigned hereby make application on behalf of

Hamden Fathers Date 9/10/24
Hamden High Sch Basketball
(Name of Organization)

as association formed for Team Practices Boys for permission to use the
(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Nov 2	12:30pm	6:00pm	6:30pm
16			
23			
30			
Number of Performers/Presenters: <u>100</u>			
Anticipated Attendance: <u>100</u>			
Admission Charge: <u>0</u>			
Percentage of Hamden Performers: _____			

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Rich Shultz

35 Blakeely Rd. Wallingford

203 627-5341

Richardshultz@shc-globe.net

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)

Need all side baskets lowered.
All 6 baskets.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 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 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 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 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 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 6. A permit is not transferable.
- 7 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8 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 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 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 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 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

FSD # _____

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

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

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____

Date: _____

Event Info:

Building Use Checklist

HFB - Sheep Glen
Practices

Dec 2-5 ✓
5:30 - 9:00pm

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the **Board of Education**:

The undersigned hereby make application on behalf of

Hamden Father's Basketball

(Name of Organization)

as association formed for

Team Practices

(Event Title)

for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>Dec 23/25</u>	<u>5:30pm</u>	<u>6:00pm</u>	<u>9:00pm</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Number of Performers/Presenters: <u>100</u>			
Anticipated Attendance: <u>100</u>			
Admission Charge: <u>0</u>			
Percentage of Hamden Performers: <u>100</u>			

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Rich Shultz

35 Blakeely Rd. Wallingford

203-627-5341













Richards Schultz@stc.globe.net

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)

unlock door near driveway front,
so far door on left facing
School.

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.
-  7. A permit is not valid unless signed by the Superintendent or his/her designee.
-  8. **No food or refreshments** are to be served or eaten on the premise, unless specifically mentioned in contract. **Food or drink is not** to be brought into gymnasium, auditorium or pool. **Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.**
-  9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
-  10. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. **Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.**
-  11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
-  12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

FSD # _____

- ① 13. We **cannot** reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- ② 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.
- ③ 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB- RH
Dec. 7 - April 26, 2025 9-2 PM Sat

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Fathers' Basketball

as association formed for Games - Saturdays (Name of Organization)
(Event Title) for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☒ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Dec 7, 14, 21	9:00 AM	9:30	2:00 PM
Jan 4, 11, 18, 25	↓	↓	↓
Feb 1, 8, 15, 22	↓	↓	↓
Mar 1, 8, 15, 22, 29	↓	↓	↓
April 5, 12, 19, 26	↓	↓	↓

Number of Performers/Presenters: 100

Anticipated Attendance: 100

Admission Charge: 0

Percentage of Hamden Performers: 100

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Rich Shultz	35 Blakeely Rd. Wallingford	203-627-5341	Richardshultz@shc.net

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)

~~Block board~~ / Scorers table / 3 chairs
/ chairs for teams / chairs on
stage for parents.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
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- 6 6. A permit is not transferable.
- 7 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8 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 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 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 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 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

FSD # _____

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB - MHS

Dec 7 - April 26, 2024
12:30 - 5:30pm Sat

☒ Event Information sheet

☐ Addendum A N/A

☒ Rules and Regulations signed

☐ ~~Complete COVID protocols (details needed)~~

☐ Fee Calculations Town

☐ Rent

☐ Utilities

☐ Security (for times when the public is there)

☐ Custodial Services

☐ Additional information needed

☐ Does this event recur annually? Yes

☐ How long has the vendor been using facilities? Decades

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24To the **Board of Education**:

The undersigned hereby make application on behalf of

Hamden Fathers' Basketball

(Name of Organization)

as association formed for

Games - (Saturdays)

(Event Title)

for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Dec 3, 14, 21	12:30	1:00pm	5:30pm
Jan 4, 11, 18, 25	↓	↓	↓
Feb 1, 8, 15, 22	↓	↓	↓
Mar 1, 8, 15, 22, 29	↓	↓	↓
Apr 5, 12, 19, 26	↓	↓	↓

Number of Performers/Presenters: 180

Anticipated Attendance: 180

Admission Charge: 0

Percentage of Hamden Performers: 12

FSD #

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Rich Shultz	35 Blakeely Rd. Wallingford	203-627-5341	Richardshultz@stc.groton

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)

Scoreboard / Scorers table / 3 chairs
Chairs for teams.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
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- 8 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 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 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 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 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

FSD # _____

- P 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- P 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.
- P 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature)

(Date)

9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB Practices DH RH SpG
M-F Dec 2 - April 24 5:30-9pm

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Fathers' Basketball

as association formed for TEAM PRACTICES (Name of Organization) for permission to use the (Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from the elementary room options below:

- ☐ Classroom
☐ Cafeteria
☒ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

Dec. 2, 3, 4, 5, 9, 10, 11, 12, 16, 17, 18, 19

Jan 2, 3, 7, 8, 9, 10, 11, 13, 14, 15, 16, 21, 22, 23, 24, 27, 28, 29, 30

Feb. 3, 4, 5, 6, 10, 11, 12, 13, 18, 19, 20, 21, 24, 25, 26, 27

MAR 3, 4, 5, 6, 10, 11, 12, 13, 18, 19, 20, 24, 25, 26, 27

APR 1, 2, 3, 4, 7, 8, 9, 10, - 21, 22, 23, 24

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>Dec</u>	<u>5:30pm</u>	<u>6:00</u>	<u>9:00pm</u>
<u>↓</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>
<u>April</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>

Number of Performers/Presenters: 100

Anticipated Attendance: 100

Admission Charge: 0

Percentage of Hamden Performers: 10

FSD # _____

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

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Rich Shultz	35 Blakeely Rd. Wallingford	203-627-5341	Richardshultz@she.globe.net
_____	_____	_____	_____
_____	_____	_____	_____

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)

Open doors to gym. Lights on.

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 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 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 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 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 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 6. A permit is not transferable.
- 7 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8 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 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 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 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 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

FSD # _____

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

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

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

(Signature)

(Date)

9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB Clinics + Games HMS
Dec 7- April 26, 2025 Sat. 7:30am - 6:30pm

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

FSD # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the
event dateDate 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of

Hamden Fathers' Basketball

(Name of Organization)

as association formed for

Games - (Saturdays)

(Event Title)

for permission to use the

(Clinic & Games)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

*Please choose from
the elementary
room options
below:*

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
Dec 3, 14, 21	7:30 AM	8:00 AM	6:30 PM
Jan 4, 11, 18, 25	↓		↓
Feb 5, 12, 19, 26			
Mar 5, 12, 19, 26			
Apr 5, 12, 19, 26			

Number of Performers/Presenters: 100Anticipated Attendance: 100Admission Charge: 0Percentage of Hamden Performers: 1

FSD # _____

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Rich Shultz

35 Blakeely Rd. Wallingford

203-627-5341

Richardshultz@shc.globe.net

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)

Scoreboard / Scorers table / 3 chairs
Chairs for teams.

8-1030 - Clinic all 6 side baskets
at 8 Foot height

Entry hall long table + 3 chairs

RULES AND REGULATIONS

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

Please initial each numbered guideline

- 1 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 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 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 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 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 6. A permit is not transferable.
- 7 7. A permit is not valid unless signed by the Superintendent or his/her designee.
- 8 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 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 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 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 12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval.
(Board Policy #1330.2)

FSD # _____

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

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

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____

Date: _____

Event Info:

Building Use Checklist

HFB Games HMS
Dec 6 - April 25, 2025 Fri 6:30 - 9:30pm

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Fathers' Basketball

as association formed for Games - (Fri Nights) for permission to use the

(Event Title)

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

Fri Night

Dec. 6, 13, 20 Jan. 3, 10, 17, 24, 31
Feb. 7, 14, 21, 28 Mar. 7, 14, 21, 28
April 4, 11, 18, 25

REHEARSAL / PREPARATION	
Date	Time (From/To)
_____	_____
_____	_____
_____	_____
How many people will attend the rehearsal? _____	
Will your event require set up? Yes <input type="checkbox"/> No <input type="checkbox"/>	
If yes, when do you plan to set up?	

EVENT INFORMATION			
*If multiple dates, please indicate clearly information for each date			
Date	Arrival Time	Event Time	End Time
Dec. 6, 13, 20	5:30 pm	6:00 pm	9:30 pm
Jan. 3, 10, 17, 24, 31	↓	↓	↓
Feb. 7, 14, 21, 28	↓	↓	↓
Mar. 7, 14, 21, 28	↓	↓	↓
Apr. 4, 11, 18, 25	↓	↓	↓
Number of Performers/Presenters: <u>100</u>			
Anticipated Attendance: <u>100</u>			
Admission Charge: <u>0</u>			
Percentage of Hamden Performers: _____			

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Rich Shultz	35 Blakeely Rd. Wallingford	203-627-5341	Richardshultz@stc.grotones

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)

Scoreboard / Score table / 3 chairs
chairs for teams.

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.
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5. A permit can be canceled without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
6. A permit is not transferable.
7. A permit is not valid unless signed by the Superintendent or his/her designee.
8. No food or refreshments are to be served or eaten on the premise, unless specifically mentioned in contract. Food or drink is not to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
10. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.
11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

FSD # _____

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

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

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

(Signature)

(Date)

9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB Practice HMS
Nov 2-30th Sat 8:30 ^{am} - 4:30 ^{pm}

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue

Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/18/24To the **Board of Education**:

The undersigned hereby make application on behalf of

Hamden Fathers Basketball

(Name of Organization)

as association formed for

Team Practices

(Event Title)

for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date

Time (From/To)

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
NOV. 2	8:30 AM	9:00 AM	4:30 PM
16			
23			
30			

Number of Performers/Presenters: 100Anticipated Attendance: 100Admission Charge: 0Percentage of Hamden Performers: .

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Rich Shultz	35 Blakeely Rd. Wallingford	203-627-5341	Richardshultz@shc.globe.net










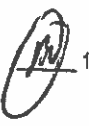

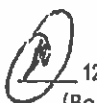
Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please include both the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks, social distancing, etc). We must have this information before the Board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

Full court baskets lowered + back gym baskets lowered.

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.
-  7. A permit is not valid unless signed by the Superintendent or his/her designee.
-  8. **No food or refreshments** are to be served or eaten on the premise, unless specifically mentioned in contract. **Food or drink is not** to be brought into gymnasium, auditorium or pool. Violation of this provision may result in immediate revocation of the permit and is grounds for future denials.
-  9. When use of a kitchen is required, details must be worked out in consultation with the food services contractor, who will determine whether a cafeteria worker will be needed. If a cafeteria worker is needed, the permittee will be responsible for the cost.
-  10. Use of auditoriums **does not** include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs. Due to staffing shortages, please be advised that we may not be able to fully staff your event. It would be in your best interest to investigate and hire your own audio-visual equipment and workers as the district cannot guarantee staffing for every event.
-  11. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
-  12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval. (Board Policy #1330.2)

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

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

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

(Signature) _____

(Date) 9-10-2024

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

Approved by Board of Education: _____ Date: _____

Event Info:

Building Use Checklist

HFB All Stars (Girls) HMS
Jan 25, 2025 Sat Feb 1, 2025 5:30-9:30pm

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

FSD # _____

Hamden Public Schools60 Putnam Avenue
Hamden, CT 06517**APPLICATION FOR USE OF SCHOOL BUILDING**Applications **must** be filed at least **SIX WEEKS** before the day for which it is made but will not be accepted prior to **SIX Months** before the
event dateDate 9/10/24To the **Board of Education:**The undersigned hereby make application on behalf of Hamden Father's' Basketballas association formed for Games (All stars Girls) (Name of Organization)
(Event Title) for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

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

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

REHEARSAL / PREPARATION

Date Time (From/To)

How many people will attend the rehearsal? _____

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

_____**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
Jan 25	5:30pm	6:00pm	9:30pm
Feb 1	↓	↓	↓

Number of Performers/Presenters: 100Anticipated Attendance: 100Admission Charge: 0Percentage of Hamden Performers: 100

FSD # _____

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone	Email Address
Rich Shultz	35 Blakeely Rd. Wallingford	203-627-5341	Richardshultz@shc.globe.net













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)

Scorers table / score board / 3 chairs
Chairs for teams.

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.
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-  3. If police attendance is necessary (to be determined by the Administration), the persons in charge of the event will be **required** to provide such police attendance and give the Police Permit Number to the Board of Education.
-  4. The building is to be used only on the date specified and for the purpose named in the permit. Nobody from the renting organization will be allowed to enter the building prior to the time stipulated in this contract. Setup and rehearsal time must be reflected on the application.
-  5. A permit can be **canceled** without notice provided its provisions or intent are violated in any way, and the Board of Education or its representatives shall be the sole judge of such violation. In addition, the Board of Education reserves the right to cancel a permit should a school function be in conflict with the permitted event.
-  6. A permit is not transferable.
-  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)

- ① 13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
- ② 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.
- ③ 15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.

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

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

(Signature)

(Date)

9-10-2024

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

Approved by Board of Education: _____

Date: _____

Event Info:

Building Use Checklist

HFB All Stars (Boys) HHS
Jan 25 th Feb 1 st 5:30-9:30pm

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

FSD # _____

Hamden Public Schools

60 Putnam Avenue
Hamden, CT 06517

APPLICATION FOR USE OF SCHOOL BUILDING

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

Date 9/10/24

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Fathers' Basketball

as association formed for Games (All Stars) boys (Name of Organization)
(Event Title) for permission to use the

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

Hamden High School

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

Hamden Middle School

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

Central Office

- ☐ Gymnasium
☐ Board Room
☐ Room 101

Elementary Schools:

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

Please choose from
the elementary
room options
below:

- ☐ Classroom
☐ Cafeteria
☐ Gymnasium

Equipment Needed:

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

Elementary Schools:

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

REHEARSAL / PREPARATION

Date _____ Time (From/To) _____

How many people will attend the rehearsal? _____

Will your event require set up? Yes ☐ No ☐

If yes, when do you plan to set up?

EVENT INFORMATION

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

Date	Arrival Time	Event Time	End Time
<u>Jan 25</u>	<u>5:30pm</u>	<u>6:00pm</u>	<u>9:30pm</u>
<u>Feb 1</u>	<u>↓</u>	<u>↓</u>	<u>↓</u>

Number of Performers/Presenters: 100

Anticipated Attendance: 100













Admission Charge: 0

Percentage of Hamden Performers: _____

RULES AND REGULATIONS

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FSD # _____

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

(Signature)

(Date)

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Approved by Board of Education: _____ Date: _____