### **Building Use Checklist**

HFB trynds (Gills) HMS Oct 12,19 +264 9:30A-130pm Sat

Event Information sheet

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

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100 miles	-	

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 To the Board of Education: The undersigned hereby make application on behalf of amount as association formed for for permission to use the (Event Title) Please check the box next to the rooms you are requesting. The rooms available for use are listed under their location. Hamden High School ☐ Auditorium ☐Black Box ☐Dressing Rooms **Elementary Schools: Equipment Needed:** ☐ Gymnasium Bear Path HHS/HMS: See Addendum A and □ C107 Church Street □ return with this form. ☐ Cafeteria Dunbar Hill 🗆 ☐ Classroom Helen Street □ ☐ Athletic Field **Elementary Schools:** Ridge Hill 🗆 ☐ Tables (how many) Shepherd Glen□ ☐ Chairs (how many) Spring Glen □ Hamden Middle School ☐ Other Needs: West Woods □ ☐ Muditorium Gymnasium
Cafeteria
Classroom
Music/Band Room Wintergreen 🗆 Please choose from the elementary room options **Central Office** below: ☐ Gymnasium Classroom ☐ Board Room ☐ Cafeteria ☐ Room 101 ☐ Gymnasium

REHEAR	RSAL / PREPARATION
Date	Time (From/To)
How many people wi	Il attend the rehearsal?
Will your event requir	re set up? Yes □ No □

*If multiple dates, p	EVENT INFO		
0d 17 001 19 001 20	Arrival Time	Event Time (0:50)	End Time 1 30 pm 1 30 pm
Number of Perf	ormers/Presenters:	180	
Admission Char Percentage of F	rge:	160	

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PRINT names of applicants. Place Contact Name Fich Shull 3		Street, Town, Zip) Wallingford.	<u>Teler</u> 203- <u>627</u>	<u> 1941</u> Ric	Email Address
distancing, etc). We must you may attach a separate	plan to comply with the state of acity, seating, entry and entry a	xit) as well as perfori ore the Board will cor tocols)	ners on stage and sider your req	and back stag uest for facili	e (masks, social ty use. (If easier,
107 0	Hendanc	e + neg	BISTVAT	ion	
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### RULES AND REGULATIONS

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

Please initial each numbered guideline

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



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.



A permit is not transferable.



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



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



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



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

FSD#

### **Building Use Checklist**

HFB trynts (Beyo) HHS Oct 12,19,26th 12:30pm-5:30pm

Event Information sheet

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

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FS	D#			
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60 Putnam Avenue

## Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

Applications must be filed at least SIX WEEKS bef	ore 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:	.4	Date 910/24	
The undersigned hereby make application on b	ehalfor Hamden Fath	and Maskatha Oc	
The didersigned hereby make application on b		ens distributes.	
as association formed for <b>DOSILES bal</b>	L Houts (Name of Or)	for permission to use the	
Please check the box next to the rooms you are red	questing. The rooms available for use	are listed under their location.	
Hamden High School			
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary Schools:	Equipment Needed:	
☐ Gymnasium	Bear Path □	HHS/HMS: See Addendum A and	
□ C107	Church Street □	return with this form.	
☐ Cafeteria	Dunbar Hill 🗆	Totalli Willi (III3 10/III.	
Classroom	Helen Street □	Flow to C. I.	
Athletic Field	Ridge Hill □	Elementary Schools:	
	Shepherd Glen□	☐ Tables (how many)	
	Spring Glen	☐ Chairs (how many)	
Hamden Middle School	West Woods □	☐ Other Needs:	
☐ Auditorium ☐ Gymnasium	Wintergreen □		
☐ Cafeteria	White Breen D		
☐ Classroom ☐ Music/Band Room	Please choose from		
	the elementary		
	room options		
Central Office	below:		
☐ Gymnasium			
☐ Board Room	☐ Classroom		
☐ Room 101	☐ Cafeteria		
	☐ Gymnasium		
REHEARSAL / PREPARATION		EVENT INFORMATION	
_	*If multiple dates, please in	dicate clearly information for each date	
Date Time (From/To)			
	Pate A	rrival Time Event Time End Time	
	10/12	12.20 1:00m 4:30m	
	10'119 1	2.30 1.00 pm 30/00	
	10 24 1	2:30 1.00pm 5:30pm	
How many people will attend the rehearsal?			
Trow many people will attend the renearsal?			
Will your event require set up? Yes □ No □	Number of Performers	/Presenters:	
Married A.		10	
If yes, when do you plan to set up?	Anticipated Attendance	e:	

Admission Charge:

Percentage of Hamden Performers:\_

100 %

		L2D #_	
PRINT names of applicants. Ple	ease write legibly if not typed.		
Arch Shullz	Address (Number, Street, Town, Zip)  3. Bakely Ref. Wallingford.	Telephone 203 - <u>627 - 5341</u> Rici	Email Address hand shuffen Sc
the plan for audience (car distancing, etc). We must you may attach a separat	plan to comply with the state and CDC Covid-19 gupacity, seating, entry and exit) as well as performe thave this information before the Board will consider document with your protocols)  Held Jonethyle Held Ware Held	rs on stage and back stage der your request for facilit	e (masks, social y use. (If easier,
All SI	de baskets low-	ered incl	uding

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	3513

#### **RULES AND REGULATIONS**

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

#### Please initial each numbered guideline



I. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.



2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.



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



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



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



6. A permit is not transferable.



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



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



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



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.



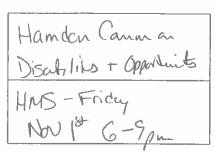
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)

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.
(N) 15 Daymonto market and the later of the
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.
If said permission is granted, we hereby agree to strictly comply with the <b>rules and regulations</b> of the Board of Education governing the use of public-school buildings, to take the utmost care in the use of the school
property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations
not affiliated with the Hamden Public School District is required
() 0 0 00
I have read and horses with the above rules and regulations set forth by the Hamden Board of Education:
(Sonatura)
(Signature) (Dale)
The character for this both the second secon
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and
technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is available on-line at <a href="www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-2207

Approved by Board of Education:\_\_\_\_\_\_\_\_\_Dale:\_\_\_\_\_\_

FSD #\_\_\_

### **Building Use Checklist**



Event Information sheet

□ Addendum A N/A-

Rules and Regulations signed

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

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

Applications IIIust be filed at least SIX WEEKS b	efore the day fo	or which it is made	but will not be accep	ted prior to SIX M	onths before the
		vent date			12.07.0 (170
T. H. B. a. A. A. B.				Date 9	13.26
To the Board of Education:	COL.	11 1 1	1		
The undersigned hereby make application on	behalfof 💯	Harmakn !	mmission	for Disabel	THE SALL HIM
as association formed for Hallowelr	4mm	en (Name	of Organization)		The state of the s
as association for med for			for per	mission to use the	9
Please check the box next to the rooms you are	(Event Title)				
Please check the box next to the rooms you are r	equesting. The	rooms available	for use are listed ur	ider their location	
Hamden High School					
☐ Auditorium ☐Black Box ☐ Dressing Rooms	Elementary	/ Schools:	Equipmen	t Needed:	
Gymnasium	Bear Path C			1S: See Addendi	ım A and
☐ C107 ☐ Cafeteria	Church Stre	eet 🗆		vith this form.	ann ri ana
□ Classroom	Dunbar Hill			rear eras form.	
☐ Athletic Field	Helen Stree	et 🗆	Flomont	ame Cala a a la	
	Ridge Hill 🗆	נ		ary Schools:	
	Shepherd G	ilen□	□ rables	(how many) (how many)	
Hamden Middle School	Spring Glen		Other		
☐ Auditorium	West Wood		D Other	Necus,	
Gymnasium Cafeteria	Wintergree	n 🗆			
☐ Classroom	Please choo	se from			
☐ Music/Band Room	the element				
	room option	ns b	I will be p	munt.	
Central Office	below:	_	o will be p	(30.1)	
Gymnasium					
☐ Board Room	☐ Classroo				
☐ Room 101					
	☐ Gymnas	sium			
REHEARSAL / PREPARATION			EVENT INFO	RMATION	
D-4-		*If multiple dates, p	lease indicate clearly inform	nation for each date	
Date Time (From/To)			11/2		
		Date	Arrival Time	Event Time	End Time
		11/01/24	6 Upm	4:00m	9:00pm
	<del></del>			and the same of	-
How many people will attend the rehearsal?					
Will your event require set up? Yes □ No to	J	Number of Perfo	ormers/Presenters:	-0	
If yes, when do you plan to set up?		Anticipated Atte	ndance: 100	1900 Carlotte	
		Admission Char	ge: \$10.00	Chindrala	$\perp$
				CTUTY IT (A)	420
		Percentage of H	amden Performers:		

	FSD #
PRINT names of applicants. Please write legibly if not typed.	
O 1 Address (Number, Street, Town, Zip)	Telephone Email Address
Pat Delaney 104 Bnarcliff Pd. Handen 203	-287-1414 Potrica belance
zene Scharey 104 biar Cliff kd thorden	
Please describe how you plan to comply with the state and CDC Covid-19 guides the plan for audience (capacity, seating, entry and exit) as well as performers or distancing, etc). We must have this information before the Board will consider you may attach a separate document with your protocols)	a aka a a a a a a a a a a a a a a a a a
12 tables in cafetena	
1 table for DJ	
I table by door with 2	chairs
1	200
Access to Destroyous	

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FSD#	

#### **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)  (Dale) 9-/3-24  The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usa technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education available on-line at <a href="https://www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-2207.  Approved by Board of Education:	ige is approved; lighting and lucation. The fee schedule is
Date:	

ADDENDUM A – For High School and Middle School Auditoria (please check your response and fill in when appropriate)	ım Events	
Will you need a podium?	Yes □	No □
How many tables will you need? Location:		
How many movable chairs will you need?Location:		
Will you need stage lighting for your event? *If no, you will NOT be allowed to access any stage lights, only the overhead.	V []	Noti
How many follow spotlights will you need? *Only our trained technicians are allowed to use our spotlights.	0	2 🗆
Will you need sound for your event? *You may bring in your own sound for the event. If you choose that option, microphones will not be available for your use.	Yes □ , our sound system i	Notal including mixing board, amplifiers, speakers and
Will you need us to play music during your event:  *Must be on a single CD or USB stick in the correct order. Note: We will not	Yes to do any	No 🗹 editing.
Will you be using our microphones?	Yes the	Na
If yes, # of wireless handheld microphones *Up to two are available at each location		
If yes, # of wired handheld microphones *Up to six are available at each location		
If yes, # of floor (tap) microphones *Only available at the high school location		
Will you need Stage Manager / Hands provided by us? *Note: If you plan to have curtains open/close or anything flown in, a minim sides of the stage, then 2 stage hands will be needed.	0 □ 1 □ um of 1 stage hand	2  must be contracted. If you need contact with both
Will you be using any projections for your event?	Yes 🗆	No.
Will your projections include sound (movies)?	Yes 🗆	No 🗆
Check One:		*
☐ We will provide our own person to han	dle the projections	<b>;</b>
☐ I request that a technician from HPS ha		
		Supervisor
Special requests/Instructions:	- <u> </u>	Lighting Board Operator
		Sound Operator
		Spotlight 1
		Spotlight 2
**A technical supervisor will contact you to verify all requests		SM
D - Maria		ASM
(Initial)		Projection Specialist

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### **Building Use Checklist**

HFB Practice
HHS
NOU 2-3044
Sasturdy = 12:30-6:3pm

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

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FCD #		
FSD#		
Colored Towns		- 33

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

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To the Board of Education:  The undersigned hereby make application on a sassociation formed for	behalf of the second date the	Amden Fathers Date 9/19/20  High Sch Basketbale  Name of Organization)  for permission to use the
Hamden High School  Auditorium Black Box Dressing Rooms Gymnasium C107 Cafeteria Classroom Athletic Field  Hamden Middle School Auditorium Gymnasium Cafeteria Classroom Classroom Music/Band Room	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	Equipment Needed: HHS/HMS: See Addendum A and return with this form.  Elementary Schools: Tables (how many) Chairs (how many) Other Needs:
Central Office  ☐ Gymnasium ☐ Board Room ☐ Room 101	below:  Classroom Cafeteria Gymnasium	

REHEARSA	AL / PREPARATION
Date	Time (From/To)
How many people will a	ttend the rehearsal?
Will your event require s	set up? Yes □ No □
If yes, when do you plan	n to set up?

* If multiple dates, pl	EVENT INFO ease indicate clearly inform		
Number of Perfo	Arrival Time 12.3000  rmers/Presenters:	Event Time Significant	End Time b-30pm
Admission Charg	ge:		
Percentage of H	amden Performers:		

PRINT names of applicants. Please				
Contact Name	Address (Number, Street, Tow	n, Zip) Tele	phone En	nail Address
Dich Shultz	35 Blakedy Rd. Wal	lingfod 203 627-	5341 Richan	elshultg@sbe
the plan for audience (capac distancing, etc). We must ha you may attach a separate di	n to comply with the state and CDC ity, seating, entry and exit) as well ve this information before the Boa ocument with your protocols).	as performers on stage rd will consider your re	and back stage (m quest for facility us	asks, social se. (If easier,
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#### RULES AND REGULATIONS

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

### Please initial each numbered guideline

1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.



2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event.
There will be a minimum charge of three hours of custodial coverage for any event.



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



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.



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.



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



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

13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.
If said permission is granted, we hereby agree to strictly comply with the <b>rules and regulations</b> of the Board of Education governing the use of public-school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required
I have readvance gree with the above rules and regulations set forth by the Hamden Board of Education:  (Signature)  (Date)
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be pald, by check or money order, to the <u>Hamden Board of Education</u> . The fee schedule is available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Date:

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### **Building Use Checklist**

Event Information sheet

□ Addendum A N/A-

Rules and Regulations signed

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

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

APPLICAT	ION FOR US	E OF SCHOO	L BUII DING		
Applications must be filed at least SIX WEEKS be	fore the day for	which it is made bu	it will not be accept	ed prior to STV Me	males bacon at
	eve	ent date		0.	1 (5)
To the Board of Education:	i.	. 8 11		Date 9	10/24
The undersigned hereby make application on I	behalfof $\mathcal{H}_{\mathcal{U}}$ n	nden Anth	12 Mallat	three 0	1
as association formed for	D Team	Practice	f Organization)	nission to use the	
Please check the box next to the rooms you are re	(Event Title)	William Committee Committe			
Please check the box next to the rooms you are re	equesting. The r	ooms available fo	r use are listed und	der their location.	
Hamden High School  ☐ Auditorium ☐ Black Box ☐ Dressing Rooms ☐ Gymnasium ☐ C107	Elementary S Bear Path  Church Stree		Equipment HHS/HM	S: See Addendu	m A and
☐ Cafeteria ☐ Classroom	Dunbar Hill E		return w	ith this form.	
☐ Athletic Field  Hamden Middle School	Helen Street Ridge Hill [] Shepherd Gle Spring Glen	en 🗹	☐ Tables	ary Schools: (how many) (how many) Needs:	
☐ Auditorium ☐ Gymnasium	West Woods Wintergreen				
☐ Cafeteria ☐ Classroom	wintergreen	П			
Music/Band Room	Please choos				
	the elementa	<del></del>			
Central Office	room options	_			
☐ Gymnasium	below:				
☐ Board Room	☐ Classroom	'n			
☐ Room 101	Cafeteria				
	☐ Gymnasii	ım			
REHEARSAL / PREPARATION			EVENT INFO	PRATION	
Date Time (From/To)		*If multiple dates, plea	se indicate clearly inform	ation for each date	
How many people will attend the rehearsal?		Dec, 43,415	Arrival Time 5130 m	Eyent Time	End Time
_				•	
Will your event require set up? Yes □ No □	,	Number of Perform	ners/Presenters:	(D)	
If yes, when do you plan to set up?		Anticipated Attend	ance:	20	
		Admission Charge		5	
		Percentage of Har	nden Performers:	180	

PRINT names of applicants. Please wi	rite legibly if not typed	130#	
Contact Name	Address (Number, Street, Town, Zip)	<u>Telephone</u> E	mail Address
Dich Shubtz		3 627-5341 Richa	
distancing, etc). We must have you may attach a separate docu	o comply with the state and CDC Covid-19 guid, seating, entry and exit) as well as performers this information before the Board will consider ument with your protocols)  OOON NEAR A	on stage and back stage (rer your request for facility t	

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The second secon	ileacion as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and m compliance during event or risk losing future rental status.	ust ensure
(4))	
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If said permission is granted, we hereby agree to strictly comply with the <b>rules and regula</b> of Education governing the use of public-school buildings, to take the utmost care in the property, to make good any damage to or loss of school property arising from our occupa of the building and to provide necessary police attendance. A certificate of insurance fo	use of the school
not affiliated with the Hamden Public School District is required	•
O(10000)	
I have trad and agree with the above rules and regulations set forth by the Hamden Board of Education:	
(Sonature) (Cate)	
(Date)	
The charges for this building was an Continue of the Continue	
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage technical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Educ</u>	is approved; lighting and
available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.	anon: The ree schedule is

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Approved by Board of Education:

### **Building Use Checklist**

HFB-RH Dec. 7- April 26,005 9-2 pm Sat

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

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60 Putnam Avenue

# Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

Spricedoris Triase De Inled at least SIX WEEKS De	efore 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 9/10/24
The undersigned hereby make application on	Hamden atherist a. 15.00
on and craighted fieldby flake application on	behalf of Marian Hallings Traslathau
as association formed for GAMU	S · (Name of Organization)  for permission to use the
Olassa I. I. I. I.	(FVPNTTIFIA)
Please check the box next to the rooms you are re	equesting. The rooms available for use are listed under their location.
	and the little for their location.
Hamden High School	
☐ Auditorium ☐Black Box ☐ Dressing Rooms ☐ Gymnasium	Elementary Schools: Equipment Needed:
C107	Bear Path ☐ HHS/HMS: See Addendum A and
□ Cafeteria	Church Street ☐ return with this form.
□ Classroom	Dunbar Hill
☐ Athletic Fleld	Helen Street □
a surrecte field	Elementary Schools:
	Short and Clark Display Displa
Manual - navitable a se	Sarina Clas II
Hamden Middle School	West Woods  Other Needs:
☐ Auditorium ☐ Gymnasium	
☐ Cafeteria	Wintergreen
☐ Classroom ☐ Music/Band Room	Please choose from
C MOSIC/BallO KOOM	the elementary
Central Office	room options
☐ Gymnasium	<u>below:</u>
☐ Board Room	□ Classroom
□ Room 101	□ Cafeteria
	Gymnasium
	Symmasium
REHEARSAL / PREPARATION	
METARATION	<u>EVENT INFORMATION</u>
Date Time (From/To)	*If multiple dates, please indicate clearly information for each date
Titile (Clottif to)	
	Date Arrival Time Event Time End Time
	- dec 1,14,21 9 010 Am 9:30 2:00pm
	Bu 4, 11, 18, 25
	[th 1, 8,15,77
How many people will attend the rehearsal?	Max 18:15/219
	- April Sir, A. zu.
Will your event require set up? Yes □ No □	
valii your event require set up? Yes □ No E	Number of Performers/Presenters:
If yes, when do you plan to set up?	1
you, whom do you plan to set up?	Anticipated Attendance:t0

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PRINT names of applicants. Please w	vrite legibly if not typed.		_	
Dich Shuffa	Address (Number, Stra	eet, Town, Zip)	Telephone	Email Address
- Marin States	25 LAUREUY KA.	whilling	203-627-5341	Richardshultgashe
Please describe how you plan	<b></b>	_		
Please describe how you plan the plan for audience (capacity distancing, etc). We must have you may attach a separate doc	this information before	re were as belief.	guidelines for your ex ners on stage and back	rent. Please include both k stage (masks, social
you may attach a separate doc	ument with your protoco	is)	sider your request for	facility use. (If easier,
tokold	social !	Score	is table	2 3 chair
( nour	sfort	Cam	S./Oh0	urson
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I have readyant agree	with the above rules and regulations set forth by the Hamden Board of Education:
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The charges for this buildir technical services fees will available on-line at www.h	ng use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is hamden.org, or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Edu	cation:Date:

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### **Building Use Checklist**

HFB-HHS

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

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

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60 Putnam Avenue

### Hamden, CT 06517 APPLICATION FOR USE OF SCHOOL BUILDING

Applications must be filed at least SIX WEEKS bet	ore the day for which it is made but will no	ot be accepted prior to SIX Months before the
	event date	A Profite Delore the
To the Board of Education:	in lar.	Date 9/10/24
The undersigned hereby make application on b	pehalfor Hamden Hathers	Baskethall
as association formed forGames	· / (Name of Organ	•
	Event Title)	for permission to use the
Please check the box next to the rooms you are re	questing. The rooms available for use a	re listed under their location.
Hamden High School  Auditorium DBlack Box Dressing Rooms Gymnasium	Elementary Schools: Bear Path	Equipment Needed: HHS/HMS: See Addendum A and
□ C107 □ Cafeteria	Church Street □	return with this form.
□ Classroom	Dunbar Hill 🗆	The state of the s
☐ Athletic Field	Helen Street □	Elementary Schools:
	Ridge Hill 🗆	☐ Tables (how many)
	Shepherd Glen□	☐ Chairs (how many)
Hamden Middle School	Spring Glen □	□ Other Needs:
☐ Auditorium	West Woods	
☐ Gymnasium ☐ Cafeteria	Wintergreen □	
☐ Classroom ☐ Music/Band Room	Please choose from	
	the elementary	
Central Office ☐ Gymnasium ☐ Board Room ☐ Room 101	room options below:  Classroom Cafeteria Gymnasium	
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?	*If multiple dates, please indica  Date Arriv  12  14  14  15  16  18  15  17  18  18  18  18  18  18  18  18  18	160

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1. 1.20	H TODAY	440000000	PROPERTY.	83
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PRINT names of applicants. Please	write legibly if not typed.	
Contact Name	Address (Number, Street, Town, Zip)	Toloubarra
Diala Shulle		Telephone Email Address
- May orwers	21 Examely 101. Walling 202	3-627-5341 Richardshultgash
		- Company Company
Please describe how you plan the plan for audience (capacit distancing, etc). We must hav you may attach a separate do	to comply with the state and CDC Covid-19 guid  cy, seating, entry and exit) as well as performers of this information before the Board will consider cument with your protocols)  COCCES  COCCES  COCCES	your request for facility use. (If easier,
- (Nair	Stortooms	
	7	<u>}</u>

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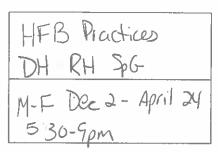


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If said permission is granted, we hereby agree to strictly comply with the <b>rules and regulations</b> of the of Education governing the use of public-school buildings, to take the utmost care in the use of the property, to make good any damage to or loss of school property arising from our occupancy of any of the building and to provide necessary police attendance. A certificate of insurance for all organ not affiliated with the Hamden Public School District is required	e school
I have read and agree with the appropriate and regulations set forth by the Hamden Board of Education:  (Signature)  (Date)	
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lig technical services fees will be billed separately. These charges are to be pald, by check or money order, to the Hamden Board of Education. The fee so available on-line at <a href="www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-2207.	hting and chedule is
Approved by Board of Education: Date:	

FSD#\_

## **Building Use Checklist**



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

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60 Putnam Avenue Hamden, CT 06517

APPLICAT	TION FOR USE OF SCHOOL BUILDING	
Applications <b>MUST</b> be filed at least SIX WEEKS be	before the day for which it is made but will not be accepted prior to SIX Months	hefore the
	event date	Jeiore die
To the Board of Education:	Date 9 10	124
The undersigned hereby make application on	hope thomden Arthert Ball Heald	T
A second of make application of		
as association formed for	(Event Title)	
	(Event Title)	
Please check the box next to the rooms you are re	requesting. The rooms available for use are listed under their location.	
Hamden High School		
☐ Auditorium ☐Black Box ☐ Dressing Rooms	Elementary Schools: Equipment Needed:	
☐ Gymnasium	Bear Path ☐ HHS/HMS: See Addendum A	and
☐ C107 ☐ Cafeteria	Church Street return with this form.	and
□ Classroom	Dunbar Hill	
☐ Athletic Field	Helen Street   Elementary Schools:	
	Nuge IIII E	
	Chaine /harris	
Hamden Middle School	Othor Nords	_
☐ Auditorium ☐ Gymnasium	west woods 🗆	
☐ Cafeteria	Wintergreen 🗆	
☐ Classroom ☐ Music/Band Room	Please choose from	
	the elementary Dec, 2, 3, 4, 5, 9, 10, 11, 12, 16	17.10
Control Office		
Central Office ☐ Gymnasium	below: Jan 2,3,7,8,9,10,11,13,14,15,16,	21,22,23
☐ Board Room	□ Classroom 27,28,29,30	• •
☐ Room 101	Cafeteria Ceh 2	21 74 25
	Gymnasium Feb. 3,415, 6, 10, 11, 12, 13, 18, 19, 20,	a wales
	Man 3,4,56, 10,11,12113, 14 18, 19,2	0,24,75,
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REHEARSAL / PREPARATION	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	41510
The rest of the re	EVENT INFORMATION	
Date Time (From/To)	*If multiple dates, please indicate clearly information for each date	
	Date Arrival Time Event Time Er	nd Time
	5:30pm 6:00 9	. Our
	Const to -	
How many people will attend the rehearsal?	Water A	Ψ
Mill record according		
Will your event require set up? Yes □ No □	Number of Performers/Presenters:	
If yes, when do you plan to set up?	Anticipated Attendance:	
	Admission Charge:	

Percentage of Hamden Performers:

			FSD #
PRINT names of applicants. Please w	rite legibly if not typed.  Address (Number, Street, Town, Zip)	Teleshaa	
Pich Shultz	35 Blakely Rd. Wallingfre	Telephone  203 627-534	Email Address  Richardshultaash
distancing, etc). We must have you may attach a separate doo	to comply with the state and CDC Covid-16, seating, entry and exit) as well as perforthis information before the Board will coument with your protocols)	rmers on stage and ba onsider your request f	ock stage (masks, social or facility use. (If easier,

FSD#\_\_\_\_

3513

#### RULES AND REGULATIONS

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

### Please initial each numbered guideline

 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



2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event.
There will be a minimum charge of three hours of custodial coverage for any event.



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



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.



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



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



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



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



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

13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.
If said permission is granted, we hereby agree to strictly comply with the <b>rules and regulations</b> of the Board of Education governing the use of public-school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations
not affiliated with the Hamden Public School District is required  I have read and agree with the advertises and regulations set forth by the Hamden Board of Education:
(Signature) (Date)
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Date:

FSD #\_\_\_\_

### **Building Use Checklist**

HFB Clinics + Games HMS Dec 7- April 26,2025 Scot : 7:30Am - 6:30pm

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

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

Applications <b>MUST</b> be filed at least <b>SIX WEEKS</b> be	fore the day for w	nich it is made but will no	ot be accepted prior to STX M	lanths before the
	even	date	Proceedings of the second	J. Jan.
To the Board of Education:	i,	. 10	Date_9	10/24
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as association formed for GAMU	1. ( 8ATu	Mame of Organ		1 pluin
	(Event Title)		for permission to use th	0
Please check the box next to the rooms you are re	questing. The ro	oms available for use ar	re listed under their locatio	GAMES
Hamden High School				
☐ Auditorium ☐Black Box ☐Dressing Rooms ☐ Gymnasium	Elementary Sc	nools:	Equipment Needed:	
C107	Bear Path 🗆		HHS/HMS: See Addend	um A and
□ Cafeteria	Church Street		return with this form.	
☐ Classroom	Dunbar Hill 🗆	•		
☐ Athletic Field	Helen Street	l	Elementary Schools:	
	Ridge Hill		☐ Tables (how many)	
	Shepherd Glen Spring Glen		☐ Chairs (how many)	<del></del>
Hamden Middle School	West Woods		☐ Other Needs:	
Auditorium Gymnasium	Wintergreen	_		
☐ Cáfeteria ☐ Classroom	willter green L	,		
Music/Band Room	Please choose			
	the elementary	<u>!</u>		
Central Office	room options			
☐ Gymnasium	<u>below:</u>			
☐ Board Room	☐ Classroom			
☐ Room 101	☐ Cafeteria			
	☐ Gymnasiur	n		
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REHEARSAL / PREPARATION		*If addition of the control of	VENT INFORMATION	
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			al Time Event Time	End Time
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	- K	02 10 1000	<del></del>	
How many people will attend the rehearsal?	6	m ( ) 4 9		Ψ
AAGD	- 1	m 5,12/19,26		
Will your event require set up? Yes □ No □	1	Number of Performers/Pre	esenters: (DV	
If yes, when do you plan to set up?		Anticipated Attendance:	(N)	
		Admission Charge:	8	
		Doroonings of Description		
		Percentage of Hamden Pe	errormers:	

PRINT names of applicants. Please w	mb-1-41 to		FSD#
Contact Name  Pich Shultz	Address (Number, Street, Town, 2 35 Bakely Rd. Wallin	Telephone 203-627-5341	Email Address Richardshultansbe.g
distancing, etc). We must have you may attach a separate doc	to comply with the state and CDC Co s, seating, entry and exit) as well as p this information before the Board v ument with your protocols)	will consider your request for	stage (masks, social facility use. (If easier,
at	8 Foot her	ght	de bastet
EATTU	hall lov	19 tuble.	+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. 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 arising from such use



2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event.
There will be a minimum charge of three hours of custodial coverage for any event.



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



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.



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



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



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



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

13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.
If said permission is granted, we hereby agree to strictly comply with the rules and regulations of the Board of Education governing the use of public-school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required
I have read and agree with the above rules and regulations set forth by the Hamden Board of Education:
(Signature) (Date)
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be pald, 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#\_

## HFB Games HMS Dec 6-April 25, 2005 Fri 530-930m

## **Building Use Checklist**

Event Information sheet

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

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60 Putnam Avenue Hamden, CT 06517

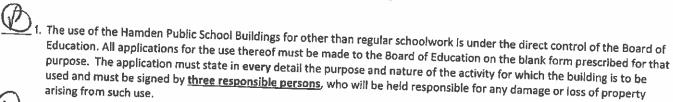
APPLICAT	ION FOR USE OF SO	CHOOL BUILDING
Applications <b>must</b> be filed at least <b>SIX WEEKS</b> be	fore the day for which it is	made but will not be accepted prior to SDX Months before the
	event date	Months before the
		2. 0/10/211
To the Board of Education:	jı,	Date 9/10/20
The undersigned hereby make application on I	pehalfof Hamain	Arther 1/20 Nother 10
0	A - 1	THE TANGET THE
as association formed for GAMU	( to Nich	Name of Organization)
	Event Title)	for permission to use the
Please check the box next to the rooms you are re	questing The rooms avai	Habila for the state of the sta
	Addesoure. The Looms avai	hable for use are listed under their location.
Hamden High School		
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary Schools:	Equipment Needed:
☐ Gymnasium	Bear Path □	HHS/HMS: See Addendum A and
□ C107	Church Street □	return with this form.
☐ Cafeteria ☐ Classroom	Dunbar Hill 🗆	return with this form,
□ Classroom □ Athletic Field	Helen Street □	
Admetic Field	Ridge Hill □	Elementary Schools:
	Shepherd Glen□	☐ Tables (how many)
Hamden Middle School	Spring Glen □	☐ Chairs (how many)
Auditorium	West Woods	☐ Other Needs:
Gymnasium	Wintergreen	
Cafeteria Classroom	wintergreen L	An's an
Music/Band Room	Please choose from	14 344
	the elementary	
	room options	92: Say ec. 6,13,20 Jan. 3,10,17,29,3. b. 7,14,21,28 Mar. 7,14,21,21 mil 4,11,18,25
Central Office	below:	2/62/1/20
☐ Gymnasium	T	h. M 10 21 20 Mrs M 11 21 21
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REHEARSAL / PREPARATION		EVENT INFORMATION
Date Time (From/To)	*if multiple	dates, please indicate clearly information for each date
Date Time (From/To)		
	Date	Arrival Time Event Time End Time
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	— Kynzija	142431
	——   Feb. 17; 14	+21,20
How many people will attend the rehearsal?	Mzc 1, 14	21/24
y response and the remediate:	PD 4' 11	18/25
Will your event require set up? Yes □ No □	Number	f Performers/Presenters; VOD
	i validei o	renormers/Presenters:
If yes, when do you plan to set up?	Anticinate	d Attendance:
	Astropate	Americance
	Admission	n Charge:
	7.071100101	Torridge.
	Percentan	19 of Hamden Porformers

FSD #	
PRINT names of applicants. Please write legibly if not typed.	
Contact Name Address (Number, Street, Town, Zip) Telephone Email A	\ddress
Wich Shulf 3 35 Blakely Rd. Walling rd 203-627-5341 Richardsh	wizasne.
	\
Please describe how you plan to comply with the state and CDC Covid-19 guidelines for your event. Please income the plan for audience (capacity, seating, entry and exit) as well as performers on stage and back stage (masks distancing, etc). We must have this information before the Board will consider your request for facility use. (If you may attach a separate document with your protocols)  Scoreboard Scorets Fuble 30  Chaus for the Board Scorets Fuble 30	
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Chanstor Teams.	
3	
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#### **RULES AND REGULATIONS**

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

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/ 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)

$\mathcal{D}_{m}$
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I have read and egree with the addition rules and regulations set forth by the Hamden Board of Education:
(Signature) (Date)
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the Hamden Board of Education. The fee schedule is available on-line at <a href="www.hamden.org">www.hamden.org</a> , or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Date:

FSD#\_

### **Building Use Checklist**

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

	To provide the same	ATTENDED	ALC: U
FSD	#		38

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

	eve	ent date	0	123	Date 9	18/20
To the Board of Education:  The undersigned hereby make application on	behalfof Ha	mden	Tathers	· Basko	thall	7
as association formed for Team	netices'		(Name of Orga		ssion to use the	
	(Event Title)			J-Compt		
Please check the box next to the rooms you are i	requesting. The	rooms ava	ilable for use a	are listed unde	r their location.	
Hamden High School  ☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary	Schools		Equipment N	leeded;	
☐ Gymnasium ☐ C107	Bear Path	_		HHS/HMS:	See Addendu	n A and
☐ Cafeteria	Church Stree Dunbar Hill	—		return witl	this form.	
☐ Classroom ☐ Athletic Field	Helen Street			Elementar		
	Shepherd G			☐ Tables (h	ow many)	<del></del>
Hamden Middle School	Spring Glen			Other Ne	ow many)	<del></del>
Q Auditorium	West Wood	- —		L Other we	:Eu3,	
Gymnasium Cafeteria	Wintergreer	n 🗆				
☐ Classroom ☐ Music/Band Room	Please choo	se from		<del></del>		
Li Music/Band Room	the element					
	room option	<u>15</u>				
Central Office  Gymnasium	below:					
Board Room	☐ Classroo	om				
☐ Room 101	□ Cafeteri	ia				
	Gymnas	sium				
REHEARSAL / PREPARATION				EVENT INFOR	MATION	
Date Time (From/To	)	*If multip	ile dales, please indi	icate clearly informat		
		Dat		rival Time	Event Time	End_Time
		NOv.	2 8	:30 Am	9:00 AM	4:30 pm
		1	16 -	<del></del>		
			<del>2</del> 3	<del></del>		
How many people will attend the rehearsal?		V	<del>30</del> —	<b>V</b>		1
Will your event require set up? Yes □ No		Numbe	r of Performers/	Presenters:	160	

*If multiple dates, please	EVENT INFO indicate clearly inform		
Nov. 2 30 Number of Performed Anticipated Attendary Admission Charge: Percentage of Hame	nce:	Event Time q:00 Am	End Time

			FSD	#
PRINT names of applicants. Please				
Contact Name	Address (Number, Street,	3 /4 3/ 4	<u>Telephone</u>	Email Address
Wich Shulf 2	35 Blakedy Bol. h	halling and 203	627-5341 R	chardshultaashe
- Francisco (capaci	to comply with the state and	MOH SC BAPPARMANA -		
you may attach a separate do	this information before the ocument with your protocols)  out baske  to buse to	Board will consider	your request for fac	ility use. (If easier,
pasce	Is lowere	d		<u> </u>
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			0.00	
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#### **RULES AND REGULATIONS**

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

#### Please initial each numbered guideline

1

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



2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event.
There will be a minimum charge of three hours of custodial coverage for any event.



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



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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.



A permit is not transferable.



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



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



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



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.



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



12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval.

(Board Policy #1330.2)

13. We cannot reserve any date(s) before the approval of your application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status.
15. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 to the Finance Department or the Facilities Office. We request that you do not give payments to the schools directly.
If said permission is granted, we hereby agree to strictly comply with the <b>rules and regulations</b> of the Board of Education governing the use of public-school buildings, to take the utmost care in the use of the school property, to make good any damage to or loss of school property arising from our occupancy of any portion of the building and to provide necessary police attendance. A certificate of insurance for all organizations not affiliated with the Hamden Public School District is required
I have readvant agree with the above rules and regulations set forth by the Hamden Board of Education:  (Signature)  (Date)
The charges for this building use application will be reflected on a "calculation sheet" and invoice that you will receive once the usage is approved; lighting and technical services fees will be billed separately. These charges are to be paid, by check or money order, to the <u>Hamden Board of Education</u> . The fee schedule is available on-line at <u>www.hamden.org</u> , or by contacting the Facilities Department at (203) 407-2207.
Approved by Board of Education: Date:

FSD#\_\_\_\_

### **Building Use Checklist**

HFB All Stans (Gils) HMS Jan 25, 2025 Sat Feb 1, 2025 5:30-9:39pm

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

to heavy meeting	
FSD#	
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60 Putnam Avenue Hamden, CT 06517

APPLICAT	TION FOR USE OF SCHOOL BI	LIII DING
Applications must be filed at least SIX WEEKS be	efore the day for which it is made but will	not be accepted prior to STV Month
	event date	A secrete phor to SIX Months before the
To the Board of Education:	: 1	Date 9/10/211
The undersigned hereby make application on	Handen Sall 1	10 010 00
and croisined fieleby make application on		1) asket ball
as association formed for GAME	8 (All star Gillame of Or	ganization) for permission to use the
Please check the box next to the rooms you are	(Event Title)	and the
Please check the box next to the rooms you are re	equesting. The rooms available for use	are listed under their location.
Hamden High School		
☐ Auditorium ☐ Black Box ☐ Dressing Rooms	Elementary Schools:	Equipment Needed:
☐ Gymnasium ☐ C107	Bear Path 🗆	HHS/HMS: See Addendum A and
□ Cafeteria	Church Street 🗀	return with this form.
☐ Classroom	Dunbar Hill 🗆	return with this form.
Athletic Field	Helen Street □	
	Ridge Hill 🔲	Elementary Schools:
	Shepherd Glen□	☐ Tables (how many)
Hamden Middle School	Spring Glen □	☐ Chairs (how many)
Auditorium	West Woods □	Other Needs:
Gymnasium	Wintergreen	
Cafeteria Classroom		
☐ Music/Band Room	Please choose from	
	the elementary	
Co. A. Loren	room options	
Central Office	below:	
☐ Gymnasium ☐ Board Room	El class	
□ Room 101	☐ Classroom	
□ 400₩ 101	□ Cafeteria	
	☐ Gymnasium	
REHEARSAL / PREPARATION		
	*If resulting a data a state of the	EVENT INFORMATION
Date Time (From/To)	ii indiuple dates, please indi	cate clearly information for each date
	Date A	that Time
	Kin 3C AII	ival Time Event Time End Time
		200 6.00m 9.30mm
	FUD I	
		<del></del>
How many people will attend the rehearsal?		<del></del>
VASILATION		·
Will your event require set up? Yes □ No □	Number of Performers/F	Presenters:(6)
If yes, when do you plan to set up?		
you whom do you plain to set up?	Anticipated Attendance:	
	Admission Charge:	
	Percentage of Hamden 6	Performan: 140

				FSD #
PRINT names of applicants. Please Contact Name	write legibly if not typed.  Address (Number, Street, To	wn 7in)	Tolorbass	
Pich Shultz			7 Telephone 27-5341	Email Address Richardshult 2082
N b 44				
listancing, etc). We must hav ou may attach a separate do	to comply with the state and C( y, seating, entry and exit) as we e this information before the Bo cument with your protocols)	il as performers on ard will consider yo	stage and bac our request for	k stage (masks, social facility use. (If easier,
Scorer	s table /.	3core	boar	A /3chan
Chairs	for tea	ms.		

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#### **RULES AND REGULATIONS**

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

#### Please initial each numbered guideline



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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.



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



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



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



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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.
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not affiliated with the Hamden Public School District is required
not affined with the Hamaen Public School District is required
I have read and sorres with the above rules and regulations set forth by the Hamden Board of Education:
(Signature) (Date)
(Date)
The charges for this huilding use application will be reflected on a "calculation of a "to be a second or a "calculation of a second or a second
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available on-line at www.hamden.org, or by contacting the Facilities Department at (203) 407-2207.

Date:

FSD#

Approved by Board of Education:

### **Building Use Checklist**

HFB All Stars (Bojo) HHS Pan 25 h Feb 18+ 5:30-9:30pm

- Event Information sheet
- □ Addendum A N/A

Rules and Regulations signed

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

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

Applications must be filed at least SIX WEEKS be	fore the day for w	nich it is made t	or mill not be accorte	d major to PER se.	
	event	date	dt will not be accepte	a prior to SLX Mo	nths before the
				Date 9	10/24
To the Board of Education:	İı	1 /1	0 1.0 1.	Date_	1 to Jaco
The undersigned hereby make application on	oehalfof <u>Ham(</u>	aun 4att	us'tasket	hall .	•
Com	o lall of	Name	of Organization)	7,000	
as association formed for GAME	S (All Klow	s) bow		ission to use the	
Please check the how next to the rooms voy	(Event Title)	()			
Please check the box next to the rooms you are re	equesting. The roo	oms available f	or use are listed und	er their location.	
Hamden High School					
☐ Auditorium ☐Black Box ☐ Dressing Rooms	Elementary Sci	nools:	Equipment	Needed:	
Doymnasium	Bear Path 🗆			S: See Addendu	m A and
□ C107	Church Street I			th this form.	m A and
☐ Cafeteria	Dunbar Hill □	_	ietaili Wi	tri triis form.	
☐ Classroom	Helen Street	,			
☐ Athletic Field	Ridge Hill	ı	Elementa	ry Schools:	
	Shepherd Glen		☐ Tables (	how many)	
	*		☐ Chairs (I	how many)	
Hamden Middle School	Spring Glen		☐ Other N	eeds:	<del></del>
Auditorium	West Woods	-			
☐ Gymnasium ☐ Cafeteria	Wintergreen □	J			
☐ Classroom ☐ Music/Band Room	Please choose	from			
La laidsic/balld KOOfff	the elementary				
	room options	_			
Central Office	below:				
☐ Gymnasium	======				
☐ Board Room	Classroom				
☐ Room 101	□ Cafeteria				
	Gymnasiun	n			
REHEARSAL / PREPARATION			EVENT INFOR	MATION	
		*If multiple dates int	ease indicate clearly informa	KINATION	
Date Time (From/To)		ii iiioiupio dates, pi	ease indicate dearly informa	ition for each date	
		Date	Arrival Time	Event Time	End Time
		m 25	5:30pm	6:00pm	End Time
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	$\mathcal{H}$	0 1			
No.			V		-J/-
How many people will attend the rehearsal?					
Will your event require set up? Yes □ No [	,	Number of Perfo	rmers/Presenters:	w	
	<b>-</b>	ramber of Fello	inicis/Fiesenteis	000	
If yes, when do you plan to set up?		Anticipated Atter	idance: <i>(6</i> 0	)	
		Adminut or	as a		
		Admission Charg	je:		
		Dorooniona afii	amelan Darfe ::		
<u> </u>		rercentage of H	amden Performers:		

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Approved by Board of Education: