

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.

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

Date 9/18/25

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Father's
(Name of Organization)

as association formed for Open Gym
(Event Title) for permission to use the

(please check the box next to building AND rooms):

Hamden High School

Hamden Middle School

Elementary Schools:

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

- HHS:
- Auditorium/Black Box/Dressing Rooms
 - Gymnasium
 - C107
 - Cafeteria
 - Classroom
 - Athletic Field/Pool (please circle option)

- HMS:
- Auditorium
 - Gymnasium
 - Cafeteria
 - Classroom
 - Music/Band Room

- Elementary Schools:
- Gymnasium
 - Cafeteria
 - Classroom

Equipment Needed:

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

Elementary Schools:

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

EVENT INFORMATION			
*If multiple dates, please indicate clearly information for each date			
Date	Arrival Time	Event Time	End Time
<u>9/24/25</u>	<u>5:30</u>	_____	<u>7:30</u>
<u>11/27/25</u>	<u>5:30</u>	_____	<u>7:30</u>
Number of Performers/Presenters: _____			
Anticipated Attendance: _____			
Admission Charge: _____			
Percentage of Hamden Performers: _____			
<i>* Requesting every Wednesday from 9/24-11/22 5:30p - 7:30p</i>			

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?	

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.

XR (Initial)

PRINT names of applicants.

<u>Contact Name</u>	<u>Address (Number, Street, Town, Zip)</u>	<u>Telephone</u>	<u>Email Address</u>
Xavier Russell	2750 Dixwell Ave. Hamden 06518	203-376-5831	xrussell@hamden.com
_____	_____	_____	_____
_____	_____	_____	_____

RULES AND REGULATIONS

3513R

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

1. The use of the Hamden Public School Buildings for other than regular schoolwork is under the direct control of the Board of Education. All applications for the use thereof must be made to the Board of Education on the blank form prescribed for that purpose. The application must state in every detail the purpose and nature of the activity for which the building is to be used and must be signed by three responsible persons, who will be held responsible for any damage or loss of property arising from such use.
2. When permission for the use of any building has been granted the Board will appoint a custodian and/or security personnel to act as its personal representative. This appointee is to supervise the meeting and enforce the Rules and Regulations of the Board with power to close the meeting if it is not held in accordance with the Rules and Regulations. Custodian(s) will report a minimum of one-half hour before scheduled time and remain a minimum of one-half hour after close of event. There will be a minimum charge of three hours of custodial coverage for any event.
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. When use of Audio Visual or Television equipment is needed, details must be worked out in consultation with the Director of Fine Arts (high school and middle school) or the building media specialist (elementary schools). If it is determined a technician is needed, the permittee will be responsible for the cost.
11. Use of auditoriums does not include use of theatrical lighting or sound equipment. If needed, use of equipment must be worked out in consultation with the Director of Fine Arts. Only trained school-appointed technicians will be able to use stage technology equipment. Costs for these services will be invoiced after the event is completed. If using the high school or middle school auditoriums, you must fill out Addendum A to determine your technical and staffing needs.
12. A statement of insurance to cover loss or damage to equipment must be presented to the Superintendent prior to approval (Board Policy #1330.2)
13. We cannot reserve any date(s) before receipt of this application. Therefore, return this application as soon as possible.
14. Requestor(s) must comply with the State of CT and/or CIAC opening guideline requirements and must ensure compliance during event or risk losing future rental status. _____ (Please Initial)

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

Kari B. Hull _____ 9/18/25
 (Signature) (Date)

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

Approved by Board of Education: _____ Date: _____
 _____ (Initial)

School & Times	Days	Dates
Hamden Middle School	Wednesday Night-Signup	October 1st 530-830PM- Lobby Entrance by Gym
Hamden Middle School	Saturday Signup	October 4th 10-2PM-Lobby Entrance by Gym
Hamden Middle School	Saturday Signup	October 11th 10-2PM-Lobby Entrance by Gym
Hamden Middle School		
930-130	Saturday Try-outs	October 18, 25
930-600	Saturday Try-outs	November 1st
830-430	Saturday Team Practices	November 8,15,22
800-530	Saturday -Clinic & Games	Dec -6,13,20 Jan-10,17,24,31 Feb-7,14,21,28 March-7,14,21,28 April-4,11
530-930	Friday Night-Games	Dec -5,12,19 Jan- 9,16,23,30 Feb 6,13,20,27 March -6,13,20,27 April- 3,10,17
530-930	Wednesday Night-Games	Dec- 10,17 Jan-7,14,21,28 Feb-4,11,18,25 March-4,11,18,25 April-1,8
Hamden High School		
1230-530	Saturday Try-outs	October 18,25
1230-630	Saturday Team Practices	November 8,15,22
1230-430	Saturday -Games	Dec -6,13,20 Jan-10,17,24,31 Feb-7,14,21,28 March-7,14,21,28 April-4,11
Ridge Hill		
900-200	Saturday -Games	Dec -6,13,20 Jan-10,17,24,31 Feb-7,14,21,28 March-7,14,21,28 April-4,11
Ridge Hill-Team Practices		
530-900	Every Monday-Thursday	Dec-1,2,3,4,8,9,19,11,15,16,17,18 Jan-7,8,9,12,13,14,15,20,21,22,23,26,27,28,29, Feb-2,3,4,5,9,10,11,12,16,17,18,19,20,23,24,25,26; Mar-2,3,4,5,9,10,11,12,16,17,18,19,20,23,24,25,26,30,31; Apr-1,2,6,7,8,9: if needed 20,21,22,23(Monday Holidays move to Fridays; dates are listed)
Spring Glen-Team Practices		
530-900	Every Monday-Thursday	Dec-1,2,3,4,8,9,19,11,15,16,17,18 Jan-7,8,9,12,13,14,15,20,21,22,23,26,27,28,29, Feb-2,3,4,5,9,10,11,12,16,17,18,19,20,23,24,25,26; Mar-2,3,4,5,9,10,11,12,16,17,18,19,20,23,24,25,26,30,31; Apr-1,2,6,7,8,9: if needed 20,21,22,23(Monday Holidays move to Fridays; dates are listed)
Dunbar Hill-Team Practices		
530-900	Every Monday-Thursday	Dec-1,2,3,4,8,9,19,11,15,16,17,18 Jan-7,8,9,12,13,14,15,20,21,22,23,26,27,28,29, Feb-2,3,4,5,9,10,11,12,16,17,18,19,20,23,24,25,26; Mar-2,3,4,5,9,10,11,12,16,17,18,19,20,23,24,25,26,30,31; Apr-1,2,6,7,8,9: if needed 20,21,22,23(Monday Holidays move to Fridays; dates are listed)
Hamden Middle School		
930-400	15-17 League Games Sundays	Dec-7,14,21- Jan-11,18,25-Feb-1,8,15,22-March-1,8,15,22,29-April 5,12
	Special Games	
Hamden High School		
530-900	Saturday -All Star Games	Jan-24, 31 Feb-7
530-900	Saturday -Town Championship	Feb 14, 21
Hamden Middle School		
530-900	Saturday -Town Championship	Feb 14, 21