

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 9/24/2025

To the Board of Education:

The undersigned hereby make application on behalf of Hamden Heronettes

as association formed for East Zone Invitational Artistic Swimming Meet (Event Title) for permission to use the \_\_\_\_\_ (tion)

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
- Pool

**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: \_\_\_\_\_

<u>REHEARSAL / PREPARATION</u>	
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?	
_____	
_____	

<u>EVENT INFORMATION</u>			
*If multiple dates, please indicate clearly information for each date			
Date	Arrival Time	Event Time	End Time
<u>3/21/2026</u>	<u>7am</u>	<u>8am</u>	<u>9:00pm</u>
<u>3/22/2026</u>	<u>7am</u>	<u>8am</u>	<u>6:00pm</u>
_____	_____	_____	_____
Aproximately 120-130 swimmers 80-100 on Saturday			
Number of Performers/Presenters: <u>60-80 on Sunday</u>			
8-100 spectators on Saturday			
Anticipated Attendance: <u>60-80 spectators on Sunday</u>			
Admission Charge: <u>NONE</u>			
Percentage of Hamden Performers: <u>70% of the team</u>			
are Hamden residents and 20 % of spectators are Hamden residents			

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 9/29/2025

To the **Board of Education:**

The undersigned hereby make application on behalf of Hamden Heronettes

as association formed for Levels Testing (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
- Pool

**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: \_\_\_\_\_

<b>REHEARSAL / PREPARATION</b>	
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?	
_____	
_____	

<b>EVENT INFORMATION</b>			
*If multiple dates, please indicate clearly information for each date			
Date	Arrival Time	Event Time	End Time
<u>11/8/2025</u>	<u>8am</u>	<u>8am</u>	<u>5:00pm</u>
_____	_____	_____	_____
_____	_____	_____	_____
aproximately 20-25 swimmers			
Number of Performers/Presenters: _____			
15-20 parents			
Anticipated Attendance: _____			
Admission Charge: <u>NONE</u>			
Percentage of Hamden Performers: <u>70% of the team</u>			

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 10/14 Initial  
10/17 2nd

To the Board of Education:

The undersigned hereby make application on behalf of Shepherd Glen PTA  
(Name of Organization)

as association formed for Winter Wonderland  
(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
- Library/Media
- Art Room

**Equipment Needed:**

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

**Elementary Schools:**

- Tables (how many) 25
- 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 12/6 Arrival Time 10:00 am Event Time 12-4pm End Time 5pm

Vendors  
Number of Performers/Presenters: 20

Anticipated Attendance: 150

Craft Activity  
Admission Charge: \$5 or \$2 with donation  
Percentage of Hamden Performers: \_\_\_\_\_

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

Contact Name

Address (Number, Street, Town, Zip)

Telephone

Email Address

Carolyn Nielsen	cn Nielsen@hamden.org	} Shepherd Glen staff (203) 407-2070
Ashley Beal	abeal@hamden.org	
Jess Elkin	jelkin@hamden.org	

**RULES AND REGULATIONS**

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

Please initial each numbered guideline

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

*av*

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.

*av*

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)

*av*  
*av*

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.

*av*

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) *Carolyn [Signature]* (Date) *10/17/2025*

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

**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 11-6-25

To the **Board of Education:**

The undersigned hereby make application on behalf of WINTERGREEN HILLS CONGREGATION  
OF JEHOVAH'S WITNESSES  
(Name of Organization)

as association formed for MEMORIAL OF JESUS CHRIST DEATH 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)
_____	_____
_____	_____
_____	N/A

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>4-2-26</u>	<u>5:00 PM</u>	<u>7:00 PM</u>	<u>8:30 PM</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: N/A

Anticipated Attendance: 500

Admission Charge: \$ 0

Percentage of Hamden Performers: N/A

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

Contact Name	Address (Number, Street, Town, Zip)	Telephone
<u>RICKY JONES</u>	<u>7 CHARLTON HILL RD 06518</u> <sup>HAMDEN</sup>	<u>RICKDARJONES@JBCGLOBAL.NET 203-214-7582</u>
<u>PAUL BONIN</u>	<u>131 LANE ST. 06514</u> <sup>HAMDEN</sup>	<u>LEXAR53@GMAIL.COM 203-915-7971</u>
<u>KEVEN GAGNON</u>	<u>60 ORCHARD HEIGHTS DR 06514</u> <sup>HAMDEN</sup>	<u>KEVENAGAGNON@GMAIL.COM 203-671-9573</u>

**RULES AND REGULATIONS**

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

**Please initial each numbered guideline**

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

RJ 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.

RJ 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)


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

RJ 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.

RJ 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) 11.6.25

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](http://www.hamden.org), or by contacting the Facilities Department at (203) 407-2207.

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

**ADDENDUM A – For High School and Middle School Auditorium Events**

(please check your response and fill in when appropriate)

Will you need a podium?

Yes

No

How many tables will you need? 0

Location: \_\_\_\_\_

How many movable chairs will you need? 0

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: WE WILL PROVIDE OUR OWN  
SOUND EQUIPMENT

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

\_\_\_\_\_(Initial)

**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

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

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

- Group I** Official Town organizations and agencies such as Parks & Recreations, Mayor's Office, Legislative Council, Registrar of Voters, etc.; Organizations whose activities are conducted for the benefit of children such as PTA, PTSO, etc., Organizations that carry out Board of Education sponsored activities such as after school tutoring, summer school programs, professional development, etc.
- Group II** Civic organizations for the benefit of Hamden residents that carry out official Hamden civic or recreational activities such as: neighborhood associations, sports associations sponsored by the Parks & Recreation department, arts associations sponsored by the Town of Hamden Arts Commission, etc.; Town of Hamden sponsored community events such as parades, concerts, etc.
- Group III** Hamden-based community organizations and non-profit groups whose activities are unrelated to school children or education, such as: Women's and men's service clubs or fraternal organizations, religious groups, political groups (including any Hamden-based political organizations) Boy Scouts, Girl Scouts, YMCA, etc.
- Group IV** Hamden-based businesses with a physical address/building/location in Hamden. This includes organizations or groups and "for-profits" such as dance studios, private schools, commercial entities, etc.

- Group I – No fees**
  - Group II – Direct labor costs and technical fees**
  - Group III – Utilities, direct labor costs and technical fees**
  - Group IV – Rental fees, utilities, direct labor costs and technical fees**
- Group II, III, and IV applicants will be assessed a \$45.00 processing fee. This fee is refundable only if application is denied. Payments may be mailed or hand delivered to 60 Putnam Avenue, Hamden, CT 06517 attention to Finance or Facilities Department
- Technical Fees (Sound, Lighting, equipment)**
- Sound Supervisor \$130 per hour
  - Lighting Supervisor \$130 per hour
  - Professional Technician \$50 per hour
  - Student Technician \$30 per hour
  - Sound System Usage (performance or rehearsal day) \$50 per hour
  - Lighting System Usage (performance or rehearsal day) \$90 per hour

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

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

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

**Custodian Fees<sup>1</sup>:**

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

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

Time and one-half \$31.76 per hour Monday – Saturday  
 Double Time \$42.34 per hour Sunday and Holidays  
 Utility Fee (Group III & IV) \$180.00 per hour

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

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



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 8/27/25

To the Board of Education:

The undersigned hereby make application on behalf of Wayfaring Ministries Inc  
(Name of Organization)

as association formed for Psalm Generation  
(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 12/13/25 Time (From/To) 3pm-5pm:

---

How many people will attend the rehearsal? 20

Will your event require set up? Yes  No

If yes, when do you plan to set up?  
Saturday December 13<sup>th</sup> 2025

**EVENT INFORMATION**

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

Date	Arrival Time	Event Time	End Time
<u>12/13/25</u>	<u>3pm</u>	<u>6pm</u>	<u>9pm</u>
_____	_____	_____	_____
_____	_____	_____	_____

Number of Performers/Presenters: 25

Anticipated Attendance: 120

Admission Charge: \$15 early \$25 after Dec. 13 2025

Percentage of Hamden Performers: 50%



**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? 5 Location: Front lobby

How many movable chairs will you need? 10 Location: Front lobby

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 2  
*\*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

**OFFICE USE ONLY**

\_\_\_\_ Supervisor

\_\_\_\_ Lighting Board Operator

\_\_\_\_ Sound Operator

\_\_\_\_ Spotlight 1

\_\_\_\_ Spotlight 2

\_\_\_\_ SM

\_\_\_\_ ASM

\_\_\_\_ Projection Specialist

Special requests/instructions: We would like to sell snacks and refreshments to be consumed in the lobby. Our team will manage and assist with anything necessary.

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

\_\_\_\_ (Initial)



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

Contact Name	Address (Number, Street, Town, Zip)	Telephone
Katamara Ward	213 Gorham Ave Hamden 06514	203-954-9388
Tanya Randall	213 Gorham Ave Hamden 06514	475-201-8549
Bachelle Edwards	30 Quaker Rd Hamden 06517	203-859-0949

**RULES AND REGULATIONS**

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

Please initial each numbered guideline

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

LW 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.

LW 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)

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

LW 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.

LW 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:

Latamara Ward (Signature)      8/27/05 (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](http://www.hamden.org), or by contacting the Facilities Department at (203) 407-2207.

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

