

HAMDEN PUBLIC WORKS DEPARTMENT
1125 SHEPARD AVENUE, HAMDEN, CONNECTICUT 06514
PHONE: (203) 287-2600 FAX: (203) 287-2543

APPLICATION FOR USE OF TOWN BUILDING
Application must be filed at least ten business days before the date of building use.
This form is required for all outside users (for-profit and non-profit).

Date _____

The undersigned hereby make application on behalf of _____
(Name of Organization)

for permission to use (check one): Center One
_____ Miller Senior/Arts Complex _____ Keefe Community Center
_____ Memorial Town Hall Other _____

in the _____ on _____
(Room(s)/Location) (Day/Date)

from _____ am/pm to _____ am/pm.
(Time to gain access to building) (Time planned to vacate building)

III. Hamden non-profit organization

Anticipated Attendance: _____ Billing Status (circle): I. Out of Town Organization II. Hamden for-profit organization

Your signature indicates that you have read the Rules and Regulations Governing Use of Town Buildings and that if said permission is granted, you hereby agree to all conditions and appropriate charges detailed in the Rules and Regulations, to take the utmost care in the use of Town property, to make good any damage to or loss of Town property arising from occupancy of any portion of the building and to provide necessary police attendance.

Applicant agrees to indemnify, defend and hold harmless the Town of Hamden, its officers, employees, agents and assigns from any and all claims and liability arising from your use and occupancy of the above Town building. Applicant agrees to furnish and deliver a certificate of insurance to the Risk Manager for the Town of Hamden. The policy shall name the Town of Hamden as an additional insured on the policy.

Applicants seeking permits for use of a facility must also agree to comply with the current and future Governor's Orders and the DECD Sector Rules concerning Covid-19. Applicants must follow all social distancing precautions as posted by the Town.

Names of Applicants (2 personal signatures required), at least one whom will be on the premises during all of the activity.

Name	Name
Address	Address
City/State/Zip	City/State/Zip
Phone	Phone
Signature	Signature

Additional dates/times required: _____

Set-up or equipment needed: _____

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED _____

APPROVED _____ DENIED _____ IF DENIED, REASON: _____

FEE: \$ _____ PAYMENT DUE DATE _____

INSURANCE RECEIVED _____ STATUS CALL DATE _____ PW SIGNATURE _____

GUIDELINES FOR USE OF SPACE IN TOWN BUILDINGS
Direct inquiries to Hamden Public Works Department at 287-2600

Town Buildings include:

Vocational Education Building
ML Keefe Community Center

Miller Senior/Arts Complex*
Newhall Community Center

Center One
Memorial Town Hall**

1. All applications for the use of Town facilities must be made to the Public Works Department on the application 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 two responsible persons, who will be held responsible for any damage or loss of property arising from such use. At least one of these persons must be on the premises for the duration of the activity.
2. Inquiries about the availability of space at the Miller Complex should be directed to Carole Ireland at 287-2547 before filing an application with Public Works. Inquiries about the availability of the Keefe Center should be directed to Vanna Francia at 562-5129 before filing an application with Public Works.
3. Applications will be processed in the order in which they are received. Applications must be filed **AT LEAST 10 BUSINESS DAYS BEFORE** the date for which the application is made. Dates will not be reserved before the receipt of the application. No reservations will be taken over the telephone. The form may be mailed or hand-delivered to Public Works, 1125 Shepard Avenue, or faxed to 287-2543. Applications will not be accepted more than 6 months in advance of use.
4. When permission to use any Town facility has been granted, the Public Works Department will appoint a custodian to act as the Town's representative. This appointee is to monitor the activity and enforce these Guidelines of the Town with the power to close the activity if it is not held in accordance with the Guidelines. Custodian(s) will report at the time noted on the application as the start of the activity and will remain available until all persons who were in attendance at the activity have vacated the building.
5. If Police coverage is necessary (to be determined by the Town), the persons in charge of the activity will be required to provide such police attendance and give the Police Permit Number to the Public Works Department.
6. The use of any Town building for display or exhibit purposes must comply with Section 9-4.4 of the Fire Code. Plans showing details of the proposed exhibit or show must be submitted for approval with the application.
7. Applicants may not bring in their own equipment unless prior approval has been granted by the Public Works Department.
8. All activities must be open to the public or limited to membership in a specific organization. No private parties shall be permitted.
9. The facility is to be used only on the date specified and for the purpose named in the permit.
10. Permission to be used may be rescinded without notice provided its provisions or intent are violated in any way, and the Town or its representatives shall be the sole judge of such violation.
11. Permission to use the facilities granted to an organization is not transferable.

12. Permission is not granted until the application form is signed by the Director of Public Works or a designee and a copy has been provided to the applicant.
 13. A certificate of insurance naming the Town of Hamden as additional insured is required from all organizations not affiliated with the Town to cover loss or damage to equipment and property. The certificate must be presented to the Public Works Department prior to approval of an application. Organizations requesting a waiver of this provision must request such waiver in writing from the Town Risk Manager, Hamden Government Center, 2750 Dixwell Avenue, Hamden, CT 06518. Questions regarding insurance should be directed to the Risk Manager at 287-7078.
 14. SMOKING IS NOT PERMITTED in any area of any building.
 15. Americans with Disabilities Act Accessibility Requirements must be met. The Town of Hamden is committed to compliance with ADA to ensure that individuals with disabilities are not excluded from services, programs and activities. The Miller Complex, Memorial Town Hall, Center One and the Vo-Ed buildings are accessible facilities. The Newhall and Keefe Community Centers have some accessibility limitations.
 - a. Interpreter services: It is the responsibility of the sponsoring organization to provide a sign language interpreter for the hearing impaired, if requested. Call the Connecticut Commission on the Deaf and Hearing Impaired Interpreting Office (860-566-7414) to arrange for an interpreter and to discuss fees.
 16. Promotional materials (i.e. press releases, flyers, brochures) for activities in any Town building must not in any way portray the Town of Hamden as a sponsor of such activity.
 17. Users of Town facilities will be subject to the charges outlined on the attached page.
 18. Outside users (for-profit and non-profit organizations which are not Town departments, boards, councils or commissions) should make checks payable to "Town of Hamden" and present payment to the Public Works Department at least 48 hours in advance of the start time of an activity. Any overtime charges incurred at the activity must be paid within five business days after the activity.
- * There is an addendum to these guidelines for use of the Miller Complex only.*
- ** Use of the Legislative Council Chamber is subject to approval by the Legislative Council.*

**TOWN OF HAMDEN
LEGISLATIVE COUNCIL**

**AMENDMENT TO RESOLUTION ESTABLISHING CERTAIN FEES
FOR THE USE OF TOWN BUILDINGS**

Presented by: Lynn Campo

WHEREAS, the Town of Hamden permits the use of its buildings by outside users (for profit and nonprofit organizations which are not Town departments, boards, committees, councils or commissions); and

WHEREAS, the fees have not been increased since April 2003 and after review of the building use fees charged by the Town, the following is recommended.

NOW, THEREFORE, BE IT RESOLVED that the following building use fees be established:

1. OUT OF TOWN USERS (for profit and non-profit organizations)

Unless otherwise stated, Building Use Fee:	\$25.00 per hour/room
Miller Library Conference Room:	\$10.00 per hour
Miller Library Social Hall:	\$30.00 per hour
Miller Library Social Hall with kitchen:	\$35.00 per hour
Thornton Wilder Hall Auditorium:	\$45.00 per hour
Thornton Wilder Hall Package:	\$55.00 per hour
Custodial Fees:	
Mon.- Fri., 7:30 am- 10:30 pm	\$35.00 per hour*
Mon.- Fri., before 7:30 am or after 10:30 p.m., or anytime on Saturday	\$60.00 per hour*
Sundays and Holidays	\$75.00 per hour*
*Use of any kitchen or auditorium	additional \$25.00 per hour

II. HAMDEN FOR PROFIT ORGANIZATIONS

Building Use Fee:	\$25.00 per hour per room
Custodial Fees:	
Mon.- Fri., 7:30 am- 10:30 p.m.	\$30.00 per hour
Mon.- Fri., before 7:30 am or after 10:30 p.m., or anytime on Saturday	\$50.00 per hour
Sundays and Holidays	\$65.00 per hour

III.

HAMDEN NONPROFIT ORGANIZATIONS

Building Use Fee:

Mon.- Fri., 7:30 am- 10:30 p.m. \$ no charge

Mon.- Fri., before 7:30 am or after 10:30 p.m., or anytime on Saturdays, Sundays and Holidays \$45.00 per hour

Custodial Fees:

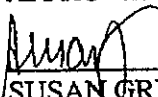
Mon.- Fri., 7:30 am- 10:30 p.m. \$ no charge

Mon.- Fri., before 7:30 am or after 10:30 p.m., or anytime on Saturday \$50.00 per hour

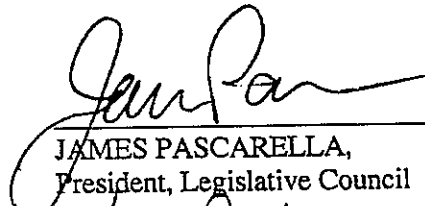
Sundays and Holidays \$65.00 per hour

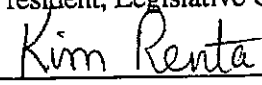
Adopted by the Legislative Council at its meeting held on ~~July~~ July 6 2010.

APPROVED AS TO FORM:




SUSAN GRUEN
Town Attorney



JAMES PASCARELLA,
President, Legislative Council


KIM RENTA, Clerk
Legislative Council

APPROVED:



SCOTT JACKSON
Mayor
Date: 7/7/10