



TOWNSHIP OF UNION

IN THE COUNTY OF UNION

RECREATION DEPARTMENT
1120 Commerce Ave
Union, New Jersey 07083
(908)686-4200 Fax(908) 686-4114
www.uniontownship.com/147/recreation

Robert Cowper
Superintendent of Recreation
Suzette Cavadas
Commissioner

June 3, 2019

Superintendent Gregory A. Tatum
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Dear Superintendent Tatum,

My name is Robert Cowper, I am the Superintendent of Recreation for the Township of Union. I am writing to request the use of the parking lot at Jefferson School on Saturday October 26 for the Township's Trunk or Treat event. We would need use of the parking lot from approximately 9:00am until 5:00pm. The event itself would run from 1:00pm until 4:00pm but ample time is needed for set-up. On behalf of the Township Committee, I would like to thank you for your consideration and assistance as we continue to offer this event.

If you have any questions, please contact me at rcowper@uniontownship.com or 908-686-4200.

Sincerely,

Robert Cowper
Superintendent of Recreation

Cc: Ron Manzella, Township Administrator
Tammie Baldwin, Assistant Township Administrator
Suzette Cavadas, Commissioner of Recreation