



Diane Cappiello <dcappiello@twpunionschools.org>

Fwd: Usage of Facilities Request

1 message

Marissa McKenzie <mmckenzie@twpunionschools.org>
To: Virginia Frain <vfrain@twpunionschools.org>
Cc: Diane Cappiello <dcappiello@twpunionschools.org>

Tue, Feb 4, 2025 at 5:12 PM

Hi Ginger,

Please take a look at the Use of Facilities Request for Saturday, February 22, 2025. Per our conversation, please change the location from Union High School to Kawameeh Middle School. Insurance and Hold Harmless Agreement is forthcoming.

Diane, what else do you need from me to add to the agenda?

Thank you both!

Marissa C. McKenzie

Assistant Superintendent of Business Operations
Township of Union Public Schools



- mmckenzie@twpunionschools.org
- 862.438.0913 call/text
- 855 Lehigh Avenue Union, NJ 07083

----- Forwarded message -----

From: **Passion Hasan** <passionhasan@gmail.com>
Date: Wed, Jan 22, 2025 at 11:39 PM
Subject: Usage of Facilities Request
To: Marissa McKenzie <mmckenzie@twpunionschools.org>

Greetings Ms.McKenzie,

I hope all is well with you. I am reaching out on behalf of the National Coalition of 100 Black Women, Central NJ Chapter. On behalf of the executive board, I would like to request usage of Union High School's library space and auditorium on Saturday, February 22, 2025. While I do not have an exact time request, tentatively we are looking at the hours that range from 8am-1pm for the library and 4pm-6pm for the auditorium. Please advise and thank you so much for your consideration.

Dr. Passion Moss-Hasan
~ Possibilities not Problems ~