

UNITED COMMUNITY CENTER, INC.

VAUXHALL, NEW JERSEY 07088

October 22, 2017

Mr. G. Tatum, Superintendent
Union Township Public School
2369 Morris Avenue
Union, New Jersey 07088

Dear Mr. Tatum:

I am writing to request the use of Hannah Caldwell School's auditorium on Martin Luther King, Jr. Day for our annual celebration. The celebration will take place on Monday, January 15, 2018 from approximately 12:30 to 3:30 p.m. We, the United Community Center, Inc. will need access to the school's auditorium at 10:00 a.m. We are also asking permission to use the audio system (microphones, etc.).

Last year you spoke with one of our members (Rhoda Screen) with reference to holding a district-wide art/photography competition. The theme of the art/photography work should embody the spirit of Dr. Martin Luther King, Jr. Ribbons will be awarded to 1st, 2nd, and 3rd place winners and runner-up ribbons for all other competitors. These would need to be turned over to us no later than Monday, January 8, 2018.

I would also like approval of the attached letter to be sent to each building principal asking their assistance in getting the names of potential honorees to us.

The staff of all the schools and the administrative offices are invited to share in the day with us and remarks from you or your designee would be welcomed. If you have any questions, please contact Karen People at 908-964-4135.

Thanking you in advance for your assistance.

Sincerely,

A handwritten signature in black ink that reads "Karen People". The signature is written in a cursive style with a large, looped initial "K".

Karen People, Chairperson