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From: **Passion Moss-Hasan** <programs@nc100bwcni.org>

Date: Tue, Feb 17, 2026 at 10:57 AM

Subject: Request for facility usage

To: Marissa McKenzie <mmckenzie@tups.org>

Greetings Ms. McKenzie,

I hope this message finds you well. I am writing on behalf of the National Coalition of 100 Black Women, Central New Jersey Chapter (NCBW CNJ), where I serve as First Vice President. In partnership with The Links, Incorporated, Raritan Valley (NJ) Chapter, we respectfully request the opportunity to utilize the **Franklin Elementary School** facility to host our upcoming community wellness event.

Together, our organizations will be hosting The Family Wellness & Empowerment Expo on **Saturday, March 21, 2026, from 10:00 a.m. to 2:00 p.m.** This event has been highly successful in previous years and is designed to support families through wellness education, access to local resources, and engaging physical and mental health activities.

We are requesting use of the following spaces:

- The gymnasium to host the primary event, yoga and meditation
- The adjacent hallway to accommodate community vendors
- Access to the main doors located in the designated hosting area for event entry
- The auditorium space to host a panel discussion

We are requesting access to the facility beginning at 8:00 a.m. to allow organizational setup. Vendor setup would begin at 9:00 a.m. Cleanup is requested from 2:10 p.m. to 3:00 p.m. (10 minutes prior to this time will be for attendees to transition from the venue.)

We will be utilizing the entire gymnasium and respectfully request tables for participating organizations. All vendors will be encouraged to bring their own tables for setup.

The Wellness Expo will feature local vendors offering wellness products and medical information, blood pressure screenings, yoga and meditation sessions, and line dancing for attendees. Each year, the event also includes a keynote speaker. This year, we will place special emphasis on women's empowerment in recognition of Women's History Month, including an uplifting session led by women of NCBW CNJ.

This event is free and open to the community and is intended to promote health, wellness, and empowerment for families while fostering community connection and support.

We would be honored to partner with Franklin Elementary School to host this impactful community event. Please let us know if additional information, documentation, or follow-up is needed. Thank you for your time, consideration, and continued support of community-centered initiatives.

Warm regards,

Dr. Passion Moss-Hasan
First Vice President
National Coalition of 100 Black Women
Central New Jersey Chapter