

**OPERATIONS
DISCUSSION ITEMS**

FOR BURNET SCHOOL

MARANATHA CHRISTIAN CHURCH OF AMERICA

95-97 Saint Francis St.

Newark, NJ

908-451-0949

Re: Request to use school property

~~May 8, 2018~~ - June 8 2018

Dear Sir/Madam:

I represent Maranatha Christian Fellowship located in Newark, NJ., a Nonprofit organization that is dedicated to preaching the Christian Gospel and help our fellow mankind to develop a healthy lifestyle with good character, good will and fellowship with one other. In September of this year we'll have our annual free seminar where we will be giving biblical teachings, life guidance and fellowship. We need to rent a suitable space for the event and we are asking you to consider renting one of Union Township School facilities. I believe that the Union High school, Central Five or one of the middle schools should have the space that we need.

Below is a summary of our October Seminar.

Dates: **Sep 08, 2018 from 9:00 AM to 6:00 PM (for preparation) Sep 09, 2018 (the main event)**

Time: from 6:00 AM to 8:00 PM (the activities run from 8:00 to 5:00 PM but we need the extra time to clean up)

Number of attendee expected: 400

No more than 750 people in Auditorium

Free Admission

No Goods or service will be sold or offered

Serving breakfast, lunch and snack

Space requested:

- Auditorium (we will bring our own sound system like speakers, microphones, sound mixer, etc.)
- 6 classrooms
- Restrooms
- Gym (only for children Music practices)
- Cafeteria (we will have food delivered from a local restaurant)
- Kitchen (we would like the use of the stove and oven to warm up food)
- Use of refrigerator to preserve food, (Milk, ice cream, yogurt and fruits)

- WE ASK FOR the Rental Fees to be waived.

If any further clarification is required please feel free to contact me.

Sincerely yours;

Elifas Oliveira



2 CUSTODIANS FOR SEPT 8th

6 CUSTODIANS ON SEPT 9th - 2 in the AM + 4 in the PM

1 FIREMAN

1 POLICE OFFICER

1 SECURITY GUARD

HIRE ARAMARK PERSON @ \$20.00 PER HOUR

*MONICA
908-242-2732*

DISC.

VAUXHALL HISTORICAL SOCIETY
P.O.BOX 84
Vauxhall NJ, 07088

June 18, 2018

Mr. Vito Nufrio, President
Members of the Board of Education
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Mr. Nufrio:

It is on behalf of the Vauxhall Historical Society that a request is made to use the Jefferson School to hold a program on November 10, 2018 from 10:00 until 2:00 pm to honor veterans from the Vauxhall community who have served in the military from WWI to present.

We are a community-based and nonprofit 501(c)(3) recognized organization. We make a request that the fees and liability insurance associated with using this facility are waived. As in previous requests we would also like to request the presence of the Union High School ROTC to post the colors and lead the Pledge of Allegiance.

We give thanks to you and all members of the board of education for previous audience and assistance as well as in anticipation of assistance in this effort.

Again, we thank you.

Sincerely,

Alphonse Leak
President

Cc: Mr. Gregory Tatum
Superintendent of Schools