



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
Manuel Figueiredo
Commissioner

March 8, 2021

Superintendent Gerry Benaquista
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Dear Superintendent Benaquista,

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 lots at Jefferson School and Livingston School on Saturday April 3rd for the Township's "Easter Bunny Tour" event. We would need access to the parking lot from approximately 10:00am until 6:00pm. The event will consist of a tour of township streets with four stops per route for families to come and take socially distanced photos with the Easter Bunny. The schools would serve as a photo stop on the tour. Each stop will last for approximately one hour, however the time we arrive will depend on the previous stops. Staff will be on-site before and after the stop to set-up and break-down. The event will comply with statewide restrictions and best practices related to Covid-19.

On behalf of the Township Committee, I would like to thank you for your consideration and assistance as we offer this great community event. If you have any questions, please contact me at rcowper@uniontownship.com or 908-686-4200.

Sincerely,

Robert Cowper
Superintendent of Recreation

Cc: Don Travisano, Township Administrator
William Reyes, Assistant Township Administrator
Manuel Figueiredo, Commissioner of Recreation