

## Cappiello, Diane

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**From:** Frain, Virginia  
**Sent:** Wednesday, October 26, 2016 9:38 AM  
**To:** Cappiello, Diane  
**Subject:** FW: Request for Holy Spirit School (Union) to use Kawameeh Middle gym for the 2016-17 Basketball season (revised as of 10/25)

Revised letter attached, they are asking for all fees to be waived, even the \$20.00 utility surcharge fee per hour that we charge everyone.

**Ginger Frain**  
**Administrative Assistant**  
Operations & Maintenance  
Township of Union Board of Education  
2369 Morris Avenue  
Union, NJ 07083  
908-851-6426  
908-851-9688 Fax

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**From:** Derrick J Watkins [mailto:derrick\_j\_watkins@hotmail.com]  
**Sent:** Tuesday, October 25, 2016 10:30 PM  
**To:** Frain, Virginia

**Subject:** RE: Request for Holy Spirit School (Union) to use Kawameeh Middle gym for the 2016-17 Basketball season (revised as of 10/25)

Virginia,

It was a pleasure speaking with you today. Thank you for all of your help, it is greatly appreciated. Below is the information I shared with Linda Ionta, please let me know if it is sufficient or if you have questions or need additional information.

My name is Derrick Watkins and I am writing on behalf of Holy Spirit School in Union, NJ. Holy Spirit School has been serving Union residents that desire a faith based education for over 40 years. I am writing to request that we have access to Kawameeh Middle School gym on Tuesday and Thursday evenings from 5:30 – 8:30PM, for our upcoming basketball season; from November through February. Our school provides a quality education and several services to our families, unfortunately we do not have a regulation basketball court for basketball teams to practice and compete on. Our scholar/athletes greatly appreciate your cooperation and consideration.

I have spoken to several people including Committeeman People and Board of Education Member Guy Francis and they mentioned you would be able to assist me in obtaining a gym for the upcoming season. Alternatively, if Kawameeh is not available on those days please consider us for Battle Hill School on Wednesday and Friday evenings. Since our school does not have funding for athletics, we are requesting that you waive the rental fee and \$20/hr utility surcharge.

Please let me know if you have questions or need any additional information.

Thank you in advance for your time and assistance.

Sincerely,

Derrick J Watkins

973.868.9475

[Derrick J Watkins@hotmail.com](mailto:Derrick_J_Watkins@hotmail.com)

Sent from [Mail](#) for Windows 10

**From:** [Derrick J Watkins](#)

**Sent:** Saturday, October 22, 2016 7:48 PM

**To:** [Frain, Virginia](#)

**Subject:** RE: Request for Holy Spirit School (Union) to use Kawameeh Middle gym for the 2016-17 Basketball season

I didn't know if you need it, but we are looking to practice from 5:30 – 8:30 on Tuesday and Thursday.  
Thanks again.

Derrick J Wakins

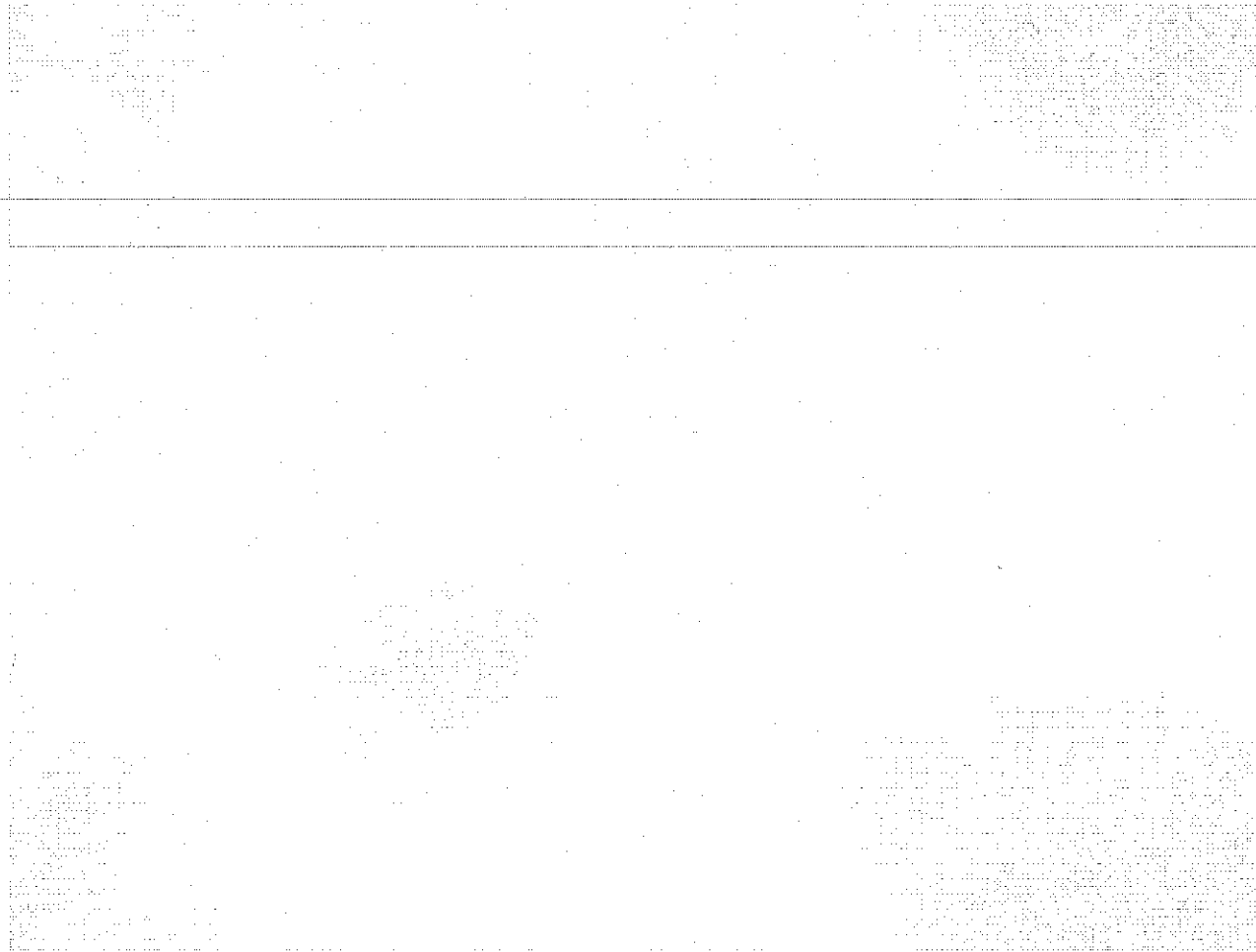
Sent from Mail for Windows 10

**From:** Frain, Virginia

**Sent:** Friday, October 21, 2016 9:37 AM

**To:** Derrick J Watkins

**Subject:** RE: Request for Holy Spirit School (Union) to use Kawameeh Middle gym for the 2016-17 Basketball season



Please have your insurance company add this to Description of Operations:

**“The Township of Union Board of Education, including their officers, officials, agents, employees and consultants are named as additional insured as their interest may appear.”**

Also, please add to your letter that you would like the rental fees waived, but that you will pay the \$20.00 per hour utility surcharge.

Thank you,

**Ginger Frain**

**Administrative Assistant**

Operations & Maintenance

Township of Union Board of Education

2369 Morris Avenue

Union, NJ 07083  
908-851-6426  
908-851-9688 Fax

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**From:** Derrick J Watkins [[mailto:derrick\\_j\\_watkins@hotmail.com](mailto:derrick_j_watkins@hotmail.com)]  
**Sent:** Thursday, October 20, 2016 9:53 PM  
**To:** Frain, Virginia  
**Subject:** Request for Holy Spirit School (Union) to use Kawameeh Middle gym for the 2016-17 Basketball season

Virginia,

It was a pleasure speaking with you today. Thank you for all of your help, it is greatly appreciated. Below is the information I shared with Linda Ionta, please let me know if it is sufficient or if you have questions or need additional information.

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My name is Derrick Watkins and I am writing on behalf of Holy Spirit School in Union, NJ. Holy Spirit School has been serving Union residents that desire a faith based education for over 40 years. I am writing to request that we have access to Kawameeh Middle School gym on Tuesday and Thursday evenings from 5:30 – 9:00 PM, for our upcoming basketball season; from November through February. Our school provides a quality education and several services to our families, unfortunately we do not have a regulation basketball court for basketball teams to practice and compete on. Our scholar/athletes greatly appreciate your cooperation and consideration.

I have spoken to several people including Committeeman People and Board of Education Member Guy Francis and they mentioned you would be able to assist me in obtaining a gym for the upcoming season. Alternatively, if Kawameeh is not available on those days please consider us for Battle Hill School on Wednesday and Friday evenings. Attached is the Certificate of Insurance you requested. Please let me know if you have questions or need any additional information.

Thank you in advance for your time and assistance.

Sincerely,

Derrick J Watkins  
973.868.9475  
[Derrick\\_J\\_Watkins@hotmail.com](mailto:Derrick_J_Watkins@hotmail.com)

Sent from [Mail](#) for Windows 10

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**From:** [Frain, Virginia](#)  
**Sent:** Thursday, October 20, 2016 1:45 PM  
**To:** [derrick\\_j\\_watkins@hotmail.com](mailto:derrick_j_watkins@hotmail.com)  
**Subject:**

Derrick,

Please see attached sample Certificate of Liability Insurance that every vendor who uses our buildings must have.

Thank you,

**Ginger Frain**  
**Administrative Assistant**  
Operations & Maintenance  
Township of Union Board of Education  
2369 Morris Avenue  
Union, NJ 07083  
908-851-6426  
908-851-9688 Fax

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/25/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Porter & Curtis 225 State Road Media, PA 19063-1537	CONTACT NAME: Kenneth Porter	
	PHONE (A/C, No, Ext): 610-894-9856	FAX (A/C, No):
	E-MAIL ADDRESS: kporter@portercurtis.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: The National Catholic Risk Retention Group	NAIC # 10083
INSURED  Roman Catholic Archdiocese of Newark Holy Spirit Church 971 Suburban Road Union, NJ 07083	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL/SUBR INSD: WVC	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		RRG-10069-19	07/01/2016	07/01/2017	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ Included
						MED EXP (Any one person) \$ Not Covered
						PERSONAL & ADV INJURY \$ included
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ None Applicable
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ None Applicable
	OTHER:					\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY				PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> AUTOS ONLY					\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	DED	RETENTION \$				\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The limits include applicable retentions and are limited to the amounts required by contract if less than the amounts stipulated above. The Township of Union Board of Education, including their officers, officials, agents, employees and consultants are included as Additional Insured as their interest may appear for the use of Battle Hill, Hannah Caldwell, Livingston, Washington and Kawameeh Middle School for Basketball from October 2016 - March 2017, for the negligent acts of Holy Spirit Church/School only.

## CERTIFICATE HOLDER

## CANCELLATION

Union Township Board of Education 2369 Morris Ave. Union, NJ 07083	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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