



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

September 29, 2017

Superintendent Gregory A. Tatum
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Dear Superintendent Tatum,

I hope this letter finds you and your team finding success in your new school year. I am writing to request the approval of use for Jefferson School's Parking lot for the 2017 Township of Union Recreation Department's Trunk or Treat on Saturday October 28, 2017 from 12:00pm-5:00pm. The event will run from 1:00pm-4:00pm. The Recreation Department would handle all the particulars in terms of event logistics, we are requesting use of the lot as the venue for this Township Event.

Thank you and we look forward to hearing from you.

Yours sincerely,

DJ Salvante
Superintendent of Recreation

Cc: Ron Manzella, Township Administrator
Tammie Kopin, Assistant Township Administrator

*Discussion
of then approve
w/ resolution*