



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
Suzette Cavadas
Commissioner

September 10, 2020

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

Dear Superintendent Tatum,

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 lot at Jefferson School on Saturday October 24 for the Township's Trunk or Treat event. We would need use of the parking lot from approximately 9:00am until 5:00pm. The event itself would run from approximately 1:00pm until 4:00pm but ample time is needed for set-up. I would also like to request the same location at the same time on Sunday October 25 for a makeup date. The event will be modified in 2020 to adhere to 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 continue to 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
Suzette Cavadas, Commissioner of Recreation