



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

August 24, 2021

Superintendent Scott Taylor
Township of Union Public Schools
2369 Morris Avenue
Union, NJ 07083

Dear Superintendent Taylor,

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 23 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 and clean-up. I would also like to request the same location at the same time on Sunday October 25 for a makeup date.

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
Manuel Figueiredo, Commissioner of Recreation