



# TOWNSHIP OF UNION

IN THE COUNTY OF UNION

RECREATION DEPARTMENT  
1120 Commerce Ave  
Union, New Jersey 07083  
(908)686-4200  
[www.uniontownship.com/147/recreation](http://www.uniontownship.com/147/recreation)

---

**Robert Cowper**  
Superintendent of Recreation  
**James Bowser**  
Commissioner

September 1, 2023

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 lot at Jefferson School on Saturday October 21 for the Township's annual 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 22 for a makeup date should it be needed.

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](mailto:rcowper@uniontownship.com) or 908-686-4200.

Sincerely,

Robert Cowper  
Superintendent of Recreation

Cc: Don Travisano, Township Administrator  
William Reyes, Assistant Township Administrator  
James Bowser, Commissioner of Recreation