

**MASSENA JOINT RECREATION COMMISSION
TOWN/VILLAGE OF MASSENA
MASSENA ARENA – 180 HARTE HAVEN PLAZA
MASSENA, NY 13662**

August 5, 2019

Candace Prairie, District Clerk
Massena Central School District
84 Nightengale Ave
Massena, NY 13662

Dear Mrs. Prairie:

The Massena Joint Recreation Commission would like to request the use of a Massena Central School District bus for the purpose of a field trip to Calypso Water Park in Canada. The excursion will take place on August 6th. The bus will meet its riders at 8:30am in the Arena Parking lot. Returning around 7pm the same day.

We are aware Louisville has also booked a bus for this event, it is a joint venture.

If you should have any questions regarding this request, please contact our office. Thank you for your assistance

Sincerely,



Jessica J. Fregoe
Assistant to the Director of Recreation

Cc: Allen Rowledge, Director of Transportation
Mike McCabe, Director
Tracy Adams, Dispatch
Patrick Brady, School Superintendent