



## CAPE ELIZABETH HIGH SCHOOL

345 OCEAN HOUSE ROAD  
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30 September 2013

Mr. Robert Malley  
Town of Cape Elizabeth  
Public Works Director  
Cape Elizabeth Maine 04107

Dear Mr. Malley:

This letter is to officially request the use of Fort Williams Park and grandstand for Cape Elizabeth High School's Class of 2014 Commencement. The graduation service will be held at 1 p.m. Sunday, June 8, 2014. As in past years, we will need some additional time prior to the ceremony for set up (8 a.m.) as well as some time to dismantle the stage after the ceremony. On the 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> of June, we would like to use the area for marching practice between 9:00 and 11:00 a.m.

As always, we appreciate the services that the town provides on graduation day and the time and energies put forth by various individual town employees. Graduation at Fort Williams is a time-honored tradition and allows for parents, alumni, and the town to gather and celebrate the accomplishments of the graduating class.

Sincerely,

Troy P. Henninger  
Assistant Principal

CC: Jeffrey Shedd  
Michael McGovern  
Janet Hoskin  
Neil Williams