



CAPE ELIZABETH HIGH SCHOOL

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6 January 2017

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 2017 Commencement. The graduation service will be held at 1 p.m. Sunday, June 11, 2017. 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 7th, 8th and 9th 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,

Nathan S. Carpenter
Assistant Principal

CC: Jeffrey Shedd
Michael McGovern
Janet Hoskin
Neil Williams