

## Frain, Virginia

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**From:** Info <info@123college.com>  
**Sent:** Thursday, October 05, 2017 11:36 AM  
**To:** Frain, Virginia  
**Subject:** RE: Facility Rental Request for Richard Barber



**123College.com, inc.**

Hello Ms. Frain,

It was a pleasure speaking with you this morning.

My affiliate, Richard Barber, is a renowned speaker and educator who lives and works in your community.

He would like to rent out classrooms at Union High School for 12/5/17 and 12/7/17 from 6:00pm to 8:00pm. The total amount of people that will be attending will be approximately 25 at each workshop.

It is a free educational workshop. He will be talking to parents in your community on the new rules and regulations regarding lowering middle income families on the reduction of the Expected Family Contribution.

He will be explaining to parents the strategies on how to lower their Expected Family contribution and qualify for a lot of free money for their child's college education.

There will be no fees discussed or collected.

I know general liability insurance is required. Please let me know how the general liability insurance should read if this request is approved.

Please confirm receipt of email.

Thank you.

Debra Lester  
Scheduling  
123 College  
888-737-4123

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**From:** Frain, Virginia [mailto:vfrain@twpunionschools.org]  
**Sent:** Thursday, October 05, 2017 10:50 AM  
**To:** Info <info@123college.com>  
**Subject:** RE: Facility Rental Request for Richard Barber

Please put this letter on you letterhead or identify the name of your company.