

PALAMA SETTLEMENT

MEMORANDUM

Date May 17, 1951

To Miss Chun

From Director

Subject Re Permission of Sunday Practice for
Miss Uchida

After thorough consideration I feel that the responsibility of Miss Uchida being allowed the use of the music department should come under your jurisdiction.

Suggestion - By checking your work schedule I see that some of your employees are on duty as late as 6:00 to 9:00 at nights. Perhaps Miss Uchida can get there before closing time and be left the responsibility of locking the doors and windows and of seeing that all lights are turned off when she leaves. She will be held responsible for not letting any one else into the building, and the final responsibility will be on the shoulders of the department head, which is you. I see nothing wrong in having your department use our equipment but you will have to be responsible for it.