

August 29, 1941.

To the Night Watchman:

Mr. Otto Schnellbacher, of Sublette, Kansas, will use a single cot for a few nights in the gymnasium. It will be only for a short time, not until school begins. Otto does not use tobacco in any form, and I will be personally responsible for any of his acts.

Sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

September 11, 1941.

Mr. C. G. Bayles,
Superintendent,
Buildings and Grounds.

Dear C. G.:

Yesterday morning my car was tagged on the main thoroughfare, and this morning I drove down past the power house and found that the road was blocked to my zone.

What is a fellow to do in this instance? Park on the main drag or go to some other zone and get tagged again? I would like to know.

Thank you.

Sincerely yours,

FCA:AH

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

Sept. 17, 1941

Mr. C. G. Bayles
Dept. of Buildings and Grounds
Campus

Dear C. G.,

Gosh! I'll say I lost my way. Boy! I didn't even know you could get around there. For several days I drove down by the power house and a big sign stared me in the face "Road Closed"! Then came my breach of parking on the main thoroughfare and the other details that I related.

Finally, someone told me that the way they had been getting in was snaking around by the engineering school and then doing a dipsy-doodle up the highway by the hot house. After so many girations maybe a fellow could make it, but I doubt if you could get your crate turned around in that area.

Thank you for the progress report. If the rains continue to impede your progress on the intramural field and the snow flies to inhibit your work on the turn south of Fowler, then we can just drive around the engineering building.

Sincerely yours,

FCA/pg

Director of Physical Education and Recreation
Varsity Basketball Coach

THE UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF BUILDINGS AND GROUNDS
C. G. BAYLES, SUPERINTENDENT

Sept. 15, 1941

Dr. Forrest C. Allen
Director of Physical Education & recreation
Varsity Basketball Coach

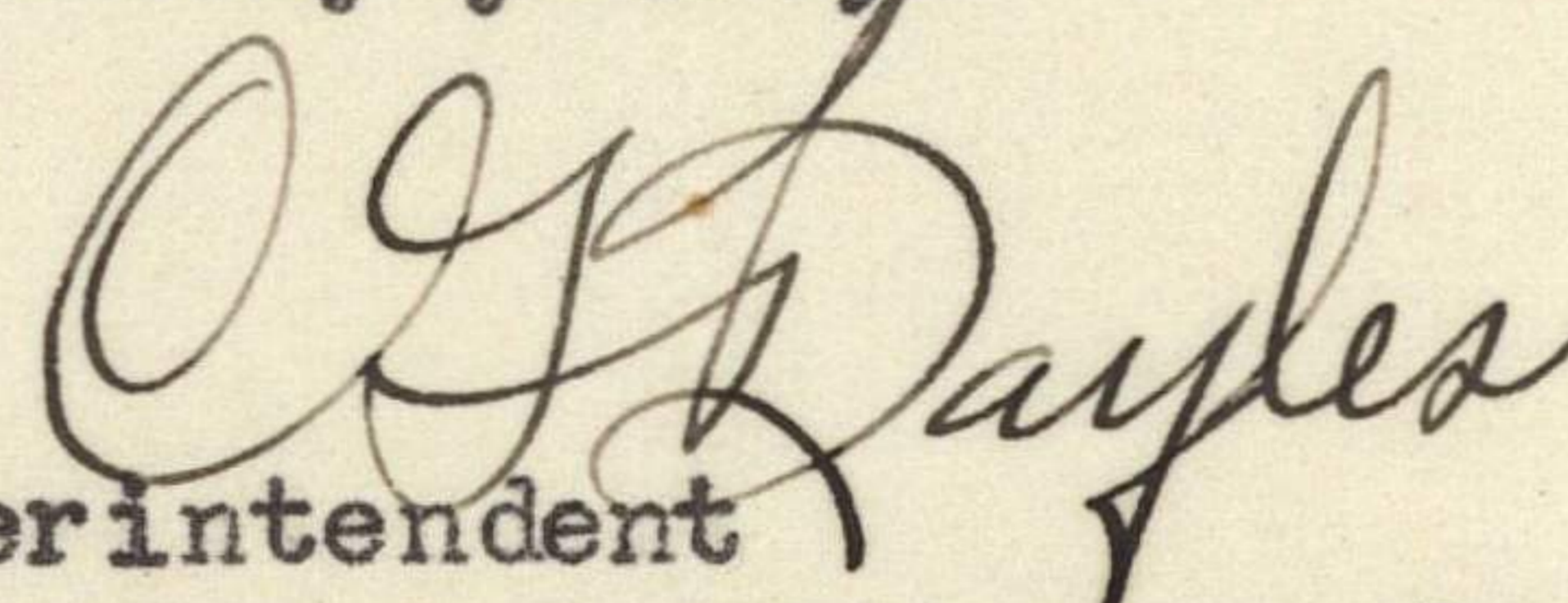
Dear Forrest:

Sorry you lost your way to the Gym. Here are the directions followed by others:

Always come in from the west to the Greenhouse, then turn up the hill. There will be no road through the Buildings and Grounds area from now on although as soon as we finish grading the intramural field I expect to improve the turn south of Fowler. This will make it much easier for you.

As to the tags - Mr. Malotts instructions you know - we just work here.

Sincerely yours,



Superintendent
Department Buildings & Grounds

CGB:hi

September 2, 1941.

Mr. G. C. Bayles, Superintendent,
Buildings and Grounds.

Dear Mr. Bayles:

Dr. Elbel called my office this morning and reminded me of the fact that there are some grading stakes and a steam shovel on the intramural field.

I recall having written you on June 28 asking about the grading and the possible appropriation of the state. I also mentioned the \$500 given by the student councils for grading.

Not having heard from you, on July 14 I wrote the Chancellor asking about the appropriation and mentioned the fact of the grading. On July 19 I further wrote the Chancellor explaining where the \$500 came from, and I mentioned to him that the students had paid for the grading on the left intramural field.

Dr. Elbel is firmly of the opinion that any grading done there now would spoil his entire intramural program this fall. Not having conversed with you in any way, I was rather surprised to find the equipment on the field at this inopportune time. I trust that nothing will be done to spoil the intramural program. This grading at this time is contra-indicated.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

FCA:AH

December 15, 1941

Mr. C. G. Bayles
Buildings and Grounds
Campus

Dear Mr. Bayles,

This letter concerns the glass windows in the gymnasium downstairs and the frosted glass panes in the swinging doors into the same gym.

Every semester there are numerous breakages of both, and we feel that some steps could be taken which would prevent such breakage and also the subsequent injury which often follows to students who break the panes.

Would it not be a good idea to place wire glass-protectors in front of all the windows as have been placed on a few of them?

Also, the frosted glass panes on the doors are unsatisfactory as a person entering the gymnasium or leaving cannot tell whether or not another person is ready to come in from the other side. I think clear glass panes would be an improvement for that reason. Also, some sort of bars could be placed over these panes on the inside and thus prevent much breakage on these glass panes on the doors.

At the present writing there is a pane out in one of the doors on the west side of the gymnasium.

Will you please look into this matter and give me your opinion?

Sincerely,

Director of Physical Education and Recreation
Varsity Basketball and Baseball Coach

FCA/pg

Alleyway 5x

Underground Cable

Box Permanent Pole

Ice area

Over head Wiring

Barn

Elec Service to

Skating area

Warehouse

Dr Allen Please get in touch with me at your earliest convenience while the weather is good
@SDayles

Permanent

Power Plant

Overhead Wire Temporary

Pole

Wall

September 20, 1941.

Mr. C. G. Bayles,
Superintendent,
Buildings and Grounds,
University of Kansas.

Dear Mr. Bayles:

Pursuant to your request as of September 17th in which you asked me to submit projects for the Works Progress Reserve, I am listing the buildings and other facilities in order of their importance to the University physical education program as I see it.

Women's Building \$250,000.

Robinson Gymnasium, as you know, was built in 1906 when the enrollment was 1200. We now have an enrollment of over 4,000, and we are endeavoring to take care of the greatly enlarged athletic and physical education department, as well as our new major program in physical education. This building is used from early morning until past eleven o'clock at night from Thanksgiving until April or May.

May I sketch a slight history of the situation since I came to the University as Director of Athletics in 1919. The basement was check-full of lockers and each individual student put his gymnasium equipment in his locker. With the sweaty clothes this made a very unhygienic condition. There was a long exercise room on the north end of the gymnasium which the boys used for shot-putting and other track sports. The floor was of cinders.

The enrollment in the women's department grew so rapidly that it was found necessary to give that over to the women for their additional locker space. Consequently we put a permanent brick wall in, taking away some of the space from the men and giving it to the women who needed it more.

I am submitting a copy of the Summer Session Daily Kansan of July 8, 1938, which shows a sketch of the proposed Women's Building. This drawing was supervised by Professor George M. Beal on a CSEP project. The proposed building will afford the women of Kansas one of the most complete instructional, recreational and social plants in the country. It is an imperative women's need at the University of Kansas.

About ten years ago I went to Chancellor Lindley and told him that I was very sure I could obtain a women's building for the women of the University of Kansas if he would permit me to go ahead. I told him that Mrs. W. Y. Morgan wanted to do something in commemoration of her husband and that she was willing to build some sort of a memorial at the University. Some of the women had talked to her and she thought of a swimming pool or some other memorial. Mrs. Luther Lewis was also approached and she was very enthusiastic about it, and suggested other well-to-do women in the state who would be especially interested in a women's building. You will recall that Mrs. Watkins gave the hospital, the nurses' home, and two women's dormitories to the University.

The Women's Building will provide facilities for many activities that have heretofore been very limited. One of the outstanding features is the 75 foot swimming pool with standard diving boards and equipment. The bowling alleys will introduce an entirely new activity to our curriculum, one which has been very popular in other schools where the equipment has been available. The rifle range, indoor archery and golf cages will permit the teaching of these courses during the winter months.

The large gymnasium will provide ample space for the gymnasium classes and team sports, such as basketball, volley ball and softball. Intramural games will not have to be played at night, but at 4:30 in the afternoon. On the roof of the two wings as well as on the gymnasium floor will be laid out courts for badminton, darts, deck tennis, shuffleboard and tennis.

The lounge with the kitchenette provides a study room, a place for small teas, parties, committee and club meetings, and so forth. Adequate airy locker space, dressing booths, showers, toilets and hair dryers have been planned. The corrective room will be provided with the latest equipment for the remedial work of the students. The dance studio on the third floor with its many windows will be set up with a stage and lighting effects for dance programs and exhibitions. The class rooms will be used for the theory classes and lecture work.

We felt the ideal location for this building would be between Fowler Shops and Robinson Gymnasium, just west of the greenhouse. This would be accessible to the campus, and yet not too far removed from the women's hockey field and intramural fields.

Repairs on Robinson Gymnasium

If and when we have a Women's Building Robinson Gymnasium should be used as a laboratory for teacher training in physical education. The classrooms and facilities are adequate for such a thing. It has always been a very questionable procedure to admit the students of Oread Training School in a building where adults occupy it almost wholly. This new arrangement would be ideal. The Athletic Office which is merely a ticket office should be moved to some quarters where tickets could be available for students, and the front office should be used for adminis-

trative offices for our Physical Education staff. The women's department have the east end and we need the west end. We are badly cramped but can do nothing about it at present.

The old swimming pool is practically beyond repair. If any attempt were made to extend the length of the pool it would take the women's dressing quarters, and too I believe that there is a permanent wall that would hamper such procedure. I would suggest that the shower space be enlarged and the space where the swimming pool is now could be utilized for that. A tunnel could be provided leading out under the parking area south of the gymnasium and a glass-topped natatorium be built between the greenhouse and the handball courts.

The estimated cost of this natatorium would be . . . \$100,000.

Naismith Memorial Palestra \$600,000.

The next thing in order of importance is a Naismith Memorial Palestra. The cost of this would be at least \$600,000. Half of this, at least, could be raised by national subscription.

I spoke to Dr. Naismith after his retirement some years ago telling him that we wanted to build a memorial for him some day, and I asked him where he would want it - whether at Kansas, California, or Springfield. He told me that since he had lived most of his active life in Kansas he desired it here. He said he had thought quite a bit of going to California, but decided he wanted to spend the rest of his days in Kansas.

This Palestra could be the mecca of all basketball courts of the world. Kansas has established a reputation for basketball through the long years of Dr. Naismith's active life at the University.

At the present time the Naismith Memorial Committee of 271 Madison Avenue, New York, is promoting the Naismith Memorial Hall of Fame for Springfield College. This should not in the least interfere with our project when we are ready to move. The basketball arena for the future should be located in this Naismith Memorial Palestra, and it should seat at least ten thousand people.

Field House

A field house should be built east of the stadium. Penitentiary brick could be used and stuccoed, and the field house could be the same contour and shape as the stadium. The boiler room and all could be located in the field house. It should have a dirt floor and should take care of track, football and baseball. A large swimming pool should be located in the field house if the natatorium is not built adjacent to the gymnasium. Dormitories and rooms could surround the field house and make it possible to receive donations from generous alumni and friends who would be interested in a physical education building and dormitory.

Intramural University Play Fields,
Golf Course, Swimming Pool and Tennis Courts \$75,000.

With the rough terrain on Robinson Farm a beautiful 18-hole golf course, a club house, tennis courts and swimming pool could be built on this fine location. The Yale play field is several miles out of New Haven, and Robinson Farm presents more possibilities than the Yale set-up, because not only is Robinson Farm more accessible but the rough ground could be utilized for a golf course without the expenditure of a great deal of wealth.

Iowa State College built a \$75,000 golf course on their farm. I am sure that certain parties could be interested in a large recreational project that would make this feasible. The topography of Mount Oread makes adjacent play fields impossible. Therefore, this ideal situation should become a reality in 25 or 40 years.

Tennis Courts and Handball Courts \$45,000.

There is a great demand for handball courts. It is one of the great indoor and outdoor games and we have an ideal location for these courts just south of the gymnasium. The gymnasium serves as a windbreak and the courts could be utilized eleven months in the year. The plan is for concrete outdoor handball courts using the three walls with no top and a short shoulder between courts which breaks down, lending a type of architectural beauty to the gymnasium environment. The estimated cost of these eight handball courts is \$5,000.

Most of the universities in the Big Six Conference (Oklahoma, Nebraska, Missouri and Iowa State) have concrete tennis courts. All of the championship games in California are played on Concrete tennis courts. Such courts are comparable to concrete highways and gravel roads in maintenance costs. We plan to use the unit construction method in building the concrete tennis courts, replacing the twenty-four courts we now have. Each court will cost about \$1600, as estimated by Professor F. A. Russell.

Holding companies \$200,000.

From 1921 to 1936 the Athletic Association bought the intramural field south of the hill, houses and lots, to keep the public from encroaching upon the University domain. We have talked with J. C. Nichols, Chancellor Lindley and other people regarding a holding company organized for \$200,000 to purchase the three blocks between Mississippi and Maine from 10th to 11th streets. We discussed the project of buying all those houses and lots and moving the houses off to adjacent vacant lots so that the entire three blocks would be clear. Some streets would be closed, and we would build a large campanile tower and tennis courts, properly landscaped. This would provide a beautiful entrance to Memorial Stadium and would set out the front of the University in unusual style.

In this connection we had planned a tennis stadium south of the open end of the present concrete horseshoe. This tennis stadium would be a replica of the large Memorial Stadium. No one would sit in it but it would fit back into the hill in such a way that the closed entrance would face north. The top would serve as a base platform in which a steel frame would be erected which would support an awning and these seats would overlook the varsity courts much after the manner of grandstand seats.

With this location in Kansas we could get players with national reputation on the way from coast to coast and develop not only a fine brand of tennis but we could add to the beauty as well as the utility of the place. The steel work and awning would be taken down during the fall and winter but would be only put up during the spring and summer. There would be no interference with the beautiful south view from the large Memorial Stadium location.

Lawn Bowls \$1,300.

This sport has long been an eastern activity where it is laid out in parks and large playgrounds. There are two possible places for it - one on the quadrangle (\$300.00) and the other north of Frank Strong Hall (\$1,000.00), or both. I would suggest bluegrass for the quadrangle and bent for the Frank Strong Hall location. The reason for the difference in the cost is because the sprinkler system together with drainage would have to be supplied for the bent grass. The Fowler Grove location happens to fit into the axis of the new quadrangle, and by using bluegrass there it could be discontinued at any time, so the expense is not great.

The Lawn Bowls court in the quadrangle would also fit in the fine summer recreation program without any added expense. The court there would add much to the beauty and discourage the cutting across the campus. We would discourage the highly competitive games, such as Goal-Hi at this end of the quadrangle, and make it more of a recreative feature for the men and women who like to sit out and enjoy life's more mature activities.

Winter Outdoor Skating Rink

The flooding of a rink area on the intramural field would provide wafety in our winter skating activity. By utilizing the flood-lights that we have for our Summer Session recreation we could light this area and have the switch connections located at the power plant. We could control the situation very nicely. Someone has estimated that we have from two to six weeks skating every winter. My idea was to have an attendant there who would build log fires and police the situation as any other activity would be policed. It is possible that a charge of ten or fifteen cents could be made for skating.

Summer Recreation \$500.

We have lived out of the junk yard so long that we would hardly know how to act with any new equipment. Practically all of the summer recreation equipment has been built by buying second-hand stuff and making it over.

No one single factor has produced as much good will for the University in a general way as has the summer community recreation center. Five hundred dollars will provide additional play facilities that would not mar the appearance of the beautiful quadrangle and yet would enhance the hours of pleasure and enjoyment by a thankful public.

I trust that some of these projects will strike a responsive chord in the heart of this committee. Some of these promotions I have dreamed about for over twenty years. I am fast becoming to have the philosophy of the Chinaman who said, "I am not sure whether I am dreaming life or living dreams."

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

FCA:AH

UNIVERSITY OF KANSAS
LAWRENCE

DEPARTMENT OF PHYSICAL EDUCATION

September 2, 1941.

Mr. C. G. Bayles, Superintendent,
Buildings and Grounds.

Dear Mr. Bayles:

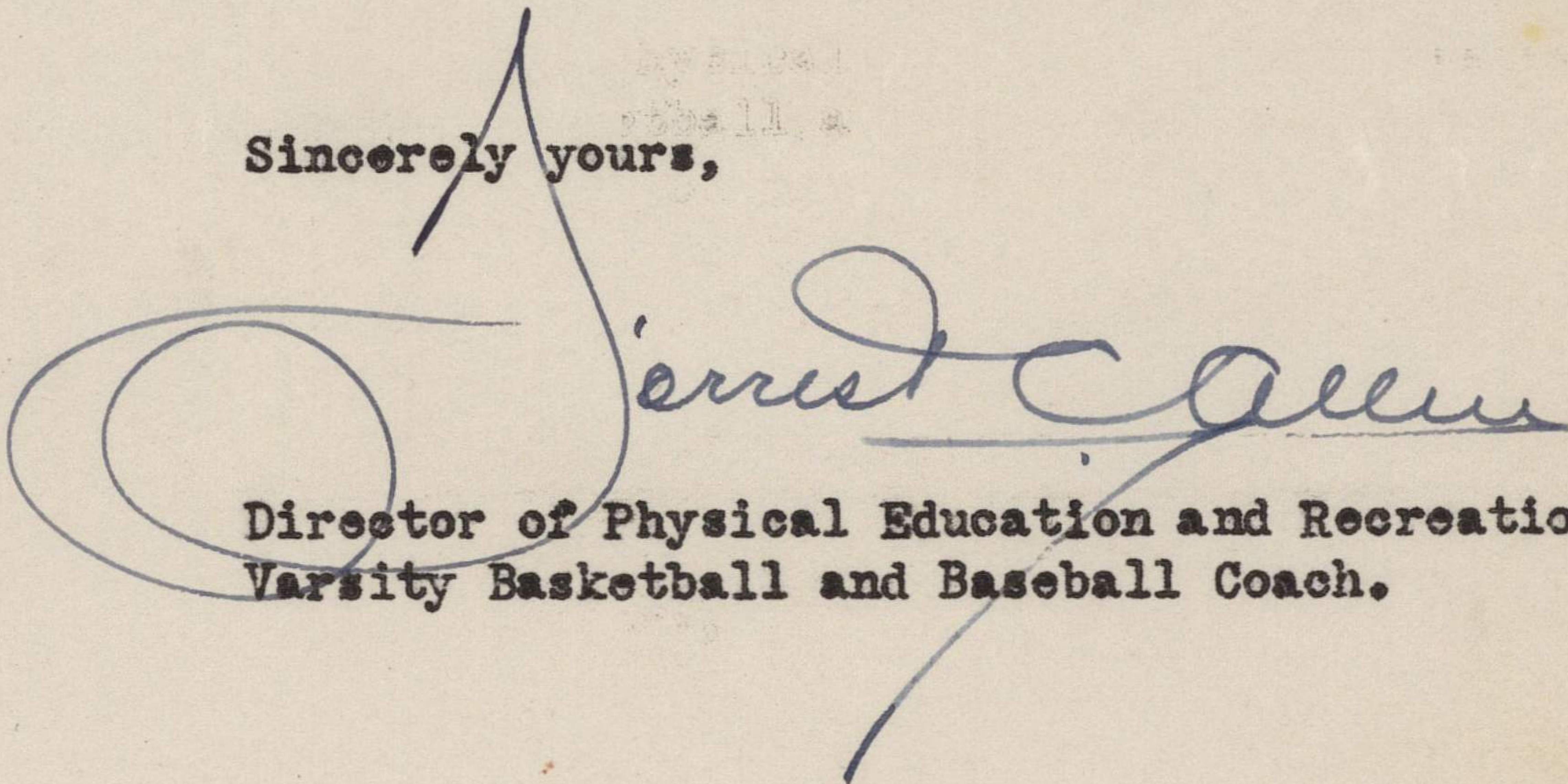
Dr. Elbel called my office this morning and reminded me of the fact that there are some grading stakes and a steam shovel on the intramural field.

I recall having written you on June 28 asking about the grading and the possible appropriation of the state. I also mentioned the \$500 given by the student councils for grading.

Not having heard from you, on July 14 I wrote the Chancellor asking about the appropriation and mentioned the fact of the grading. On July 19 I further wrote the Chancellor explaining where the \$500 came from, and I mentioned to him that the students had paid for the grading on the left intramural field.

Dr. Elbel is firmly of the opinion that any grading done there now would spoil his entire intramural program this fall. Not having conversed with you in any way, I was rather surprised to find the equipment on the field at this inopportune time. I trust that nothing will be done to spoil the intramural program. This grading at this time is contra-indicated.

Sincerely yours,

A large, stylized handwritten signature in blue ink, which appears to read "Ernest Allen". The signature is written over the typed name and title.

Director of Physical Education and Recreation,
Varsity Basketball and Baseball Coach.

FCA:AH

June 28, 1941.

Mr. C. G. Bayles,
Superintendent,
Buildings and Grounds,
University of Kansas.

Dear Mr. Bayles:

I recall that last fall when I discussed with you the possibility of grading the intramural field using the sum of \$500.00 given by the two student councils for that purpose, you told me that the Chancellor was asking for an appropriation of several thousand dollars to grade this field and fix it up properly. You suggested that we hold off our work on this account.

I have never heard whether or not this appropriation was granted. If it was not, I believe we should utilize the \$500.00 we have for the grading and thereby minimize the danger of injury to students playing on the field as much as we can. Of course, with the larger appropriation so much more could be done to put the field in proper shape.

Will you kindly let me know what the situation is at this time?

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:ah

July 19, 1941.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

Thank you for your letter of the 16th instant replying to my query regarding the large appropriation for the grading of the intramural field. Would it be unfair, Mr. Chancellor, to ask if we got anything at all?

For your information, I might say that student money graded the east end of the field. There was a twenty-five foot drop in the terrain from end to end of the field, and scores of boys have been seriously injured there. Mr. Bayles came to me and said, "If you will get \$500.00 from the student activity fund, we will use WPA labor, put in sod and grade that field."

Of course you know the thing is not to make a lovely place for the boys to play, but to cut down on the number of serious injuries which are still very much in evidence when the students use the west end of that field in intramural games. There are big ruts, it is downhill, and there is still a very bad condition where the sewer runs. If we could have that graded then we would reduce students' injuries, which are a matter of great concern. It is not just to get something done or to beautify the landscape, but to make a place safe for the boys.

This field is not large enough to take care of half of the boys who desire to play every afternoon on this fine intramural program. We had planned last year not to remove the sod until after the intramural season, - then we wanted to move it over on the unsodded east side, and it was at this junction that Mr. Bayles talked to me.

I wish now to refer to a matter that would be especially helpful to our summer recreative program. The area bounded by the east end of the Quadrangle, just across from the Anatomy Building, between the Chemistry Building and Fowler Shops would make a lovely setting for lawn bowls. If we could have that area slightly leveled off and move

the fire plug from its position on the Quadrangle to the parking we could provide a good space for this game. Bowling on the green in the cool evenings during the summer session would be one of the beauty sights as well as one of the most enjoyable and healthful exercises that our summer community could indulge in. It would take very little grading, and the sod that would be necessary in resodding the area we could get from the intramural field.

Might we have your approval of this? Or, if you desire a conference I will be very happy to talk to you concerning this most enjoyable feature in our summer recreative activity.

I am very happy that you mentioned the handball courts. Last spring I went into them and had them repaired as best we could under the conditions. I did notice some scribblings by some morons, and from time to time we have painted them when our funds would permit. Our maintenance budget was so definitely reduced this year that we had not counted on doing this. But I agree with you that it is necessary to efface these emotional expressions of ugliness, and somehow we will defer some of our other expenditures for this most important item to which you call my attention.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

P. S.

Dear Chancellor:

After I returned from your office this morning where we discussed the painting of the handball courts, I was wondering why the department should pay for painting those courts any more than we pay for painting the walls of the gymnasium. In my letter I told you that we were going to do it and we will and we expect to, but frankly I believe that is Mr. Bayles job, and that when he sees unkempt situations that paint would help it seems to me that he is in position to rectify that much easier than anyone else. Do you agree with me in this?

F.C.A.

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

July 16, 1941

Mr. Forrest C. Allen
105 Robinson Gym
Campus

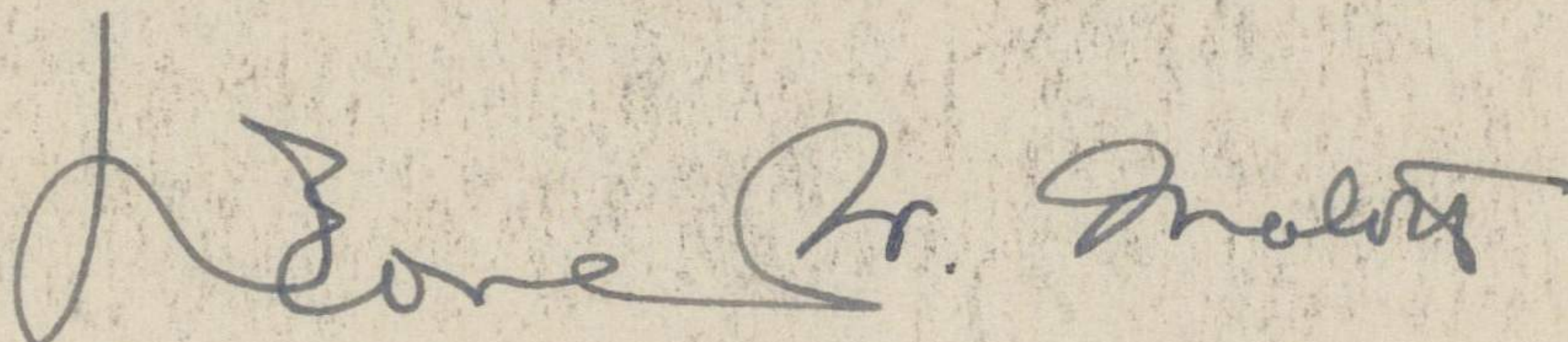
Dear Phog:

I asked for a large appropriation for the intramural field but did not get it. There is, therefore, no reason why you should not go ahead and spend the money you now have in hand.

There is another matter which I should like to bring to your attention. In a general inspection of buildings the other day with Mr. Bayles I went into the handball court building. It certainly is not a very good building, but it would be materially helped by a coat of whitewash on the inside which would lighten it up and also remove some of the decorations placed there by some thoughtless artist but which do not add to the moral tone of the University. I really think something ought to be done about this and would appreciate it if you would give it consideration.

Sometime next fall, I should like to talk to you about the desirability of inviting the Rotary Club to hold one of their luncheons on the Hill. I do not know what the attitude of the Club is about venturing from their home quarters. It occurred to me it might be worthwhile to see what could be worked out as a sort of gesture from the University to the town.

Sincerely yours,



Deane W. Malott,
Chancellor.

DWM:h

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

July 23, 1941

Dr. Forrest C. Allen
105 Robinson
Campus

Dear Phog:

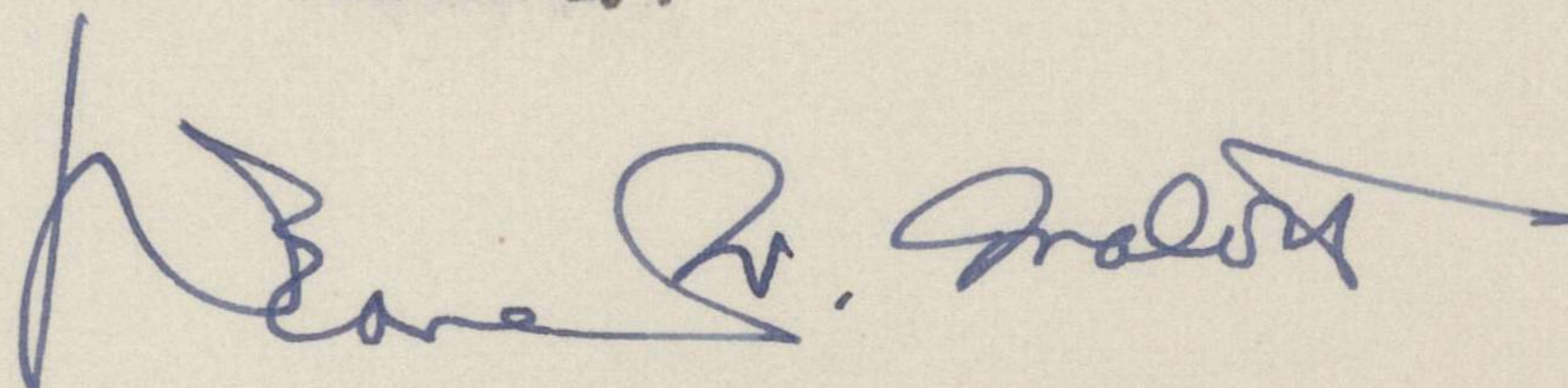
I have no objection to your suggestion about bowling, but just at the moment I don't know where we can get the funds to do it. I am a little loath to make any unnecessary commitments or expenses until we find out how the winter's enrollment is going. Then perhaps we can see what can be done.

I think there is no logical reason why your department should keep up the handball building except that you have always done so and right now Mr. Bayles is nearly frantic with his own budget. He is the most willing person in the world but we are pushing him pretty hard to get some new administrative offices here in this building, fourteen new practice rooms in Hoch Auditorium, repairs in the basement of Fraser and maintenance work in Marvin Hall. All of these simply take up the funds which he has this year at his command.

I am sorry we don't have more funds but hope to help you out possibly by opening a student drive for handball courts this spring, and I do hate to leave those buildings as they are due to the fact that students themselves complain about it.

There was no appropriation at all made for the intramural field grading although I tried to get it. The legislature was pretty good to us in granting most of our requests but this is one that went by the boards. I am sorry, but somehow, sometime, we shall look for better luck.

Sincerely,



DWM:h

Deane W. Malott
Chancellor

THE UNIVERSITY OF KANSAS
LAWRENCE

OFFICE OF
THE CHANCELLOR

July 9, 1941

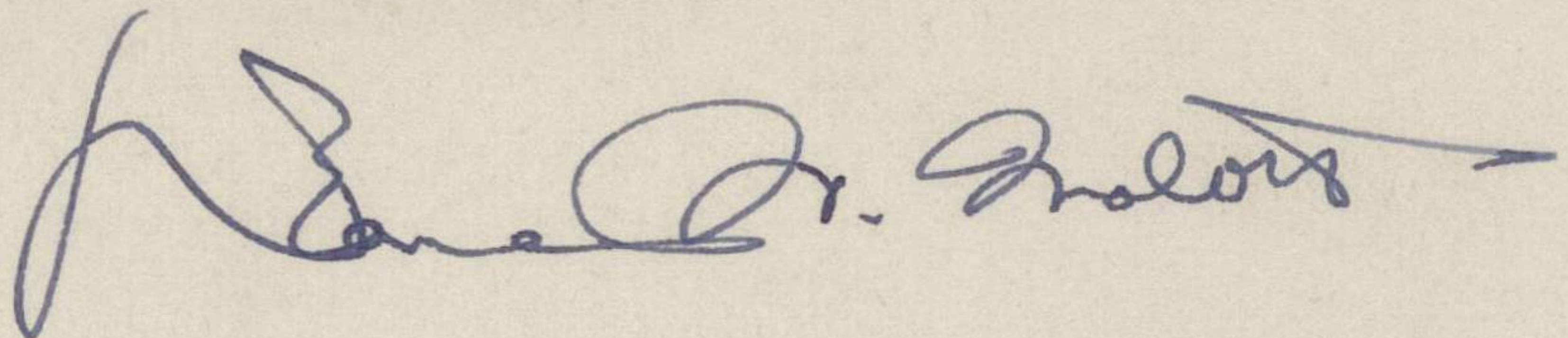
Dr. Forrest C. Allen
105 Robinson Gym
Campus

Dear Phog:

In view of the fact that the proposed committee is an honorary one and I thereby assume you would not be expected to get out and raise money, and in view of the fact I cannot see how your serving on the committee would jeopardize any activities we might care to undertake in regard to a Naismith Memorial, and furthermore, in view of the fact this project is going ahead anyway and I don't see how we could graciously avoid participating, I don't see how we could refuse to serve.

In other words, I don't believe that participating on the committee would jeopardize at all our chances of a field house, and certainly we need one and must have one. I wish they weren't so expensive!

Sincerely,



DWM:h

Deane W. Malott

July 14, 1941.

Chancellor Deane W. Malott,
University of Kansas.

Dear Chancellor Malott:

Thank you for your note of the 9th instant. I am accepting membership on the honorary committee of basketball coaches in connection with the Naismith Memorial.

There is another matter to which I wish to call your attention, and that is in regard to the grading of our intramural field. On June 28th I wrote Mr. C. G. Bayles concerning this, and sent a copy of my letter to Raymond Nichols. Since I have had no reply to my letter to Mr. Bayles I felt I should call the matter to your attention.

Last fall we considered the possibility of grading the intramural field using the \$500.00 allotted for this purpose by the two student councils. Mr. Bayles at that time advised against it saying that the Chancellor was asking for an appropriation of several thousand dollars to grade this field properly. Is there such an appropriation for this grading? If so, I believe we should make use of it now. If not, then it seems to me that the student council money should be used to put the field in as good a shape as possible.

I shall appreciate hearing from you at your early convenience.

Sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

File

May 15th, 1941

Mr. Eberhart
Plumber
Buildings & Ground
University of Kansas

Dear Mr. Eberhart:

Just wondering how you are getting along with
the stone work on drinking fountain.

Appreciate hearing from you regarding the above
matter.

Kindest regards,

Sincerely yours,

Director of Physical Education
and Recreation--Varsity Basketball
and Baseball Coach.

FCA:rc

TRIPLICATE

DEPARTMENTAL ORDER

BUSINESS OFFICE,
THE UNIVERSITY OF KANSAS:

Date July 21st, 1941

Order **Nº 2401**

Please order from the Department of Buildings and Grounds the articles or labor listed below, and charge to the Physical Education Dept. fund,

Department of Bldg. & Ground

Deliver to Room No. _____ Building _____

Date paid

Transfer
Check No.

(Please make in triplicate.
Send original and duplicate
to the Business Office.)

Head of Department.

QUANTITY	SIZE	DESCRIPTION OF ARTICLES OR LABOR	QUOTATION	
		Floodlights for Recreation Grounds	\$ 107.00	
Total Cost,			\$107. 00	

August 4, 1941.

Mr. C. G. Bayles,
Superintendent,
Buildings and Grounds.

Dear Mr. Bayles:

I want to add my words of commendation to you for Hallie Harris's fine work during the academic year and especially during the Summer Session. I refer to his very prompt and courteous response to all calls from our department. He is especially efficient. He never misses the boat, and an individual has a sense of security when Hallie Harris is detailed for a job.

He is by far and large the most efficient man for this type of activity service that it has been my experience to depend upon. I learn that he is to be given some sort of position for next year that will leave him more free to even improve upon the fine job that he has done the past year.

You have rendered a fine contribution to the general efficiency of activities by having Hallie Harris do this work.

Very sincerely yours,

Director of Physical Education and Recreation,
Varsity Basketball Coach.

FCA:AH

JOB ESTIMATE

DEPARTMENT BUILDINGS AND GROUNDS UNIVERSITY OF KANSAS

Date July 7, 1941

Department Physical Education

Description of job Floodlights for recreation grounds.

6 G.E. No. 2 AL 45 AAH3 - G.E. Athletic Field Floodlights with mounting for 2" pipe.	\$72.00
6 pieces of 2" pipe 20' long.	24.00
6 secondary racks	5.00
Labor for assembling	6.00
	<u>\$107.00</u>

Job number.....

Cost:

Labor.....

Matl..... \$.....

Date completed.....

Total estimated cost \$107.00

Foreman Raymond J. Crow

July 3rd, 1941

Mr. C. A. Bayles
University of Kansas

Dear Mr. Bayles:

I'm wondering if we could have a small strip of flooring which is directly in front of our office door varnished.

A few years ago you were kind enough to re-place the old flooring for new flooring. At that time, it was varnished and made entirely new. Since then, all the varnish has been worn off and the excessive usage that we have given it has caused the floor in this area to show much wear.

I fear that unless there is some varnish put on, the floor will become stained and ugly unstead of the nice floor that we now have. Of course it will not be possible to do this until after the close of Summer School, but I would appreciate it if you could put this on your agenda for attention during the late summer.

The small strip I referred to, runs from the west end of the side door of the gymnasium to and across our office door which opens south of the hall.

Thank you very much for your past kindnesses.

Sincerely yours,

Director of Physical Education and
Recreation-Varsity Basketball and
Baseball Coach.

FCA:rc