

January 10, 1944.

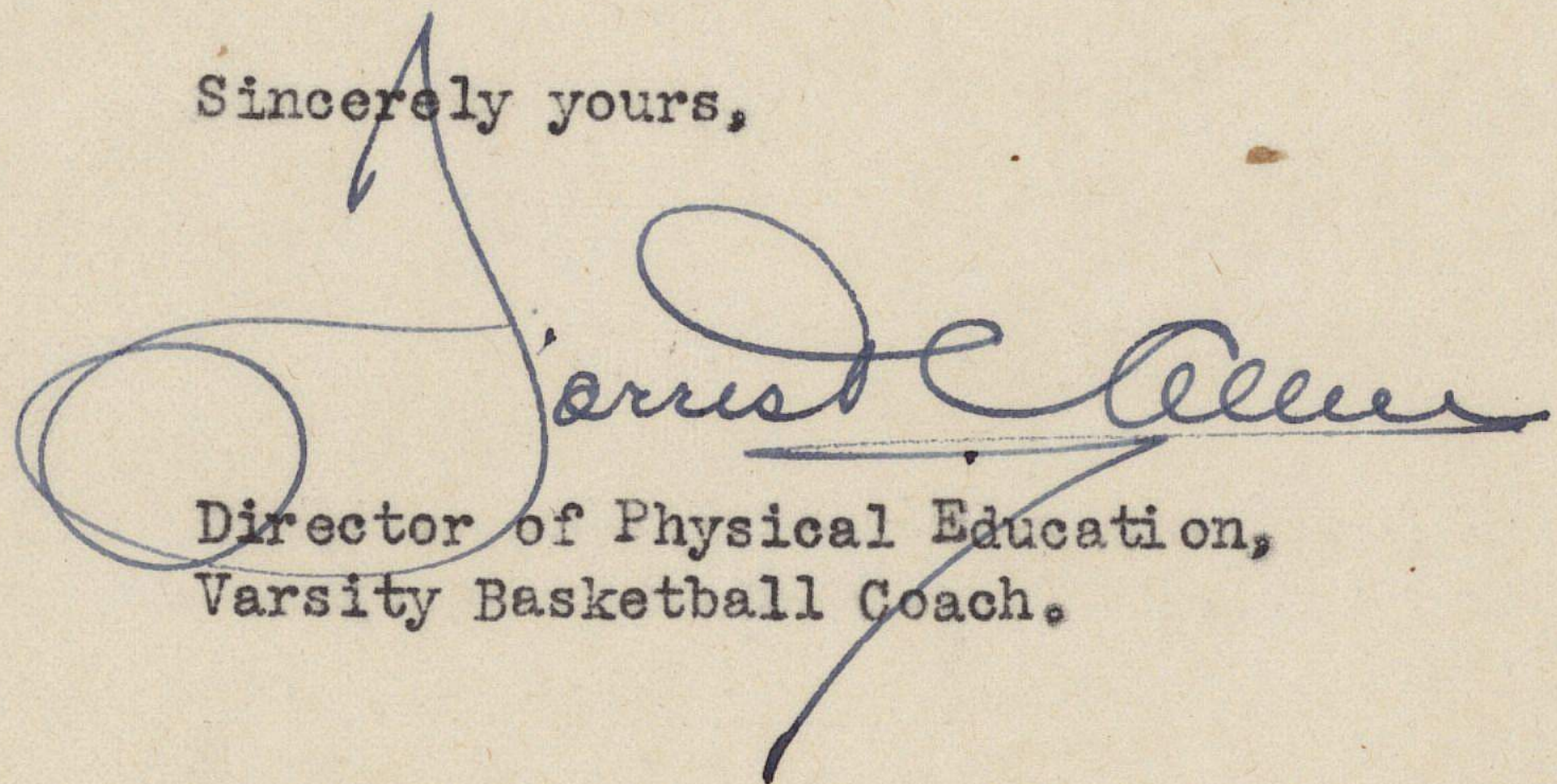
To Members of the Department of Physical Education:

There have been so many requests to open the gymnasium on Sunday afternoon that we decided to try it, but it just doesn't work without a responsible watchman. There is always destruction of property without proper supervision, and we do not expect to attempt it again.

However, if any of the instructors find it necessary to loan a key to the building to any of the officers, you will be responsible to the point that the building is locked and no one is admitted except the service group or individual concerned. The individual in our department who loans his key is in full responsibility for the actions of the people in the building. This goes for the swimming pool or any other part of the building.

The Chancellor holds us responsible, and we naturally will hold others responsible to the same degree. In the event any of the officers have keys to the building they will come under the same regulations as members of this department.

Sincerely yours,

A handwritten signature in blue ink, appearing to read "J. Ernest Allen". The signature is written in a cursive style with a large initial "J" and a long horizontal flourish at the end. A vertical line extends downwards from the end of the signature.

Director of Physical Education,
Varsity Basketball Coach.

FCA:AH