

To: Ariane Hyatt, Oklahoma County Public Buildings Authority Event Coordinator

From: John Sharp

Date: 2/3/2026

This letter serves as our formal request to reserve the Lincoln Building Event Room, located at 4205 N. Lincoln Blvd., OKC, OK 73105.

Date: February 27, 2026

Time: 9:00 – 11:00 am

Title of Event: Regional Data Center Forum

Purpose: Informational and Educational Event

Estimated Attendance: 100

Set-up Time Requested: 8:00 – 9:00 am

Tear-down Time Requested: 11:00 – 12:00 pm

Additional Notes:

- **ACOG will provide sound system, microphones, laptop, etc.**
- **ACOG would like to use the county's projector and screen, the available seating in classroom style**

Sincerely,

John M. Sharp

ACOG