

To: The Oklahoma County Public Buildings Authority Event Coordinator

From: Clarinda Ellis

Date: 3-10-2026

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

Date: May 23, 2026

Time: 12:00-8:00

Title of Event: 2026 Senior Graduation Party

Purpose: Graduation Dinner

Estimated Attendance: 50-100

Set-up Time Requested: 12:00

Tear-down Time Requested: 7:00

Additional Notes:

- **Will need to have chairs and tables brought in for the event and be able to have them picked up.**

Sincerely,

Clarinda Ellis