

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

From: Clarinda Ellis

Date: 7/28/26

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

Date: September 13, 2026

Time: 9:00-6:00

Title of Event: Pastor Appreciation

Purpose: Church Pastor Appreciation

Estimated Attendance: 50-100

Set-up Time Requested: 9:00

Tear-down Time Requested: 5:30

Additional Notes:

The Word Church World Outreach Center

Sincerely,

Clarinda Ellis