



April 20, 2026

RE: Reservation Request for Lincoln Building Event Room

Dear Ms. Ariane Hyatt,

I am writing to formally request the use of the Lincoln Building Event Room to host a community event designed to celebrate and uplift mothers in our community through fellowship, encouragement, and recognition of the important roles they play in shaping legacy. This event is a joint partnership with the TASK organization. The event title is “Virtue in Denim & Pearls: Honoring Our Mothers, Celebrating Our Legacy Brunch.”

We request to reserve the space on **Saturday, May 9, 2026**, from **8:00 AM to 2:00 PM** with an expected attendance of approximately 40-50 people. We anticipate using the time as follows:

- Setup: 8:00 a.m. – 9:45 a.m.
- Event: 10:00 a.m. – 12:00 p.m.
- Tear Down/Clean Up: 1:00 p.m. – 2:00 p.m.

We will ensure that all event activities comply with specified guidelines, and we are committed to leaving the facility clean and in good order at the conclusion of our use. We have provided a certificate of liability insurance as required, please let me know if there are any additional forms, fees, or documentation needed to secure this reservation, and the request will be provided promptly.

Thank you for your consideration, we look forward to the opportunity to host this meaningful community celebration and appreciate your support in making it possible.

Sincerely,

Lisa Greene

Unity Christian Center - Ladies In Fellowship Together

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