

Delta Sigma Theta Sorority, Inc
Oklahoma City Alumnae Chapter
PO Box 54396
Oklahoma City, OK 73154



April 17, 2026

Buiding 4205 N. Lincoln (ACOG) Large Room Use Request

To: Oklahoma Public Building Authority
Attn: Ariane Hyatt, Coordinator for Oklahoma Buildings

First, we want to say thank you very much thus far for allowing use to use the large conference room for our monthly business meeting.

The next year's insurance liability policy rider for your records will be provided in January. Our carrier provides us with General Liability coverage with limits of \$1,000,000 per occurrence and \$2,000,000 annual aggregate for our events and meeting locations.

We would still like to have access starting at 11am on each of the Saturday dates. We would like to be slated for every 3rd Saturday of month, except for the months of July and August, with the same access time of 11am perpetually until notified of a change. We understand now, that the months of December and June may not be available to us.

The following dates are requested if we need to provide them for every two years.:

November 15, 2025	December 2025 -N/A	January 17, 2026	February 21, 2026
March 21, 2026	April 18, 2026	May 16, 2026	June 2026 -N/A
September 19, 2026	October 17, 2026	November 21, 2026	December 2026-N/A
January 16, 2027	February 20, 2027	March 20, 2027	April 17, 2027
May 15, 2027	June 19, 2027-N/A	September 18, 2027	October 16, 2027

We normally hold our meetings every third Saturday. However, if a National or Regional Conference conflicts, then are dates are adjusted, but, we would have several months notice.

I can be reached by phone at (405) 819-7984, by fax at (405) 619-0420 or by email at presidentokcalumnae@gmail.com.

Respectfully submitted,

Linda Thomas

Linda Thomas, Chapter President
Oklahoma City Alumnae Chapter
Delta Sigma Theta Sorority, Inc.