

## **OG&E Energy Technology Center Guidelines**

Thank You for your interest in the **OG&E Energy Technology Center** located at 220 E. Wilshire Blvd., Oklahoma City, OK. The Energy Technology Center is available to OG&E business customers and community organizations for meetings and events. There is no cost to use the facility.

### **Hours of Operation**

- The Energy Technology Center is available from 8 a.m. to 5 p.m., Monday through Friday; however, in some cases, special arrangements can be made.

### **What is Provided at the Energy Technology Center**

- Up to 35 chairs and 17 tables
- Audio/video system: CD/DVD player, radio and a computer for PowerPoint presentations (we highly recommend downloading the presentation to a thumb drive).
- 10-foot video screen
- Microwave oven
- Coffee maker
- Kitchen is available for catered food only. Kitchen includes a refrigerator, ice machine and an island to serve catered food.

### **What is Allowed**

- Meetings
- Training
- Seminars
- Business- type receptions
- Catered food
- Non-alcoholic beverages

### **What is Not Allowed**

- No parties, dances, baby/wedding showers, etc.
- No alcoholic beverages
- No smoking in the building
- No cooking

### **Other Requirements**

- OG&E will present a brief company overview prior to each meeting.
- Participants are encouraged to tour the facility and complete a survey.
- Cancellation should be made at least 7 days in advance.

For additional information or to schedule a site visit, contact Beverly Hardeman at **405.553.3746**, or email: [hardembj@oge.com](mailto:hardembj@oge.com).