



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: University of Tulsa Events Date(s) of Event: Dec., 5, 11, 16, 19, 22, 29, 2023

Location Address: Start: 1100 S Gary Pl Council District(s): 4
End: 1100 S Florence Pl.

Event Description: TU has requested the presence of a Special Events Officer to work the crosswalk at 11th St and (Between Chapman Stadium & Reynold's Center) men's games for the 2023-2024 basketball season.
TCC 2023 Winter Commencement Ceremonies. Donald W. Reynolds Center - 3208 East 8th Street. Monday 12/11/2023. Ceremony #1 5:45PM, Ceremony #2 8:15PM. See "Other Information" section. Other potential monthly events subject to change.

Event Category: Athletic/Recreation

Event Includes: Public Right of Way, Private Property, Special Events Officer for Basketball games

Anticipated Attendance: Total: 3500 Per Day: 3500

Anticipated Participants: Total: 3500 Per Day: 3500

Number of Events for Monthly Event: Yes 4

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: UNIVERSITY OF TULSA Website: https://utulsa.edu/

Chief Officer of Host Organization: Laura Lewis

Email and Phone: la19024@utulsa.edu 918-631-2642

Applicant Name: Laura Lewis

Email and Phone: la19024@utulsa.edu 918-631-2642

Professional Event Organizer:

Email and Phone:

On-site Contact: Laura Lewis Mobile: 918-631-2642

Billing Contact: The University of Tulsa Phone: 918-631-2642

Billing Address: 2905 E 7th McClure Hall #104 McClure Hall #104
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>12/05/2023</u>	Time: <u>12:30 p.m.</u>
Street Closure for Event Setup:	Date:	Time:
Street(s) to be Closed for Event Setup:	<u>N/A</u>	
Event Start:	Date: <u>12/05/2023</u>	Time: <u>12:30 p.m.</u>
Street Closure for Event Start:	Date: <u>12/05/2023</u>	Time: <u>12:30 p.m.</u>
Street(s) to be Closed for Event Start:	<u>N/A - Intermittent Traffic Control at crosswalk during basketball games (12:30 - 6:30 p.m. and 5:30 - 10:30 p.m. - Subject to Change)</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>N/A</u>	
Event End:	Date: <u>12/29/2023</u>	Time: <u>10:30 p.m.</u>
Street Reopens after Event End:	Date: <u>12/29/2023</u>	Time: <u>10:30 p.m.</u>
Event Teardown:	Date: <u>12/29/2023</u>	Time: <u>10:30 p.m.</u>
Street Reopens after Event Teardown:	Date: <u>12/29/2023</u>	Time: <u>10:30 p.m.</u>

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</u>	
Number of Food Trucks:	<u>0</u>	
Food Cooked on-site:	<u>No</u>	Fuel(s) to be used:
Number of Item Vendors:	<u>0</u>	Number of Service Vendors: <u>0</u>
Number & Sizes of Tents:	<u>N/A</u>	Provider and Phone: <u>N/A</u>
Number of Inflatables:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Number of Amusement Rides:	<u>No</u> <u>0</u>	Provider and Phone: <u>NA</u>
Use of fireworks, rockets, lasers, or other pyrotechnics:	<u>No</u>	
Provider and Phone:	<u>N/A</u>	

Security, Medical, Traffic Control, Crowd Management and Parking Plans

Security and/or Police: Yes Contact, Email and Phone: Richard Lawson (918) 812-7584, rlawson@cityoftulsa.org
Campus Security (918) 631-5555

Medical and/or First Aid Services: Yes Contact, Email and Phone: EMSA - Adam Paluka (918) 345-0081,
palukaa@emsa.net

Traffic Control Barricade Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: Time: Equipment Pickup: Date: Time:

Parking Type: ADA parking available, Paved Lot

Transportation Service: Shuttle Service

Transportation Service: Contact, Email and Phone: 918 Shuttles, Patrick Box (918) 231-3639,
patrick@918shuttle.com
Fine Airport Parking Shuttles, Quentin Hope (713) 641-1438,
quentin@fineairportparking.com

Sponsor and Other Event Information

Event Sponsor(s): The University of Tulsa

Park: No Name of Park and Location: N/A

Drone: No

Portable Toilets: No Provider and Phone: NA

Total Number of Portable Toilets: 0 Number of ADA Accessible Portable Toilets: 0

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: Officer at crosswalk on E. 11th St. between Gary Ave and Florence Pl. Events dates and times subject to change.

TCC 2023 Winter Commencement Ceremonies:

- Doors open 4:45PM, Estimated end 10PM
- Estimated attendees: 7000 (There are 700 potential candidates for graduation between the two ceremonies, and they estimate 10 patrons per student)
- Security is provided by TU, TCC, and the Tom 50s (Captain Lawson)
- Traffic Control: Captain Lawson to assist with arrangements to have TPD run the interactions of 11th St & Harvard Ave and 8th St & Harvard Ave.
- Shuttles: 918 Shuttle has been asked to provide shuttle services from 4:30PM-10:30PM from the campus lots to the Reynolds Center. Specifically, 3 passenger buses are to run a continuous loop.
- EMSA medical standby has been requested. They will stage in the arena near the commencement platform.
- Firewatch is being provided by Firewatchers of Tulsa.
- There are no inflatables, pyrotechnics, alcohol, food trucks, or tents. All commencement activities are contained to the interior of the Reynolds Center. (A map will be attached to application before the event.)

Entertainment and Related Activities

Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: No

Start Time:

Finish Time:

Please describe the sound equipment that will be used for your event:

N/A

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

Hot air balloons, fire lanterns or similar devices used at event: No Describe:

N/A

Use of any signs, banners, decorations, or special lighting used at event: No Describe:

N/A

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: N/A

Number of Trash Receptacles: 0

Number of Dumpsters: 0

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

All activities are occurring on TU private property.

Affidavit of Applicant

I certify that the information contained in this Application is true and correct to the best of my knowledge and belief. That I have read, understand, and agree to abide by the rules and regulations governing this Event. I agree to comply with all requirements of the City, County and State, and any other regulatory entity related to this Event. I agree to pay and be financially responsible for any costs and fees that may be incurred by the City of Tulsa due to the Event. I further agree to indemnify and hold harmless the City of Tulsa, and all City of Tulsa officers, employees, agents, representatives, from any claims (including cost of defending such claims) or damages that may arise from activities related to the Event. I understand that a Permit does not excuse my failure to comply with orders of law enforcement personnel, firefighters, City Event personnel, or emergency workers, and does not provide immunity from civil claims of third parties that are based upon injuries sustained at, or in conjunction with this Event.

Initials: On File

For City of Tulsa Special Events Committee Use Only

Date received: 11/14/2023 Date routed: 11/20/2023 Date for review: 11/29/2023
Special Events Committee Recommendation: *Email Review Yes ☒ No ☐ 11/21/2023
Date routed to Mayor: 11/21/2023 Mayor's Recommendation: Yes ☐ No ☐ _____
Date routed to Council: 11/21/2023 City Council Approval: Yes ☐ No ☐ _____
Date Permit Issued: _____ Comments: *SEC meeting 12/06/2023. Mayor agenda
11/29/2023. City Council Agenda 11/29/2023. Application revised 11/17/2023. 8th St not closed but
subject to change.
