



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: University of Tulsa EventsDate(s) of Event: May 1 - 31, 2026Location Address: Start: 3110 E 8th Street
End: 800 S Tucker DriveCouncil District(s): 4Event Description: The University of Tulsa will be hosting seven (7) graduation ceremonies on campus in May. See Schedule and Other Information.**Event Category:** Athletic/Recreation**Event Includes:** Amplified Sound, Public Right of Way, Food Sales, Private PropertyAnticipated Attendance: Total: 28000Per Day: 4000Anticipated Participants: Total: 0Per Day: 0

Number of Events for Monthly Event: Yes 7

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: UNIVERSITY OF TULSAWebsite: https://utulsa.edu/Chief Officer of Host Organization: Matt PolsonEmail and Phone: matt-polson@utulsa.edu 918-631-2233Applicant Name: Matt PolsonEmail and Phone: matt-polson@utulsa.edu 918-631-2233

Professional Event Organizer:

Email and Phone:

On-site Contact: Robin PloegerMobile: 918-231-7018Billing Contact: The University of TulsaPhone: 918-631-2233Billing Address: 800 S TUCKER DR E
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/06/2026 Time: 8:00AM
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: See Schedule and Other Information
Event Start: Date: 05/07/2026 Time: 5:30PM
Street Closure for Event Start: Date: Time:
Street(s) to be Closed for Event Start: See Schedule and Other Information
Run, Walk, Parade Start Time: N/A
Daily Event Hours: See Schedule
Event End: Date: 05/23/2026 Time: 9PM
Street Reopens after Event End: Date: Time:
Event Teardown: Date: 05/24/2026 Time: 6:00AM
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 1
Number of Food Trucks: 0
Food Cooked on-site: Yes Fuel(s) to be used: Electric
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: 0 Provider and Phone: N/A
Number of Inflatables: No 0 Provider and Phone: NA
Number of Amusement Rides: No 0 Provider and Phone: NA
Use of fireworks, rockets, lasers, or other pyrotechnics: No
Provider and Phone: N/A

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

Security and/or Police: Yes Contact, Email and Phone: TU Campus Security; Officer Lambert, 918-706-6076, stephen-lambert@utulsa.edu.
Retired TPD Richard Lawson 918-812-7584, lawson54@sbcglobal.net.

Medical and/or First Aid Services: Yes Contact, Email and Phone: Riley Howard, 918-849-1109, riley.howard@emsa.net.

Traffic Control Barricade Company: Yes Contact, Email and Phone: Advanced Work Zone Services, Danny Jones, 918-740-5143, djones@aw-inc.com

Equipment Setup: Date: 05/06/2026 Time: 12:00PM Equipment Pickup: Date: 05/24/2026 Time: 8:00AM

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: TranSol Pro, Maria 918-630-3443, maria@transolpro.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: N/A

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

Equipment Setup: Date: _____ Time: _____

Equipment Pickup: Date: _____ Time: _____

Other Event Information: TPD Special Events Unit (918) 586-6054.

TPD will escort TU sports teams and opponents as needed within the city utilizing the "Rules of the Road".

TPD will enforce neighborhood "No Parking" signs & no yard (grass) parking, including notifying Code

Enforcement, 918-596-7090, if residents are selling parking spots on yards/driveways.

TPD will provide 4 crosswalk officers/police units. 1 on north side of 8th St. & Harvard Ave. 1 on south side of 8th St. & Harvard Ave. 1 between 11th & Gary Ave./S. Florence Pl. and 1 on 11th St. & S. College Ave.

TPD will provide traffic control at 11th St & Harvard Ave and 11th St and Delaware Ave.

TPD IMT (Incident Management Team) officer(s) on-site.

TPD Overwatch officer(s) on-site.

TPD Bomb Dog officer(s) on-site.

Event dates, locations, and times, including police assistance, are subject to change.

OU Tulsa on May 12th, UTulsa undergrad on May 16th and Epic Charter schools on May 23rd, will need the following traffic control: 8th St and Harvard Ave, 4th St and Gary Ave, Crosswalk at 11th St and Gary Ave.

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: N/A

Finish Time: N/A

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

N/A

Sound checks conducted prior to the event: No

Start Time: N/A

Finish Time: N/A

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: Yes Describe:

Feather flags and A Frames

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Workers emptying trash receptacles on regular rotation throughout event.

Number of Trash Receptacles: 80

Number of Dumpsters: 2

Number of Recycling Containers: 20

Cleanup Service: Yes Provider and Phone: Roark Landscape, 918-269-4952

Presented Event Concept to:

If not presented, please explain:

Location of event is on 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: 04/10/2026 Date routed: 04/20/2026 Date for review: 04/22/2026

Special Events Committee Recommendation: _____ Yes No _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes No _____

Date routed to Council: _____ City Council Approval: Yes No _____

Date Permit Issued: _____ Comments: SEC meeting 04/22/2026. Revised
Schedule 04/20/2026.



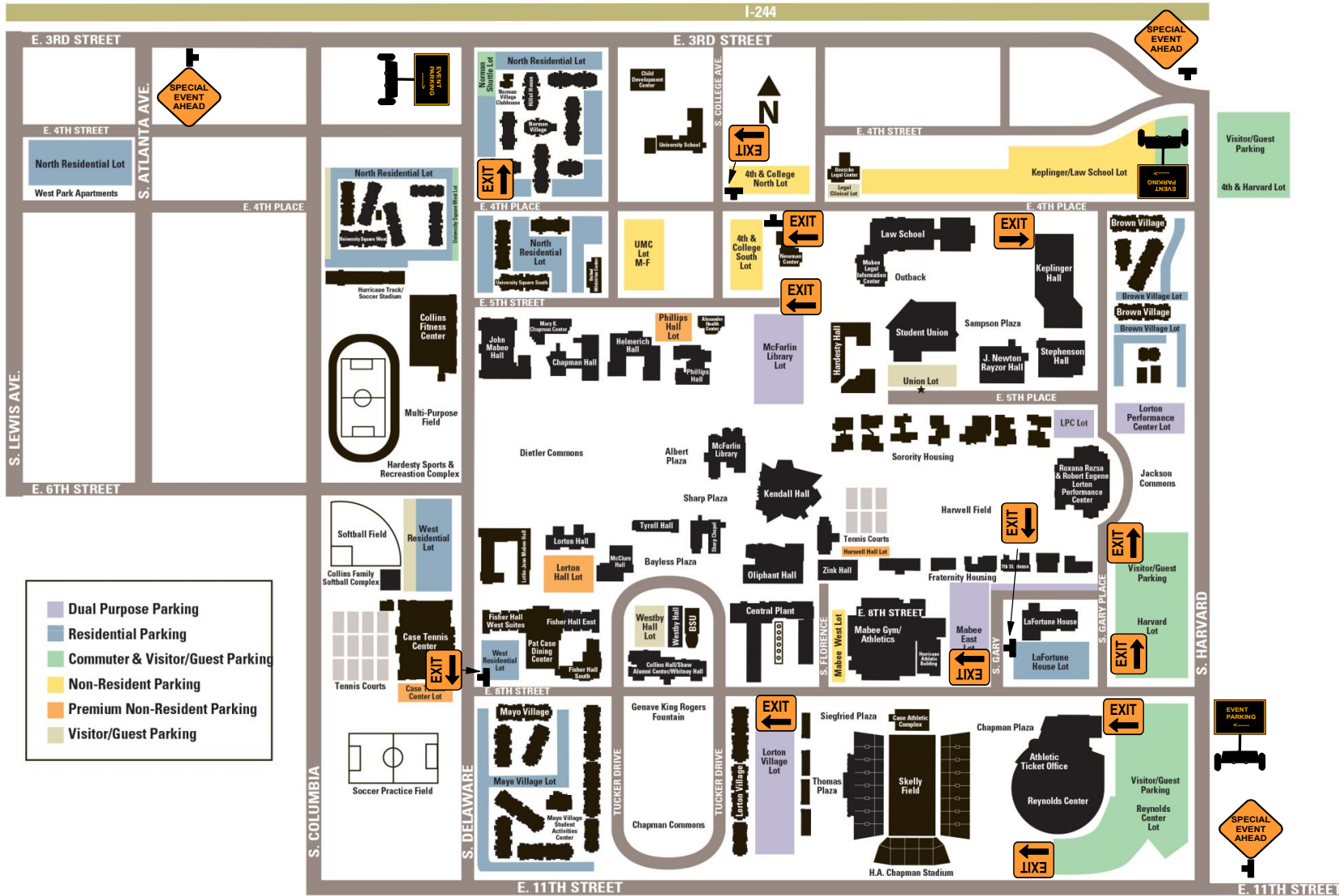
Date: 4/10/2024 Author: Ryan Jett Project: University of Tulsa Graduation

Comments: TC plan showing Exit signs from parking lots.

NOT TO SCALE



The University of Tulsa Campus Parking Map



Updated: September 15, 2021



TU Bookstore



Parking Attendant

UTulsa Security

TPD

TPD



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No.	Event Dates	Event Time	Event Type	Estimated Attendance	Street Closed	Street Open	Closure Location	Event Description
1	5/7/2026	5:30PM - 9:00PM *Contact TU Officer Stephen Lambert for schedule	Graduation	2,000	n/a	n/a		Manford High School Graduation @7PM
2	5/12/2026	4:30PM - 10:00PM *Contact TU Officer Stephen Lambert for schedule	Graduation	5,000	n/a	n/a	Need crosswalk help on 11th Street between Gary & Florence	OU Tulsa Graduation @7PM
3	5/15/2026	12:00PM - 10:00PM *Contact TU Officer Stephen Lambert for schedule	Graduation	6,500	n/a	n/a	Need crosswalk help on 11th Street between Gary & Florence	Bachelorette @11am Final Bell @11:30am TU Graduation (Graduate School) @2pm Law School Hooding @6pm
4	5/16/2026	7:30AM - 1PM *Contact TU Officer Stephen Lambert for schedule	Graduation	6,000	n/a	n/a	Need crosswalk help on 11th Street between Gary & Florence	TU Graduation @10am
5	5/17/2026	2:00PM - 6:00PM *Contact TU Officer Stephen Lambert for schedule	Graduation	2,000	n/a	n/a		Collinsville High School Graduation @3pm
6	5/23/2026	9:30AM - 9:00PM *Contact TU Officer Stephen Lambert for schedule	Graduation	3,000	n/a	n/a	Need crosswalk help on 11th Street between Gary & Florence	EPIC Graduation @12pm
7	5/23/2026	9:30AM - 9:00PM *Contact TU Officer Stephen Lambert for schedule	Graduation	3,000	n/a	n/a	Need crosswalk help on 11th Street between Gary & Florence	EPIC Graduation @6pm