



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: Back to SchoolDate(s) of Event: Saturday, August 1, 2026Location Address: Start: 10 W 71st St  
End: 10 W 71st StCouncil District(s): 2Event Description: Giving away school supplies to kids who need them. will have a bounce house and a snow cone truckEvent Category: MiscellaneousEvent Includes: Private PropertyAnticipated Attendance: Total: 500Per Day: 500Anticipated Participants: Total: 500Per Day: 500Number of Events for Monthly Event: No

### Host Organization, Applicant and Professional Event Organizer Information

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Host Organization: Universal Storage GroupWebsite: <https://www.universalstoragegroup.com/locations/oklahoma>Chief Officer of Host Organization: Cassandra StultzEmail and Phone: cassandra@universalstoragegroup.com 918-510-3353Applicant Name: Cassandra StultzEmail and Phone: cassandra@universalstoragegroup.com 918-510-3353

Professional Event Organizer:

Email and Phone:

On-site Contact: Cassandra StultzMobile: 918-510-3353Billing Contact: Universal Storage GroupPhone: 918-510-3353Billing Address: 17451 S 71ST AVE E  
Bixby, OK 74008-6812

### ***Event Timeline and Lane/Street Closure Information***

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|-----------------------------------------|--------------------------|--------------------|
| <b>Event Setup:</b>                     | Date: <u>08/01/2026</u>  | Time: <u>10 am</u> |
| Street Closure for Event Setup:         | Date:                    | Time:              |
| Street(s) to be Closed for Event Setup: | <u>N/A - Parking Lot</u> |                    |
| <b>Event Start:</b>                     | Date: <u>08/01/2026</u>  | Time: <u>10 am</u> |
| Street Closure for Event Start:         | Date:                    | Time:              |
| Street(s) to be Closed for Event Start: | <u>N/A - Parking Lot</u> |                    |
| Run, Walk, Parade Start Time:           | <u>N/A</u>               |                    |
| Daily Event Hours:                      | <u>10 am - 2 pm</u>      |                    |
| <b>Event End:</b>                       | Date: <u>08/01/2026</u>  | Time: <u>2 pm</u>  |
| Street Reopens after Event End:         | Date:                    | Time:              |
| <b>Event Teardown:</b>                  | Date: <u>08/01/2026</u>  | Time: <u>2 pm</u>  |
| Street Reopens after Event Teardown:    | Date:                    | Time:              |

### ***Secondary Permits Required***

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|-----------------------------------------------------------|-----------------------|---------------------------------------------------------------------|
| Beer Sales, Alcohol Sales:                                | <u>Not Applicable</u> |                                                                     |
| Number of Food Vendors:                                   | <u>1</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>0</u>              | Provider and Phone: <u>N/A</u>                                      |
| Number of Inflatables:                                    | <u>Yes</u> <u>1</u>   | Provider and Phone: <u>Going Bonkers Bouncing LLC, 918-270-0997</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**

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Security and/or Police: No Contact, Email and Phone: N/A

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

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: Unpaved Lot, Paved Lot

Transportation Service: No service

Transportation Service: Contact, Email and Phone: N/A

### **Sponsor and Other Event Information**

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Event Sponsor(s): N/A

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: See attachment(s). Due to weather or unforeseen circumstances, the timelines for activities (including relocation, if necessary) are subject to change.

## **Entertainment and Related Activities**

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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:

Signs and banners

## **Mitigation of Impact**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: All trash will be put in the onsite dumpster only removals will be tables and chairs and canopies

Number of Trash Receptacles: 3

Number of Dumpsters: 1

Number of Recycling Containers: 0

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Residents

If not presented, please explain:

N/A

## **Affidavit of Applicant**

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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

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**For City of Tulsa Special Events Committee Use Only**

Date received: 07/27/2026      Date routed: 07/27/2026      Date for review: Email Review

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 08/05/2026.

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Road

