

Event Timeline and Lane/Street Closure InformationEvent Setup: Date: 10/15/17 Time: 10amStreet Closure for Event Setup: Date: N/A ORU property Time: N/A ORU Prop.Street(s) to be Closed for Event Setup: See certified course map as attachment to this email....**(Attach Site Map)**Event Start: Date: 10/15/17 Time: 11:30amStreet Closure for Event Start: Date: 10/15/17 Time: 10amStreet(s) to be Closed for Event Start: N/A Startin on ORU grounds**(Attach Route Map)**Run, Walk, Parade Start Time: 5K at 1pm. Walk at 3:30pmDaily Event Hours: NAEvent End: Date: 10/15/17 Time: 5pmStreet Reopens After Event End: Date: 10/15/17 Time: 2:10pmEvent Teardown: Date: 10/15/17 Time: 5pmStreet Reopens After Event Teardown: Date: NA Time: NA**Secondary Permits Required**Yes No Low-Point Beer on-site? Beer Sales Free BeerYes No High-Point/Alcohol on-site? Alcohol Sales Wine Sales Free Alcohol/WineYes No Food Vendor on-site? Number of Food Vendors: 1Yes No Food Truck on-site? Number of Food Trucks: 1Yes No Food Cooked on-site? Charcoal Electric Gas Other _____Yes No Other Vendor on-site? Number of Item Vendors: _____ Number of Service Vendors: _____Yes No Tent/Canopy on-site? If yes, Provider and Phone: _____Please list number and size: _____ **(Attach Tent Permit)**Yes No Inflatable on-site? If yes, Provider, Phone and Number of Inflatables: _____Yes No Amusement Ride on-site? If yes, Provider, Phone and Number of Rides: _____**(Attach Certificate of Operation)**Yes No Does your event include the use of fireworks, rockets, lasers, or other pyrotechnics? If yes,Provider and Phone: _____ **(Attach Fireworks Permit)**

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

Yes No Using Security and/or Police? If yes, its Contact, Email and Phone: _____
 _____ (Attach Security Plan)

Yes No Using Medical and/or First Aid Services? If yes, its Contact, Email and Phone: _____
 _____ (Attach Medical Plan)

Yes No Using Traffic Control Barricade Company? If yes, its Contact, Email and Phone: Tulsa PD
(918) 586-6054 (Attach Traffic Control Plan)

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

Yes No Using Crowd Management Fencing Company? If yes, its Contact, Email and Phone: _____
 _____ (Attach Fencing Plan)

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

Yes No Is Parking Available? Parking Garage Paved Lot Street Unpaved Lot

If yes, please attach Parking Plan/Map. If no, please explain: _____

Yes No Is ADA Parking Available? If yes, attach Parking Plan/Map. If no, please explain: _____

Yes No Using Shuttle Service? If yes, its Contact, Email and Phone: _____
 _____ (Attach Shuttle Plan)

Yes No Using Valet Service? If yes, its Contact, Email and Phone: _____
 _____ (Attach Valet Plan)

Sponsor and Other Event Information

Event Sponsor(s): Many. See DSAT Website

Yes No Using [City](#), [County](#), [River](#) or Private Park? If yes, Name of Park and Location: _____
 _____ (Attach Park Permit)

Yes No Using Drone on-site? Commercial Operator Recreational Operator

If yes, please attach License. If none, please explain: _____

Yes No Using Portable Toilets? If yes, Provider and Phone: _____

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

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

Yes No Other information? Pages 6 & 8 on email file.

Site Plan and Route Map

Your event site plan and route map should be submitted in CAD format and include, but not limited to:

- An outline of the entire event venue including the names of all streets or areas that are part of the venue and surrounding area. If the event involves a moving route of any kind, indicate the direction of travel and all street and lane closures.
- The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access.
- The provision of minimum twenty foot (20') emergency access lanes throughout the event venue.
- The location of first aid facilities and ambulance stand-by.
- The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, beer gardens, cooking areas, trash containers and dumpsters, and other temporary structures.
- A detail or close-up of the food booth/truck and cooking area configuration including booth/truck identification of all vendors cooking with flammable gases or barbecue grills.
- Generator locations and/or source of electricity.
- Placement of support and media vehicles and/or trailers.
- Exit locations for outdoor events that are fenced and/or locations with tents and tent structures.
- Description of all event components required to meet ADA accessibility standards
- Other related event components or information not listed above.

Entertainment and Related Activities

Yes No Are there any musical entertainment features related to your event? If yes, please complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages: _____ Number of Performers/Bands: _____

Performer/Band name and music type: _____

Yes No Will sound amplification be used at your event?

If yes, Start time: 11:30am Finish time: 2pm

Please describe the sound equipment that will be used for your event? Small 500W portable sound system

Yes No Will sound checks be conducted prior to the event?

If yes, Start Time: _____ Finish Time: _____

Yes No Will hot air balloons, fire lanterns or similar devices be used at your event? If yes, please describe:

Yes No Will your event include the use of any signs, banners, decorations, or special lighting? If yes, please describe: _____

General Rules for Application

- A Special Event Permit is required to block pedestrian or vehicular traffic, or the use of private property for an outdoor venue open to the public.
- A Monthly Event Permit can be approved for a recurring event at the same location on multiple dates within the same month, provided no changes are made to the site plan and/or traffic control plan.
- Traffic control devices must be placed according to the [Manual on Uniform Traffic Control Devices](#) (MUTCD) and any additional City requirements for any type of road or lane closure.
- The Tulsa Police Department Special Events Unit (918) 586-6054 / (918) 586-6067 must be contacted to arrange for escorts and other event-related traffic control for any type of moving route.
- Contact [Emergency Medical Services Authority](#) (EMSA) for medical stand-by.
- Public rights-of-way must not be altered. Streets, sidewalks, trees, plants and buildings must be protected from damage during your event.
- Glassware is not allowed on-site for any outdoor events.
- Notification to impacted entities within 300 feet is required for all events (See below).
- Applicants must remove all trash and debris immediately following their event.
- If sales will take place at your event, you must provide the following documentation [online](#) fifteen (15) business days prior to the event:
 - Submit a list of all vendors at the event including business name, contact name, address, and telephone number.
 - *Oklahoma Vendors.* Submit copies of sales tax permits of Oklahoma vendors at the event. Vendors must display copies of sales tax permits at the event.
 - *Out of State Vendors.* If out of state vendors will be making sales at the event, you must obtain a special event sales tax permit from the Oklahoma Tax Commission and submit a copy of the permit to the City of Tulsa. To obtain a special event sales tax permit, please contact the Oklahoma Tax Commission Special Events Division at (918) 581-2399.
 - At the conclusion of the event, the [Special Events Sales Tax Form](#) needs to be completed and properly submitted by each vendor.
- Streets must not be painted.** Handheld chalk and/or tape are the only allowed means of marking start/finish lines, route markers, logos and placement of tents, vendors, barricades, etc. unless approved.
- Event venues must comply with all ADA accessibility regulations.
- A permit does not give permission to trespass on private, county, state or federal property. You will need to show written proof that you have permission to use such property.
- A written statement from the Chief Officer of the Host Organization authorizing the applicant and/or professional event organizer to apply for this Special Event Permit on their behalf must be submitted.
- Events are processed on a first-come, first served basis. If a scheduling conflict occurs, preference will be given to the previously-permitted annual events operating on the customary event date(s).
- The City of Tulsa must not be included as a sponsor of the event unless authorized in writing.

Mitigation of Impact

Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Volunteers will clean up the site on ORU property as well as the water station on course.

Number of Trash Receptacles: 0 Number of Dumpsters: 0 Number of Recycling Containers: 0

Yes No Using Clean Up Service? Provider and Phone: _____

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

Yes No Have you presented your event concept to the officially recognized community groups that represent the venue area? If yes, please attach letters of endorsement or support from each of these groups. If no, please explain: _____

Yes No Have you met with the residents, businesses, places of worship, schools and other entities that may be directly impacted by your event? If yes, please attach a complete list of these entities. If no, please explain: _____

Yes No Do you have a sample of the notice that you propose to distribute to the impacted entities **two weeks prior to your event**? If yes, please attach. If no, please explain: Pending list from INCOG of affected residences

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.

Print Name: Brian Hoover Signature: Brian Hoover Date: 9/18/17

Mail to: **Special Events Coordinator, 175 E. 2nd St., Ste. 590, Tulsa, OK 74103, (918) 576-5636** or
Email to: [Special Events Coordinator](#). Your electronic submission will serve as your electronic signature.

For City of Tulsa Special Events Committee Use Only

Date received: 09.18.2017 Date routed: 10.04.2017 Date for review: 10.11.2017

Special Events Committee Recommendation: Pending Yes No 10.04.2017

Date routed to Mayor: 10.05.2017 Mayor's Recommendation: Yes No

Date routed to Council: 10.05.2017 City Council Approval: Yes No

Date Permit Issued: _____ Comments: _____

Form revised 10.04.2017.



USATF Certification
OK14006DG

ORU 5k
Tulsa, OK – 5,000 meters

Effective Dates
02-16-14 to 12-31-24



Start/Finish: On the bridge over the creek on the campus road going out north from the Mabee Center parking lot. Start/finish point is 20 cm north of the seam (joint) in the pavement that runs along the south edge of the bridge.
1k: On Rd around the outside of ORU North Parking Lot, 2.8 m east of the 2nd street light pole west of the the NW corner of the parking lot.
2k: On 75th St, at the bottom of the hill just before the course turn on to College Ave. Located 1.1 m west of the west edge of the driveway of 3006 E 75th St.
3k: On the bike path/sidewalk, directly as the sidewalk ends and the course turns left onto the entrance Rd for the baseball field parking lot.
4k: On the Rd around the North Parking Lot, 54.8 m east of the lane east edge of the lane (between 5th & 6th parking rows) where course turns going south.

