



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: University of Tulsa Events Date(s) of Event: Jan 1, 11, 21, 26, 29, 2025

Location Address: Start: 1100 S. Gary Ave. 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. (between Chapman Stadium & Reynold's Center) men's games for 2024-2025 basketball season.

Event Category: Athletic/Recreation

Event Includes: Public Right of Way, Private Property, Special Events Officer for traffic control

Anticipated Attendance: Total: 17500 Per Day: 3500

Anticipated Participants: Total: 3500 Per Day: 3500

Number of Events for Monthly Event: Yes 5

Host Organization, Applicant and Professional Event Organizer Information

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

Chief Officer of Host Organization: Adam Birchall

Email and Phone: adam-birchall@utulsa.edu 918-625-8431

Applicant Name: Laura Lewis

Email and Phone: lal9024@utulsa.edu 918-631-2642

Professional Event Organizer:

Email and Phone:

On-site Contact: Adam Birchall Mobile: 918-625-8431

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: 01/01/2025 Time: 1:00 p.m.
Street Closure for Event Setup: Date: Time:
Street(s) to be Closed for Event Setup: N/A - Intermittent Traffic Control at crosswalk during basketball games (1:00 p.m. - 4:30 p.m. Subject to Change).

Event Start: Date: 01/01/2025 Time: 2:00 p.m.
Street Closure for Event Start: Date: Time: N/A
Street(s) to be Closed for Event Start: N/A - Intermittent Traffic Control at crosswalk during basketball games (1:00 p.m. - 4:30 p.m. Subject to Change).

Run, Walk, Parade Start Time: N/A
Daily Event Hours: See Schedule (subject to change)

Event End: Date: 01/29/2025 Time: 3:30 p.m.
Street Reopens after Event End: Date: Time:

Event Teardown: Date: 01/29/2025 Time: 9:00 p.m.
Street Reopens after Event Teardown: Date: Time:

Secondary Permits Required

Beer Sales, Alcohol Sales: Not Applicable
Number of Food Vendors: 0
Number of Food Trucks: 0
Food Cooked on-site: No Fuel(s) to be used:
Number of Item Vendors: 0 Number of Service Vendors: 0
Number & Sizes of Tents: N/A 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: 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: 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 football teams on game-day from hotels to campus & from campus to Tulsa International Airport.
TPD will enforce neighborhood "No Parking" signs & no yard (grass) parking, including notifying DCE, 918-596-7090, if residents are selling parking spots on yards/driveways.
TPD may 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 may provide traffic control at 11th St & Harvard Ave and 11th St and Delaware Ave.
TPD IMT (Incident Management Team) officer on-site.

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: 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: 12/06/2024 Date routed: 12/16/2024 Date for review: 12/18/2024

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 12/18/2024.



North Residential Lot - Westpark Apts 4th and Lewis



4th & Harvard Lot

Lorton Performance Center Lot

Harvard Commuter Lot
Visitor/Guest Parking

Reynolds Commuter Lot
Visitor/Guest Parking

TU MAIN CAMPUS

1. Albert Plaza
2. Allen Chapman Student Union
3. Annex East
4. Annex West
5. Bayless Plaza
6. Boesche Legal Clinic
7. Central Plant
8. Chapman Commons
9. Chapman Hall
10. Child Development Center
11. Collins Hall/Shaw Alumni Center
12. Dietler Commons
13. Fifth Place House
14. Fisher Hall East
15. Fisher Hall South
16. Hardesty Hall/Holmes Student Center
17. Harwell Hall
18. Helmerich Hall
19. Hurricane Health Center
20. Hurricane Plaza
21. Jackson Commons

22. Kendall Hall
23. Keplinger Hall
24. Law School
25. Lorton Hall
26. Lorton Performance Center
27. Mabee Legal Information Center
28. Mary K. Chapman Center
29. McClure Hall
30. McFarlin Library
31. Music Annex
32. Oliphant Hall
33. Phillips Hall
34. Rayzor Hall
35. Rogers Fountain
36. Samson Plaza
37. Sharp Memorial Chapel
38. Sharp Plaza
39. Stephenson Hall
40. Tyrrell Hall
41. University School
42. Westby Hall
43. Zink Hall

HOUSING AND DINING

44. Brown Village Apartments
45. Chi Omega Sorority
46. Delta Delta Delta Sorority
47. Delta Gamma Sorority
48. Fisher Suites
49. Hardesty Hall
50. John Mabee Hall
51. Kappa Alpha Fraternity
52. Kappa Alpha Theta Sorority
53. Kappa Delta Sorority
54. Kappa Kappa Gamma Sorority
55. Kappa Sigma Fraternity
56. LaFortune House
57. Lambda Chi Alpha Fraternity
58. Lorton Village Apartments
59. Lottie Jane Mabee Hall
60. Mayo Village Apartments
61. Mayo Village Student Activities Center
62. Norman Village Apartments & Clubhouse

63. Pat Case Dining Center
64. Pi Kappa Alpha Fraternity
65. Sigma Chi Fraternity
66. Sigma Nu Fraternity
67. University Square Apartments - South
68. University Square Apartments - West

ATHLETIC FACILITIES

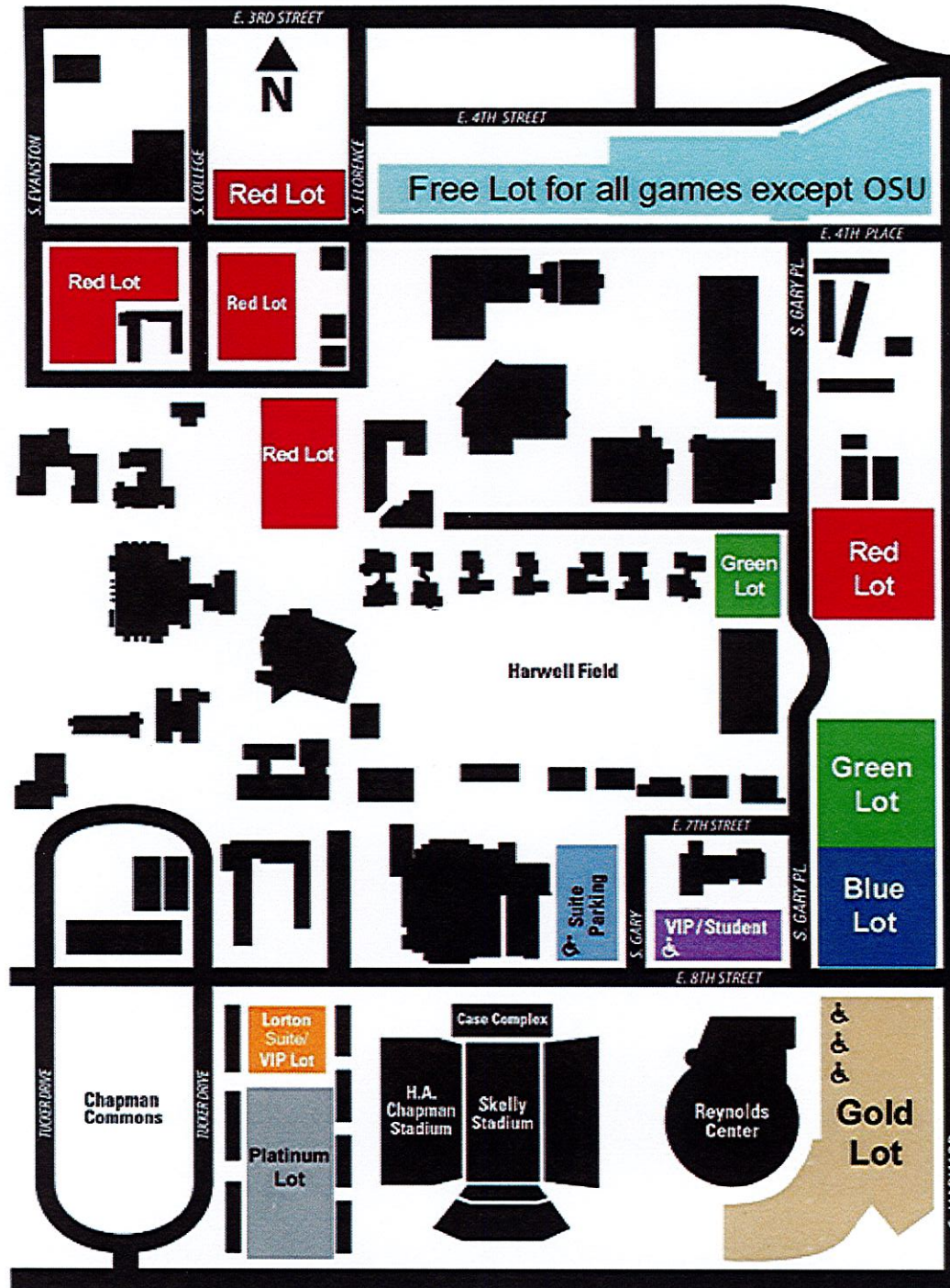
69. Athletic Ticket Office
70. Case Athletic Complex
71. Case Tennis Center
72. Chapman Plaza
73. Collins Family Softball Complex
74. Collins Fitness Center
75. H.A. Chapman Stadium
76. Hardesty Sports & Recreation Complex
77. Harwell Field

78. Harwell Tennis Courts
79. Hurricane Athletic Building
80. Hurricane Track/Soccer Stadium
81. Mabee Gym/Athletics
82. Multi-Purpose Field
83. Reynolds Center
84. Skelly Field
85. Soccer Practice Field
86. Siegfried Plaza
87. Thomas Plaza

CAMPUS MINISTRIES

88. Baptist Student Center
89. Hillel House
90. Muslim Student Association Prayer House
91. Newman Center
92. United Ministries Center
93. Wesley Foundation

PARKING MAP



UNIVERSITY OF TULSA EVENTS - January 2025

COUNCIL DISTRICT: 4

EVENT CATEGORY: Athletic/Recreation

ROAD CLOSURE								
NO.	EVENT DATES	EVENT TIME	EVENT TYPE	ESTIMATED ATTENDANCE	STREET CLOSED	STREET OPENED	CLOSURE LOCATION	EVENT DESCRIPTION
1	Jan. 1, 2025	2:00 p.m. - 3:30 p.m.	Basketball Game - Reynolds Center	3500	N/A	N/A	N/A	<u>BASKETBALL GAME</u> : Special Events Officer to work the crosswalk at East 11th St. and South Gary Ave. & South Florence Pl. (between Chapman Stadium & Reynold's Center).
2	Jan. 11, 2025	5:00 p.m. - 6:30 pm.	Basketball Game - Reynolds Center	3500	N/A	N/A	N/A	<u>BASKETBALL GAME</u> : Special Events Officer to work the crosswalk at East 11th St. and South Gary Ave. & South Florence Pl. (between Chapman Stadium & Reynold's Center).
3	Jan. 21, 2025	7:00 p.m. - 8:30 p.m.	Basketball Game - Reynolds Center	3500	N/A	N/A	N/A	<u>BASKETBALL GAME</u> : Special Events Officer to work the crosswalk at East 11th St. and South Gary Ave. & South Florence Pl. (between Chapman Stadium & Reynold's Center).
4	Jan. 26, 2025	2:00 p.m. - 3:30 p.m.	Basketball Game - Reynolds Center	3500	N/A	N/A	N/A	<u>BASKETBALL GAME</u> : Special Events Officer to work the crosswalk at East 11th St. and South Gary Ave. & South Florence Pl. (between Chapman Stadium & Reynold's Center).
5	Jan. 29, 2025	7:00 p.m. - 8:30 p.m.	Basketball Game - Reynolds Center	3500	N/A	N/A	N/A	<u>BASKETBALL GAME</u> : Special Events Officer to work the crosswalk at East 11th St. and South Gary Ave. & South Florence Pl. (between Chapman Stadium & Reynold's Center).