



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### Summary of Event

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Name of Event: University of Tulsa Events

Date(s) of Event: March 1 - 31, 2025

Location Address: Start: 1100 S. Gary Ave.  
End: 600 S. Columbia Ave.

Council District(s): 4

Event Description: 3/1 & 3/4/25 - Basketball Games - TU has requested the presence of Special Events Officer to work the crosswalk at 11th St. (between Chapman Stadium & Reynold's Center) men's game for the 2024-2025 basket season.

3/12/25 - Softball Game (TU vs. OU) - Street, Lane or Sidewalk Closure - adding 4 food trucks to provide enough food for patrons. Food trucks would park on the curb closest to the stadium and fans would order from the curb to provide a safe environment for them and not have to cross a street. (See "Other Information" section.) Other potential monthly events, subject to change.

**Event Category:** Street, Lane, or Sidewalk Closure

**Event Includes:** Amplified Sound, Generator/Electricity, Public Right of Way, Lane Closure, Food Sales, Sidewalk Closure, Private Property, Street Closure

Anticipated Attendance: Total: 3000

Per Day: 1000

Anticipated Participants: Total: 3000

Per Day: 1000

Number of Events for Monthly Event: Yes 3

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

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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**

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**Event Setup:** Date: 03/12/2025 Time: 2:00 p.m.  
Street Closure for Event Setup: Date: 03/12/2025 Time: 2:00 p.m.  
Street(s) to be Closed for Event Setup: East curb lane of Columbia Ave. between 6th and 7th St. (Lane closure on the curb closest to Tulsa Softball Stadium).

**Event Start:** Date: 03/12/2025 Time: 4:00 p.m.  
Street Closure for Event Start: Date: 03/12/2025 Time: 2:00 p.m.  
Street(s) to be Closed for Event Start: East curb lane of Columbia Ave. between 6th and 7th St. (Lane closure on the curb closest to Tulsa Softball Stadium).

Run, Walk, Parade Start Time: N/A  
Daily Event Hours: See Schedule

**Event End:** Date: 03/12/2025 Time: 7:00 p.m.  
Street Reopens after Event End: Date: 03/12/2025 Time: 7:30 p.m.

**Event Teardown:** Date: 03/12/2025 Time: 7:00 p.m.  
Street Reopens after Event Teardown: Date: 03/12/2025 Time: 7:30 p.m.

## **Secondary Permits Required**

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Beer Sales, Alcohol Sales: Not Applicable  
Number of Food Vendors: 0  
Number of Food Trucks: 4  
Food Cooked on-site: Yes Fuel(s) to be used: Electric, Gas  
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**

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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 - specialevents@emsa.net, (918) 596-3027

Traffic Control Barricade Company: Yes Contact, Email and Phone: RoadSafe Traffic Systems, 918-425-4550

Equipment Setup: Date: 03/12/2025 Time: TBD Equipment Pickup: Date: 03/13/2025 Time: TBD

Crowd Management Fencing Company: Yes Contact, Email and Phone: Owasso Fencing, 918-272-5555

Equipment Setup: Date: 03/12/2025 Time: TBD Equipment Pickup: Date: 03/13/2025 Time: TBD

Parking Type: Street, Unpaved Lot, ADA parking available, 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): The University of Tulsa

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

Drone: No

Portable Toilets: Yes Provider and Phone: At Your Service Rentals, 918-272-0568

Total Number of Portable Toilets: 10 Number of ADA Accessible Portable Toilets: 2

Equipment Setup: Date: 03/11/2025 Time: TBD

Equipment Pickup: Date: 03/13/2025 Time: TBD

Other Event Information: TPD Special Events Unit, 918-586-6054

- TPD will escort 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**

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Number of Stages: 0

Number of Performers/Bands: 0

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 4:00 p.m.

Finish Time: 7:00 p.m.

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

Small sound system playing music during game and PA system.

Sound checks conducted prior to the event: Yes

Start Time: 3:00 p.m.

Finish Time: 4:00 pm

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**

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Please describe your plan for cleanup and removal of recyclable goods, waste and garbage during and after your event: Roark Landscaping will handle cleanup of facility after event.

Number of Trash Receptacles: 12

Number of Dumpsters: 1

Number of Recycling Containers: 12

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

Presented Event Concept to:

Schools, N/A

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: 01/28/2025      Date routed: 01/30/2025      Date for review: 02/19/2025

Special Events Committee Recommendation: \_\_\_\_\_      Yes  No  \_\_\_\_\_

Date routed to Mayor: \_\_\_\_\_      Mayor's Recommendation: Yes  No  \_\_\_\_\_

Date routed to Council: \_\_\_\_\_      City Council Approval: Yes  No  \_\_\_\_\_

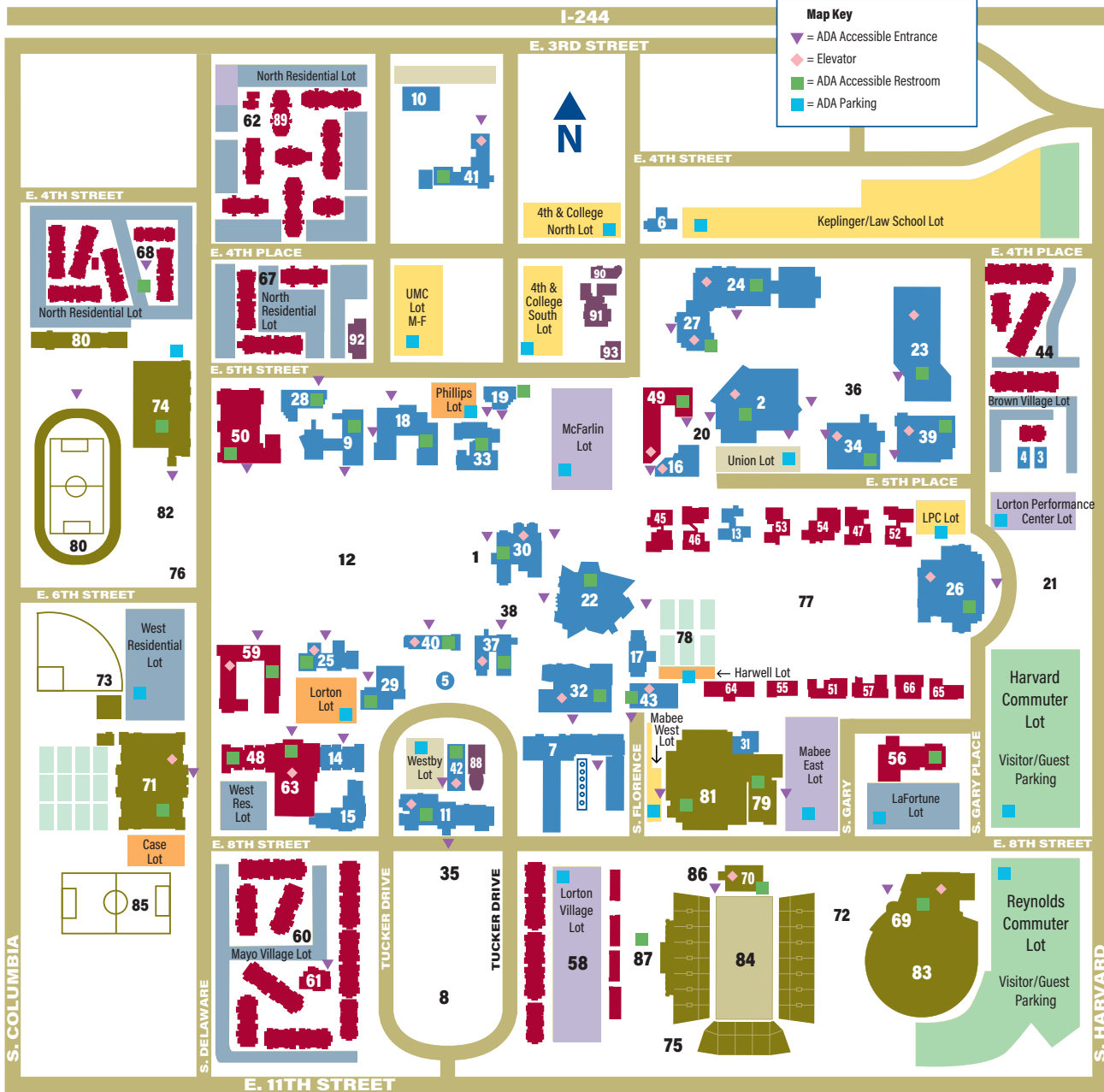
Date Permit Issued: \_\_\_\_\_      Comments: SEC meeting 02/19/2025.

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North Residential Lot - Westpark Apts 4th and Lewis



### 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

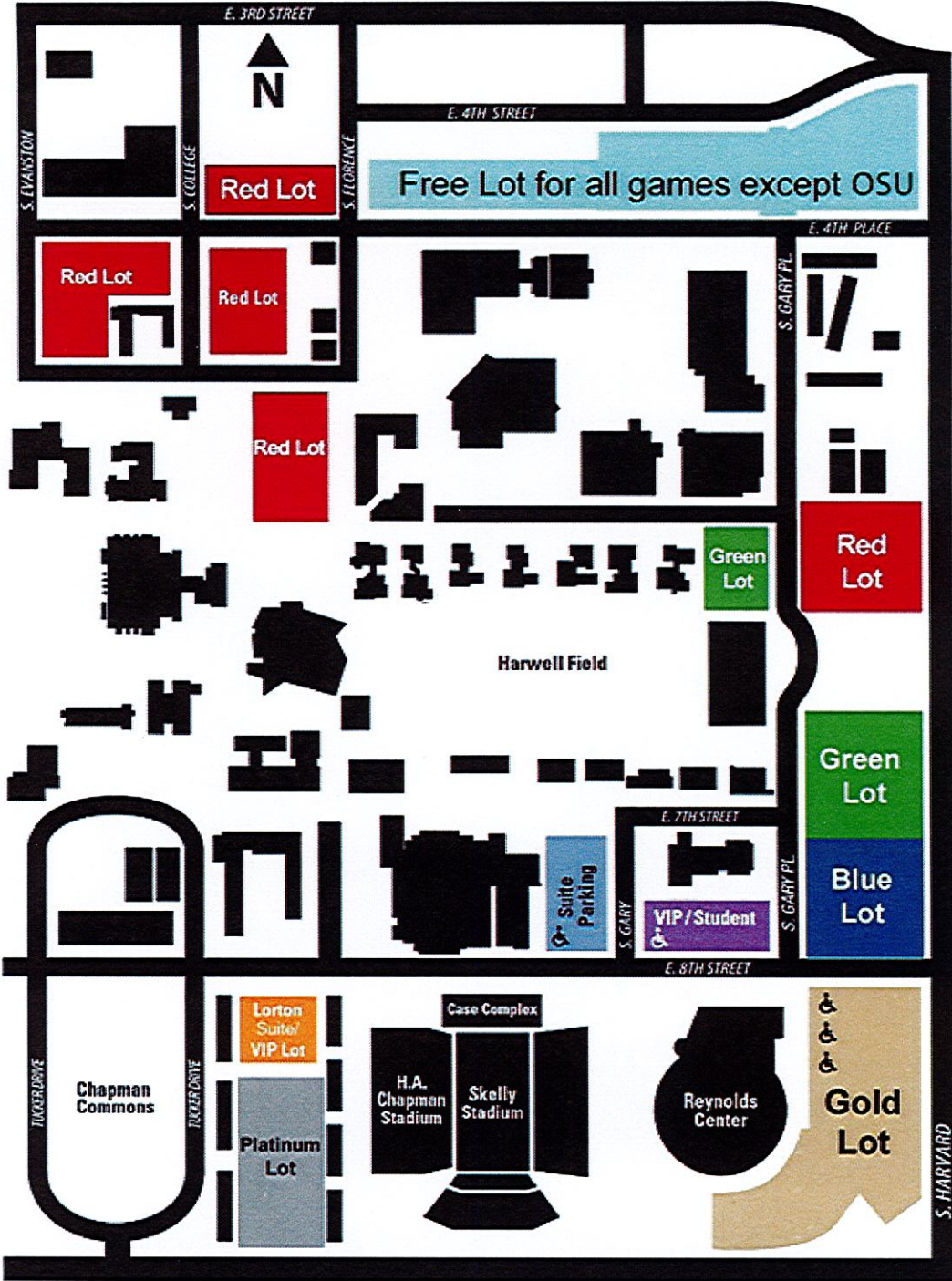
69. Athletic Ticket Office
70. Case Athletic Complex
71. Case Tennis Center
72. Chapman Plaza
73. Collins Family Softball Complex
74. Collins Fitness Center
75. H.A. Chapman Stadium
76. Hardesty Sports & Recreation Complex
77. Harwell Field

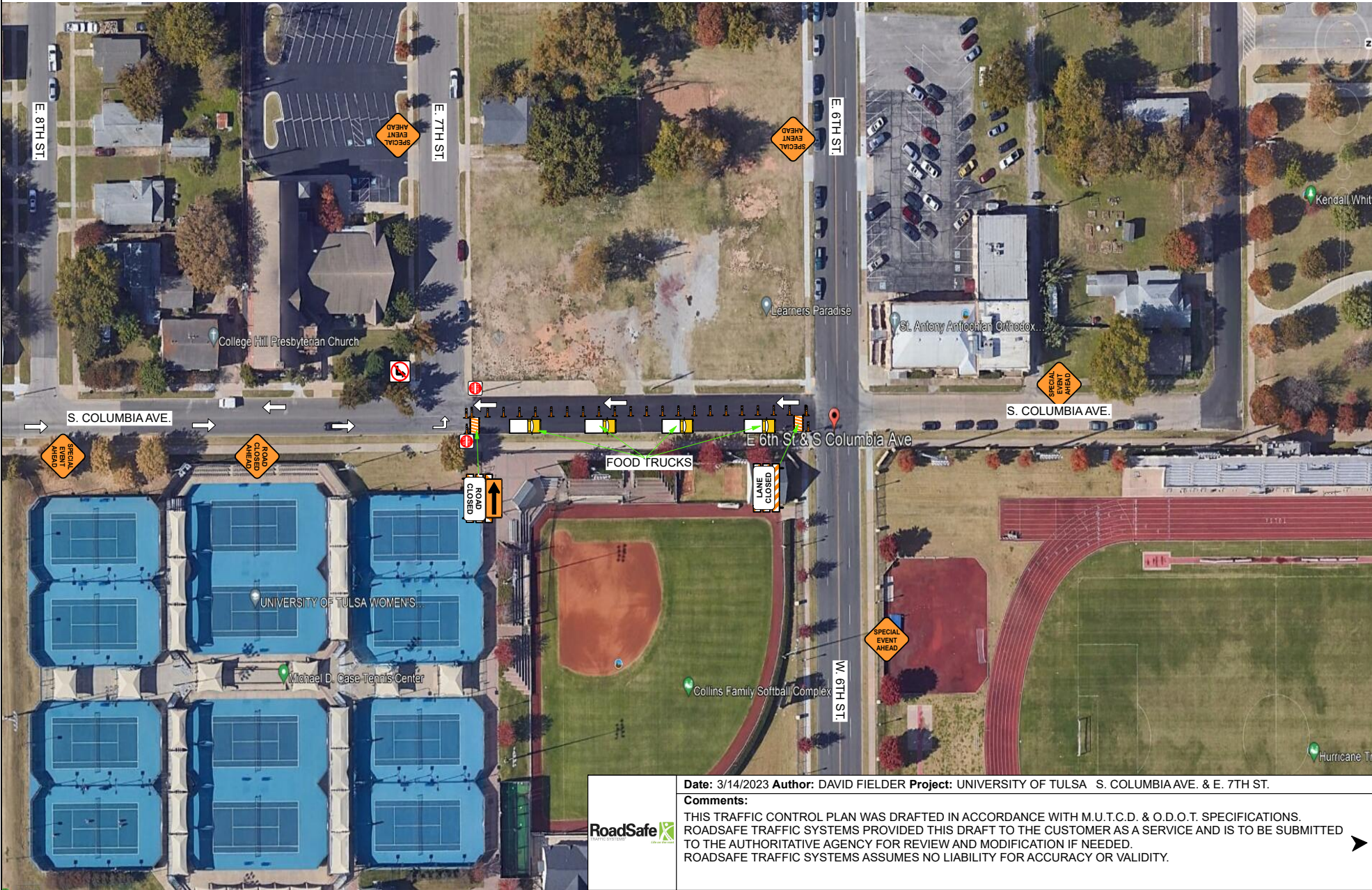
78. Harwell Tennis Courts
79. Hurricane Athletic Building
80. Hurricane Track/Soccer Stadium
81. Mabee Gym/Athletics
82. Multi-Purpose Field
83. Reynolds Center
84. Skelly Field
85. Soccer Practice Field
86. Siegfried Plaza
87. Thomas Plaza

### 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





Date: 3/14/2023 Author: DAVID FIELDER Project: UNIVERSITY OF TULSA S. COLUMBIA AVE. & E. 7TH ST.

Comments:

THIS TRAFFIC CONTROL PLAN WAS DRAFTED IN ACCORDANCE WITH M.U.T.C.D. & O.D.O.T. SPECIFICATIONS. ROADS SAFE TRAFFIC SYSTEMS PROVIDED THIS DRAFT TO THE CUSTOMER AS A SERVICE AND IS TO BE SUBMITTED TO THE AUTHORITATIVE AGENCY FOR REVIEW AND MODIFICATION IF NEEDED. ROADS SAFE TRAFFIC SYSTEMS ASSUMES NO LIABILITY FOR ACCURACY OR VALIDITY.





**UNIVERSITY OF TULSA EVENTS - March 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	Mar. 1, 2025	1:00 p.m. - 2:30 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	Mar. 4, 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).
3	3/12/25	4:00 p.m. - 7:00 p.m.	Tulsa Softball	1000	2:00 p.m.	7:00 p.m.	East curb lane of Columbia Ave. between 6th and 7th St. (Lane closure on the curb closest to Tulsa Softball Stadium).	<u>SOFTBALL GAME (TU vs. OU)</u> : Food trucks (4), small sound system playing music during game and PA system (4:00 p.m. - 7:00 p.m.).