



# City of Tulsa

## SPECIAL EVENT PERMIT APPLICATION

### **Summary of Event**

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Name of Event: The University of Tulsa EventsDate(s) of Event: May 7 - 19, 2024Location Address: Start: 800 S Harvard Ave  
End: 800 S Harvard AveCouncil District(s): 4Event Description: Various College and Highschool Spring Commencement Ceremonies (16) throughout the month of May 2024 at the Donald W. Reynolds Center, 3208 East. 8th St.**Event Category:** Miscellaneous**Event Includes:** Public Right of Way, Private Property, Special Event Officer for identified CommencementsAnticipated Attendance: Total: 43000Per Day: 13000Anticipated Participants: Total: 6000Per Day: 1400

Number of Events for Monthly Event: Yes 16

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

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Host Organization: UNIVERSITY OF TULSAWebsite: https://utulsa.edu/Chief Officer of Host Organization: Adam BirchallEmail and Phone: adam-birchall@utulsa.edu 918-625-8431Applicant Name: Laura LewisEmail and Phone: lal9024@utulsa.edu 918-631-2642

Professional Event Organizer:

Email and Phone:

On-site Contact: Adam BirchallMobile: 918-625-8431Billing Contact: The University of TulsaPhone: 918-631-2642Billing 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: 05/07/2024 Time: 5:00 p.m.  
Street Closure for Event Setup: Date: Time:  
Street(s) to be Closed for Event Setup: N/A

**Event Start:** Date: 05/07/2024 Time: 7:00 p.m.  
Street Closure for Event Start: Date: Time:  
Street(s) to be Closed for Event Start: N/A - Intermittent Traffic Control at 8th St and Harvard Ave during various commencement exercises. (Subject to change)

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

**Event End:** Date: 05/19/2024 Time: 8:00 p.m.  
Street Reopens after Event End: Date: Time:

**Event Teardown:** Date: 05/19/2024 Time: 8:00 p.m.  
Street Reopens after Event Teardown: Date: Time:

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

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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: 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: Richard Lawson (918) 812-7584, rlawson@cityoftulsa.org.  
Campus Security (918) 631-5555.  
TPD Special Events Unit (918) 586-6054 - Traffic Control.

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

**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: Special Event Officer at E. 8th St. and S. Harvard Ave. Event dates and times subject to change.  
Saturday 5/11/2024 TU Undergraduate Commencement  
Monday 5/13/2024 TCC Graduation Ceremonies (2)  
Tuesday 5/14/2024 Collinsville High School Graduation  
Wednesday 5/15/2024 TPS: East Central HS and Booker T. Washington HS (2)  
Thursday 5/16/2024 TPS: Rogers High School and Edison High School (2)  
Friday 5/17/2024 Bishop Kelley High School Graduation  
Saturday 5/18/2024 Epic Charter Schools Graduation Ceremonies (2)  
Sunday 5/19/2024 Epic Charter Schools Graduation Ceremony

**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:

Finish Time:

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

N/A

Sound checks conducted prior to the event: No

Start Time:

Finish Time:

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: 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**

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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: 03/21/2024    Date routed: 04/15/2024    Date for review: 04/17/2024

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

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

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

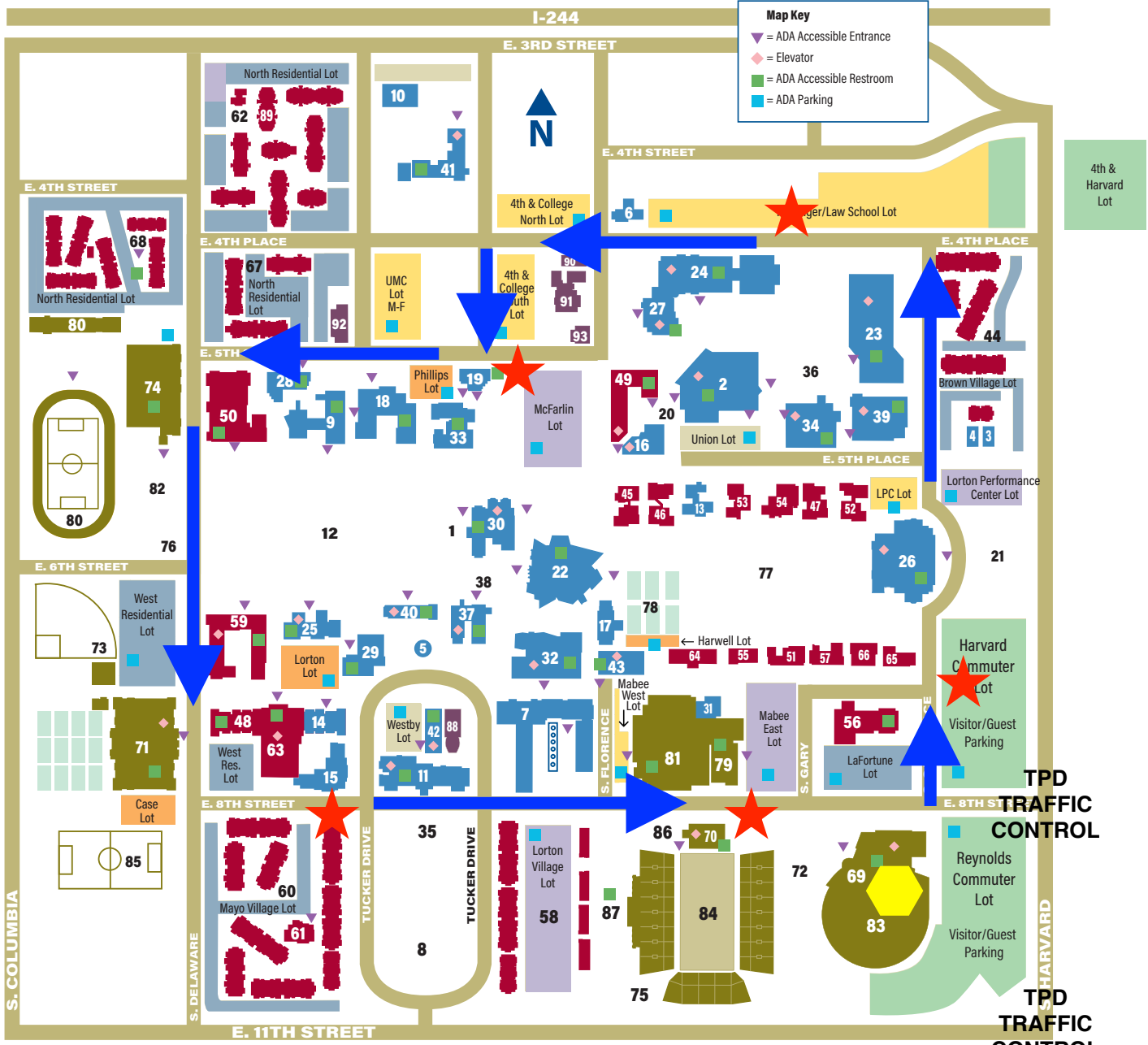
Date Permit Issued: \_\_\_\_\_    Comments: SEC meeting 04/17/2024.

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North Residential Lot - Westpark Apts 4th and Lewis



**Map Key**

- ▲ = ADA Accessible Entrance
- ◆ = Elevator
- = ADA Accessible Restroom
- = ADA Parking

### TU MAIN CAMPUS

- Albert Plaza
- Allen Chapman Student Union
- Annex East
- Annex West
- Bayless Plaza
- Boesche Legal Clinic
- Central Plant
- Chapman Commons
- Chapman Hall
- Child Development Center
- Collins Hall/Shaw Alumni Center
- Dietler Commons
- Fifth Place House
- Fisher Hall East
- Fisher Hall South
- Hardesty Hall/Holmes Student Center
- Harwell Hall
- Helmerich Hall
- Hurricane Health Center
- Hurricane Plaza
- Jackson Commons

- Kendall Hall
- Keplinger Hall
- Law School
- Lorton Hall
- Lorton Performance Center
- Mabee Legal Information Center
- Mary K. Chapman Center
- McClure Hall
- McFarlin Library
- Music Annex
- Oliphant Hall
- Phillips Hall
- Rayzor Hall
- Rogers Fountain
- Samson Plaza
- Sharp Memorial Chapel
- Sharp Plaza
- Stephenson Hall
- Tyrrrell Hall
- University School
- Westby Hall
- Zink Hall

### HOUSING AND DINING

- Brown Village Apartments
- Chi Omega Sorority
- Delta Delta Delta Sorority
- Delta Gamma Sorority
- Fisher Suites
- Hardesty Hall
- John Mabee Hall
- Kappa Alpha Fraternity
- Kappa Alpha Theta Sorority
- Kappa Delta Sorority
- Kappa Kappa Gamma Sorority
- Kappa Sigma Fraternity
- LaFortune House
- Lambda Chi Alpha Fraternity
- Lorton Village Apartments
- Lottie Jane Mabee Hall
- Mayo Village Apartments
- Mayo Village Student Activities Center
- Norman Village Apartments & Clubhouse

- Pat Case Dining Center
- Pi Kappa Alpha Fraternity
- Sigma Chi Fraternity
- Sigma Nu Fraternity
- University Square Apartments - South
- University Square Apartments - West

### ATHLETIC FACILITIES

- Athletic Ticket Office
- Case Athletic Complex
- Case Tennis Center
- Chapman Plaza
- Collins Family Softball Complex
- Collins Fitness Center
- H.A. Chapman Stadium
- Hardesty Sports & Recreation Complex
- Harwell Field

- Harwell Tennis Courts
- Hurricane Athletic Building
- Hurricane Track/Soccer Stadium
- Mabee Gym/Athletics
- Multi-Purpose Field
- Reynolds Center
- Skelly Field
- Soccer Practice Field
- Siegfried Plaza
- Thomas Plaza

### CAMPUS MINISTRIES

- Baptist Student Center
- Hillel House
- Muslim Student Association Prayer House
- Newman Center
- United Ministries Center
- Wesley Foundation



Shuttle Drop Off / Pick Up



Event Venue



Shuttle Path of Travel

**UNIVERSITY OF TULSA EVENTS - May 2024**

**COUNCIL DISTRICT: 4**

**EVENT CATEGORY: Special Events**

ROAD CLOSURE								
NO.	EVENT DATES	EVENT TIME	EVENT TYPE	ESTIMATED ATTENDANCE	STREET CLOSED	STREET OPENED	CLOSURE LOCATION	EVENT DESCRIPTION
1	5/7/2024	7:00 PM - 10:00 PM	OU Tulsa Commencement	3500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:45 PM. No road closures. No traffic control. No shuttles.
2	5/9/2024	7:00 PM - 10:00 PM	Mannford High School Graduation	2000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:45 PM. No road closures. No traffic control. No shuttles.
3	5/10/2024	3:00 PM - 5:30 PM	TU Graduate School Commencement	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 1:45 PM. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
4	5/10/2024	6:00 PM - 8:30 PM	TU Law School Commencement	1500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
5	5/11/2024	10:00 AM - 2:00 PM	TU Undergraduate Commencement	5000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 8:45 a.m. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
6	5/13/2024	5:45 PM - 7:45 PM	TCC Graduation Ceremony (1)	7000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 4:30 p.m. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
7	5/13/2024	8:15 PM - 10:30 PM	TCC Graduation Ceremony (2)	7000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
8	5/14/2024	7:00 PM - 10:00 PM	Collinsville High School Graduation	3500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:45 PM. No road closures. No traffic control. No shuttles.
9	5/15/2024	5:30 PM - 7:30 PM	East Central High School Graduation	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 4:15 PM. No road closures. No traffic control. No shuttles.
10	5/15/2024	8:00 PM - 10:30 PM	Booker T. Washington HS Graduation	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. No road closures. No traffic control. No shuttles.

11	5/16/2024	5:30 PM - 7:30 PM	Rogers High School Graduation	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 4:15 PM. No road closures. No traffic control. No shuttles.
12	5/16/2024	8:00 PM - 10:30 PM	Edison High School Graduation	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. No road closures. No traffic control. No shuttles.
13	5/17/2024	7:00 PM - 10:00 PM	Bishop Kelley High School Graduation	3500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:45 PM. No road closures. No traffic control. No shuttles.
14	5/18/2024	12:00 PM - 3:00 PM	Epic Charter School Graduation (1)	6500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors Open at 10:00 AM. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
15	5/18/2024	5:00 PM - 8:00 PM	Epic Charter School Graduation (2)	6500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.
16	5/19/2024	5:00 PM - 8:00 PM	Epic Charter School Graduation (3)	6500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors Open at 3:00 PM. Special Event Officer at 8th & Harvard. No road closures. Yes traffic control. Yes shuttles.