



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: The University of Tulsa EventsDate(s) of Event: May 6 - 24, 2025Location Address: Start: 800 S. Harvard Ave.
End: 800 S. Harvard Ave.Council District(s): 4Event Description: Various College and Highschool Spring commencement ceremonies throughout the month of May 2025 at the Donald W. Reynolds Center, 3208 E. 8th St.Event Category: MiscellaneousEvent Includes: Public Right of Way, Private Property, Special Event Officers for CommencementsAnticipated Attendance: Total: 64500Per Day: 8000Anticipated Participants: Total: 64500Per Day: 8000

Number of Events for Monthly Event: Yes 16

Host Organization, Applicant and Professional Event Organizer Information

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

Event Setup:	Date: <u>05/06/2025</u>	Time: <u>5:30 PM</u>
Street Closure for Event Setup:	Date:	Time: <u>N/A</u>
Street(s) to be Closed for Event Setup:	<u>TU has requested Special Event Officers for intersection control at 11th and Harvard. TU has also requested the presence of Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus). No Road Closures.</u>	
Event Start:	Date: <u>05/06/2025</u>	Time: <u>7:00 PM</u>
Street Closure for Event Start:	Date:	Time: <u>N/A</u>
Street(s) to be Closed for Event Start:	<u>N/A</u>	
Run, Walk, Parade Start Time:	<u>N/A</u>	
Daily Event Hours:	<u>See Schedule</u>	
Event End:	Date: <u>05/24/2025</u>	Time: <u>7:30 PM</u>
Street Reopens after Event End:	Date:	Time:
Event Teardown:	Date: <u>05/24/2025</u>	Time: <u>7:30 PM</u>
Street Reopens after Event Teardown:	Date:	Time:

Secondary Permits Required

Beer Sales, Alcohol Sales:	<u>Not Applicable</u>	
Number of Food Vendors:	<u>0</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>No</u> <u>0</u>	Provider and Phone: <u>NA</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

Security and/or Police: Yes Contact, Email and Phone: TOM50s: Richard Lawson (918) 812-7584, 918-581-5754, 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 - specialevents@emsa.net (918) 596-3027

Traffic Control Barricade Company: Yes Contact, Email and Phone: Advanced Workzone Services, Danny L. Jones, djones@aw-inc.com (918) 682-9393 (O), (918) 740-5143 (C)

Equipment Setup: Date: 05/06/2025 Time: 5:00 PM Equipment Pickup: Date: 05/24/2025 Time: 8:00 PM

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: TranSolPro, LLC, Kevin Sparks, kevin@transolpro.com (918) 830-0315

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: Number of ADA Accessible Portable Toilets:

Equipment Setup: Date: Time:

Equipment Pickup: Date: Time:

Other Event Information: TPD Special Events Unit (918) 586-6054
TPD may escort football teams on game-day from hotels to campus & from campus to Tulsa International Airport.
TPD may enforce neighborhood "No Parking" signs & no yard (grass) parking, including notifying Code Enforcement, 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.
Event dates and times subject to change.

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: Yes Describe:

Integrity Lighting - stage lighting, audio & video company (www.integritylighting.com)

Pete Dawson, VP Operations, 918-425-4446 (O)

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: 03/10/2025 Date routed: 03/25/2205 Date for review: 05/05/2025
Special Events Committee Recommendation: *Email Review Yes ☒ No ☐ 05/07/2025
Date routed to Mayor: No Mayor's Recommendation: Yes ☐ No ☐ N/A
Date routed to Council: No City Council Approval: Yes ☐ No ☐ N/A
Date Permit Issued: 05/05/2025 Comments: *SEC meeting 05/07/2025.
No street closure. Month was not in the description box system.



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. Mabree 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 Mabree 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 Mabree 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. Mabree 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

Comments:

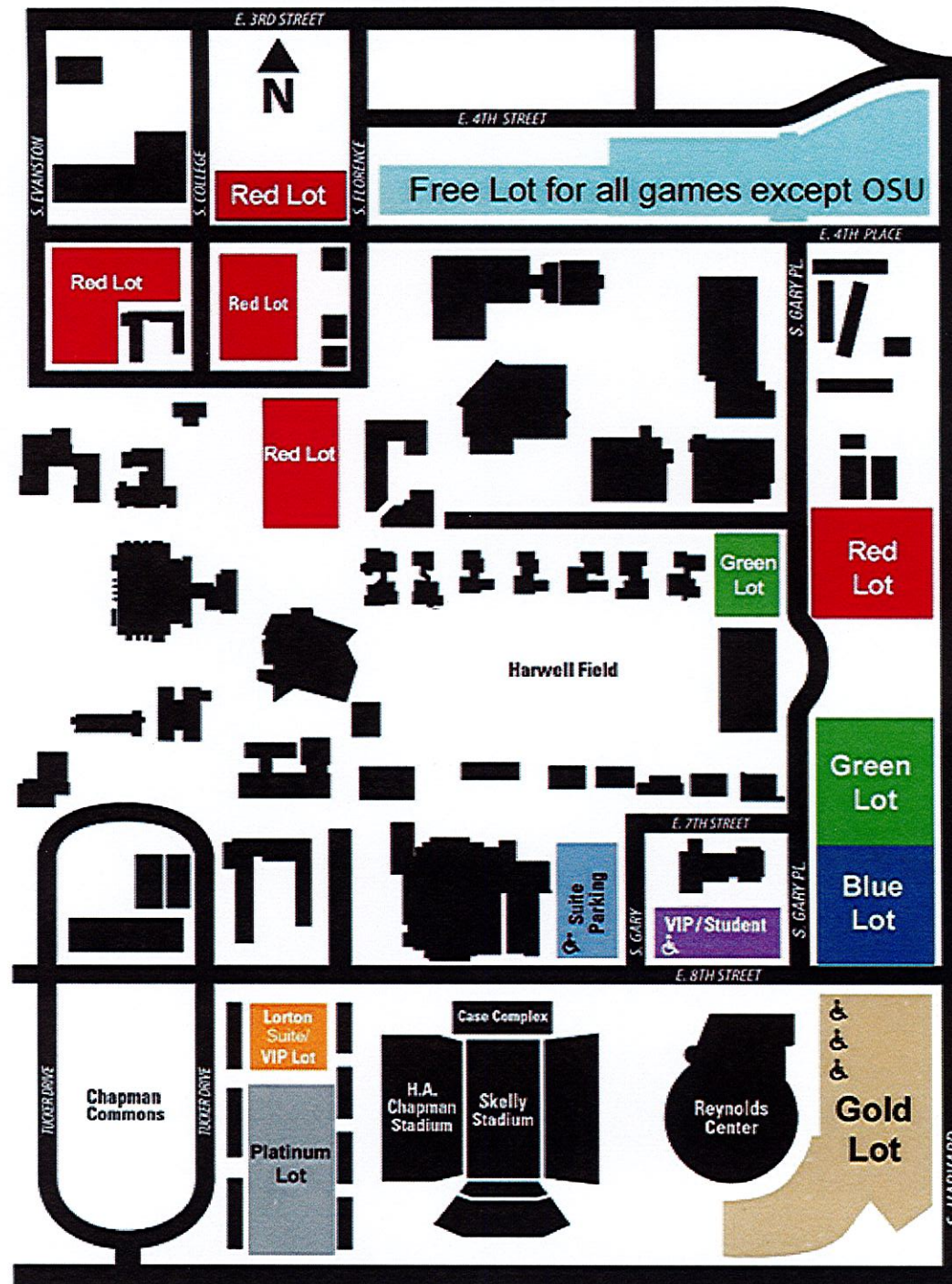
NOT TO SCALE

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Updated: September 15, 2021

Crosswalk

PARKING MAP



UNIVERSITY OF TULSA EVENTS - May 2025

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	5/6/2025	7:00 PM - 10:00 PM	OU Tulsa Commencement	3500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
2	5/8/2025	7:00 PM - 10:00 PM	Mannford High School Graduation	2000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
3	5/12/2025	5:00 PM - 7:00 PM	TPS: Tulsa MET, Phoenix Rising, Tulsa Virtual Academy, North Star Academy	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 3:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
4	5/12/2025	8:00 PM - 10:00 PM	TPS: Hale High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at approx. 7:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
5	5/13/2025	5:00 PM - 7:00 PM	TPS: McClain High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 3:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
6	5/13/2025	8:00 PM - 10:00 PM	TPS: Rogers High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at approx. 7:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
7	5/14/2025	5:00 PM - 7:00 PM	TPS: Edison Preparatory High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 3:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.

8	5/14/2025	8:00 PM - 10:00 PM	TPS: Booker T. Washington High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at approx. 7:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
9	5/15/2025	5:00 PM - 7:00 PM	TPS: East Central High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 3:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
10	5/15/2025	8:00 PM - 10:00 PM	TPS: Memorial High School	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at approx. 7:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
11	5/16/2025	2:00 PM - 4:30 PM	TU Graduate School Commencement	4000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 12:30 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
12	5/16/2025	6:00 PM - 8:30 PM	TU Law School Commencement	1500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 5:00 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
13	5/17/2025	10:00 AM - 2:00 PM	TU Undergraduate Commencement	5000				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 8:30 AM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
14	5/18/2025	1:30 PM - 4:30 PM	Collinsville High School Graduation	3500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at Noon. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
15	5/24/2025	12:00 PM - 2:30 PM	Epic Charter School Graduation (1)	6500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 10:00 AM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.
16	5/24/2025	5:00 PM - 7:30 PM	Epic Charter School Graduation (2)	6500				<u>COMMENCEMENT:</u> Commencement at the Reynolds Center. Doors open at 3:00 PM. There will be shuttles, traffic control and lot attendants. Special Event Officers at 8th & Harvard, 11th & Gary (where basketball has a cross walk), and 4th & Gary (to manage traffic on the north side of campus.) No road closures.

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