



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Jenks Half Marathon and 5KDate(s) of Event: Saturday, Nov. 8, 2025Location Address: Start: 809 North 3rd St E, Jenks OK
End: 809 North 3rd St E, Jenks, OKCouncil District(s): 2Event Description: Half marathon and 5K road races**Event Category:** Athletic/Recreation**Event Includes:** Amplified Sound, Public Right of Way, Lane Closure, Street ClosureAnticipated Attendance: Total: 350Per Day: 350Anticipated Participants: Total: 300Per Day: 300Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Tulsa Runner RacingWebsite: <https://www.tulsarunner.com/>Chief Officer of Host Organization: Trani MatthewsEmail and Phone: trani@tulsarunner.com 918-494-8800Applicant Name: Trani MatthewsEmail and Phone: trani@tulsarunner.com 918-494-8800

Professional Event Organizer:

Email and Phone:

On-site Contact: Trani MatthewsMobile: 918-494-8800Billing Contact: Tulsa Runner RacingPhone: 918-494-8800Billing Address: 9708 Riverside PKWY
Tulsa, OK 74137

Event Timeline and Lane/Street Closure Information

Event Setup:	Date: <u>11/08/2025</u>	Time: <u>6:00 AM</u>
Street Closure for Event Setup:	Date: <u>11/08/2025</u>	Time: <u>7:15 AM</u>
Street(s) to be Closed for Event Setup:	<u>East K Place and 5th Street in Jenks, around the baseball field and track facility just for the start of the races between 7:15 and 7:50 AM</u>	
Event Start:	Date: <u>11/08/2025</u>	Time: <u>7:30 AM</u>
Street Closure for Event Start:	Date: <u>11/08/2025</u>	Time: <u>7:15 AM</u>
Street(s) to be Closed for Event Start:	<u>See attached course map</u>	
Run, Walk, Parade Start Time:	<u>Half Marathon 7:30 AM and 5K Run 7:45 AM</u>	
Daily Event Hours:	<u>7:30 AM - 11:00 AM</u>	
Event End:	Date: <u>11/08/2025</u>	Time: <u>11:00 AM</u>
Street Reopens after Event End:	Date: <u>11/08/2025</u>	Time: <u>11:00 AM</u>
Event Teardown:	Date: <u>11/08/2025</u>	Time: <u>11:00 AM</u>
Street Reopens after Event Teardown:	Date: <u>11/08/2025</u>	Time: <u>11:00 AM</u>

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>2 10X10</u> <u>pop-up tents</u> <u>at the Jenks</u> <u>HS track</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: Tulsa PD Special Events Unit (918)586-6054.
Jenks PD - Captain Nick Chandlee (918)299-6311.
Jenks Campus PD (918)299-4415 ext. 2240.

Medical and/or First Aid Services: Yes Contact, Email and Phone: OSU Center for Health Sciences will provide at least one medical volunteer on site at the Jenks track

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: No service

Transportation Service: Contact, Email and Phone: N/A

Sponsor and Other Event Information

Event Sponsor(s): Tulsa Runner and Jenks High School Cross Country Booster Club

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

Drone: No

Portable Toilets: Yes Provider and Phone: N/A

Total Number of Portable Toilets: 5 Number of ADA Accessible Portable Toilets: 1

Equipment Setup: Date: 11/07/2025 Time: PM

Equipment Pickup: Date: 11/10/2025 Time: AM

Other Event Information: 3 portable toilets in the baseball field parking lot for the start, 1 at intersection of 91st Street and Elm, and 1 at the intersection of 91st Street and Union.
Course marshals at every major intersection, at 5K turnaround on 91st and at north end of Elm making sure runners stay to the right side of the street.
Water stops at the same locations as previous years:
91st & Elm, SE corner (portajohn on NW corner)
81st Street just east of the entrance to Titan Sports
91st & Union, NE corner (portajohn here as well)
91st Street & 33rd West Avenue, SE corner

Entertainment and Related Activities

Number of Stages: N/A

Number of Performers/Bands: N/A

Performer/Band name and music type: N/A

Sound Amplification: Yes

Start Time: 7:15 AM

Finish Time: 11:00 AM

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

Portable sound system at the finish line on the track for announcements and music.

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:

"Real estate" Caution signs will be placed along the course 10 days prior to the event, and mile markers will be put out the day before the event.

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 all trash generated by the event, and race director will drive the course after the race to pick up all signs and make sure all race-related trash was picked up.

Number of Trash Receptacles: 6

Number of Dumpsters: 0

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

If not presented, please explain:

This will be the 45th year for the event. We will put out caution signs along the course and post a notice on the McDonald's marquee in downtown Jenks.

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: 09/26/2025 Date routed: 10/27/2025 Date for review: 11/05/2025

Special Events Committee Recommendation: _____ Yes ☐ No ☐ _____

Date routed to Mayor: _____ Mayor's Recommendation: Yes ☐ No ☐ _____

Date routed to Council: _____ City Council Approval: Yes ☐ No ☐ _____

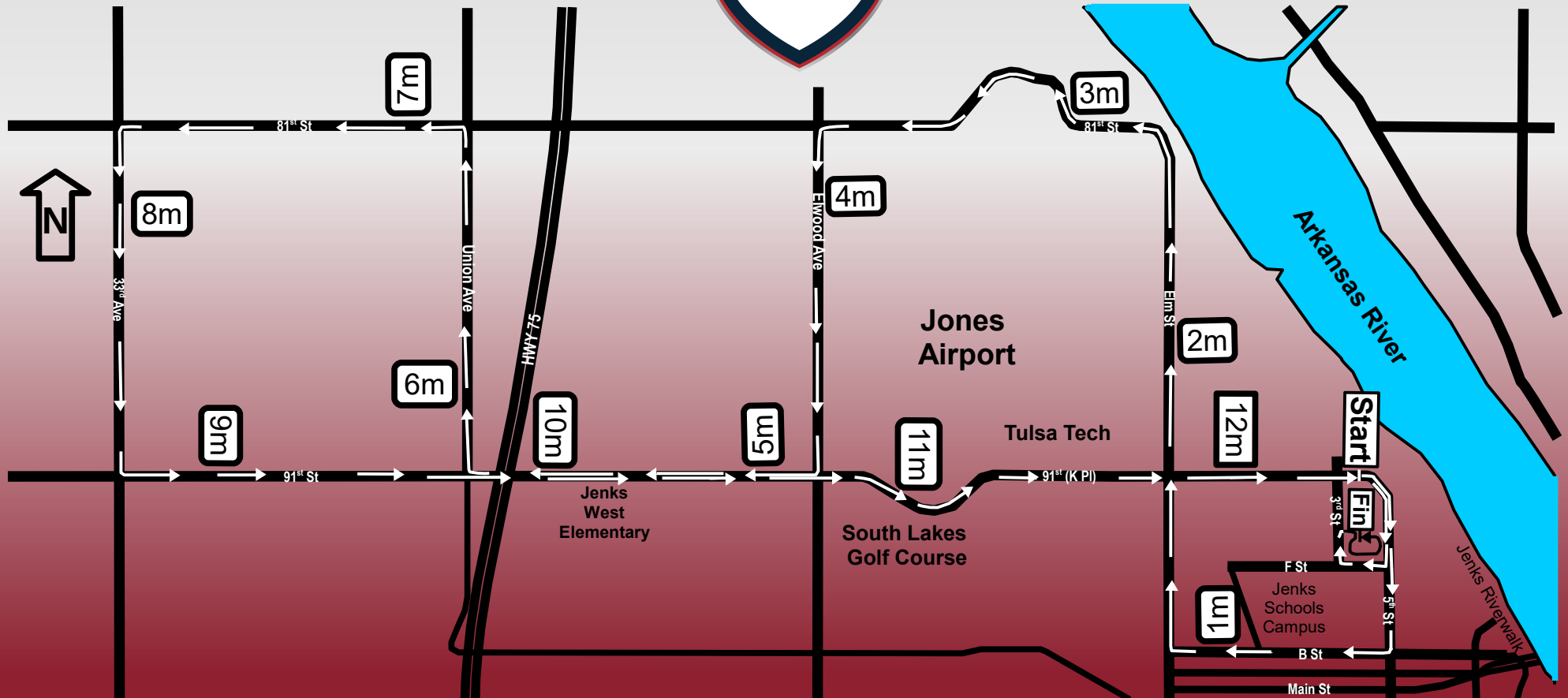
Date Permit Issued: _____ Comments: SEC meeting 11/12/2025. Mayor agenda
11/05/2025. City Council agenda 11/05/2025.

JENKS HALF

13.1 MILES



JENKS, OK





Start for both races.

Parking

Parking

Parking

Please don't park in the neighborhood.

Registration

Finish for both
races.

Parking

Parking



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