



City of Tulsa

SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: 100th Anniversary St. Francis Xavier

Date(s) of Event: Friday, April 10, 2026

Location Address: Start: 100 S Atlanta Ave
End: Admiral Blvd and Atlanta Ave

Council District(s): 4

Event Description: 100th Anniversary of its foundation
Diocesan Shrine of Our Lady of Guadalupe

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Lane Closure, Street Closure

Anticipated Attendance: Total: 500

Per Day: 500

Anticipated Participants: Total: 500

Per Day: 500

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: St Francis Xavier Church Website: N/A

Chief Officer of Host Organization: Elmer Rodriguez

Email and Phone: finance@stfrancisxavier-tulsa.org 918-592-6770

Applicant Name: Elmer Rodriguez

Email and Phone: vhuacuja0@gmail.com 918-592-6770

Professional Event Organizer:

Email and Phone:

On-site Contact: Elmer Rodriguez Mobile: 918-592-6770

Billing Contact: St. Francis Xavier Catholic Church Phone: 918-592-6770

Billing Address: 2434 E ADMIRAL BLVD S
Tulsa, OK 74104

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 04/10/2026 Time: 6:00 p.m.
Street Closure for Event Setup: Date: 04/10/2026 Time: 6:00 p.m.
Street(s) to be Closed for Event Setup: S Atlanta Ave between Admiral Blvd and 1st St
Event Start: Date: 04/10/2026 Time: 7:00 p.m.
Street Closure for Event Start: Date: 04/10/2026 Time: 6:00 p.m.
Street(s) to be Closed for Event Start: S Atlanta Ave between Admiral Blvd and 1st St.
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 7:00 - 9:00 p.m.
Event End: Date: 04/10/2026 Time: 9:00 p.m.
Street Reopens after Event End: Date: 04/11/2026 Time: 10:00 p.m.
Event Teardown: Date: 04/10/2026 Time: 9:00 p.m.
Street Reopens after Event Teardown: Date: 04/10/2026 Time: 10:00 p.m.

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: 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: No Contact, Email and Phone: N/A

Medical and/or First Aid Services: No Contact, Email and Phone: N/A

Traffic Control Barricade Company: Yes Contact, Email and Phone: AWP Safety, 918-859-4493, ernest.livingston@awpsafety.com

Equipment Setup: Date: 04/10/2026 Time: 6:00 p.m. Equipment Pickup: Date: 04/11/2026 Time: 10:00 a.m.

Crowd Management Fencing Company: No Contact, Email and Phone: N/A

Equipment Setup: Date: _____ Time: _____ Equipment Pickup: Date: _____ Time: _____

Parking Type: Paved Lot

Transportation Service: No service, Ride Share

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

Sponsor and Other Event Information

Event Sponsor(s): N/A

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: See Attachments. Due to weather or road construction, timelines for activities and closures (including relocation, if necessary) are 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: 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: Volunteers will help pick up trash

Number of Trash Receptacles: 6

Number of Dumpsters: 2

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Places of Worship

If not presented, please explain:

N/A

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

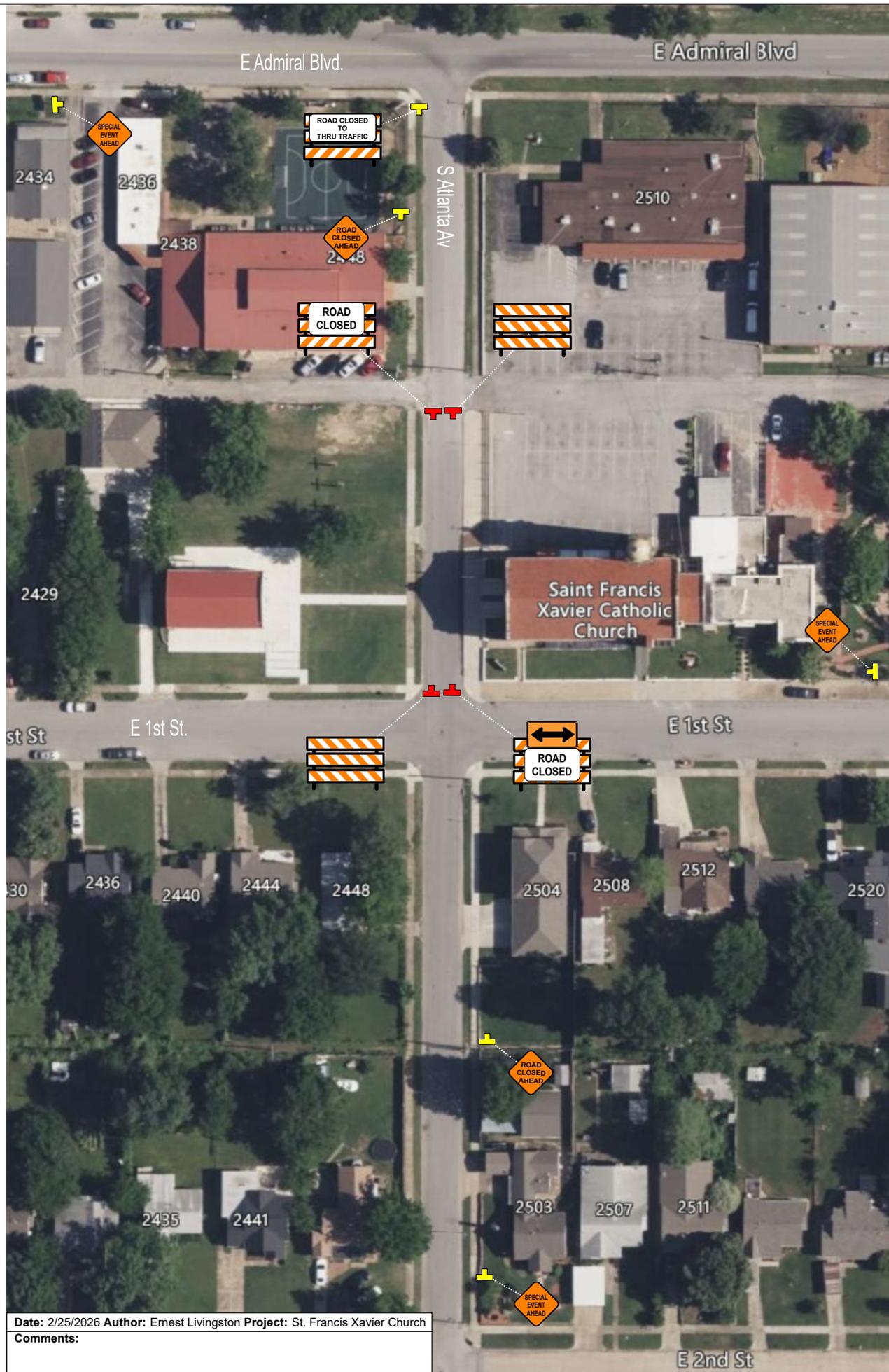
Date received: 02/12/2026 Date routed: 03/10/2026 Date for review: 03/25/2026

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 03/11/2026. Mayor agenda
03/18/2026. City Council agenda 03/25/2026. Revised TCP map received 03/10/2026.



Date: 2/25/2026 Author: Ernest Livingston Project: St. Francis Xavier Church
Comments: