



City of Tulsa SPECIAL EVENT PERMIT APPLICATION

Summary of Event

Name of Event: Holy Family Classical School Field Day

Date(s) of Event: Friday, May 22, 2026

Location Address: Start: 900 S Boulder Ave
End: 900 S Cheyenne Ave

Council District(s): 4

Event Description: Holy Family Classical School is having a field day and will be using the new green space at 924 S Boulder Ave. With kids walking back and forth, we request to block off 9th Street between Boulder Ave and Cheyenne Ave during school hours for safety of students and to utilize that area for the field day.

Event Category: Street, Lane, or Sidewalk Closure

Event Includes: Public Right of Way, Street Closure

Anticipated Attendance: Total: 250

Per Day: 250

Anticipated Participants: Total: 250

Per Day: 250

Number of Events for Monthly Event: No

Host Organization, Applicant and Professional Event Organizer Information

Host Organization: Holy Family Cathedral

Website: https://www.tulsacathedral.com/

Chief Officer of Host Organization: Joshua Votruba

Email and Phone: frvotruba@tulsacathedral.com 419-889-3418

Applicant Name: Joshua Votruba

Email and Phone: frvotruba@tulsacathedral.com 419-889-3418

Professional Event Organizer:

Email and Phone:

On-site Contact: Brian Pounds

Mobile: 918-978-5868

Billing Contact: Holy Family Cathedral

Phone: 419-889-3418

Billing Address: 820 S Boulder AVE
Tulsa, OK 74119

Event Timeline and Lane/Street Closure Information

Event Setup: Date: 05/22/2026 Time: 8:00am
Street Closure for Event Setup: Date: 05/22/2026 Time: 8:00am
Street(s) to be Closed for Event Setup: 9th Street between Boulder Ave and Cheyenne Ave
Event Start: Date: 05/22/2026 Time: 8:30am
Street Closure for Event Start: Date: 05/22/2026 Time: 8:00am
Street(s) to be Closed for Event Start: 9th Street between Boulder Ave and Cheyenne Ave
Run, Walk, Parade Start Time: N/A
Daily Event Hours: 8:30am - 2:30pm
Event End: Date: 05/22/2026 Time: 2:30pm
Street Reopens after Event End: Date: 05/22/2026 Time: 3:00pm
Event Teardown: Date: 05/22/2026 Time: 2:30pm
Street Reopens after Event Teardown: Date: 05/22/2026 Time: 3:00pm

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: Yes Contact, Email and Phone: Brian Pounds, 918-978-5868,
bpounds@tulsacathedral.com

Medical and/or First Aid Services: Yes Contact, Email and Phone: Brian Pounds, 918-978-5868,
bpounds@tulsacathedral.com

Traffic Control Barricade Company: Yes Contact, Email and Phone: Action Safety Supply, 918-234-8222,
charlie@actionsafetysupply.com

Equipment Setup: Date: 05/22/2026 Time: 8:30am Equipment Pickup: Date: 05/22/2026 Time: 2:30pm

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

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

Sponsor and Other Event Information

Event Sponsor(s): NA

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 attachment(s). Due to weather or road construction, the 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 and students will pick up trash as the event goes. Volunteers will keep up at the end.

Number of Trash Receptacles: 1

Number of Dumpsters: 1

Number of Recycling Containers: 1

Cleanup Service: No Provider and Phone: N/A

Presented Event Concept to:

Schools, 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: 03/13/2026 Date routed: 04/07/2026 Date for review: 04/22/2026

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 04/08/2026. Mayor agenda 04/15/2026. City Council agenda 04/22/2026.



Legend
Work Area

Special Event Ahead

Road Closed Ahead

Special Event Ahead

Special Event Ahead

Special Event Ahead

Road Closed Ahead

Special Event Ahead

Road Closed

Road Closed

Special Event Ahead

Author: Ben Hill **Project:** Holy Family Cathedral - W 9th St & S. Boulder Ave W
Comments:
NOT TO SCALE.
All devices will be set IAW MUTCD.
Daytime Operation.

