



Tulsa Police Reserve Request for Service

Event and Organizing Agency Information

Event Title: _____ Date(s) of Event: _____

Event Location: _____ Event Description: _____

(Include Site and Street Maps)

Anticipated Attendance (participants, staff, vendors, crowd, etc.): Total: _____ Per Day: _____

Organizing Agency: _____ Email Address: _____

On-Site Contact: _____ On-Site Phone: _____

Billing Contact: _____ Billing Phone: _____

Billing Address: _____

Street

City

State

Zip

Agency Status: Profit Non-Profit Fundraiser?/What cause: _____

Timeline of Event

Event Setup: Date: _____ Time: _____ Day of Week: _____

Event Opens: Date: _____ Time: _____ Day of Week: _____

Event Closes: Date: _____ Time: _____ Day of Week: _____

Event Dismantle: Date: _____ Time: _____ Day of Week: _____

Number of Reserve Officers Requested

Number: _____ Date: _____ Time On Duty: _____ Time Off Duty: _____

Number: _____ Date: _____ Time On Duty: _____ Time Off Duty: _____

Number: _____ Date: _____ Time On Duty: _____ Time Off Duty: _____

Number: _____ Date: _____ Time On Duty: _____ Time Off Duty: _____

Number: _____ Date: _____ Time On Duty: _____ Time Off Duty: _____

Number: _____ Date: _____ Time On Duty: _____ Time Off Duty: _____

Agency Coordination and Considerations

Security Plan: Yes No Company Contact/Phone: _____

Medical Plan: Yes No Agency Contact/Phone: _____

Traffic Plan: Yes No Company Contact/Phone: _____

Parking Plan: Yes No Location of Areas: _____

Disabled Parking: Yes No Location of Spaces: _____

Additional Permit Responsibilities

Open Air Event: Yes No Public Property Private Property City of Tulsa Property
 Alcohol/Beer Permit: Yes No Free Alcohol Alcohol Sales Free Beer Beer Sales
 Health/Food Permit: Yes No Number of Food Vendors: _____ Number of Service Vendors: _____
 Tent(s) Permit: Yes No Tent Sizes: _____
 City Park Permit: Yes No Park/Location: _____

Mitigation of Impact

Entertainment: Yes No Live Music Recorded Music Fireworks Rides Animals
 Sound Amplification: Yes No Setup Time: _____ Start Time: _____ Finish Time: _____
 Venue Insurance: Yes No Agency Contact/Phone: _____
 Portable Rest Rooms: Yes No Company Contact/Phone: _____
 Number of Portable Rest Rooms: _____ Number of ADA Accessible Portable Rest Rooms: _____
 Will you dispose of waste/garbage throughout the term of your event and leave the venue clean? Yes No
 Will you present your event concept to the affected residents, churches, schools, and businesses? Yes No
 Will you mail or hand deliver information to the affected areas **two weeks prior to your event**? Yes No
Special Instructions for the Officers: _____

Affidavit of Applicant

The Tulsa Police Reserve is a volunteer law enforcement organization managed by the Tulsa Police Department. A Tulsa Police supervisor with the Special Events Office will be required to be on-site to supervise the reserves. The Organizing Agency has the responsibility to be aware of and comply with City Ordinances and Regulations including, but not limited to, Curfew Ordinance, City/County Public Health Regulations, and Police/Park Public Safety Requirements. A request approval does not imply City sponsorship and does not guarantee complete, partial, adequate, or any volunteer security coverage for the event. Review the cover letter for further information. I certify that the information contained in the foregoing 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 the proposed Request for Service. I further certify that I, on the behalf of the Organizing Agency, am also authorized to commit that agency, and therefore agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the Event to the City of Tulsa and Police Department.

Print Name: _____ **Signature:** _____ **Date:** _____

**Mail to: Tulsa Police Special Events, c/o Tulsa Police Reserve
 5963 East 13th Street, Tulsa, OK 74112, Office (918) 596-6854**

For City of Tulsa Police Special Events/Tulsa Police Reserve Use Only

Date received: _____ Date routed: _____ Date for review: _____

Reserve Coordinator's Recommendation: _____ Approval: _____

Date routed to Captain: _____ Captain's Recommendation: Approval: _____

Date routed to Major: _____ Major's Action: Approval: _____

Comments: _____