



Bartlesville Police Reserve EVENT REQUEST AUTHORIZATION

DATE OF EVENT:		START TIME: END TIME:	
TYPE OF EVENT: <input type="checkbox"/> Parade <input type="checkbox"/> Run (length) _____ <input type="checkbox"/> Walk (length) _____ <input type="checkbox"/> Other (describe) <i>Routes for parades and 5K runs have been established (see pages 3, 4 and 5)</i>			
ROUTE SELECTED: <i>Please indicate which route selected and attach map with this form</i>			
(Description)			
LOCATION OF EVENT:			

Any person or organization desiring to conduct or manage a parade/event within the city limits of Bartlesville, Oklahoma, shall submit the following information **no less than 60 days prior to the event** for approval by the Bartlesville Police Reserve staff. **An administrative/application fee shall accompany this form** (see fee schedule below).

Name of person or organization conducting the event:			
ADDRESS		CITY/ZIP	PHONE
Contact person for the event:			
PHONE(S) HOME	WORK	CELL	EMAIL

ADMINISTRATIVE/APPLICATION FEE SCHEDULE

Basic Event - parade or run \$125
 Intermediate Event - all day event \$250
 Extended Event - requiring extended resources, multiple days, etc..... \$500

Make checks payable to: Bartlesville Police Reserve, Inc.

Applicant's signature _____

_____ Date

APPROVAL OF EVENT AS SUBMITTED		NEED FOR MORE INFORMATION	
_____ Police Reserve Captain	_____ Date	_____ Police Reserve Captain	_____ Date
Department use only		OIC FOR EVENT _____	

Please check all notations

Event Authorization Directions

- 1. Any person or organization desiring to conduct or manage a parade/run/event within the city limits of Bartlesville, Oklahoma, shall submit a completed Event Authorization form **no less than 60 days prior to the event** for approval by Bartlesville Police Reserve staff.
- 2. Attach route map to the application (*map on pages 3, 4 and 5*).
- 3. **An administrative/application fee shall accompany the form** (*see fee schedule below*). Make checks payable to Bartlesville Police Reserve, Inc., and note event name and date on the memo line.

ADMINISTRATIVE/APPLICATION FEE SCHEDULE

Basic Event - parade or run	\$125
Intermediate Event - all day event	\$250
Extended Event - requiring extended resources; multiple days	\$500

- 4. Mail the APPLICATION, ROUTE MAP, and FEE CHECK, **for receipt no later than 60 days prior to the event** to: Bartlesville Police Reserve, P.O. Box 63, Bartlesville, OK 74005. **Applications will be accepted via the post office box address only.**
- 5. The Bartlesville Police Reserve Staff will review the application. You will be notified by mail of approval of the event or the need for more information.
- 6. Bartlesville Police Reserve OIC (Officer in Charge) or Staff may request to meet with the organization's contact person to establish event details.
- 7. Applicants with **questions**, email Joyce Drehman, bpdr20@yahoo.com
- 8. All routes as described in the route portion of this document shall not be altered. All routes have been established with public safety in mind.
- 9. If any Event Request Authorization form is incomplete it will be returned to the addressee listed on page one. Please assure that all information is complete before submitting the form to avoid missing the required 60 day deadline.
- 10. It is the sole responsibility of the event holder requiring the use of City barricades to contact the street department at 918-338-4131 or 918-338-4103. It is also the responsibility of the event holder for placement and removal of any barricades. Should any emergency occur during the event, it is the responsibility of the event holder to remove barricades to allow emergency vehicles or needed services to have access to the area.

Initial Here

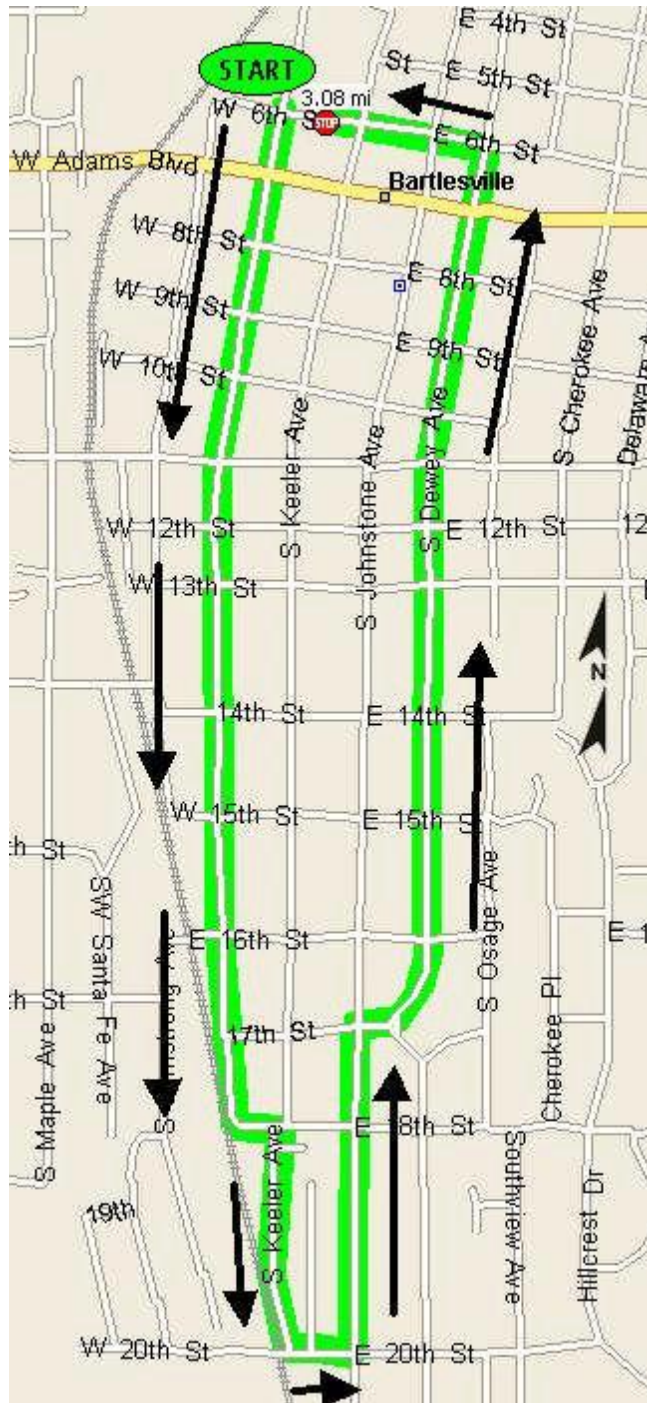
Bartlesville Police Reserve is a 501(c)(3) non-profit organization. The unit is solely funded by donations from business, organizations and private funds. All donations are tax deductible. Make checks payable to the Bartlesville Police Reserve, Inc., and mail to P.O. Box 63, Bartlesville, OK 74005.



Bartlesville Police Reserve

Please initial if using this route and attach with application.

AUTHORIZED 5 KILOMETER RUN COURSE FOR DOWNTOWN AREA





Bartlesville Police Reserve

Please initial if using this route and attach with application.

AUTHORIZED 5 KILOMETER RUN COURSE ON SHAWNEE ANENUE

