



# OKC PARKS

## The City of Oklahoma City Parks and Recreation Department Parks Revocable Permit Event Application

Application Date: 2/1/24 Event Date(s)/Time(s): Sunday November 10th 2024 7:30

Event Name: Red Coyote Half Marathon Estimated Attendance (participants & spectators): 800

Set up date(s)/time(s): 11/10/2024 4:00 am Teardown date(s)/time(s): 11/10/2024 12:00 pm

Desired Park Location: Scissortail Park - Loves Travel Plaza (contract attached)

Event Sponsor(s): Red Coyote Running & Fitness

Mailing Address: 5720 N Classen Blvd

City: Oklahoma City State: OK Zip Code: 73118

Contact(s): John Oseland

Email(s): joseland@redcoyoterunning.cm Phone(s): 405-919-9587

**Event Includes (check all that apply):**

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Private                      | <input type="checkbox"/> Public              | <input checked="" type="checkbox"/> Amplified sound          |
| <input checked="" type="checkbox"/> Athletic event    | <input type="checkbox"/> Political/Religious | <input type="checkbox"/> Registration/Admission/Ticket Sales |
| <input checked="" type="checkbox"/> Street closures   | <input type="checkbox"/> Alcohol             | <input type="checkbox"/> Fireworks                           |
| <input type="checkbox"/> Food                         | <input type="checkbox"/> Merchandise         | <input type="checkbox"/> Electrical wiring/generator(s)      |
| <input type="checkbox"/> Stage(s)/Tent(s)/Canopy(s)** | <input type="checkbox"/> Inflatables*        |  |
| <input type="checkbox"/> Volunteers                   | <input type="checkbox"/> Paid Staff          |  |

\*\*Size and number of tent(s) 10 - 10X10 pop up \*Inflatable/Tent company to be used NA

List of any additional equipment to be brought into park:

Start finish set up and timing equipment

**Description of Event:** (explain in full detail – including facilities used or needed, equipment to be used, exact location, number and type of any vendors selling or giving away any food or non-food items, and list of any activities...if more room is needed, please use additional paper)

The Red Coyote Half Marathon is the culmination event for our fall training program and benefits Course for Change. The run starts and finishes in Scissortail Park and runs through the upper and lower parks to the north river trail. The course runs east to Regatta Park and then west to the trail end turn before returning through the parks to the finish. Last year the post race party was hosted at the Loves Stage in partnership with Spark. The run portion of the event would start at 7:30 am and last athlete will finish by 11:00 am.

**\*\*\*Please read the following park rules and initial next to each, acknowledging you understand\*\*\***

- Revocable Events are events with 500+ attendees; or requests or requires exclusive use; or request to break a Park Rule or Ordinance; or have alcohol sales.
- 120 days' notice is requested for all Revocable Permit Applications. **Applications submitted less than 120 days in advance may not be approved.**
- You may book your event up to 364 days in advance. **Events are processed on a first-come, first-served basis.** If a scheduling conflict occurs, preference will be given to previously permitted annual events operating in the usual event date(s), location(s), and/or time(s).
- THIS APPLICATION IS NOT A PERMIT. Submittal of Application is not authorization to conduct your Event. Revocable Permits are approved by City Council. \*All Supplemental Materials are due no later than 90 calendar days prior to event date. Failure to submit items on time may result in the denial of permit request.**
- Revocable Permittees must attend City Service Meeting prior to the Permit being sent to City Council.
- Any advertising and event planning that takes place prior to the permit being approved is not recommended and is done at the **permittee's own risk.**
- All Revocables require the following standard fees (§ 60-38-17):
  - \$80 Revocable Event Fee (per area rented) – **due at the time of booking**
  - \$20 One-Time Nonrefundable Processing Fee - **due at the time of booking**
  - Damage/Cleaning Deposit - refundable if no damage/additional cleaning by parks staff required  
\*Credit Card Refunds take up to 4 weeks to refund. \*\*Cash/Money Order/Check Refunds take up to 8 weeks.
  - River Rates vary from standard Special Event Fees** (§ 60-38-61) and may require different initial booking fees.
  - Failure to pay on time may result in the denial of your permit request.**
  - Ticketed events must remit 20% of gross sales (§ 60-38-22).
  - Additional fees may apply based on amenity fees, other required permits, requested use of space, additional Staff time (§ 60-38-17 - \$10/hour).**
- Permittee must keep a copy of approved permit and Site Plan showing area of park reserved with them during event.
- Permittee is responsible for obtaining required licenses (Noise Permit, OCCHD approval, Able Licensing) and meeting all requirements of City, State, and Federal Law.
- Permittee shall work with the City to ensure that at least one (1) City Police officer is on site during the Event. If, as determined by the City's authorized agent(s), additional City Police officers are required, the parties shall coordinate their presence at the Event. Permittee shall pay any cost for off-duty City Police officers to work the Event.
- For shelters and pavilions, restrooms are winterized from Oct. 30 until Apr. 15 each year and are not available for use.
- Grass parking is not permitted.
- No glass containers allowed.
- Smoking, vaping and sales of tobacco or marijuana products are prohibited on Park property (§ 30-471).
- Events must be accessible to persons with disabilities.
- Weather is unpredictable.** Parks Administration reserves the right to determine the severity of inclement weather and the opportunity to reschedule. In case of severe inclement weather on the date of the rental, the permittee **may call the Parks Administration office by the next business day to reschedule.** An alternate date within one year must be chosen in fourteen calendar days. Refunds are not given for inclement weather.
- Attached Check List must be completed for an event to be approved. Failure to meet deadlines or provide requested information may result in the denial of permit at no liability or cost to the City of Oklahoma City.**

Signature acknowledging you understand all stated park rules: John Oseland

Digitally signed by John Oseland  
DN: cn=John Oseland, o=City of Oklahoma, ou=City of Oklahoma, email=joseland@cityofoklahoma.gov, c=US  
Date: 2024.02.01 10:00:07 -0600

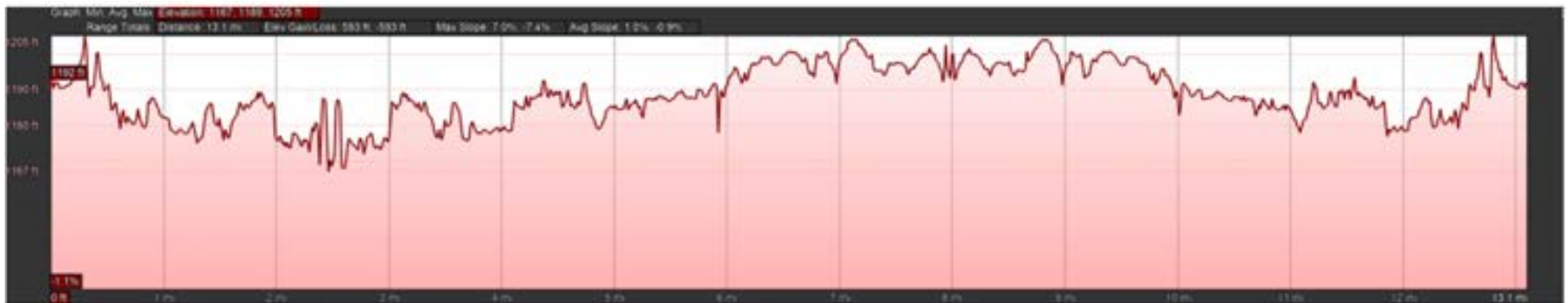
*By signing this permit, the event coordinator and their organizing partners agree to abide by the applicable general rules of application listed and the applicable laws referenced under City of Oklahoma City Municipal Code Chapters 50 and 60. Our Special Events Coordinator will contact you if additional requirements are necessary based on your event details*

**Return to:** 420 West Main Street, Suite 210  
Attn: Park Events  
Oklahoma City, OK 73102  
**Email:** [parkevents@okc.gov](mailto:parkevents@okc.gov)  
**office:** 405-297-2691 / **fax:** 405-316-2691





2024  
**HALF**  
MARATHON  
SCHEDULE  
SITE PLAN





# Red Coyote Half Marathon Race Day Timeline

- 4:30 am – Red Coyote Production Team arrives on site for set up.
- 4:50 am – Truck unloaded, contents divided to registration, finish line, course marking, and water stops
- 5:00 am – Course marking supplies loaded Course Team
- 5:00am – Water, Beer, Coop Tent & Trough unloaded and set up
- 5:00 am – Tents & tables for registration packet pick up set up
- 5:30 am – Course team launched to set barricades and transport water stop 2 & 3 supplies
- 5:30 am – Water Stop supplies launched for staging and set up
- 5:45 am – Registration packet pick up set up generator, computers, shirts, packet supplies staged and ready
- 6:00 am – Timing equipment set up & tested
- 6:00 am – Inflatable arch and start finish line area and fencing set up.
- 6:00 am – Packet Pick Up and Race Day Registration opens
- 6:30 am – Post race food and beverage staged and ready
- 6:30 am – Post race water and medals staged for movement after race start
- 6:45 am – Course team meets Course for Change
- 6:30 am – Music and announcements start
- 6:30 am – OCPD arrive on site for orientation and checks
- 7:00 am – Timing split turn point set, Text when ready
- 7:00 am – First aid area staged and set.
- 7:00 am – Water stop staffing arrives at stops 1 for final set up and prep. Text when ready
- 7:00 am – Course Mark 1 checks in when complete for redirect then returns to start
- 7:00 am – Course Mark 2 Checks in when complete for redirect then stages at May trail access
- 7:30 am – Half Marathon Race Start
- 7:36 am – (approximate 5:30 pace) First Runners at water stop 1, last runner approx 7:25 am (20:00 pace)
- 7:45 am – Course Team launches in gator as race sag and picks up signs, cones, peels tape



# Red Coyote Half Marathon Race Day Timeline

7:40 am – Check in Computers converted to results kiosks

7:45 am – Awards pick up tent set up and ready

7:45 am – Post race water, medals, snacks staged and ready.

7:45 am – Coop Tent staged and ready.

8:00 am – Site crew breaks down and stages any non essential gear from packet pick up / registration.

8:03 am - (approximate 5:30 pace) First Runners at water stop 2 (Mile 6 at Agnew), last runner, (Mile 10) approx 10:45 am

8:14 am - (approximate 5:30 pace ) First Runners at water stop 3 and Turn Point (Portland), last runner approx 10:10 am

8:30 am – All finish line team members in place

8:30 am – Results and awards team members in place

8:40am - (approximate 5:30 pace ) First Runners back to Waterstop 1 , (Walker), last runner approx 11:20am (20:00 pace)

8:41 am - (approximate 5:30 pace ) First Runners at Finish, last runner approx 12:00 am (20:00 pace)

9:00 am – Overall Male and Female award presentation. Awards tent opens for age group awards.

9:00 am – Spark opens for food service. Post race relaxation party at Scissortail Band Shell area

10:00 am – Timing split at turn packs up and returns to start finish after final runner.

10:30 – Water stop 3 pack up and loads for return to start finish after final runner, (gator)

11:00 am – All return and unassigned team members begin packing up and loading all nonessential items

11:30 am – Water stop 1/2/4 packs up and loads for return to start finish after final runner, (gator)

11:30 am - Traffic barricades taken down and returned to drop zone after final runner.

11:30 am – Final breakdown begins of everything except timing. Awaiting last runner.

11:30 – 12:00 am – Timing team breakdown after final runner

11:30 – Lunch orders taken for spark and we'll buy production team food

Final course and venue check, Scissortail checklist, Vehicles return to Red Coyote.

High Fives and Giant Thanks for a successful 2023 Red Coyote Half Marathon!

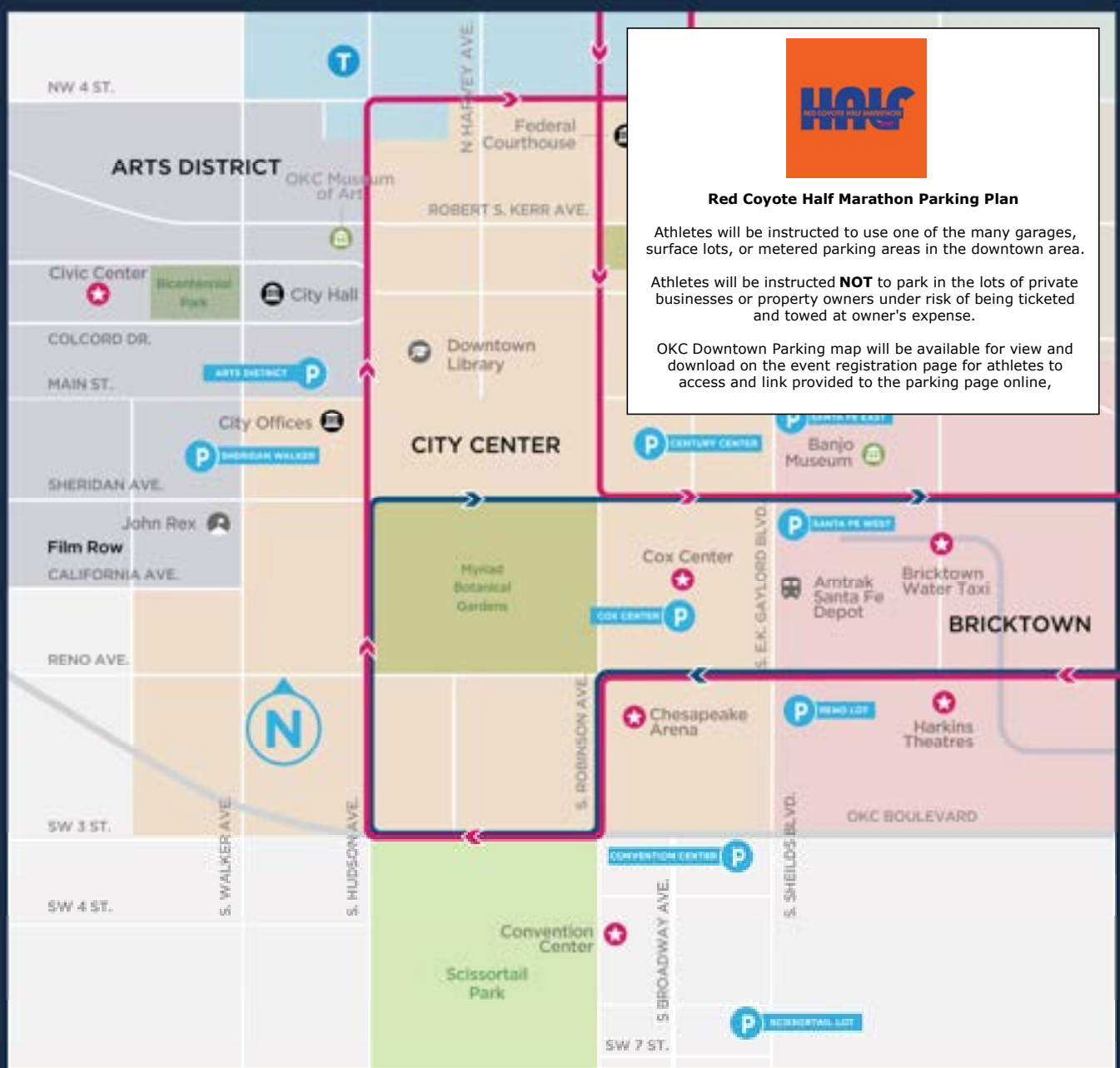


### Red Coyote Half Marathon Parking Plan

Athletes will be instructed to use one of the many garages, surface lots, or metered parking areas in the downtown area.

Athletes will be instructed **NOT** to park in the lots of private businesses or property owners under risk of being ticketed and towed at owner's expense.

OKC Downtown Parking map will be available for view and download on the event registration page for athletes to access and link provided to the parking page online,



### LEGEND

#### Map Symbols

- OKC Parking Garage/Lot
- EMBARK Transit Center
- Entertainment
- Museums
- Government Buildings
- Libraries
- School
- Downtown Loop 4.85 miles  
Serving all stops
- Bricktown Loop 2 miles

#### Parking Garages

- Century Center | 100 W Main**  
Entrance on Sheridan  
Nearest Streetcar Stop: Century Center
- Cox Center | 1 Myriad Gardens**  
Entrances on Robinson & E.K. Gaylord  
Nearest Streetcar Stop: Arena
- Sheridan Walker | 501 W Sheridan**  
Entrances on Walker & Sheridan  
Nearest Streetcar Stop: Myriad
- Arts District | 431 W Main**  
Entrance on Main & Colcord  
Nearest Streetcar Stop: Library
- Convention Center | 15 SW 4th**  
Entrance on S. Broadway  
Nearest Streetcar Stop: Scissortail Park

#### Surface Lots

- Reno Lot | EK Gaylord & Reno**  
Entrances on Reno
- Sante Fe West | EK Gaylord & Sheridan**  
Entrances on Sheridan
- Sante Fe East | EK Gaylord & Main**  
Entrances on Sheridan & Main
- Scissortail Lot | 20 SW 6th Street**  
Entrances on Sheridan & Main

### DOWNLOAD THE APP!

Locate, set duration, and pay for parking.

Download the app at  
[parkingokc.com/app](http://parkingokc.com/app)



## Red Coyote Event Emergency Procedures Plan

Event: \_\_\_\_\_

Date: \_\_\_\_\_

### On Site Contact

Race Director – John Oseland 405-919-9587

[joseland@redcoyoterunning.com](mailto:joseland@redcoyoterunning.com)

Each event will have a contact sheet of all event production staff phone numbers.

Red Coyote works directly with OKC Police Department Special events to coordinate the needed officer coverage for traffic and public safety.

Red Coyote will staff \_\_\_\_\_ Water Stop / Aid Stations on the course for participant hydration and in race support. Minor first aid is available as well as communication services to event staff.

Transportation services are for those unable to complete the run are available via our SAG personnel following last runners in the event.

Medical Tent and Support personnel are available at the start finish line

Accidents or medical emergencies - Staff will call 911 and Race Director immediately. Team members will stay with participant while another acts as contact for medical personnel. Depending on circumstances, other logistics and team members will be involved to support or transport athlete back to start finish. Any 911 response will be handled by EMSA.

Weather – Red Coyote reserves the right to postpone or cancel events due to unforeseen weather circumstances. We will hold or suspend running events for 30 minutes in case of lightning strikes within a ten mile radius. A decision will be made at that time whether to continue or postpone the event.

Lost or missing person – All Red Coyote event production staff can assist. Contact race director immediately. Announcements will be made on the public address system. Message will be relayed to course support team with number and description. When subject of search is found, please notify all event staff for closure.

Final runners and course closure. Red Coyote course support staff will monitor participant traffic and sweep course or follow final participants to ensure all athletes finished and off the course.



