

PROCESS FOR APPLICATION

This is the process for an application for an event at the B.O.P. Rodeo Grounds, Don Mitchell Arena & use of the adjoining facilities.

1. Contact the Parks and Recreation office to secure an available date for the event.
2. Once a date has been secured, the Parks and Recreation office will supply an application to be completed and returned by the 15th of the month. Your application will go before the Weatherford Rodeo Arena Board to be reviewed at their monthly meeting that takes place on the 1st Wednesday of the month. You are encouraged to attend the meeting to provide information about your event and its expectations and goals for the event. You will be excused and the board will then vote to accept or decline the event.
3. Within one week of the meeting you will be notified in writing of the board's decision. At this time, if your event is approved you must return a proof of liability insurance to the Parks and Recreation office. A \$500.00 deposit must be received by the Parks and Recreation office 30 days (1 Month) before the event to be held in good faith for facility protection. At the end of the event, the deposit will be returned according to the condition that the facility is left in good repair and grounds are clean.

***In November letters are sent out to event committees that held an event during the year to ask for rescheduling of that event for the upcoming year. Dates are not held and must be reapplied for with the exception of the SWOSU Rodeo which is held in April and the Dawg Days Rodeo which is held in August. The Weatherford Rodeo Arena Board yearly scheduling meeting is held in the month of February. They do not meet the month of January.*

The Parks & Recreation office is located at City Hall
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Weatherford, OK 73096
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wfordparks@cityofweatherford.com