

THE KOKOMO ARTS PAVILION

RENTAL POLICY

The Kokomo Arts Pavilion located in Foster Park is available for Community based groups throughout the Kokomo area. The Arts Pavilion may be used within Park operating hours of 8 a.m. to 11 p.m. Use of the Stage must be open to the public, no admissions may be charged. The fee for the use of the Arts Pavilion shall be \$25 per event. Because the fee is nominal, no requests for fee waivers will be accepted.

To request the use of the Arts Pavilion, a letter of request to the Kokomo Park Board or to the Park Department office as the designee of the Park Board, is required with the following information:

- Event Coordinator contact information (name, address, contact phone # and email address)
- Facility and/or park requested along with specific area within that park
- Type of event
- Date and Time (starting, ending, set-up) of event
- Information pertaining to event including all activities being planned and all equipment and/or items wishing to be placed in facility/park.
- If vending is also being requested, list types of items (food, merchandise, pamphlets, etc.) and if items are free or must be purchased.
- If event will have music:
 - Type of music (genre)
 - Start and end time of music
 - Live music or recorded
- Estimated number of people attending event (if applicable – such as a wedding).
- Certificate of Insurance may be required after approval of event
- Proof of 501c3 (non-profit status) is required if holding any type of fundraising event

Requests may be emailed to: park@cityofkokomo.org or mailed (or hand delivered) to Kokomo Parks & Recreation Department, 1402 W. Defenbaugh St., Kokomo, IN 46902.

Upon organization submission, the event will be recorded in the proper facility books. Upon Board/Superintendent action, the event will either be finalized or removed from the books depending upon the decision rendered and a letter/email of notification will be mailed to event coordinator indicating action by Board/Superintendent. Letter/email may also contain further information needed by Parks & Recreation Department.

Reservations for the Arts Pavilion will be accepted starting the second Monday in September for requests through December 31 of the following calendar year. The Arts Pavilion will be scheduled on a first come-first served basis. Reservations must be made during office hours Monday through Friday from 8 a.m. to 4 p.m. and by an adult, 18 years of age or older. Any damages or policy violations to the Stage may result in loss of future scheduling, and additional charges for damages will be assessed.

Cancellations must be made through an official letter or email from the same party that made the reservation no less than three (3) BUSINESS days prior to the date of the event in order to receive a refund. There are no refunds for rain with the exception of excessive flooding. Plan your outdoor event at your own risk. The Kokomo Parks Department maintains the Arts Pavilion and all City of Kokomo and Kokomo Parks Department policies and regulations are strictly enforced.

PAVILION SPECIFICATIONS

Stage Dimension: 59'4" X 22'
Canopy height from stage: 25'
Stage height from ground: 3'
Canopy height from ground: 28'
Upstage ceiling height from floor: 27'
Stage deck material: concrete
Stairs: 4 (permanent on front of pavilion)
Electricity: 110/220 amps (outlets on posts)
Lighting: 8 – 150 watt high pressure sodium