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Randy Sweigart……....Supervisor
Debbie Roberson...…….……....Secretary
Charity Buck…….……Secretary



PICNIC AREAS

The Parks and Recreation Department offers picnic areas in Highland Park for rental from mid-April through mid-October.

FEES: There is a $10 reservation fee per picnic area and this will guarantee three (3) picnic tables for the entire day. No Prorating. **NO REFUNDS FOR RAIN.**



ENCLOSED BUILDINGS

The Parks and Recreation Department offers three enclosed pavilions which are available for rental year round. All three buildings are equipped with furnace heating and A/C.

RODGERS PAVILION—This facility is located at 902 W. Deffenbaugh St. in Highland Park, Kokomo, Indiana 46902. Parking is available along the back of the building.



This facility has a fireplace, full size refrigerator and range, a sink, cabinets and a prep counter top. The facility also has two unisex restrooms and enough tables and chairs to seat 120.

BON AIR BUILDING—This facility is located at 714 E. Fischer St. in Bon Air Park, Kokomo, Indiana 46901. Parking is available along the front of the building and on-street parking around the park itself.



This facility has a refrigerator and range, a sink and a cabinet. This facility also has a drinking fountain, a men's and a women's restroom and enough tables and chairs to seat 60.

A BUILDING LOCATION MAP IS AVAILABLE UPON REQUEST. YOU MAY ALSO REQUEST A MORE ACCURATE TABLE AND CHAIR COUNT ALONG WITH TABLE SIZES.

COUNTRY CLUB HILLS BUILDING—This facility is located at 1800 Gentilly Court, Kokomo, Indiana 46902 in the Country Club Hills addition. Parking is available behind the building and is accessible through Gentilly Court.



This facility has a separate kitchen with a refrigerator and a range and a full sink. This facility also has a handicap accessible restroom and enough tables and chairs to seat 75.

FEES: Rental fees for all enclosed buildings are the same — $25 per hour. 2 hour minimum rental required.

HOURS: Enclosed buildings are available for rental from 8:00am to 11:00pm, seven days a week with the exception of Christmas Day.

CLEAN UP PROCEDURES: Trash cans with liners will be made available and rentee is responsible for cleaning up any food, party favors, paper products, etc. and placing them into the containers. The facility's caretaker is responsible for cleaning the tables and chairs and replacing them in their racks, cleaning the floors, restrooms and etc.



The following information is required for all building rentals: Rentee name, address, phone #, time of rental, and type of party. All reservations, changes in existing rentals, or cancellations must be made at least three business days prior to the requested date.

ROOFED OPEN-AIR SHELTERS

The Parks and Recreation Department offers 9 roofed open-air shelters for rental. Some shelters are equipped with electricity(*) during fair weather months; however, ***rental does not include nor guarantee electricity.***

Small Shelters (5 tables)

*Highland Well House Shelter
Main Reservoir-West Shelter
Main Reservoir-East Shelter
*Mohr Shelter

FEES: There is a $20 reservation fee for all shelters under 1,000 square feet and this will guarantee five (5) picnic tables along with the use of the shelter for the entire day. NO PRORATING. **NO REFUNDS FOR RAIN.**

Large Shelters (10 tables)

*Highland Overlook Shelter
*Huston Shelter
Jackson Morrow-West Shelter
Jackson Morrow-East Shelter
*Northwest-West Shelter

FEES: There is a $30 reservations fee for all shelters over 1,000 square feet and this will guarantee ten (10) picnic tables along with the use of the shelter for the entire day. NO PRORATING. **NO REFUNDS FOR RAIN**.



POLICIES

In accordance with City Ordinance Title IX, Chapter 96 Section 96.19(E) **No alcoholic beverages** are permitted on any Park Department property or in any Park Department facility at any time. Violators are subject to arrest.

In accordance with City Ordinance #6445, **No Smoking** is allowed within any enclosed facility maintained, owned and operated by the City of Kokomo.

No animals or pets of any kind are allowed inside any rental building at any time with the exception of certified service animals for the disabled.

Facilities are not available for rental for any kind of profitable use. This includes taking orders for goods even when money is not changing hands.

A rental of any facility must be paid for by a legal adult. Reservations cannot be paid for or taken from a minor. Any rental for the use of a gathering of people under the age of 18 must be fully chaperoned.

For the rental of a building, the caretaker will meet you there at your scheduled time and wait up to 15 minutes past your scheduled rental time for your arrival. At that time if you or your representative has not arrived the building will be locked, the caretaker will leave and your rental will be considered vacated by you. Once the facility has been unlocked for you, the rentee is responsible for the facility if they leave it unattended. The Parks Department will not issue a key. NO EXCEPTIONS.

Music is allowed in the buildings but as a courtesy to the adjacent private property owners, we ask that the rentee use good judgment and abide by the noise ordinance.

The above mentioned policies can be found in City Ordinances, Title IX, Chapter 96.

All reservations, cancellations or changes in existing rentals must be made at least three business days prior to the requested date.

REFUND INFORMATION

In order to cancel and/or refund a pavilion, shelter or picnic reservation, the rentee must contact the Parks and Recreation Department office no less than three **business days** prior to the rental date (or earlier) and submit a `request for refund' form at that time. The refund will then be processed through the City Controller. A check will be mailed to the rentee from the City of Kokomo usually within 10 days.

KOKOMO PARKS AND RECREATION DEPARTMENT

FACILITY RENTAL AND RESERVATION INFORMATION



www.CityofKokomo.org

Reservations may be made over the phone by credit/debit card, through the mail by check, or in person with cash, check or credit/debit (Visa, Mastercard, or Discover). Reservations are taken on a first come, first serve basis only. Payment must be received in order to reserve a facility.

If you have any problems on the day of your rental and the Parks office is closed, call the Park Department Caretaker line at
765-432-9260
and they will respond. With outdoor rentals, rentee should make every effort to help resolve any conflicts as well and be able to produce your receipt.

Kokomo Parks & Recreation Department
1402 W. Deffenbaugh St.
Kokomo IN 46902
765-456-7275/phone
765-456-7277/fax
park@cityofkokomo.org

Facility books will be opened on the second Monday in September of 2024 (9/9/2024) for reservations for 2025. Fees are subject to change.