

Scheduling an Event or Meeting at Knox: Guidelines for Staff, Session Members and Other Volunteers

(For Church Events and Meetings Only)

Reserve Space

- Contact the Office Manager and provide your contact information.
- Request a specific space or explain your needs to secure an appropriate space.

Request Catering

- If you will be serving food, please contact the Knox Caterer, Jake Bartone. The Chef is available to meet most of Knox's needs for catering and prefers 30 days advance notice. He is responsible for food preparation and kitchen cleanup only. All other responsibilities (e.g. table decorations, serving) are the responsibility of staff and/or volunteers.
- An outside caterer may be used in which case the person in charge of the event should contact the caterer directly. All catering and food service businesses must be ServSafe certified.

Set-Up Requirements and Audio Video Needs:

- Provide the Office Manager with the completed Checklists. (attached)
- Some equipment may be volunteer operated. If staff support is required to operate equipment, the event organizer will be notified and informed of associated costs.

Cash Box

- If cash is to be collected for payment of a meal or other supplies (a book for Bible Study, for example) request a cash box from the finance staff at least one week in advance; arrange to pick up.
- Two people are required to handle the cash box.
- Instructions are included inside the box.

Request Reimbursement:

- Submit digital or paper receipts to the finance manager, indicate to whom payment should be directed and which church budget should be charged, if appropriate.
- Church related purchases are entitled to a sales tax exemption; personal purchases are not exempt and must have separate receipts. Contact the finance staff for instructions.

Event/Meeting Promotion (Optional):

- Contact the Communications Manager for assistance in promoting or inviting members to the event or meeting.
- If a Minute for Mission is desired, contact the Pastor or Associate Pastor.
- USPS mailings, if any, are the responsibility of the event organizer.

Childcare:

- If childcare is to be offered, arrange with Tina Hubert, Director of Faith Formation. Two weeks' notice requested.

Emergency Contact

- If there is a utility malfunction or other emergency that needs immediate attention, inform the person staffing the Welcome Desk who will contact the appropriate staff member.
- If non-emergency problems are noted, inform the Facilities Supervisor within a few days so that the issue can be addressed.

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Contact Information for Event Scheduling

Angela Sparks, Office Manager: asparks@knox.org

Tina Hubert, Faith Formation Director: thubert@knox.org

Jake Bartone, Owner, Operator Bartone Catering: bartonecatering@yahoo.com

Adam Fronczek, Pastor/Head of Staff: afronczek@knox.org

Jana Reister, Associate Pastor: jreister@knox.org

James Boling, Facilities Manager: jboling@knox.org

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