

Scheduling an Event or Meeting at Knox
(For groups that are not affiliated with Knox)

Reserve Space

- Contact the Office Manager and provide your contact information.
- Request a specific space or explain your needs to secure an appropriate space.
- If you represent a non-profit organization, inform the Office Manager. Indicate if you intend to solicit donations or engage in a fundraising activity because prior approval is required.

Request Catering

- If you will be serving food, Knox recommends the Knox Caterer, Jake Bartone. The Chef is available to meet most 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 the event organizer.
- 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.

Fees and Services:

- When discussing your needs with the Office Manager you will be informed of any fees that may be charged for use of space, building security staffing or custodial services.

Emergency Notification

- If there is a utility or other emergency or malfunction that needs immediate attention, inform the person staffing the Welcome Desk who will contact the appropriate staff member.
- If there are non-emergency problems that you experience, please inform the Facilities manager via email within a few days so that problems may be addressed.

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

Please Note: Scheduling of weddings and funerals are in separate documents on the Knox Website.

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