



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, US ARMY GARRISON COMMAND, FORT KNOX  
111 E CHAFFEE AVENUE  
FORT KNOX, KENTUCKY 40121-5256

REPLY TO  
ATTENTION OF:

OCT 23 2015

IMKN-MWR

MEMORANDUM FOR

Commanders, All Units Reporting Directly to This Headquarters  
Commanders, Fort Knox Partners in Excellence  
Directors and Chiefs, Staff Offices/Departments, This Headquarters

SUBJECT: Fort Knox Policy Memo No. 08 – Use of Sadowski Center

1. Purpose. To provide guidance for the authorized scheduling and priority of use for the Sadowski Center.
2. Policy. Sadowski Center is designed to allow space on the installation for large official ceremonial functions such as deployment, manifest, redeployment and such activities that cannot be accommodated at other appropriate venues on the installation. Deployment, Manifest and Redeployment ceremonies will take priority over any other usage of Sadowski Center when needed for such. When not required for such qualifying events, Fort Knox Family and MWR will occupy and utilize the facility for multiple recreation and community based programs and activities for Soldiers and Families.
  - a. Official ceremonial events will be scheduled in Sadowski Center per the following procedure:
    - (1) The Fort Knox Directorate of Family and Morale, Welfare and Recreation (DFMWR) is the scheduling proponent for large, official ceremonial functions that may be held in the Sadowski Center. Personnel interested in utilizing the facility will schedule the event with the Sadowski Facility Manager, 624-1838.
    - (2) Only functions outlined below will be considered official events authorized for priority scheduling in Sadowski Center. Functions not meeting these criteria outlined for usage of the Sadowski Center, will be requested directly with the Sadowski Facility Manager and are subject to availability of the facility.
      - (a) Official Deployment, Manifest and Welcome Home Redeployment Ceremonies.
      - (b) Change of Command Ceremonies, for inclement weather, only as a last resort.

(c) Other Official Functions as approved by the Garrison Commander or are listed on the Official Function Guide.

b. Functions that are social in nature will incur a usage fee.

c. Examples of the difference between official functions and functions that are social in nature include:

- (1) Promotion Ceremonies – Official
- (2) Promotion Parties – Social in Nature
- (3) Retirement Ceremonies – Official
- (4) Retirement Parties – Social in Nature
- (5) Awards Ceremonies – Military Related only is Official
- (6) Meetings, Briefings, Training Sessions - Military Related only is Official
- (7) “Hail and Farewell” – Social in Nature
- (8) Weddings, Birthday Parties, Social Gatherings, etc. – Social in Nature

d. Requestors must contact the Sadowski Center Manager to coordinate facility reservations.

e. Requestors using the facility are responsible for set-up, tear-down, and clean-up for the function.

### 3. General Conditions of Use.

a. Outside food and beverages (not provided by DFMWR) **are not allowed** inside Sadowski Center. The use of “Off-Post” catering and “Pot-Luck” type dinners are strictly prohibited. An exception to the food and beverage policy may be granted for manifest and mobilization/deployment operations.

b. Arrangement for equipment not available at Sadowski Center is the event POC’s responsibility. Sadowski Center furniture and equipment will not be removed from the facility.

c. Fixed equipment will not be removed for functions unless specifically approved by Sadowski Center Facility Manager. No equipment or items will be placed on the

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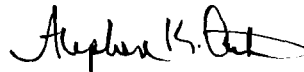
Sadowski wood floor that is not protected with adequate rubber tips or wheels. Any damage to the floor will be the responsibility of the unit/organization using the facility.

d. The sound and light system within Sadowski Center will be operated by trained DFMWR staff only.

e. A limited number of tables and chairs are available which may be used for function seating. When additional seating is required, the event host is responsible for providing the chairs and for all seating set up, tear down, and final removal from the facility. All chairs used on the floor will be rubber tipped legs to ensure damage to the floor does not occur.

f. No decorations will be adhered to the walls, ceilings, finishes, fixtures or surfaces of the Sadowski Center unless specifically approved by Sadowski Facility Manager.

4. Point of contact is Michelle Sharp, Sadowski Facility Manager at (502) 624-1838.



Stephen K. AITON  
COL, AG  
Commanding