



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

AMIM-KNW-R (100)

18 July 2025

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. The Sadowski Center is designated primarily for official large-scale ceremonial functions such as deployment, manifest, and redeployment activities, which take precedence over all other uses. When the facility is not required for such events, the Fort Knox Directorate of Family and Morale, Welfare and Recreation (DFMWR) will utilize it for various recreation and community programs.

a. Official Ceremonial Events:

(1) The DFMWR oversees the scheduling of official ceremonial functions. Event organizers must coordinate with the Sadowski Facility Manager at (502) 624-1413. The facility office hours are Monday through Friday, 0800-1600.

(2) Priority will be given to official functions, including:

(a) Deployment, Manifest, and Welcome Home Ceremonies.

(b) Change of Command Ceremonies in inclement weather (as a last resort).

(c) Other official functions approved by the Garrison Commander or listed in the Official Function Guide.

b. Social events. Functions deemed social in nature will incur a usage fee. Examples include promotion parties, retirement parties, weddings, birthday parties, and other gatherings.

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. Responsibilities of Event Organizers:

(1) Requests for facility reservations must be coordinated with the Sadowski Facility Manager.

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

3. General Conditions of Use.

a. Food and Beverages. Outside food and beverages not provided by DFMWR are prohibited unless explicitly exempted for deployment and mobilization operations. Potluck-style meals and off-post catering are not permitted.

b. Furniture and Equipment:

(1) 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.

(2) 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 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.

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(3) A limited number of tables and chairs are available which may be used for function seating. 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.

(4) Disassembling all set-up items and returning furniture and equipment to their original positions.

c. To uphold the integrity and appearance of the gymnasium flooring:

(1) Protective floor coverings (tarps) will be provided by the facility for use during all non-athletic events. These coverings must be utilized for both official and non-official functions to safeguard the floor against potential damage from foot traffic, equipment, and furnishings.

(2) To maintain the quality and safety of the flooring, taping directly onto the gymnasium floor is strictly prohibited.

d. Requestors using the facility are responsible for the following cleaning tasks:

(1) Sweeping floors to maintain cleanliness and ensure no debris, stains, or damage remains on the facility's flooring.

(2) Cleaning bathrooms, including wiping surfaces, and ensuring trash is removed.

(3) Trash disposal. Collecting all waste generated during the event and disposing of it in designated trash receptacles outside the facility.

e. Audio- Visual Systems: Units are responsible for managing audio and sound. DFMWR staff will train the Unit Representative on sound operation. Units may bring their own system and/or use VIOS if preferred.

f. Decorations. 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. The point of contact is Silvia Cote, Sadowski Facility Manager at (502) 624-1413.

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A handwritten signature in black ink, appearing to read "David T. Holstead". The signature is fluid and cursive, with a large initial "D" and "H".

DAVID T. HOLSTEAD
COL,
Commanding