



Building 4022 **Occupant Rules of Use** **& Operating Procedures**

1. The Garrison commander allowed the use of Building 4022 (Garrison Commanders Conference Building) for the Private Organizations (PO) registered to operate on Fort Knox, to store equipment and hold regular and special meetings.
 - a. These organizations include MOAA, MOWW, AUSA, OCSC, ESC, Boy Scouts and Girl Scouts.
 - b. Each organization at the original meeting with the Garrison Commander in 2004, has an area specifically designated for their special purposes.
 - c. This document was established at a Facility Tenant meeting on March 23, 2005, and establishes Standard Operating Procedures and building rules and regulations regarding the use and operation of Building 4022, and specifically to the center (middle, 2nd, or main) floor.
 - d. There is additional guidance published by the FKSC detailing specific regulations regarding the Top (penthouse or 3rd) floor, and the Bottom (Ground level, or 1st) floor.

2. The building was given to us as it stood. Minimal to no assistance will be provided from Post for the maintenance and upkeep of this building. Its well being relies on the tenant organizations.
 - a. We have significantly modified the main floor of the building to provide space for large gatherings. MOAA members have made building enhancements, using equipment requisitioned through post channels.
 - b. Garrison has agreed to provide, heating, cooling, electricity and water at their expense.
 - c. Garrison will not provide, custodial services, internal trash pick-up, cleaning supplies, trash bags or toilet paper and hand towels. Tenant organizations must provide supplies and clean the building on their own.

3. Entry into the building will be maintained through a key control process. The main floor, front door entrance keys will be maintained by the MOAA POC. Bottom and Top floor keys will be maintained by the FKSC POC. At no time will the building be left unlocked or the doors be held open by some device (flower pot, rock, fire extinguisher, etc) if there is no one in the building.

4. There are two large common areas on the main floor, and one on the bottom floor. The main floor rooms are:

- a. the "Fire Place Room", located immediately to the left as you enter the building from the front entrance
 - b. the "Main Hall", straight back from the front door, intended for larger gatherings.
 - c. Use of these rooms will be controlled by a scheduling meeting held quarterly or more often, if necessary*.
 - (1) Several of the tenant organizations have regularly scheduled monthly and quarterly meetings and will have precedence in the scheduling.
 - (2) PO's authorized to operate on post must coordinate with the scheduling PO for use of these facilities,
 - (3) Scheduling - A scheduling calendar will be developed for each common room. These calendars will be maintained in the main hallway / foyer area, by the managing organization. Information needed for use of the rooms will be reviewed by the members and will consist of the following information at a minimum:
 - (a) Who – What organization or other authorized element needs one or both of the common areas
 - (b) What - What is the purpose of the meeting.
 - (c) Where – Which of the common areas is required.
 - (d) When – What is the date and time frame for which the area(s) is required.
 - (4) A form is provided in this document to request use of the rooms (Annex B)
 - (5) No one other than PO's authorized to operate on post will be allowed to use these facilities, unless approved as an exception at one of the quarterly scheduling meetings.
 - d. The equipment in both of the common areas was provided by MOAA. It has been set up in a way that satisfies most general membership meetings. Anyone using either of these rooms must place the equipment back as it was originally found when they are finished. Equipment borrowed from another room will be returned to that room as it was before.
5. Since there is no custodial service, if your organization generates trash in ANY area (common or designated), bring your own trash bags for use and, when leaving, take the trash out to the dumpster located out the front door and to the left. If you have made a mess on the floor that requires vacuuming, do so and return the vacuum to the rear storage room.
6. No children are allowed on the main floor without being accompanied by an adult.
- a. When children are accompanied on the main floor, they are restricted to only the two main common rooms, or the designated area of the accompanying adult.
 - b. Children should not be playing in the hallways

- c. Children are not allowed in the kitchen and serving room located off the Main Hall of the Large Common room.

- 7. The main floor restroom is unisex., and located in the Large Common room. Thus far, MOAA has provided the toilet paper, paper towels and cleaning supplies. Garrison does not provide these supplies. If you use this facility, bring replacement supplies for the stock. If you are not satisfied with the cleanliness of the facility, please feel free to clean it to your standards.

- 8. An effort will be made by all occupants to conserve those assets given us by the Garrison.
 - a. When not in use shut off water faucets and turn off lights.
 - b. If you are the last person in the building, shut off the lights in your area and those in the foyer and/or halls.

- 9. Parking
 - a. Parking on the loop in front of the building is reserved for handicapped. Loading and unloading is permitted from this area.
 - b. Parking for all others is in the parking across the street from 4022.
 - c. Parking behind the building is In Accordance with the FKSC 4022 SOP.

- 10. Phone - There is a phone in the downstairs area. This line can call on post housing and offices. The number is 624-4105.

- 11. Incidents – if there is a problem in a designated area, please contact that area's POC (annex A) and let them know of the problem. If there is a general problem with the building or common areas, please contact the floor manager for that area (Bottom/1st Floor and Top/3rd Floor – FKSC, Middle/2nd Floor – MOAA)

ANNEX A – Points of Contact

Organization	Name	Phone	Email
MOAA	Larry Herzog	351-6433	herzogl@bbtel.com
MOWW	Dick Ardisson	351-7138(H) 624-7162(W)	dick.ardisson@knox.army.mil
AUSA	Don Devine	351-5462	PO Box 1261 Radcliff, KY 40159
OCSC	Kitty Keeter	943-9116	jkkeeter@bbtel.com
FKSC	Willis Madden	942-8323(H) 626-0714(W) 270-268-2165(C)	knoxscouting@yahoo.com www.knoxscouting.org
Bridge Club	Altha Wager	351-0352	272 Manor Drive Radcliff, KY 40160-1150



**AGREEMENT FOR USE OF COMMON MEETING ROOM
BUILDING 4022**

Vine Grove Avenue, Fort Knox KY 40121

This document details the agreement between the undersigned and the agency assigned the responsibility of maintaining and scheduling the room identified. This agreement details the expectations of the scheduling agency, and commits the requesting agency to meeting these expectations.

Room Requested _____ Common Room 1 – Oval shaped, smaller common room, with a nonfunctional fireplace,
_____ Common Room 2 – Rectangle shaped, larger common room, with an attached kitchen/food preparation area, and unisex bathroom.

Date Requested _____
Requirements

_____ Upon completion of our event, we agree to replace all equipment back as it was originally found.

- a. Equipment borrowed from another room will be returned to that room as it was before
- b. Equipment in the room will be placed in a neat and orderly fashion as closely to the original placement as possible, to include placing matching chairs around the tables (all chairs at a table of the same type and matching color)

_____ Our organization understands that there is no custodial service at this facility

- a. Any trash generated is our responsibility
- b. We should bring our own trash bags and cleaning supplies for use
- c. When leaving, we will take the trash out to the dumpster located out the front door and to the left.
- d. If we have left anything on the floor that requires vacuuming, we will do so and return the vacuum to the rear storage room.

_____ Our organization understands that No children are allowed on the main floor without being accompanied by an adult. When children are accompanied on the main floor, they are restricted to the common room being used; they are not to play in the halls or any other agency offices / areas.

_____ Our organization understands that children will not be allowed in the kitchen and serving room located off the Main Hall. Any supplies used in the kitchen area will be replaced, unless purchasing soda.

_____ Our organization understands that the main floor restroom is unisex, and that Garrison does not provide supplies for this facility. If we use up what supplies are in this room, we will replace them prior to clearing the facility for the use of the next group.

_____ Our organization understands that an effort must be made to conserve those resources we are allowed to use by the Garrison, therefore when not in use water faucets and lights will be turned off. If we are last organization to leave the building, we will also shut off the lights in the foyer on the way out, and will ensure the door is secured.

We have been briefed and understand the expectations:

_____	_____	
Representative of Requesting Organization Representative	Date	Managing Unit