

## **MEETING ROOMS**

### **KNOX COUNTY CENTRAL BUILDING**

The following is information about the meeting rooms at the Media Center located in the Knox Central Building, 1000 N. Central Avenue. To reserve and / or cancel the meeting rooms, please call Sue McNutt at 594-3755. If you need to cancel a meeting, call in advance of the scheduled time so the room can be scheduled for someone else.

#### FACILITIES:

1. THE LARGE MEETING ROOM—MC 2

- Capacity: Up to 70 people
- Cable television: 25" wall-mounted TV set
- Marking boards
- Tack boards
- Speaker's rostrum
- 12 folding tables, chairs for 70
- Public address system
- Overhead projector
- Projection screen

This room will accommodate up to 70 people seated theatre style, or may be arranged for workshops for fewer people.

Refreshments may be served, but there are no sink or kitchen facilities in the room.

However, there is a sink in a nearby department.

2. THE SMALL MEETING ROOM—MC 1

- Capacity: Up to 30 people
- Cable television: 25" television on cart
- Marking boards
- 8 folding tables, chairs for 30
- Overhead projector

Refreshments may be served, but there are no sink or kitchen facilities in the room.

However, there is a sink in a nearby department.

There is no thermostat in the room to control temperature.

#### REMINDERS:

- I. HOURS: The Knox Central Building is open Monday – Friday from 8:00 am until 4:30 pm.
- II. PARKING: Please ask the persons attending your meeting to park in the lot on the Central street side of the building (corner of Central and Baxter Avenues) and to enter and leave the building through the doors marked Media Center.
- III. If you need any special equipment, e.g. film projector, VCR, slide projector, etc., please call in advance. Do not wait until the last minute because equipment may not be available.
- IV. It is the responsibility of the person in charge of the meeting to set up the room prior to the meeting. Likewise, after the meeting, the room MUST be left in order. There is no on-site custodial staff to do this.
- V. Plates, napkins, etc. are not provided. However, there is a large (100) cup coffee pot which you may use if requested in advance.
- VI. No smoking is allowed in the building.