



## UALC Room & Resource Request Guidelines: Facilities Requests

FOR UALC MINISTRIES AND OUTSIDE GROUPS

- Requests cannot be taken by phone or email. Schedule your room or space by completing the online form available at [www.ualc.org/resourcerequest](http://www.ualc.org/resourcerequest). Use the "Facilities Request" button for all rooms, the Mill Run fields; or services such as the nursery, audio visual equipment or kitchen use.
- Non-UALC ministry requests require a separate rental agreement and fee, which may take up to 15 business days to process. This form is not an agreement. A room is not reserved until a contract has been signed and the deposit received.
- UALC ministry programs will be given priority over outside groups.
- UALC ministries must schedule rooms at least one week in advance. Ministry room requests will be granted, although specific rooms, dates and times cannot be guaranteed when scheduling.
- Short Notice: Rooms requested with less than 48 hours advance notice will be considered, but cannot always be fulfilled.
- UALC safety policies, Safeguarding Children and Youth, must be followed. For more information about the policy, contact Lee Anne Otto, [lotto@ualc.org](mailto:lotto@ualc.org), 614-451-3736 ext. 4653.
- Nursery facilities may be used only when children are supervised by UALC approved staff. A fee is required.
- Nonprofit group requests will be considered, although approval is not guaranteed.
- For wedding scheduling, call Nichole Bellair, 614-451-3736, 4665.
- For baptism scheduling, call Lee Anne Otto 614-451-3736 ext. 4653 to make arrangements.
- For funeral scheduling, call Becki Bork 614-451-3736 ext. 4634 to make arrangements.
- Please observe the time you scheduled so that others may use the room during their scheduled time.
- Please leave the room in clean condition for the next group using it. Turn out the lights when leaving. Refer to your confirmation summary or contract for additional details, including your room management guide.
- Requests for ongoing events/meetings (weekly, monthly, etc.) must be resubmitted every six months.
- Room set-up for UALC ministry programs can be provided, Tuesday through Thursday. Friday and weekend event set-up and tear-down is the responsibility of the ministry.
- The UALC staff offices are closed on Fridays. The Mill Run facility is closed on Friday and Saturday. The Lytham Road facility is closed on Friday and closes at 12:00 pm on Saturday.
- You must be 21 years of age to request a room, and the contact person must be present at the event.
- Room assignment can be changed without notice, assigned room(s) are listed on the daily lobby sign.
- UALC facilities are closed for the following holidays:

New Year's Eve (12 noon)	New Year's Day	Good Friday (12 noon)
Memorial Day	Independence Day	Labor Day
Thanksgiving Day	Christmas Eve (12 noon)	Christmas Day
Juneteenth		

**Please contact Marilyn Loscocco ([mloscocco@ualc.org](mailto:mloscocco@ualc.org) or 614-451-3736, ext. 4669) with questions, cancellations or changes.**