

UALC Room & Resource Request Guidelines — Facilities Requests

For UALC Ministries and Outside Groups

- Requests cannot be taken by phone. Schedule your room or space by completing the online form available at www.ualc.org/resourcerequest. Use the "Facilities Request" button for all rooms, space in Sunday morning Ministry Center, the Mill Run fields, a collection box; 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 Wanda Hairston, whairston@ualc.org, 614-451-3736 ext. 4639.
- Nursery facilities may be used only when children are supervised by UALC approved staff. A fee will be required.
- Nonprofit group requests will be considered, although approval is not guaranteed.
- For wedding scheduling, please call Tori Short 614-451-3736 ext. 4727 and leave a message to make arrangements.
- For baptism scheduling, please call Lee Anne Otto 614-451-3736 ext. 4653 to make arrangements.
- For funeral scheduling, please call Becki Bork 614-451-3736 ext. 4634 to make arrangements.
- Please observe the meeting 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.
- Lobby Ministry Centers: This form is required and must be received by Monday at noon for space needed the following Sunday. A space will be reserved in the lobby for the promotion of UALC ministries and activities.
- Requests for ongoing events/meetings (weekly, monthly, etc.) must be resubmitted every six months.
- Room set-up for UALC ministry programs is provided, Monday 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 Church at Mill Run facility is closed on Friday and Saturday.
- 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	

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