

# 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](http://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](mailto: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 and 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](mailto:mloscocco@ualc.org) or 614-451-3736, ext. 4669) with questions, cancellations or changes.**