



Upper New York Conference

The United Methodist Church

To live the Gospel of Jesus Christ and to be God's love with our neighbors in all places.

Event/Meeting Request

Date(s) of Meeting:

Day(s) of Week:

Beginning Time:

Ending Time:

Event Contact Name:

Event Contact Phone:

Event Contact Email:

Ministry Team Name:

Number of people attending:

Meeting Room Choice:

We have several meeting/teaching room choices available. All provide the most current audio and visual technology. Rooms A, B, and D are multi-purpose (teaching and/or meeting) with Room C primarily used for meeting only.



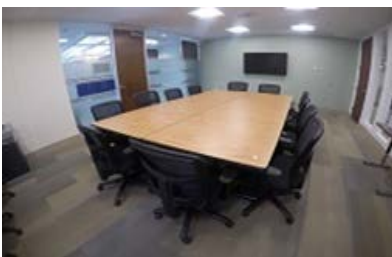
Room A is located nearest the dining room, has a capacity for 20 people with fixed u-shape seating, and its own kitchenette.



Room B provides seating up to 150 with layout options of square, rows, u-shape or classroom. Table choices are round or rectangular.



Room C has a long, narrow shape providing seating for 15 and is usually used for meetings with its own kitchenette.



Room D seating is rectangular providing seating for 12 and is furthest from the dining/kitchen areas.

*****We do ask that all rooms be left in the same manner in which you found them, accounting for all items in the room and proper disposal of food and waste. *****



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Dining Options:

Food/Dining Options	1	Participants will bring in own refreshments/lunch/dinner (particularly helpful if one or more team members have food allergies/sensitivities and/or special dietary needs)	<p>Meals for Conference Meetings</p> <p>In an effort to be good stewards of the Conference's resources, we invite team members to bring their own "brown bag" lunches.</p> <p>If you ask Conference staff to order meal(s) (option 2) using your ministry team's budget, please indicate that when completing this form.</p> <p>Our new Conference Center has a kitchen and spacious dining area for your use, whichever option you choose. Dining capacity of 50.</p> <p>Please note: If someone in your group has a food allergy, sensitivity, or special dietary restrictions, it is suggested that he/she bring their own lunch as we cannot guarantee the integrity of the caterer/restaurant.</p>
	2	Conference staff member will order food for the group. Lunch will be delivered for 12:00 noon dining and 6:00 pm dinner unless otherwise specified. Meals will include a vegetarian and gluten free option. Please specify other request. Note: For participant(s) with specific dietary restrictions it may be a safer option for that participant to bring his/her own meal(s).	
	NOTE	<i>There can be no food, food containers, or trash left in any meeting rooms. All items must be removed with trash placed in the receptacle outside the building. Each group is responsible to care for their own food and trash.</i>	

- Indicate Dining Option:
- Name of Ministry Team Budget for Food:
- Additional Instructions for Special Accommodations (such as dietary needs, seating layout, or table shape):

- Do you have an assigned fob?
- If you need a temporary fob who will pick up and date:
- Returned fob will be: Left in box or Given to staff
- *Fobs not returned have to be deactivated to ensure the safety of the building and staff. In addition, fobs not returned have to be replaced with the Conference incurring the additional expense.*
- Any questions can be directed to Chris Lupini at 315-898-2000. Please return this form to chrislupini@unyumc.org. **Rooms are reserved on a first come first served basis. **