



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.

Meeting Room Request Guidelines

- Send or give Meeting Room Request form to your conference staff liaison. [Click here](#) for list of conference staff and email addresses.
- Reserve early! Meeting rooms are reserved on a first come, first served basis.

If your meeting/event occurs after hours or on a weekend, be sure to request a

- door fob and make arrangements with Chris Lupini, our Welcoming Specialist, to pick up and return the fob along with instructions for its use. Chris will contact the Team Leader to confirm meeting details.
- Please place catering receipts at the Reception desk.

*Conference Office, 7481 Henry Clay Blvd., Liverpool, NY 13088
(315) 898-2000 • Fax (315) 898-2198 • www.unyumc.org*